**Yering Primary School**

**Emergency and Critical Incident Management Plan 2023-2024**



**22-24 Melba Highway, Yering, VIC, 3770**

**03 9739 1451 / yering.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 1/09/2023**

Purpose

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

Context

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

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

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

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

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Yering Primary School |
| Address | 22-24 Melba Highway, Yering, VIC, 3770 |
| Phone | 03 9739 1451 |
| Email | yering.ps@education.vic.gov.au |
| Fax | 03 0000 0000 |
| DET Region | NORTH-EASTERN VICTORIA |
| DET Area | Outer Eastern Melbourne Area |
| LGA | Yarra Ranges (S) |
| BOM/Fire District | Central District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category |  |
| Operating Hours | 8.00am to 5.00pm |
| Number of Students | 9 |
| Number of Staff | 5 |
| Number of Buildings | 5 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Learning Centre |
| On-site Evacuation Location | Basketball Court |
| Off-site Evacuation Location | Car Park across the road/Hunt Club behind the school |
| Typical method used for communications to school community | SMS, School Newsletter |
| Is this school has other services or users of the site? | No |

Other Services/Users of Site

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

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| Classroom | Fixed |
| ELC Office | Fixed |
| Administration Building | Fixed |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring  Company | Number |
| Fire | Hand Bell - staff room on fridge | N/A | Ring with announcement |
| Intrusion | Sensor Alarm - Main Building | EMSU | Direct Link to EMSU |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service  Provider | Location of shutoff  Instructions |
| Gas / Propane | N/A | N/A | N/A |
| Water | Mains Water Service access Melba Highway near main entrance | Yarra Valley Water | Turn off at mains |
| Electricity | Main switchboard in hall near admin area. | AGL | Contact AGL |

Sprinkler System

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

Boiler Room

|  |  |
| --- | --- |
| Location | N/A |
| Access | N/A |

Emergency Power System

|  |  |
| --- | --- |
| Type | N/A |
| Location | N/A |
| Provides power to | N/A |
| Shutoff Instructions Location | N/A |

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Hazard - Shed | Back Corner (south end) |
| Cleaners Storeroom (39) | Back of ELC near boys toliet |

Additional Profile Information

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

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
| October | Emergency Drill - On Site | Chief Warden | 17/10/2023 |  |
| October | Emergency Drill - Off Site | Chief Warden | 18/10/2023 |  |
| November/December | Emergency Drill - On Site Emergency Management Plan Review | Chief Warden Incident Management Team | 21/11/2023 |  |
| February | Emergency Drill - On Site | Chief Warden | 15/02/2024 |  |
| March/April | Emergency Drill - Off Site | Chief Warden | 20/03/2024 |  |
| October | Lockdown/Lockdown Emergency Management Plan Review | Incident Management Team | 23/02/2024 |  |
| April/May | Lockdown - intruder | Chief Warden | 27/03/2024 |  |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Deanna Cole | 02.05.2023 | 13/03/2020 |
| Meridith Day | 02.05.2023 | 13/03/2020 |
| Ruth Butler | 02.05.2023 | 15/06/2021 |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
|  |  |  |

Students or Staff with Additional Needs

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

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

|  |  |  |
| --- | --- | --- |
| Category | Number of Staff | Number of Students |
| Anaphylaxis | 0 | 0 |
| Vision impaired | 0 | 0 |
| Asthma | 0 | 2 |
| Autism | 0 | 2 |
| Severe behaviour disorder | 0 | 0 |
| Allergies - 1 staff - bee stings | 1 | 0 |
| ADHD | 0 | 0 |
| Cerebral Palsy | 0 | 0 |
| Intellectual disability | 0 | 0 |

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 | Yes |
| 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 |

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 01/09/2023 |
| Next check date | 24/01/2024 |

