**Spring Parks Primary School - Valley Campus**

**Emergency and Critical Incident Management Plan 2022-2023**



**27-39 Clarke Road, Springvale South, VIC, 3172**

**03 9547 3222 / spring.parks.ps.valley@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 30/08/2022**

Purpose

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

Context

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

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

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

1. Call ‘000’ for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or [www.emergency.vic.gov.au](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 and Training web site for incident updates.

Facility Profile

|  |  |
| --- | --- |
| School Name/Campus Name | Spring Parks Primary School |
| Address | 27-39 Clarke Road, Springvale South, VIC, 3172 |
| Phone | 03 9547 3222 |
| Email | spring.parks.ps.valley@education.vic.gov.au |
| Fax |  |
| DET Region | SOUTH-EASTERN VICTORIA |
| DET Area | Southern Melbourne Area |
| LGA | Greater Dandenong (C) |
| BOM/Fire District | Central District |
| Is your school on Bushfire At- Risk Register? | No |
| Bushfire At-Risk Register Category |  |
| Operating Hours | 8.15 a.m.-4.00 p.m. |
| Number of Students | 146 |
| Number of Staff | 25 |
| Number of Buildings | 5 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Learning Enrichment Centre (LEC) |
| On-site Evacuation Location | Rebound wall next to the basketball court |
| Off-site Evacuation Location | Spring Valley Reserve Park Land in Springvale Road Springvale |
| Typical method used for communications to school community | Newsletter |
| Is this school has other services or users of the site? | Yes |

Other Services/Users of Site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
| School of Academic Coaching | Florey Centre Flynn Centre | 60 | Monday-Friday 5.00-9.30 Saturday and Sunday 9.00-5.00 | 8524 3421 | 0403 640 200 |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| Administration Office | (03) 9547 3222 (03) 9562 4812 |
| Mawson Centre | (03) 9547 3222 (03) 9562 4812 |
| Principal Office | (03) 9547 3222 (03) 9562 4812 |
| Flynn Centre | (03) 9547 3222 (03) 9562 4812 |
| Assistant Principal Office | (03) 9547 3222 (03) 9562 4812 |
| Florey Centre | (03) 9547 3222 (03) 9562 4812 |
| Staff Room | (03) 9547 3222 (03) 9562 4812 |
| Learning Enrichment Centre | (03) 9547 3222 (03) 9562 4812 |
| First Aid | (03) 9547 3222 (03) 9562 4812 |
|  |  |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring  Company | Number |
| Fire | manual operation @ PA System | No automatic alarms | Press white cancel button |
| Intrusion | Inside the door of the Administration building directly next to the switchboard. (North end) opposite the ladies toilets | Emergency Management Services 1800 126 126 | Deactivate the alarm by using the security fob |
| Other |  |  |  |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service  Provider | Location of shutoff  Instructions |
| Gas / Propane | Towards the front of the school to the left facing the kinder fence is the meter box | TRU Energy | At the meter reader located towards the front of the school to the left facing the kinder fence is the meter box |
| Water | Inside fence towards kindergarten side (South) at the front of Clarke Road | South East Water | Turn off tap head |
| Electricity | Outside door to Administration Building (North end) opposite ladies toilets | United Energy 1300 322 067 | Flip mains switch to OFF |

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 |  |

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Asbestos | Toilet blocks in the Administration, Mawson, Florey and Flynn have asbestos in walls |
| Chemical Storage Room | Library/Cleaners room |
| Gardener's Shed | Outside of the Flynn Centre opposite of Learning Enrichment Centre (LEC) |

