

Yarrunga Primary School

Emergency and Critical Incident Management Plan 2019-2020



38 - 50 White Street, Wangaratta, VIC, 3677
03 5721 2682 / yarrunga.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 31/08/2019

Purpose

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

Context

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

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

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

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

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Stuart Kreltshheim	Operations Manager CFA	06/12/2018	s.kreltshheim@cfa.vic.gov.au
Senior Sergeant Lance Werner	Officer in Charge Police	06/12/2018	gerard.warrin@police.vic.gov.au
Fran Waterman	Chief Warden Principal, Yarrunga Primary School	06/12/2018	waterman.fran.l@edumail.vic.gov.au
Olivia Sewell	Logistics Officer and Business Manager, Yarrunga Primary School	06/12/2018	sewell.olivia.o@edumail.vic.gov.au
Fran Waterman	Communications Officer and Principal, Yarrunga Primary School	06/12/2018	waterman.fran.l@edumail.vic.gov.au
Michael Jenkins	Operations Officer Yarrunga Primary School OHS Officer	06/12/2018	jenkins.michael.w@edumail.vic.gvo.au
Cheryl Coatsworth	First Aid Officer, Yarrunga Primary School	06/12/2018	Coatsworth.Cheryl.A@edumail.vic.gov.au
Robyn Clarke	Planning Officer, Yarrunga Primary School	06/12/2018	clarke.robyn.a@edumail.vic.gov.au
Whole School Staff	Whole School Staff	06/12/2018	All School Staff DL
Leigh Chadban	NERPSA Manager	06/12/2018	manager@nerpsa.com.au
Lynne Gleeson	Cleaner	06/12/2018	Lynne Gleeson <lynnegleeson@yahoo.com>

Facility Profile

School Name/Campus Name	Yarrunga Primary School
Address	38 - 50 White Street, Wangaratta, VIC, 3677
Phone	03 5721 2682
Email	yarrunga.ps@edumail.vic.gov.au
Fax	03 5721 2439
DET Region	NORTH-EASTERN VICTORIA
DET Area	Ovens Murray Area
LGA	Wangaratta (RC)
BOM/Fire District	
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8.30am - 4.00pm
Number of Students	150
Number of Staff	22
Number of Buildings	3
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Yarrunga Primary School Hall
On-site Evacuation Location	School Oval
Off-site Evacuation Location	Yarrunga Splash Park, Mitchell Avenue

Typical method used for communications to school community	Newsletter, Website and Facebook
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
NERPSA	The Hub	30		57212755	0428222530

Building Information Summary

Telephones (landlines)

Location	Number
Administration (landline)	0357212682
Administration (landline)	0357212394
Mobile (Principal)	0425765964

Alarms

Description	Location	Monitoring Company	Number
Fire	Detectors	Emergency Management	
Intrusion	Every room/building	Emergency Management	
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Edge of hall	AGL	
Water	Burke Street	NE Water	
Electricity	Hallway next to staff room	RED Energy	

Sprinkler System

Control Valve Location	No
Shutoff Instructions Location	No

Boiler Room

Location	No
Access	No

Emergency Power System

Type	none
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number
Small amount of fuel, paint	Garden Shed

Additional Profile Information

Additional Info	

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	06/08/2019
Next check date	28/01/2020

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1, Week 5	Emergency evacuation Onsite	Fran Waterman, Michael Jenkins, Matthew Raison and Robyn Clarke	25/02/2019	24/03/2019
Term 2, Week 5	Emergency evacuation Offsite	Fran Waterman, Michael Jenkins, Matthew Raison and Robyn Clarke	20/05/2019	03/06/2019
Term 3, Week 5	Lockdown	Fran Waterman, Michael Jenkins, Matthew Raison and Robyn Clarke	12/08/2019	02/09/2019
Term 4, Week 5	Lockout	Fran Waterman, Michael Jenkins, Matthew Raison and Robyn Clarke	04/11/2019	04/11/2019

First Aid Training

Staff Member	Training Completed	Date Qualified To
Cheryl Pond	Level 2	25/09/2018
Michael Jenkins	Level 3	04/05/2018
Cheryl Coatsworth	Level 3 Emergency Management with medications	
Daniel Hogarth	Level 2	30/09/2019
Matthew Raison	Level 2	16/03/2020
Melissa Campbell	Level 2	16/03/2020

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Severe behaviour disorder	0	3
Intellectual disability	0	8
Asthma	0	22
Austism	0	2
ADD/ADHD Medicated	0	4

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Intruder / Personal Threat	Cause: Unknown/known person entering the school building or grounds and verbally and/ or physically causing harm due to: Custodial dispute Police operation/ pursuit of an offender Parent dispute with the children's service Drug affected or mentally unstable person Argument between children's parents Consequences: Physical and/or psychological harm to staff and/or children.	Secure entry into the School Visitors must report to reception and sign in using the Visitor Register. Lock-down/lock-out/evacuation procedures are regularly practised. Procedures for responding to Intruder incident are readily accessible to staff in case of emergency. School Wide Positive Behaviour Program operating - Expectation Matrix in place. Encouraging engagement of parents in the school's activities, supported by school policy documents including Respect for School Staff Policy. The school maintains a register of current court orders/custody documents.	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	The school will provide training for staff in managing aggressive people/diffusing tense situations. Staff will share information on a need to know' basis concerning parent issues. The school will develop a process and pre-determined actions to discretely alert others of an intruder. The school will increase number of staff in the playground if required. Where staff feel the need for support in arranged meetings with parent/s: two staff will attend where possible staff will use a signal to obtain support from another staff member an appropriate room will be selected for meetings where possible eg one with two exit points. Where necessary, the school will seek legal advice regarding obtaining a trespass order for parents who use threatening behaviour. If there is an escalation of Intruder incidents, the school will consider: liaising with local police to arrange a prompt response to any call for assistance.	Consequence Moderate Likelihood Unlikely Risk Level Medium
Grassfires	Risk of death/injury from burns or smoke inhalation. Risk of psychological injury.	School has a current arborist's report for all trees. Check CFA website, alerts during the bushfire season. Schedule and practise evacuation/shelter in place drills on a regular basis.	Effective	Consequence Minor Likelihood Rare Risk Level Low	Remove trees identified as dangerous or at risk following the arborist's report School Oval regularly mowed. Grassed area regularly mowed. Volunteers regularly prune and remove hazardous materials.	Consequence Minor Likelihood Rare Risk Level Low
Building fire	Risk of injury from burns or smoke inhalation.	Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Test communication systems (PA system) on a regular basis. A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner.	Effective	Consequence Minor Likelihood Rare Risk Level Low	School has OHS Activities Calendar which documents when testing will occur on an annual basis. Ensure annual practises of Emergency Drills.	Consequence Minor Likelihood Rare Risk Level Low
Severe weather and storms	Risk of roof down flooding causing injury.	Roofs/gutters/drains are cleared. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications.	Effective	Consequence Minor Likelihood Possible Risk Level Medium	Plumber cleans drains and gutters regularly. Storage shed available for equipment/materials. PA System regularly used and serviced.	Consequence Minor Likelihood Possible Risk Level Medium