Incident Management Team

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

|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander | |  | | --- | | **Name:** | | Deanna Cole | | **Phone/Mobile:** | | 0437 110 333 | | |  | | --- | | **Name:** | | Meridith Day | | **Phone/Mobile:** | | 9739 1451 | |
| Communications Officer | |  | | --- | | **Name:** | | Deanna Cole | | **Phone/Mobile:** | | 0437 110 333 | | |  | | --- | | **Name:** | | Meridith Day | | **Phone/Mobile:** | | 9739 1451 | |
| Operations Officer (Area Warden) | |  | | --- | | **Name:** | | Deanna Cole | | **Phone/Mobile:** | | 0437 110 333 | | |  | | --- | | **Name:** | | Meridith Day | | **Phone/Mobile:** | | 9739 1451 | |
| Logistics Officer (Warden) | |  | | --- | | **Name:** | | Deanna Cole | | **Phone/Mobile:** | | 0437 110 333 | | |  | | --- | | **Name:** | | Meridith Day | | **Phone/Mobile:** | | 9739 1451 | |
| Planning Officer | |  | | --- | | **Name:** | | Deanna Cole | | **Phone/Mobile:** | | 0437 110 333 | | |  | | --- | | **Name:** | | Meridith Day | | **Phone/Mobile:** | | 9739 1451 | |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency**   * Maintain current contact details of IMT members. * Conduct regular exercises/drills. * Ensure students/staff with special needs list and staff trained in first aid list are up to date. * Ensure our emergency response procedures are kept up-to-date. * Ensure staff on the IMT are aware of their responsibilities.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests. * Report the emergency to the Security Services Unit on 1800 126 126   **Post- Emergency**   * When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Communications Officer | **Pre-Emergency**   * Assist the Chief Warden. * Attend training in the use of the school’s communication system. * Maintain records and logbooks and make them available for emergency response. * Ensure emergency and parent contact details are up-to-date. * Participate in emergency exercises/drills.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and location of the emergency. Maintain up to date information. * Confirm that emergency services have been notified. * Notify appropriate IMT members. * At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Chief Warden.   **Post- Emergency**   * Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. * Contact parents as required. |
| Operations Officer (Area Warden) | **Pre-Emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. * Participate in emergency exercises/drills.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the Operations Warden will:   * Attend the emergency control point. * Communicate with the Chief Warden by whatever means available and act on instructions. * Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. * Direct logistics officer (wardens) to check the floor or area for any abnormal situation. * Commence evacuation if the circumstances on their floor or area warrant this. * Control the movement of people. * Co-opt persons as required to assist a logistics officer (wardens) during an emergency. * 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.   **Post Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| Logistics Officer (Warden) | **Pre-Emergency**   * Ensure staff and students are aware of the emergency response procedures. * Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). * Participate in emergency exercises/drills.   **During Emergency**  Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).  Activities may include the following:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed   .   * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the operations officer (area warden) on their completion. * Act as directed by the Chief Warden.   **Post- Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| Planning Officer | **Pre-Emergency**   * Assist the Chief Warden. * Identify resources required. * Participate in emergency exercises/drills.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Report any changes in the situation to the Chief Warden. * Act as directed by the Chief Warden. * Plan for contingencies.   **Post- Emergency**   * Collect and evaluate information relating to the emergency. * Identify recovery needs and develop a recovery plan (if required). |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Business Manager | Janet Orchard | 9739 1451 / 9739 1680 |  |  |
| Year Prep | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Year 0ne | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Year Two | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Year Three | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Year Four | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Year Five | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| Year Six | Deanna Cole | 9739 1451 | 0437 110 333 | 0437 110 333 |
| School Council President | Jen Adams | N/A | N/A | 0412 025 350 |
| Integration Aide | Ruth Butler | 9739 1451 | N/A | 0417 471 739 |
| Cleaner | Linda/Paul (Tradeflex) | N/A | N/A | 0422 449 960 / 0418 105 762 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Karen Money | 1300 333 231 |  |
| Regional Office (nevr@edumail.vic.gov.au) | General enquiries, Benalla, Glen Waverley | 1300 333 231 (03) 8392 9500 |  |
| Manager, Operations & Emergency Management | Therese Carroll | 03 8904 2473 | 0448 284 749 |
| Emergency Management Support Officer | Kate Roberts |  | 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 | Mary Azer | (03) 8392 9578 | 0421 273 609 |
| SSSO Team Leader | Christina Dowling | (03) 7022 1932 | 0438 855 035 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Police Station - Yarra Glen | 9730 1296 |
| Hospital/s - Maroondah | 1300 342 255 |
| Electricity | 121245 |
| Water Corporation | 1300 853 811 |
| Facility Plumber | 0471 831 128 |
| Facility Electrician | 0411 569 716 |
| Local Government | Shire of Yarra Ranges 1300 368 333 / 9294 6905 |