Additional Profile Information

|  |  |
| --- | --- |
| Additional Info | Refer to Asbestos Materials Asessment and Asbestos Register available at the Administration Office |
|  | |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
| Term 4 2021 | Evacuation | Julie Fisher | 03/12/2021 | 03/12/2021 |
| Term 1 2022 | Lock down | Julie Fisher | 24/02/2022 | 24/02/2022 |
| Term 2 2022 | Evacuation | Julie Fisher | 22/07/2022 | 22/07/2022 |
| Term 3 2022 | Shelter in place | Julie Fisher | 29/08/2022 | 29/08/2022 |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Rachel Armstrong | HLTAID0003 Provide FIrst Aid | 17/08/2023 |
| Debra Hancock | HLTAID0003 Provide First Aid | 17/08/2023 |
| Rosanna Law | HLTAID0003 Provide First Aid | 17/08/2023 |
| Robyn Lazaridis | HLTAID0003 Provide FIrst Aid | 17/08/2023 |
| Dianne Massey | HLTAID0003 Provide First Aid | 17/08/2023 |
| Eleonora Porto | HLTAID0003 Provide First Aid | 17/08/2023 |
| Erin Morgan | HLTAID0003 Provide First Aid | 17/08/2023 |
| Anna Otenstein | HLTAID0003 Provide First Aid | 17/08/2023 |
| Jolita Curcio | HLTAID0003 Provide First Aid | 17/08/2023 |
| Anne Schafer | HLTAID0003 Provide First Aid | 17/08/2023 |
| Simon Stroud | HLTAID0003 Provide First Aid | 06/06/2023 |
| Julie Wirrick | HLTAID0003 Provide First Aid | 17/08/2023 |

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 | 1 | 1 |
| Asthma | 2 | 18 |
| Severe behaviour disorder | 0 | 2 |

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 |
| Torch with replacement batteries (or wind up torch) | Yes |
| Whistle | Yes |
| Megaphone | Yes |
| Copy of facility site plan and EMP including evacuation routes | Yes |

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 14/07/2022 |
| Next check date | 14/07/2023 |

Incident Management Team

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

|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander | |  | | --- | | **Name:** | | Julie Fisher | | **Phone/Mobile:** | | 0409 316 529 | | |  | | --- | | **Name:** | | Trish Harry | | **Phone/Mobile:** | | 0407 825 305 | |
| Communications Officer | |  | | --- | | **Name:** | | Julie Fisher | | **Phone/Mobile:** | | 0409 316 529 | | |  | | --- | | **Name:** | | Trish Harry | | **Phone/Mobile:** | | 0407 825 305 | |
| Planning Officer | |  | | --- | | **Name:** | | Eleonor Porto | | **Phone/Mobile:** | | 0408 376 294 | | |  | | --- | | **Name:** | | Trish Harry | | **Phone/Mobile:** | | 0407 825 3057 | |
| Operations Officer (Area Warden) | |  | | --- | | **Name:** | | Trish Harry | | **Phone/Mobile:** | | 0407 825 305 | | |  | | --- | | **Name:** | | Julie Fisher | | **Phone/Mobile:** | | 0409 316 529 | |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency**   * Maintain current contact details of IMT members. * Conduct regular exercises/drills. * Ensure students/staff with special needs list and staff trained in first aid list are up to date. * Ensure our emergency response procedures are kept up-to-date. * Ensure staff on the IMT are aware of their responsibilities.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests. * Report the emergency to the Security Services Unit on 9589 6266.   **Post- Emergency**   * When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| 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. |
| 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). |
| 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. |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Julie Fisher | (03) 9547 3222 |  | 0409 316 529 |
| Assistant Principal | Trish Harry | (03) 9547 3222 |  | 0407825305 |
| Business Manager | Hang Newton | (03) 9546 6402 | (03) 9711 1532 | 0466 112 271 |
| Office Administrator;First Aid Officer;HSR Representative | Eleonor Porto | (03) 9547 3222 Valley Campus | (03) 9547 7736 | 0408376294 |
| Team Leader | Jo Kenny | (03) 95473222 Valley Campus | (03)9547 3222 | 0413 661 724 |
| SSSO Network Leader | Hanna Szczepanski | (03) 9703 7429 | 0428 966 421 | 0428 966 421 |
| Year 1 - 2 Building Leader(Mawson) | Darren Lightfoot | (03) 9547 3222 |  | 0437 013 046 |
| Year 3 - 4 Building Leader (Florey) | Carla Heffernan | (03) 9546 6402 |  | 0402 298 647 |
| Year 5 - 6 Building Leader (Flynn) | Jo Kenny | (03) 9547 322 |  | 0413 661 724 |
| OHS Representative | Trish Harry | (03) 95473222 |  | 0407825305 |
| First Aid Officer | Robyn Lazaridis | (03) 95473222 |  | 0409 355 996 |
| School Council President | Shirley Mach | 0472 846 262 |  | 0472 846 262 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Ian Burrage | (03) 89042437 0407 361 504 | 03 8904 2444 |
| Regional Office (sevr@edumail.vic.gov.au) | Dandenong, Moe, Sale, & Frankston 1300 338 738 | emergency.sev@education.vic.gov.au | 03 8904 2444 |
| Manager, Operations & Emergency Management | Kathryn Heal | 03 8904 2444 | 0428 104 871 |
| Emergency Management Support Officer | Glen Tarrant | 03 8904 2444 | 0438 018 269 or (03) 8904 2406 |
| 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 | Ken Robertson |  | 0439 314 225 |
| SSSO Team Leader | Hanna Szczepanski | (03) 9703 7429 | N/A |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| City of Greater Dandenong | (03) 8571 1000 |
| Police station Springvale | (03) 8558 8600 |
| Monash Medical Centre (Clayton) | (03) 9594 6666 |
| Dandenong Hostpital | (03) 9554 1000 |
| Gas Provider - Origin Energy | 132 691 |
| Electricity Provider - Power Direct Energy | 132 099 |
| South East Water | 139 2837 |
| Telephone lines - Optus faults (Government Bodies) | 1300 552 316 |
| Facility Plumber - JR&CL Ware | 0412 331 405 |
| Facility Electrician - H&L Moodie | (03) 9873 7062 |
| City of Greater Dandenong | (03) 857 1000 |