<p>Flooding</p>	<p>Risk of Creek Flooding causing injury.</p>	<p>Liaise with SES/local govt to identify risks. Develop contingency for storage of equipment/materials if possible.</p>	<p>Effective</p>	<p>Consequence Minor Likelihood Possible Risk Level Medium</p>	<p>Storage shed available for equipment/materials. Roof to be fixed by VSGA Funding.</p>	<p>Consequence Minor Likelihood Possible Risk Level Medium</p>
<p>Influenza pandemic</p>	<p>Risk of Health and/or Death (in extreme cases of a pandemic).</p>	<p>Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April). There is convenient access to water and liquid soap and/or alcohol-based sanitiser in all bathrooms. Staff and children educated about covering their cough to prevent the spread of germs.</p>	<p>Needs Improvement</p>	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>	<p>All classrooms have liquid soap and running water available to all students. All classrooms have access to tissues. Education program throughout classrooms at the start of the flu season.</p>	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>
<p>Intruder</p>	<p>Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. Cause: Unknown/known person entering the school building or grounds and verbally and/ or physically causing harm due to: Custodial dispute Police operation/ pursuit of an offender Parent dispute with the children's service Drug affected or mentally unstable person Argument between children's parents Consequences: Physical and/or psychological harm to staff and/or children.</p>	<p>Secure entry into the School Visitors must report to reception and sign in using the Visitor Register. Lock-down/lock-out/evacuation procedures are regularly practised. Procedures for responding to Intruder incident are readily accessible to staff in case of emergency. School Wide Positive Behaviour Program operating - Expectation Matrix in place. Encouraging engagement of parents in the school's activities, supported by school policy documents including Respect for School Staff Policy. The school maintains a register of current court orders/custody documents.</p>	<p>Acceptable</p>	<p>Consequence Moderate Likelihood Unlikely Risk Level Medium</p>	<p>The school will provide training for staff in managing aggressive people/diffusing tense situations. Staff will share information on a need to know' basis concerning parent issues. The school will develop a process and pre-determined actions to discretely alert others of an intruder. The school will increase number of staff in the playground if required. Where staff feel the need for support in arranged meetings with parent/s: two staff will attend where possible staff will use a signal to obtain support from another staff member an appropriate room will be selected for meetings where possible eg one with two exit points. Where necessary, the school will seek legal advice regarding obtaining a trespass order for parents who use threatening behaviour. If there is an escalation of Intruder incidents, the school will consider: liaising with local police to arrange a prompt response to any call for assistance.</p>	<p>Consequence Moderate Likelihood Unlikely Risk Level Medium</p>
<p>Bomb/substance threat</p>	<p>Physical or psychological injury could occur to staff, visitors or contractors.</p>	<ul style="list-style-type: none"> • Ensure each phone has a Bomb Threat Checklist available. • Schedule and practice emergency evacuation drills on a regular basis. • Contact local police immediately. <p>Implement and follow Bomb Threat response procedure (located in EMP): If a bomb/chemical threat is received by telephone:</p> <ul style="list-style-type: none"> • stay calm ○ do not hang up ○ refer to the bomb threat checklist <p>If a bomb/chemical threat is received by mail:</p>	<p>Acceptable</p>	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>	<p>Ensure OHS representatives are familiar with the Bomb Threat Checklist. Ensure all administrative staff are familiar with Bomb Threat Checklist, including induction for new staff.</p>	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>

		<ul style="list-style-type: none"> ○ avoid handling of the letter or envelope ○ place the letter in a clear bag or sleeve ○ inform the Policy immediately. <ul style="list-style-type: none"> ● If a bomb/chemical threat is received electronically or through the school's website: <ul style="list-style-type: none"> ○ do not delete the message ○ contact police immediately. ● Ensure doors are left open. ● Do not touch any suspicious objects found. ● If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered. 				
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> ● Ensure roofs/gutters/drains are clear. ● Liaise with SES/local government to identify potential risks. ● Develop contingency for storage of equipment/materials if necessary. ● Test communications ● Ensure there is a business continuity plan in place. 	Acceptable	Consequence Minor Likelihood Unlikely Risk Level Low	Monitor Bureau of Meterology website if severe or extreme weather is known. Listen to local ABC radio in the event of severe weather. Contact local bus providers. Enact Communication Trees as required.	Consequence Minor Likelihood Unlikely Risk Level Low
Loss of essential services	Lack of availability of school resources such as computers, telephone services. Lack of availability of fresh drinking water and water for flushing toilets.	School staff have mobile phones. School has existing relationships with key trades people. Contact ICT technician Shaun Ablazej on 0409 229 695.	Acceptable	Consequence Insignificant Likelihood Unlikely Risk Level Low	Ensure administration staff have contacts of local trades people.	Consequence Insignificant Likelihood Unlikely Risk Level Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> ● Recognise indicators of Child Abuse ● Child Safe Standards ● PROTECT protocol ● Student Critical Incident Advisory Line ● Student Support Services/Student Welfare Coordinator 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	All staff to complete Mandatory Reporting Modules online annually. All volunteers and parents to provide WWC Check and sign confidentiality agreement, including policy for volunteering. All new employees to have referees asked Child Safe Standards Questions. Well-Being staff to work closely with local stakeholders such as DHHS, UMFC, Gateway.	Consequence Moderate Likelihood Possible Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to	<ul style="list-style-type: none"> ● Privacy (including DET's Schools' Privacy Policy) ● Privacy, Department provided software ● Privacy (requests for Information about Students) ● Acceptable use of ICT Resources 	Acceptable	Consequence Minor Likelihood	Dedicated and recognised ICT Leader is given additional time release to manage ICT.	Consequence Minor Likelihood

	access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT 		Unlikely Risk Level Low		Unlikely Risk Level Low
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> • Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Highly Trained First Aid Leader in Cheryl Coatsworth.	Consequence Moderate Likelihood Possible Risk Level Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 	Acceptable	Consequence Minor Likelihood Likely Risk Level Medium	Dedicated Pastoral Care Leader who is also HSR. Full time social worker. Well-Being Case Management Team meetings weekly. SSS Team on site at Yarrunga PS as their base school. Staff familiar with and have accessed EAP.	Consequence Minor Likelihood Possible Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	School has purchased wrist bands with school contact information.	Consequence Moderate Likelihood Unlikely Risk Level Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Acceptable	Consequence Severe Likelihood Rare Risk Level Medium		