School Bus Emergency Contacts

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

Communication Tree

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

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals | * Weekly checks of safety equip are conducted during bushfire season. * School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. * WatchZone on VicEmergency App * Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. * Working bees to clear and clean up school site occur twice per year. * EMP is reviewed and socialised with staff before fire season. * Staff and parents are aware of EMP and understand their role within it. * ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season * Pre-determined arrangements implemented as fire danger escalates (in accordance with school’s category on the Bushfire at Risk Register) | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | On high risk days or heat and high winds check Vic Emergency app frequently and tune into other information.  Be more vigilant | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Car accident | ​A car or cars are involved in an accident on the Highway in student view. | ​Ensure all students are in lock down to prevent unnecessary trauma. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| 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 | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | | ​All students and staff have eyes on strangers to our school and report them immediately to the Principal/teacher on yard duty. | |  | | --- | | **Consequence** | | Minor | | **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 clinical support for multiple individuals | * Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. * A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. * Communication systems (PA system) are tested on a regular basis. * A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. * All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner. | Acceptable | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **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. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **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** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **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 | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | Follow guidelines from the DET after COVID-19 has affected everyone  Offer staff a COVID-19 vaccination, once developed  Parents/carers to be informed regularly regarding COVID-19 regulations. | |  | | --- | | **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 | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder | * Recognise indicators of Child Abuse * Child Safe Standards * PROTECT protocol * Student Critical Incident Advisory Line * Student Support Services/Student Welfare Coordinator | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |  | |  | | --- | | **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)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx) * [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx) * [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx) * [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx) * Staff member manages and reviews school’s privacy practices * Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. * Examine data security arrangements * BYOD usage and guidelines * Password protocols for ICT | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **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](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx) * Medication Authority Form and authority to administer | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **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 * Building Resilience Framework * Victorian Anti-bullying and Mental Heath Initiative | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress | * School records attendance * Student engagement policy to promote school attendance and address truancy, which is staged * Recess and lunchtime supervision. * Behaviour Support Plans to address individual truancy. * Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) * List of students to attend camp to be held at school site and by Teacher in Charge on camp. * School excursion/camp risk assessment | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **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** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| 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 behaviors and interventions:   * Referral to Student Support Services (SSS) * School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) * Restraint and Seclusion procedures * Respectful Relationships * Health and Human Services Behaviour Support Services * More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional * School welfare officer/coordinator engaged   Training   * Diffusion strategies and training for staff * Conflict management training * Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism   Specific support for teacher/staff in dealing with challenging behaviours   * Employee Assistance Program (EAP) for impacted staff * Principal Mentor Program * Proactive Wellbeing Supervision * Principal Health Checks * Early Intervention Principal Support Service   Refer to additional resources for impacted persons   * School breakfast club (where available) * School wide Positive Behaviour Support * Koori inclusive School Wide Positive Behaviour Support | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Snakes | Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | * School grounds are cleared of all refuse and grass is cut regularly * Staff with first aid qualifications are trained in responding to a snake bite * Staff wear protective footwear on yard duty * School has a closed shoe policy * Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin * Phone number of snake handler is on display in office | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | We have had to put into practise alternative routes for school dismissal.  A text was sent to parents not to enter the school for school pick up. School crossing supervisor was notified.  Snake catcher was called.  Students went into lockdown due to a snake being around the school buildings.  An alternative route was taken for school dismissal.  School crossing supervisor was informed. Snake catcher was called. | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:    DET *School Operations Guide*  [*https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/)    *Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria’s Chief Health Officer (<https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx>). | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |

Core Emergency Response Procedures

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

Specific Emergency Response Procedures

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| 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.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to 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 IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Information Security | * Contact your IT specialist technician for advice and support * If you require support from IMTD contact the Service Desk through one of the following mechanisms:   + Phone 1800 641 943   + Email servicedesk@edumail.vic.gov.au   + Submit an IT Service Request through the Service Gateway * If the incident involves sensitive and/or personal information that may identify an individual without their consent * Phone the privacy help desk on 8688 7967 * Email privacy@edumail.vic.gov.au * Consider notifying the Media Unit on 8688 7776 * If the information security breach is considered malicious contact local police * Offer impacted staff option to access EAP (as applicable) * Offer Student Support Services support to impacted students (as applicable) |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion   * Call’ 000’ if immediate/life threatening * Administer first aid * Contact parent/guardian of affected student * Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 * Record evidence (if applicable) * Keep other students away from the emergency/incident * Provide support for students who may have witnessed early stage of emergency |
| Mental Stress | * If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’ * Administer first aid (if appropriate) – keep physically and emotionally safe * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Consider whether the following supports are appropriate:   + School’s student wellbeing officer   + Student Support Services   + 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 |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/\_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)  for schools to implement at each of the preparedness and response stages of a pandemic influenza event. |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):**   * + - Determine which services are affected and the extent of the impact.     - Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.     - **Call 000** if emergency services are required to respond e.g. power lines down in front of school.     - Contact the relevant provider/s to report outage and ascertain when restoration will occur.     - Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.     - Contact your Senior Education Improvement Leader or Regional Director, Operations and Emergency Management for advice and support if necessary.     - Report the loss of essential services to the Incident Support & Operations Centre (ISOC) 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. |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):   * Contact ‘000’ for police/ambulance attendance * Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services support * Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert   + Limit exposure to ongoing trauma, distressing sights, sounds and smells   + Continue to identify those most at risk and triage for support   + Consider tribute, memorial, ritual * Monitor the wellbeing of staff * Actively implement self-care strategies * If the incident occurs on school premises/camp/excursion   + Preserve the evidence   + Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management   + Contact Legal Division on 9637 3146   + Consider a Worksafe Notification 13 23 60   + Contact Communications Division/Media Unit on 8688 7776 |
| Bushfire/Grassfire | * **A bushfire/grassfire is observable or identified via a VicEmergency App Alert, emergency service and/or other advice and within [insert number] km from the school.**   + If immediate assistance is required phone ‘000’   + Contact Vic Emergency Hotline on 1800 226 226 for information on the fire   + Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response   + Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126   + Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required   + Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)   + Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees   + Direct all Media enquiries to DET Media Unit on 8688 7776   + Contact parents as required   + Staff will remain with children until they are collected by parents or relocated by emergency services.   **If sheltering-in-place is required, move all students, staff and visitors to the Early Learning Centre,** **if possible, following the identified route:**   * + Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)   + 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   + 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   + Check all windows and doors in the Early Learning Centre are closed (but doors are not locked). Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers   + Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone) are in the Early Learning Centre .   + Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems).   + If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Early Learning Centre and the evacuation path between the Early Learning Centre and Basketball Court or the car park across the Melba Highway.   + Staff to check that students have their shoes on and drink bottles with them   + Staff will endeavour to keep students as calm and hydrated as possible   + Staff will identify, and wherever possible, attend to students who show signs of, or are known to be susceptible to smoke. If possible, supply these students with smoke masks and any medication they require.   + A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.   + Consider notifying parents that staff and children are sheltering in place in the Early Learning Centre   + Should parents arrive at the school, parents remain in the Early Learning Centre with their child. Any decision to leave should only occur on advice and with direct support from emergency services   + Continually monitor Early Learning Centre for its integrity, immediately identify and suppress any building ignitions, where safe to do so.   + If the building’s fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish – evacuate to the Basketball Court or the car park across the Melba Highway via the defined route   **While sheltering at the Basketball Court area or the car park across the Melba Highway**   * + Check that all students, staff, visitors and contractors are accounted for.   + Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.   + Staff to check that children have their shoes on and drink bottles with them   + Staff will endeavour to keep students as calm and hydrated as possible   + Administer first aid, if required   + Staff will identify and attend to students who show signs of, or are known to be susceptible to exposure to smoke. Where possible, supply these students with smoke masks.   + Maintain communication with emergency services and remain in place until emergency services or additional support arrives   + Communicate to all parents once the all clear has been given.   + Ensure any students, staff or visitors with medical or other needs are supported.   + Advise the Incident Support and Operations Centre on 1800 126 126 that the event 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.   + Seek support from Student Support Services 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. |