School Bus Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Bus Routes | Areas Services | Schools serviced or bus coordinating school | Contact Details |
|  |  | Not applicable The school doesn't use BUS SERVICES |  |
| 824 |  | Moorabbin - Keysborough via Clayton, Westall This is a public service bus route | Moorabbin Transit 9585 0322 |

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 |
| Building fire | Risk of injury from burns or smoke inhalation Risk of property damage or property loss | Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards Complete a workplace inspection oncer per term to check that exit signs and other emergency equipment are working. Test communication systems (PA system) on a regular basis. Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. Ensure that there is business continuity in plan. | Effective | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | | Regular fire drills Emergency evacuation procedure training Safe storage of flammable materials | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Severe weather, storms and flooding | Risk of roof down flooding Risk of injury Risk of property damage | Ensure roofs/gutter are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications Ensure there is a business continuity plan in place. Complete the Flood risk identification assessment | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Regular inspection of gutters as part of the school maintenance system.  Creation of a roof management plan to monitor the condition of the roofs. If there is a severe weather warning or the upcoming forecast is predicting possible extreme weather or storms, the Principal or AP, in consultation with staff, will assess the upcoming period may decide to alter, move or cancel scheduled programs/camps/excursions. | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Intruders/personal threat | Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. | Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. Ensure any visitors/contractors sign in through the office area when they first arrive on site.Appointments to be made if possible. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | ​Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key.   Ensure any visitors/contractors sign in through the office area when they first arrive on site.  Appointments to be made if possible. | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Earthquake | Risk of injury Risk of property damage or property loss | Ensure EMP is up to date. Training to staff and students in emergency response procedures during an earthquake e.g. Drop, cover and hold. Ensure there is a business continuity plan in place. | Acceptable | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Bomb Threat | Physical or psychological injury could occur to staff, visitors or contractors | Ensure each phone has a Bomb Threat checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure(located in the EMP) | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | ​Ensure each phone has a Bomb Threat checklist available. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure(located in the EMP) | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Pandemics and communicable diseases | Risk of health and possible death (in extreme cases) | Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School influenza Pandemic Response Plan Template. Ensure basic hygiene measures are in place and posters are displayed at the beginning of the flu season (April). Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. Ensure staff and children are educated about covering their cough to prevent the spread of germs. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Families are encouraged to keep children absent from school when they are unwell with the flu and COVID - 19. | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Major medical emergency | There is a risk to health and possibly death | First aid officer is appointed and up-to-date. First aid officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | First aid officerinted and up-to-date. First aid officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures. | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Off-site emergencies | Risk of injury to staff and students in the event that an emergency occurs off-site at an excursion, professional development day, camp or other off-site activity. | Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's work related driving procedure. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | ​Complete the Student Activity Locator. Adhere to the Guidelines for Outdoor Education. Staff should follow DEECD's work related driving procedure. | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Smoke | Risk of injury from smoke inhalation or burns Risk of property damage or property loss |  |  |  |  |  |
| Loss of essential services | Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets | Valley Campus can walk to West Campus and carry on with activities there, until the issue has been remedied. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Child Abuse | Probable causes • Domestic violence • Substance abuse • Stress/isolation • Mental health problems/intellectual disability • Lack of parenting skills Probable consequences • Physical and psychological trauma/distress/injury • Depression/apathy • Inability to concentrate • Emotional/behavioural/learning problems • Eating Disorder | * Recognise indicators of Child Abuse * Child Safe Standards * PROTECT protocol * Student Critical Incident Advisory Line * Student Support Services/Student Welfare Coordinator | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **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 (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 | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Medical Emergency | Probable causes • Accident/misadventure • Known/unknown illness Probable consequences • Ill health, recuperation, hospitalization, impact on continuity of education • Psychological distress for those witnessing incident | * 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 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 | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **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 | * 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** | | Moderate | | **Likelihood** | | Possible | | **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 | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Violence, Aggression and/or harassment | Probable causes: • underlying abuse or exposure to family violence • developmental factors Probable Consequences • physical or psychological harm • Disruption to learning/continuity of education | Site based policies and strategies   * Lunchtime and recess supervision * School based security measures e.g. duress alarm, CCTV * Behavioral Code of Conduct * School social media strategies to address online harassment * Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student   School pursues specific interventions or referrals as required/appropriate:   * Trespass order * Child Protection referral * Family violence referral   Specific supports for students with challenging 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 | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **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** | | Severe | | **Likelihood** | | Likely | | **Risk Level** | | Extreme | | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | |  | | --- | | **Consequence** | | Major | | **Likelihood** | | Possible | | **Risk Level** | | High | |