<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education</p>	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 	<p>Acceptable</p>	<p>Consequence Major Likelihood Possible Risk Level High</p>	<p>We are a Lead School for Respectful Relationships. Common and shared knowledge of vexing parents.</p>	<p>Consequence Major Likelihood Possible Risk Level High</p>
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Core Emergency Response Procedures

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

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

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

	<ul style="list-style-type: none"> • Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area, being School Hall area • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 / 9589 6266. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Intruder / Personal Threat	<ul style="list-style-type: none"> • Notify the police by dialling '000' and requesting assistance. • Call Yarrunga Primary School Principal/NERPSA Kindergarten Manager • Notify the Incident Controller (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 if evacuation or lockdown is required. Evacuation only should be considered if safe to do so. • Report to DET's Security Services Unit on 9589 6266. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Grassfires	<ul style="list-style-type: none"> • 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 Yarrunga Splash Park if safe to do so, 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 Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Building fire	<ul style="list-style-type: none"> • 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 Yarrunga Primary School Oval, 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 Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Severe weather and storms	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • All students, staff and visitors to remain in their classrooms if safe to do so. • Should classrooms be considered unsafe, move all students, staff and visitors to the pre-determined shelter-in-place area, being School Hall area • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 / 9589 6266. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in-place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

<p>Flooding</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • All students, staff and visitors to remain in their classrooms if safe to do so. • Should classrooms be considered unsafe, move all students, staff and visitors to the pre-determined shelter-in-place area, being School Hall area • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126 / 9589 6266. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in-place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Influenza pandemic</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Contact the Department of Health and Human Services for information and follow advice. • Enact Communication Tree to inform families of the pandemic, as well as use the newsletter and online platforms to convey information and promote hygiene practises. • Ensure hand washing and hygiene practices in all classrooms, with the school to supply hand wash and sanitiser. • Staff to monitor student health and contact families with concerns. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776
<p>Intruder</p>	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Ensure staff are never alone with the intruder; staff must be in multiple numbers. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776
<p>Bomb/substance threat</p>	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

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 9637 2871.
- Await "all clear" advice from police before returning to school buildings to resume normal school activities.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

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

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
 - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
 - Immediately:
 - inform the Chief Warden/principal if this has not yet been done
 - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above
 - report the emergency to the Security Services Unit on 9589 6266
 - ensure all of the caller information has been written down and provided to police on arrival.
 - **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.
- Report emergency to the Security Services Unit on 9589 6266.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

If a bomb/substance threat is received electronically e.g. by email

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.
- Report emergency to the Security Services Unit on 9589 6266.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - Move students away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - Call 000 for emergency services and seek and follow advice
 - Report the emergency to the Security Services Unit on 9589 6266
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

	<ul style="list-style-type: none"> ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.
Severe weather event	<ul style="list-style-type: none"> ● Call 000 if emergency services are needed and seek and follow advice. ● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. ● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. ● During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Disconnect electrical equipment - cover and/or move this equipment away from windows. ● Report emergency to the Security Services Unit on 1800 126 126. ● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ● Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. ● Call 000 if emergency services are required to respond e.g. power lines down in front of school. ● Contact the relevant provider/s to report outage and ascertain when restoration will occur. ● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. ● Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. ● Report the loss of essential services to the Security Services Unit on 1800 126 126. ● Contact parents as required. ● Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. ● Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> ● Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf ● Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> ● Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. ● Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> ● Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf ● Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> ● Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. ● Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> ● Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf ● Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

	<p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
Information Security	<ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ◦ Phone 1800 641 943 ◦ Email servicedesk@edumail.vic.gov.au ◦ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
Mental Stress	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ◦ School's student wellbeing officers ◦ Student Support Services ◦ Doctors in Secondary Schools ◦ Kids Helpline - 1800 55 1800 ◦ Headspace in schools 0458 559 736 ◦ Lifeline - 13 11 14 ◦ Referral to the Navigator program for wraparound support for disengaged learners ◦ Suicide prevention resources from Beyond Blue and/or Headspace ◦ CAT Team – acute mental health triage • Utilise internal Well-Being staff and team structures to provide ongoing support. • Provide EAP information in a timely manner. • Provide contact information for the school's HSR (Health and Safety Representative) - Michael Jenkins.
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ◦ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies

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

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Fran Waterman	57212682	0425765964	0425765964
Business Manager	Olivia Sewell	57212681	0422436264	0422436264
Year Level Coordinators	Robyn Clarke	57212681	57221005	0417565071
School Bus Coordinator	Janine Andrea	57230519		
First Aid Officer	Cheryl Coatsworth	57212682	57212304	
School Welfare Officer	Michael Jenkins	57212682	0400158582	0400158582
OH&S Representative	Michael Jenkins	57212681	0400158582	0400158582
School Chaplain	Rachel Dal Zotto	57212681	0427555989	0427555989
School Council President	Kerry O'Connor	57216255	0409445511	0409445511
NERPSA Manager	Leigh Chadban	5721 2755		

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Terry Bennett	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Cristina Perra	03 7505 3641	0448 284 749
Emergency Management Support Officer	Eloise Martin		0427 374 563
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	

OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Alby Freijah	0417053237	0417053237
SSSO Team Leader	Northern Network Christine Downing	57230529	0403736962