| Car accident | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. * Determine appropriate response strategy in consultation with region emergency services, if possible. * Check that all students, staff, visitors and contractors are accounted for. * Report the emergency to Incident Support and Operations Centre on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Contact parents as required. |
| 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 |
| Snakes | * Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. * Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. * If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. * If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. * If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. * If the snake is located inside a building, consider the need to evacuate the classroom or building. * Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. * If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. * Report the incident to the Incident Support and Operations Centre on 1800 126 126. |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)   * For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) for **Managing a suspected or confirmed case of coronavirus (COVID-19)** * For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** * Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Management of an unwell student or staff member** * Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx). |
| Intruder | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden. * Do not do or say anything to the person to encourage irrational behaviour. * Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. * Determine whether **evacuation, lock-down or shelter-in-place** is required. 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 |
| 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 basketball court closing all doors and windows. * Check that all areas have been cleared and notify the Chief Warden. * Check that all students, staff, visitors and contractors are accounted for. * Report emergency to the Incident Support and Operations Centre (ISOC)  on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required.Direct all Media enquiries to DET Media Unit on 8688 7776   8688 7776  8688 7776  . |
| 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 (ISOC) 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 9637 2871. * 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 Incident Support and Operations Centre (ISOC) on 1800 126 126. * Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):   + gender of caller   + age of caller   + accents and speech impediments   + background noises   + key phrases used   + whether the threat is automated/taped/recorded.   **Ask the caller:**   * where exactly is the bomb/substance located? * what time will the bomb explode/the substance be released? * what will make the bomb explode/how will the substance be released? * what does the bomb look like? * what kind of device/substance is it? * who put the bomb/substance there? Why was it put there? * what kind of substance is it (gas, powder, liquid)? How much is there? * where are you? Where do you live? * what is your name? What are your contact details? * Once the call is finished:   + **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.   + Immediately:     - inform the Chief Warden/principal if this has not yet been done     - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone     - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.   + implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above   + report the emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126.   + ensure all of the caller information has been written down and provided to police on arrival.   **If a bomb/substance threat is received by letter**   * Place the letter in a clear bag or sleeve and store in a secure place * Avoid any further handling of the letter or envelope * Call 000 for police and seek and follow advice * Notify the Chief Warden/principal * If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. * Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. * Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126.   **If a bomb/substance threat is received electronically e.g. by email**   * + **DO NOT DELETE THE MESSAGE**   + Call 000 for police and seek and follow advice   + Notify the Chief Warden/principal   + If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.   + Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126.   **If you are at the site of an explosion**   * + Direct staff to shelter students under sturdy tables or desks if objects are falling around you.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.   + Help others to leave the area.   + 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 (ISOC) on 1800 126 126     - Be aware of any potential secondary explosions     - Limit use of phones as communications systems may become congested. |
| Severe weather event | * **Call 000** if emergency services are needed and seek and follow advice. * Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. * Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. * During a severe storm:   + Remain in the building and keep away from windows.   + Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. * Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. * Disconnect electrical equipment - cover and/or move this equipment away from windows. * Report emergency to the Incident Support and Operations Centre on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Listen to local radio or TV on battery-powered sets for weather warnings and advice. |