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 out of the building to the **evacuation assembly point which is at the rebound wall next to the 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  **Spring Valley Reserve Park Land on Springvale Road, Springvale South (Melways reference 88, J,2**) * 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. Code RED will be called.   * 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. * Contact the other campus and notify them of lock down.     **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.   When an non direct threat 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. Code BLUE will be called. |
| 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 **the evacuation assembly point which is at the rebound wall next to the basketball court**. * 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 **The Learning Enrichment Centre (LEC)** * 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** |
| 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 **evacuation assembly point which is the rebound wall next 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 1800 126 126. * Notify your region and seek advice from your regional Manager, Incident Support and Operations Centre if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 9637 2871. |
| Severe weather, storms and flooding |  |
| Intruders/personal threat |  |
| Earthquake | * Call **000** if emergency services are needed and seek and follow advice. * The Chief Warden will convene the IMT if necessary. * Report emergency to the Incident Support and Operations Centre  on 1800 126 126. * Notify your region and seek advice from your regional Manager, Incident Support and Operations Centre if required.   **If Outside**  Instruct staff and students to:   * Stay outside and move away from buildings, streetlights and utility wires. * DROP, COVER and HOLD   + DROP to the ground   + Take COVER by covering your head and neck with their arms and hands   + HOLD on until the shaking stops.   **If Inside**  Instruct staff and students to:   * Move away from windows, heavy objects, shelves and so on * DROP, COVER and HOLD   + DROP to the ground   + Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms   + HOLD on until the shaking stops.   **After the earthquake**   * Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. * If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. * Arrange medical assistance where required. * Help others if you can. * Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. * Contact parents as required. * Tune in to ABC radio if you can and follow any emergency instructions. * If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. * Direct all Media enquiries to DET Media Unit on 963 |
| Bomb Threat |  |
| Pandemics and communicable diseases |  |
| Major medical emergency |  |
| Off-site emergencies |  |
| Smoke |  |
| 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 Manager, Operations and Emergency Management for advice and support if necessary. * Report the loss of essential services to the Incident support and operations centre on 1800 126 126. * Contact parents as required. * Refer to the school’s Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. * Insert any additional steps, including mitigation steps that you have identified in your risk assessment |
| 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.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 officers   + Student Support Services   + Doctors in Secondary Schools   + Kids Helpline - 1800 55 1800   + Headspace in schools 0458 559 736   + Lifeline - 13 11 14   + Referral to the Navigator program for wrapround support for disengaged learners   + Suicide prevention resources from Beyond Blue and/or Headspace   + CAT Team – acute mental health triage |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:   * Search the immediate area * Contact the parent/carer * Contact ‘000’ for police to report child missing   + Provide a description, time last seen and location * Report the incident to the Incident Support and Operations Centre on 1800 126 126 |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):   * Contact ‘000’ for police/ambulance attendance * Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services support * Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + 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 |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:   * Intervene only if safe to do so * Contact ‘000’ if immediate/life threatening and require police/ambulance attendance * Initiate action to confine or isolate the aggressor * Determine whether evacuation, lock-down or Shelter in Place is required. * Administer first aid if required and safe to do so * Contact parent/guardian of student(s) impacted * Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan * Record evidence (if applicable) * If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place    If staff are directly impacted:   * Consider lodging an eduSafe report * Consider whether a report to WorkSafe is required * Contact Employee Assistance Program for support * Consider liaison with the Principal Early Intervention Program    If there is an allegation of reportable conduct:   * Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](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). |