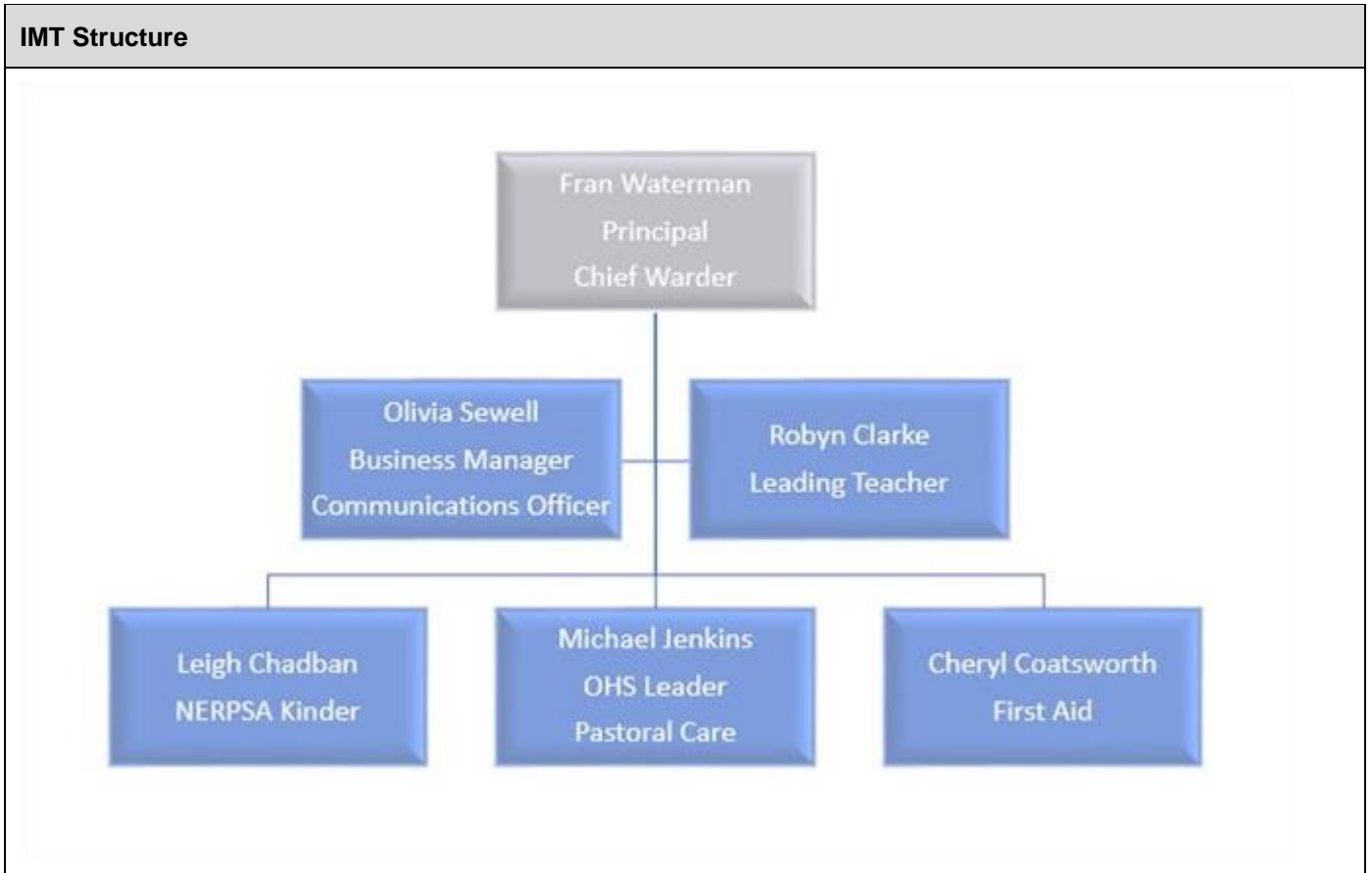
Local / Other Organizations

Name	Phone
Police Station	000
Hospital/s	57225111
Gas	57218144
Electricity	57221492
Water Corporation	1300361644
Facility Plumber	0429656700
Facility Electrician	57221492
Local Government	57220888
SES (flood, storm and earthquake)	132 500
NERPSA	57212755

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Shuttle Bus	Wangaratta	Yarrunga Primary School	Dysons 57221843

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Ms Fran Waterman Phone/Mobile: 0425765964	Name: Mrs. Robyn Clarke Phone/Mobile: 57221005/0417565071
Planning Officer	Name: Ms Fran Waterman Phone/Mobile: 0425765964	Name: Mrs. Robyn Clarke Phone/Mobile: 57221005/0417565071
Operations Officer (Area Warden)	Name:	Name:

	<p>Mrs Olivia Sewell Phone/Mobile: 57212682/ 0422436264</p>	<p>Mr Michael Jenkins Phone/Mobile: 0400158582</p>
Communications Officer	<p>Name: Ms Fran Waterman Phone/Mobile: 0425765964</p>	<p>Name: Mrs. Robyn Clarke Phone/Mobile: 57221005/0417565071</p>
First Aid Officer	<p>Name: Mrs Olivia Sewell Phone/Mobile: 57212682/ 0422436264</p>	<p>Name: Mrs. Cheryl Coatsworth Phone/Mobile: 57212617 / 0478085547</p>