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

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| --- | --- |
| Details of arrangements | Workaround Partial site unavailable: • Relocate students and staff to other facilities on site • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Yering 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 such as Coldstream PS • Provide regular updates to the school community via SMS, emails, social media and newsletter Whole site unavailable: • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools such as Coldstream PS • Provide regular updates to the school community via SMS, emails, social media and newsletter • 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 • Demands placed on staff due to loss of resources, relocation, etc. Key Contacts can be found in the Contacts section of the Emergency Management Plan. |

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| Name | Contact Details | Support Role |
| Deanna Cole | 0437 110 333 | Principal at Yering PS |

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

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

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| --- | --- |
| Details of arrangements | Workaround Data/technology: • Relocate admin and staff facilities to other networked space within school • Admin staff may need to work remotely from Yering PS to access Cases network • Utilise laptops where available to provide access to network Telephony: • 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. Power: • Determine the requirement for the operation of the school. ie water pump for toilet operation. Turn over to mains water if not affected. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure school program to account for the lack of power. Paper based lesson plans and allowing as much naturalt light into learning areas. Considerations • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems • Staff and student wellbeing. Key contacts • Cases 21 support – 1800 641 943 • DET IT helpdesk - (03) 9637 3333 • Telephone provider – contact number |

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| --- | --- | --- |
| Name | Contact Details | Support Role |
| Deanna Cole | 0437 110 333 | Principal at Yering PS |

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

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

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| --- | --- |
| Details of arrangements | Workaround • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required.. • School’s own pool of emergency teachers. List held by Principal • Merge classes where appropriate • 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 Key contacts - Local schools |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Deanna Cole | 0437 110 333 | Principal |

Business Continuity Checklist

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| --- | --- |
| Action | Actioned? |
| Activate the school’s Incident Management Team | No |
| Evaluate the impact of the incident for:   * School activities * Impact over time * Manageability * Staffing levels * Resources for recovery | No |
| Identify actions to mitigate impact, including:   * Suspension of non-critical activities * Mutual support arranged with other schools * Distance/virtual learning Use of different areas within site * Off-site activities * Back–up of key school data * Using paper based systems * Flexible lesson plans * Using generators, portable lighting |  |
| Produce an Action Plan for maintaining critical activities that includes:   * Priorities * Communications * Resource deployment * Allocation of specific roles * Monitoring * Reporting * Stakeholder engagement |  |
| Establish a register to log all decisions and actions |  |
| Establish a register to log all financial expenditure incurred |  |
| Secure resources for continuity/recovery including:   * Staffing * Premises * IT and equipment * Welfare |  |
| Deliver appropriate communications including to:   * Staff * Parents/Carers * School Council * School bus contractor/bus coordinating school (as appropriate) * Outside School Hours Care provider * Other users of site * Region * Suppliers * Local Shire/Municipality (as appropriate) |  |

Area Map

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| **Area Map** |
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Evacuation Map

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| **Building Name** | **Evacuation Procedures** |
| Yering Primary School | Students (in the main building) evacuate using the front entrance, unless not safe, then proceed to use other main exit in the main building. Students in any other area of the school use the only exit from each location. Students line up in their home groups/classroom group, on the basketball court, unless unsafe to do so. Teachers complete roll call while support staff check all buildings for staff, students and visitors, checking the sign in book. Await instructions from Incident Controller |
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Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
| All school staff | Yering Primary School | 01/09/2023 | yering.ps@education.vic.gov.au |
| Christine Topma | School Council President | 01/09/2023 | spunky\_jen@hotmail.com |