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: • Revise timetable to relocate students and staff to other facilities. i.e.LEC, MAWSON, FLYNN, FLOREY • Relocate admin and staff facilities to other networked space within school. i.e. Library Office, use laptop to access cases • Admin staff may need to work from West Campus • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Provide regular updates to the school community via SMS, and newsletter • Notify site users. eg Menzies Cleaning Services, SAC Tutoring Company Whole site unavailable: THE WHOLE SCHOOL WALKS TO WEST CAMPUS (24 Erica Street, Springvale 3171) . Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify site users. eg Menzies Cleaning Services, SAC Tutoring Company • Redirect suppliers to alternate site at West Campus IT Resources required • CASES admin network and SENTRAL • Access to wireless network. • School curriculum network Considerations • OH&S issues in relocating school equipment and resources • Separation of family groupings if spread across multiple sites • 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 |
| Julie Fisher | 0409 316 529 | Principal |
| Trish Harry | 0407 825 305 | Assistant Principal |

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 . If there is a loss of power for a complete day THE WHOLE SCHOOL WALKS TO WEST CAMPUS (24 Erica Street, Springvale 3171) • Admin staff may need to work from West Campus • 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. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure school program to account of the lack of power. Considerations • Ensure OH&S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems Key contacts • Cases 21 support – 1800 641 943 • DET IT helpdesk - (03) 9637 3333 • Telephone provider – 1300 01 03 03 (Zero 3) |

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| --- | --- | --- |
| Name | Contact Details | Support Role |
| Julie Fisher | 0409 316 529 | Principal |
| Trish Harry | 0407 825 305 | Assistant Principal |

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

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

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| Details of arrangements | Workaround • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Teachers (CRTs) required. • CRTS to be sourced from: • School’s own Local CRT payroll staff • School’s preferred CRT agency ANZUK agency for emergency replacement staff • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. Principal, Assistant Principal and Leadership Team • Inform school community of issues via, newsletter or note home with students. Considerations • Workload of staff and emergency teachers Key contacts ANZUK CRT agency – 9249 2499 |

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| --- | --- | --- |
| Name | Contact Details | Support Role |
| Julie Fisher | 0409 316 529 | Principal |
| Trish Harry | 0407 825 305 | Assistant Principal |

Business Continuity Checklist

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| --- | --- |
| Action | Actioned? |
| Activate the school’s Incident Management Team | Yes |
| Evaluate the impact of the incident for:   * School activities * Impact over time * Manageability * Staffing levels * Resources for recovery | Yes |
| 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 | Yes |
| Produce an Action Plan for maintaining critical activities that includes:   * Priorities * Communications * Resource deployment * Allocation of specific roles * Monitoring * Reporting * Stakeholder engagement | Yes |
| Establish a register to log all decisions and actions | Yes |
| Establish a register to log all financial expenditure incurred | Yes |
| Secure resources for continuity/recovery including:   * Staffing * Premises * IT and equipment * Welfare | Yes |
| 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) | Yes |

Area Map

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| **Area Map** |
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Evacuation Map

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| **Building Name** | **Evacuation Procedures** |
| Spring Parks Primary School-Valley Campus 27-39 Clarke Road Springvale South Vic 3172 |  |
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Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
| Shirley Mach | School President | 04/09/2020 | shiley.mach@education.vic.gov.au |
| All school staff | Spring Parks Primary School including School Principal, Ass. Principals, Administration Staff, First Aid Officers &amp; OHS Representatives | 04/09/2020 | DL List |
| CFA | Country Fire Authority | 04/09/2020 | 518 Springvale Road Springvale Telephone: (03) 9546 9598 |
| Edward Shawel | Menzies Cleaning | 04/09/2020 | edwardshawel@menziesgroup.com.au |
| Tony Chu | Sac Tutoring School | 04/09/2020 | tonychu.sac@gmail.com |