Incident Management Team Roles & Responsibilities

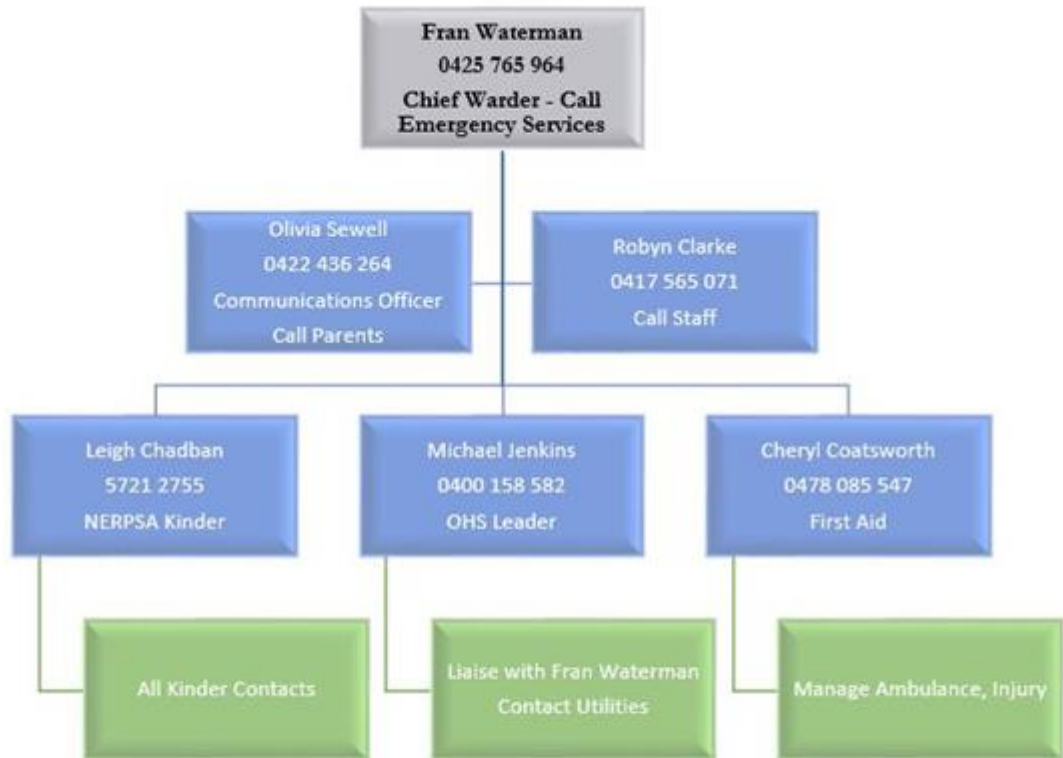
Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid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

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
<p>First Aid Officer</p>	<p>The responsibilities of the appointed First Aid Officer include:</p> <ul style="list-style-type: none"> • maintain their First Aid accreditation to the level of 'Provide First Aid' by a Registered Training Organisation • consistent with the First Aid Code of Practice complete CPR refresher training every 12 months • provide first aid within their office to all persons when required • familiarise themselves with medical resources in the local area, for example, where to access a defibrillator, epipen or emergency medical assistance if required • undertake quarterly checks of the office first aid kit to ensure it is compliant with the checklist issued by DET, including disposing of expired items safely and in a manner which prevents their use by any other person • undertake biannual checks of the Emergency Kit

	<ul style="list-style-type: none">• assist the WHS Site Officer (where the WHS Site Officer is not also the First Aid Officer) to carry out quarterly site inspections and respond to WHS enquiries• assist with any incident investigations and unresolved issues connected with the use of first aid supplies, or action by the WHS Site Officer at the site• promote good WHS practice within the site. <p>During an Emergency:</p> <ul style="list-style-type: none">• locate and access First Aid Kits as required• Locate and carry medications as required for students with additional needs• At the direction of the Chief Warden, administer First Aid as required, or initiate First Aid where necessary• Communicate with First Responders such as Ambulance as required <p>Post Emergency:</p> <ul style="list-style-type: none">• collate logs of all first aid completed during emergency and ensure they are secured for future reference• complete DET-required logs of all incidents as required
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Communication Tree

Communication Tree



Fran Waterman to also contact:

- Manager Operations and Emergency Management – 1800 126 126
- Alby Freijah: SEIL – 0417 053 237
- Neighbouring Schools
- Bus Coordinator Janine Andrea – 5723 0519

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	<p>Workaround Partial site unavailable:</p> <ul style="list-style-type: none"> • Revise timetable to relocate students and staff to other facilities on site - library, the hall, The Hub • Relocate admin and staff facilities to other networked space within school. ie Library/Office/ The Hub • Admin staff may need to work remotely from Yarrunga PS • 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 Wangaratta West PS and Appin Park PS for years Prep and 1 students if necessary • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site users. Eg : NERPSA <p>Whole site unavailable:</p> <ul style="list-style-type: none"> • 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 Wangaratta West PS and Appin Park PS for admin team and student groups • Provide regular updates to the school community via SMS, emails, social media and newsletter • Consider student transport arrangements • Notify site users. E.g. cleaner, NERPSA • Redirect suppliers to alternate site. IT Resources required • CASES admin network • Access to wireless network. • School curriculum network Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools • Separation of family groupings if spread across multiple sites • Demands placed on staff due to loss of resources, relocation, etc • Students' access to out of school hour's care. Key Contacts can be found in the Contacts section of the Emergency Management Plan.
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Name	Contact Details	Support Role
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Kristy Keenan	(03) 5721 3491	Principal, Wangaratta West PS
Dale Carmody	(03) 5722 1326	Principala, Appin Park PS
Alby Freijah	0417053237	SEIL

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

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

Details of arrangements	<p>Workarounds Data/technology:</p> <ul style="list-style-type: none"> Relocate admin and staff facilities to other networked space within school Admin staff may need to work remotely from Yarrunga PS to access Cases network Utilise laptops where available to provide access to network <p>Telephony:</p> <ul style="list-style-type: none"> Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. Utilise mobile phones to contact staff. Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. <p>Power:</p> <ul style="list-style-type: none"> Determine the requirement for the operation of the school. ie water pump for toilet operation. Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. Restructure school program to account of the lack of power. <p>Considerations</p> <ul style="list-style-type: none"> Ensure OH&S issues are considered when using back up power and water pumps Review and update staff contact details to include mobile phone numbers. <p>Staff Communications Tree to include details of messaging systems</p> <p>Key contacts</p> <ul style="list-style-type: none"> Cases 21 support – 03 11111111 DET IT support - Shaun Ablazej: 0409 229 695 Phone provider – MyNetFone: 1300 731 048
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Name	Contact Details	Support Role
Shaun Ablazej	0409229695	IT Technician

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

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

Details of arrangements	<p>Workarounds • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be sourced from:</p> <ul style="list-style-type: none"> o School's own pool of emergency teachers. o School's preferred CRT agency: MOSAIC - 040 449 1534 <p>• Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager • Inform school community of issues via social media, newsletter or note home with students. Considerations • Workload of staff and emergency teachers Table of key contacts CRT agency – 040 449 1534</p>
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Name	Contact Details	Support Role
Kim Marsden	040 449 1534	CRT Agency Provider

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting 	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles 	

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

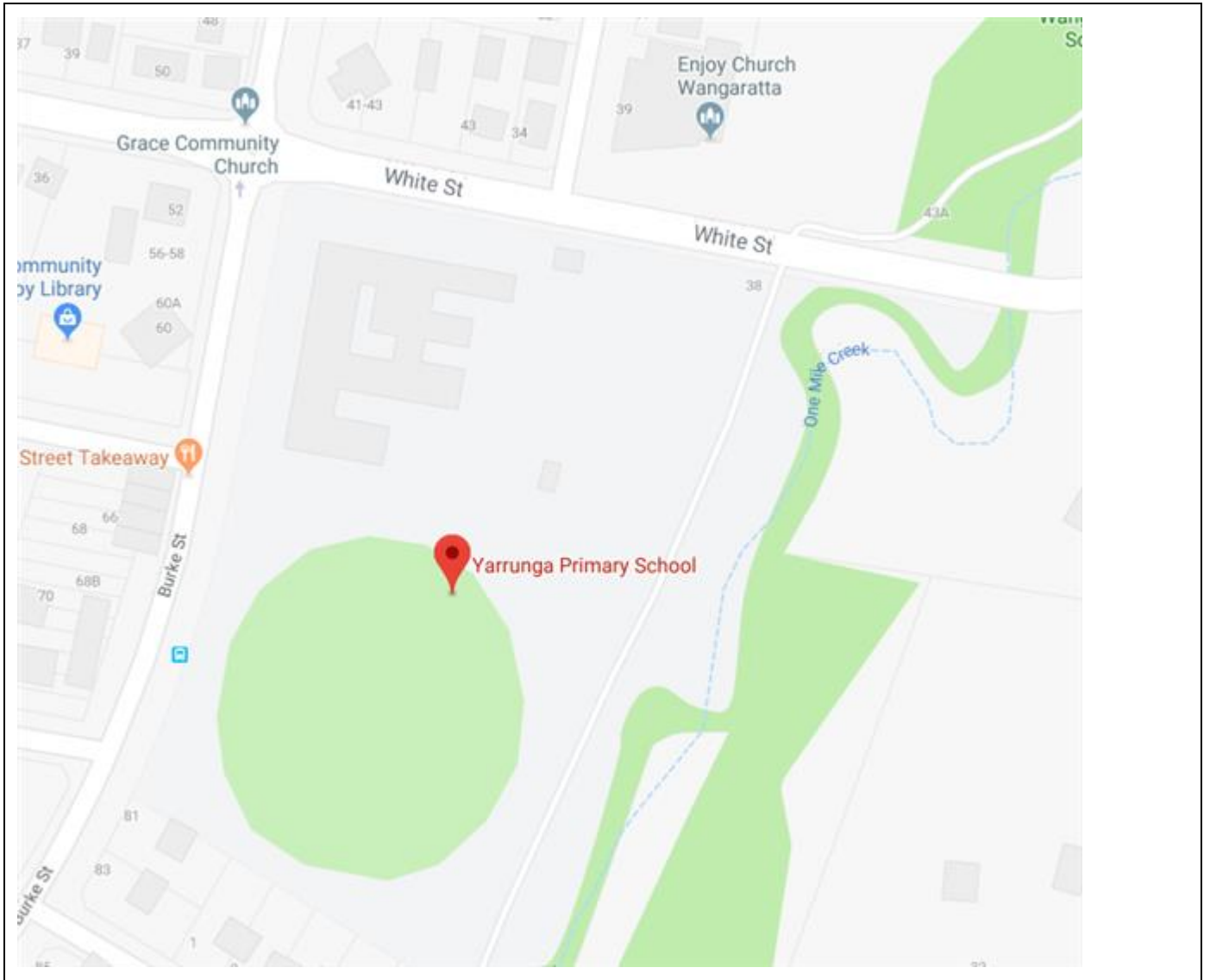
Area Map

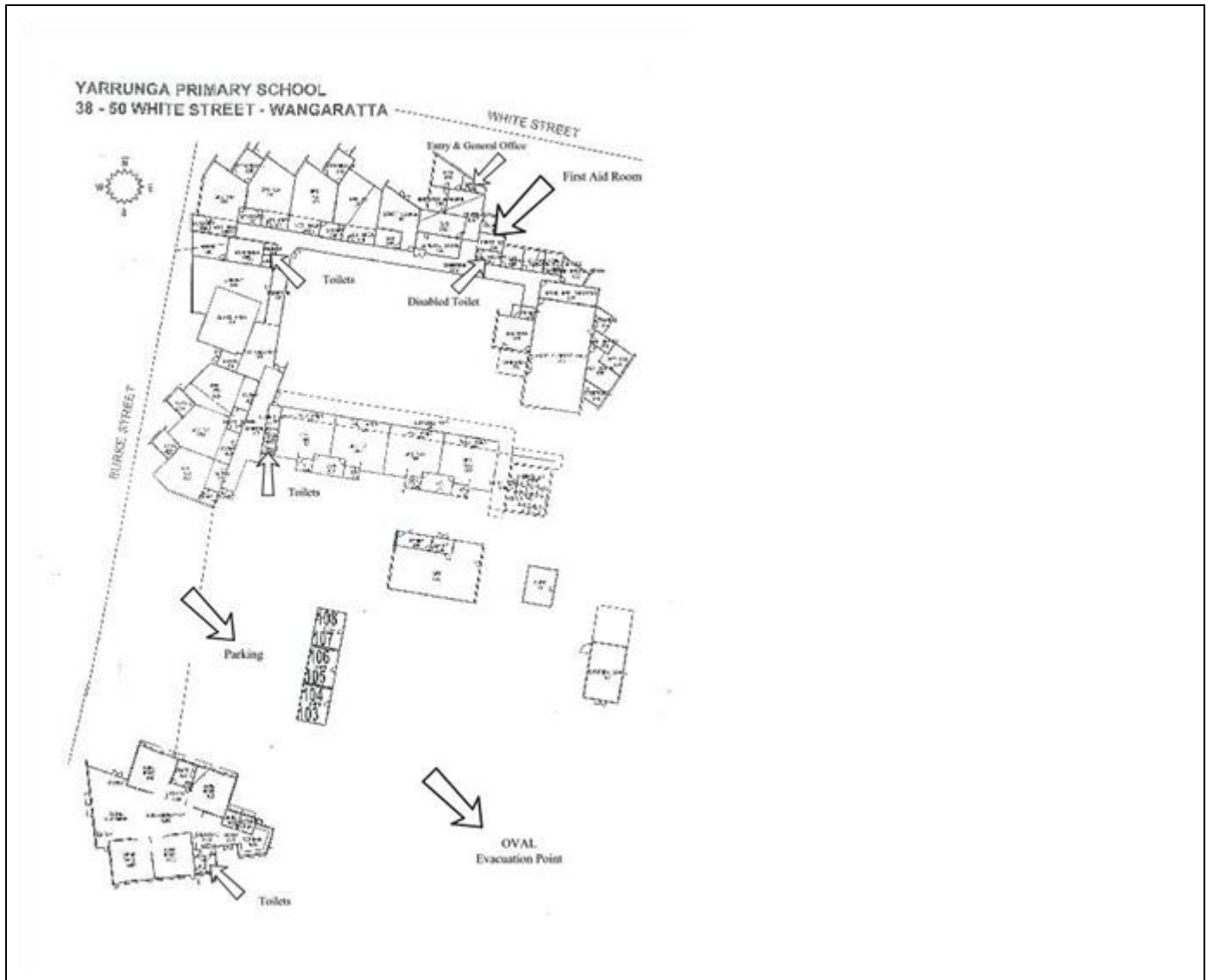
Area Map



E.V.A Point – Emergency Vehicle
Access Point
● - Exit Points

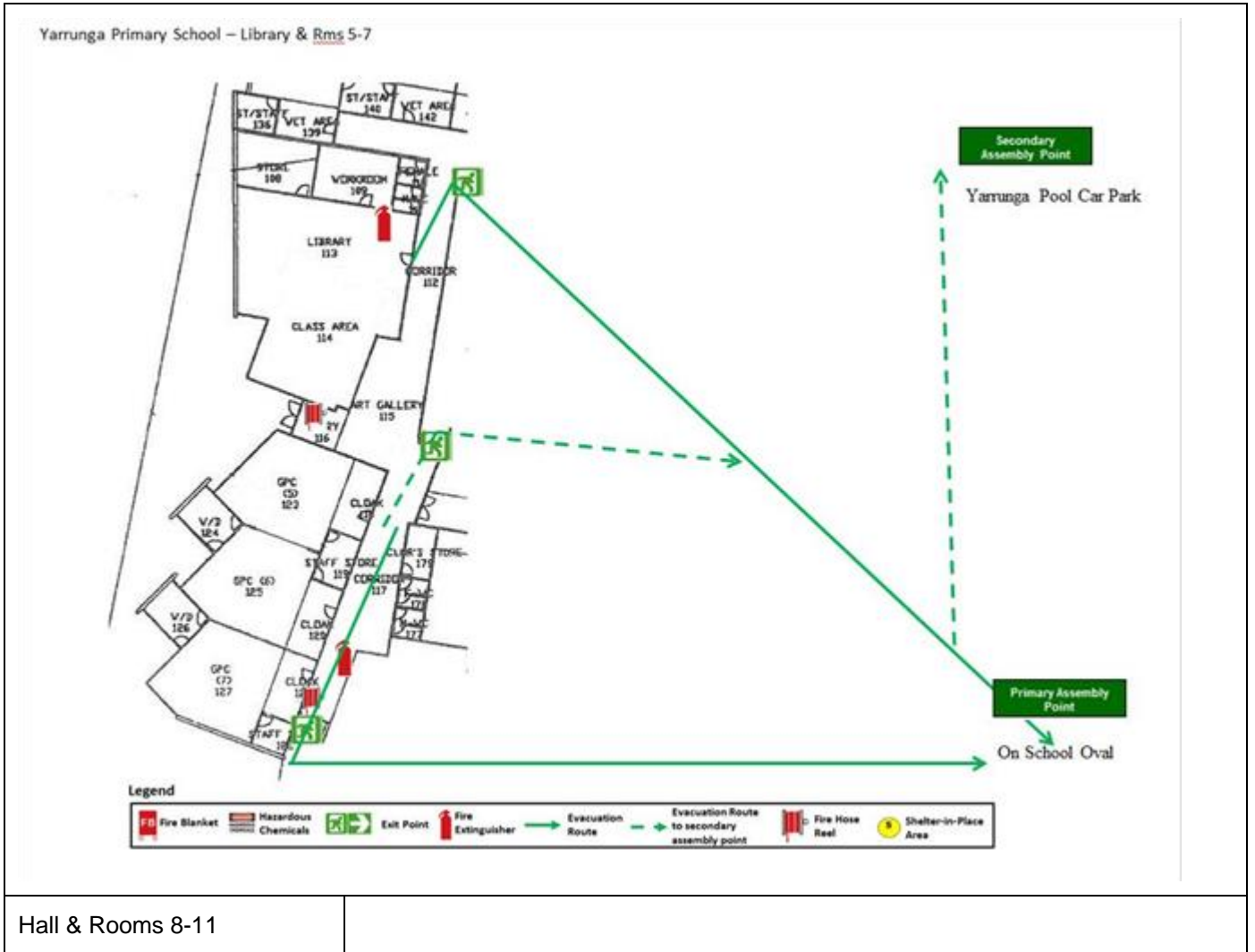






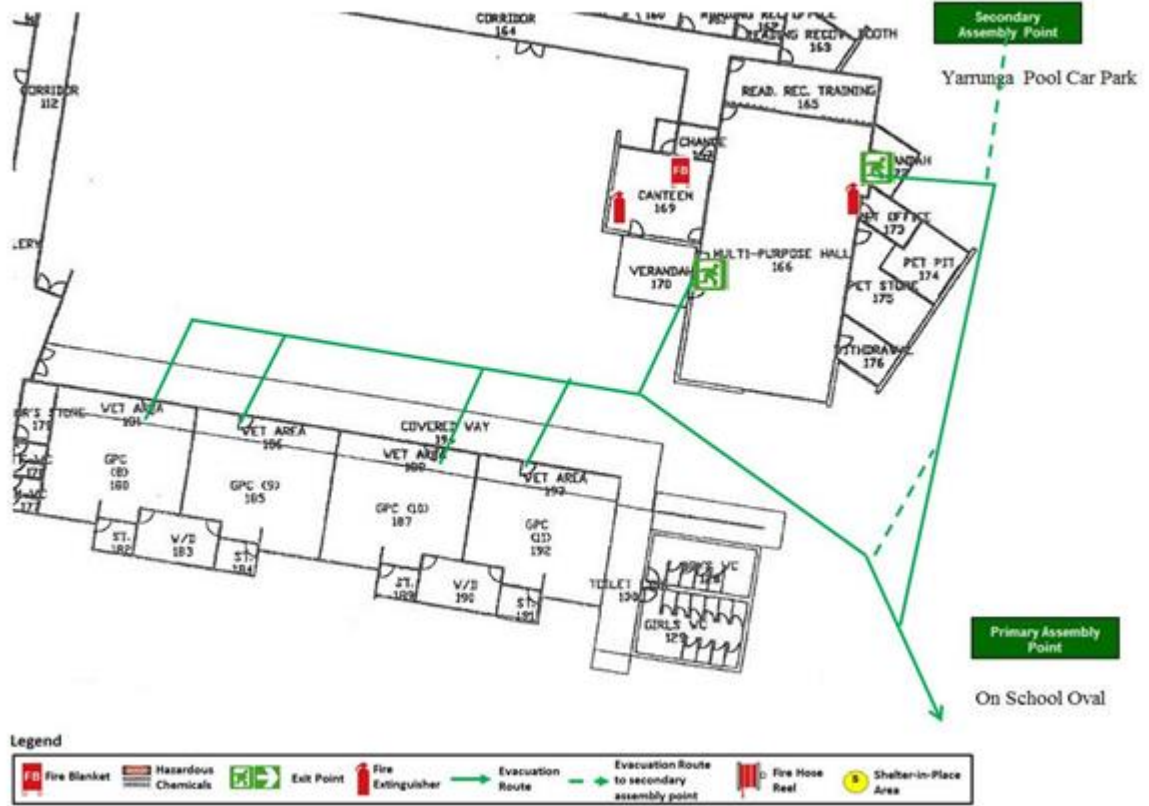
Evacuation Map

Building Name	Evacuation Procedures
Administration & Rooms 1-4	<p>Yarrunga Primary School – Admin & Rms 1-4</p> <p>Secondary Assembly Point Yarrunga Pool Car Park</p> <p>Primary Assembly Point On School Oval</p> <p>Legend</p> <ul style="list-style-type: none"> Fire Blanket Hazardous Chemicals Exit Point Fire Extinguisher Evacuation Route Evacuation Route to secondary assembly point Fire Hose Reel Shelter-in-Place Area
Library & Rooms 5-7	

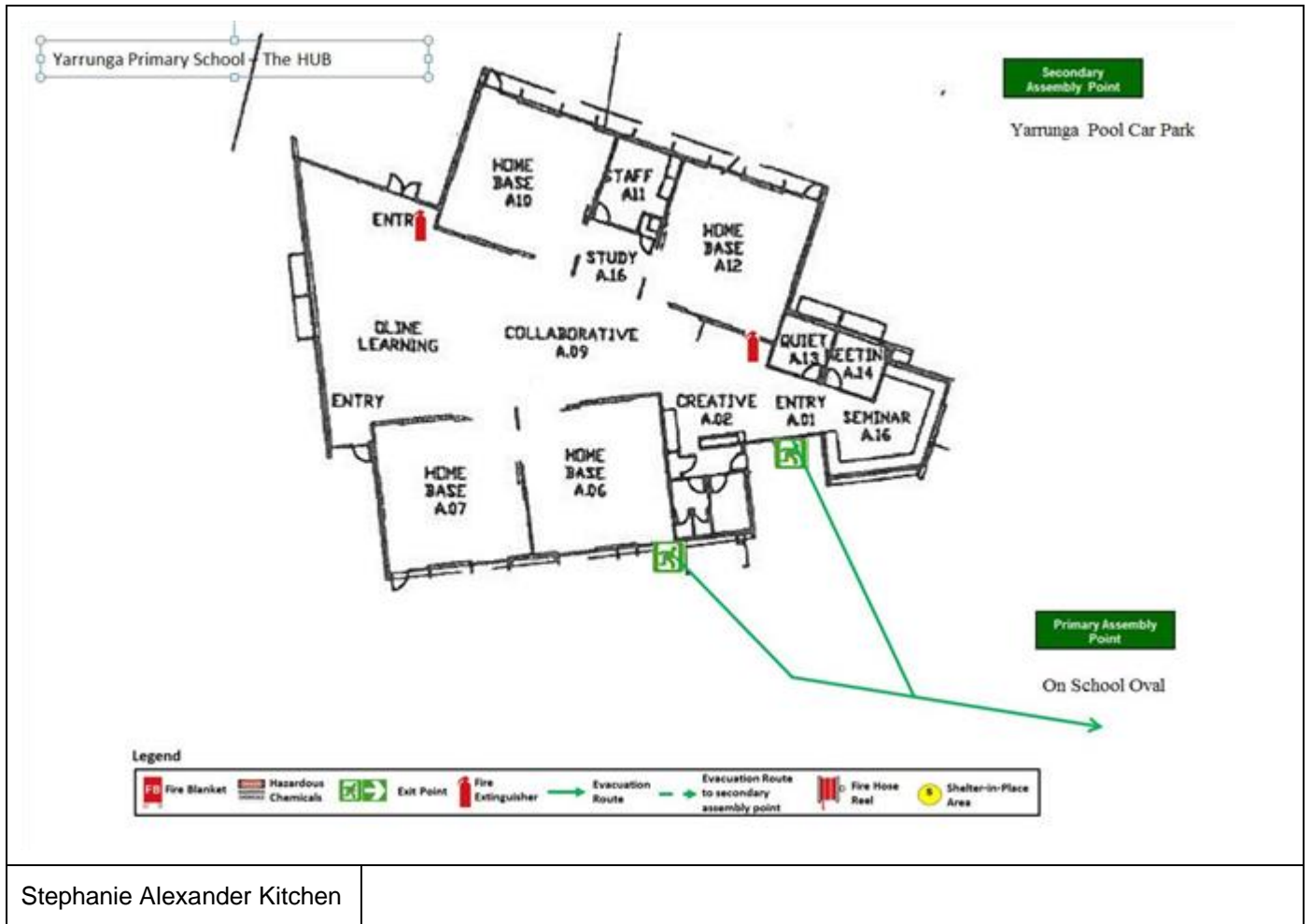


Hall & Rooms 8-11

Yarrunga Primary School – Hall & Rms 8-11



The HUB



Stephanie Alexander Kitchen

