The Patch Primary School

Emergency Management Plan
2018-2019

53 Kallista-Emerald Road, The Patch, VIC, 3792

03 9756 7463 / the.patch.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: 13/11/2018

Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergency situations.

Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Debra Herrmann	Principal The Patch School	20/11/2018	herrmann.debra.a@edumail.vic.gov.au
Michelle Rayner	Assistant Principal The Patch School	20/11/2018	rayner.michelle.t@edumail.vic.gov.au
Madelyn Meyland	Office Manager The Patch School	20/11/2018	meyland.madelyn.m@edumail.vic.gov.au
Karen Koelewyn	Business Manager The Patch School	20/11/2018	koelewyn.karen.k@edumail.vic.gov.au
Peter Toender	Captain Kallista-The Patch Fire Brigade (CFA)	20/11/2018	pctoender@gmail.com
Sgt Michael Aston	Sergeant Monbulk Police (VicPol)	20/11/2018	monbulk.uni@police.vic.gov.au
Kym Mallamaci	Municipal Emergency Response Co-ordinator Shire of Yarra Ranges	20/11/2018	mail@yarraranges.vic.gov.au
Bronwyn Ruigrok	Program Coordinator - OSHClub Pty Ltd	20/11/2018	thepatch@oshclub.com.au
All School Staff	All School Staff	20/11/2018	DL email list
Stacey Polkinghorne	TRY Australia - Kinder Provider 2019	20/11/2018	stacey.polkinghorne@try.org.au
Adele Oram	Yooralla - The Patch Early Learning Centre	20/11/2018	adele.oram@yooralla.com.au

Facility Profile

School Name/Campus Name	**The Patch Primary School**
Address	53 Kallista-Emerald Road, The Patch, VIC, 3792
Phone	03 9756 7463
Email	the.patch.ps@edumail.vic.gov.au
Fax	03 9752 0211
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?	Yes
Bushfire At-Risk Register Category	Category 2
Operating Hours	8.30am to 4.30pm
Number of Students	258
Number of Staff	36
Number of Buildings	9
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Hall
On-site Evacuation Location	Hall
Off-site Evacuation Location	Hall

Typical method used for communications to school community	SMS / Email
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
OSHClub	Hall, The Patch School, 53 Kallista Emerald Rd The Patch	20	7.00am to 8.45am 3.00pm to 6.00pm Mon - Fri	1300 395 735	0419 515 494
Loong Fu Pai Taekwondo Club	Hall, The Patch School	30		03 9759 7187	0400 708 773
Yooralla	Main Building, The Patch School	20-30	Mon-Fri	Adele	

Building Information Summary

Telephones (landlines)

Location	Number
The Patch School	(03) 9756 7463
All classrooms have telephone access. Internal phone directory provided.	

Alarms

Description	Location	Monitoring Company	Number
Fire	N/A		

Intrusion	Each room		DET SSU	Panel in Resource Room in behind Principal's office.
Other				

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Meter located next to entry gate.	Multinet	At meter located next to entry gate.
Water	Front of property close to 51 Kallista Emerald Rd	Yarra Valley Water	Front of property close to 51 Kallista Emerald Rd
Electricity	Large cabinet at front of property.	SPAusnet	No access except by electrical industry key

Sprinkler System

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

Boiler Room

Location	West end of main building adjacent to Prep B
Access	Via Master Key 1 (MK1)

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
Fuel and chemicals	Store Room 1 at west end of main building
Cleaning products	Cleaner's store room next to unisex toilets in main building

Additional Profile Information

Additional Info	

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
List of staff on the IMT	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Whistle	Yes
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Plastic garbage bags and ties	Yes
Red iPad to log into Sentral (Visitor/student sign in/out register) with charger	No
Excursions/Camps First Aid backpack	No
Internet ready smart phone with Radio 774, VicEmergency and other relevant apps (with Charger)	No
School General Medicine Tub AND EpiPen bags x 2	No
Bottled Water (located already at Shelter in Place)	No
Torch with replacement batteries & 1 Wind up torch. (located at Shelter in Place)	Yes
Daily Students Medication kept under front counter	Yes

Review Emergency kit checked date

Date emergency kit checked	26/09/2018

Next check date	04/02/2019

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation to Basketball Court	Debra Herrmann	29/03/2018	29/03/2018
Term 2	Evacuation to Shelter in place	Michelle Rayner	25/05/2018	25/05/2018
Term 3	Evacuation to Hall (including Kinder)	Debra Herrmann	15/08/2018	15/08/2018
Term 4	Evacuation to Hall	Debra Herrmann	19/10/2018	23/10/2018

First Aid Training

Staff Member	Training Completed	Date Qualified To
BLANDTHORN, Tania	Apply First Aid / CPR / Anaphylaxis	06/08/2019
BRETHERTON, Jessica	Apply First Aid / CPR	12/11/2019
CHISWELL, Hayden	Apply First Aid / CPR	06/08/2019
deVREEZE, Nina	Apply First Aid / CPR	06/08/2019
HERRMANN, Debra	Apply First Aid / CPR/ Anaphylaxis	06/08/2019
HOLDEN, Jessica	Apply First Aid / CPR	06/08/2019
MCDONALD, Kellie	Apply First Aid / CPR / Anaphylaxis	06/08/2019
MEYLAND, Madelyn	Apply First Aid / CPR / Anaphylaxis	06/08/2019
PETERSON, Judy	Apply First Aid / CPR / Anaphylaxis	06/08/2019
RAYNER, Michelle	Apply First Aid / CPR / Anaphylaxis	06/08/2019
RYAN, Nicola	Apply First Aid / CPR	06/08/2019
ALLAN, Deb	Apply First Aid / CPR / Anaphylaxis	23/01/2020
MEYLAND, Madelyn	Anaphylaxis Supervisor Training	07/02/2018
DE VREEZE, Nina	Anaphylaxis Supervisor Training	07/02/2018

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	7
Asthma	1	42
Austism	0	1
Severe behaviour disorder	0	1
Diabetes	0	1
Intellectual disability	0	5
Severe Language	0	1

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	- Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment	-School community regularly undertake evacuation drills -Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms. - Maintenance of grounds, mowing grass and removing ignitable fuels.	Effective	**Consequence** Severe **Likelihood** Possible **Risk Level** Extreme	Request permission from Regional Office to relocate on days of Extreme Fire Danger. Students to participate in fire safety/awareness sessions with CFA.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Structure Fire	- Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment	-School community regularly undertake evacuation drills - Staff are made aware of their roles annually. - Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms. - Staff training from CFA on using a fire extinguisher/hoses. - We have trained fire monitors who are in charge of putting our fire shutters down.	Effective	**Consequence** Severe **Likelihood** Unlikely **Risk Level** High		**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Major injury to person in playground	- Significant physical or psychological injury to person	- Well supervised playground. - Appropriate number of qualified first aiders. -First aid kits maintained regularly -Student medical information kept updated and accessible. - Area's become 'out of bounds' if deemed not safe to play/risk of causing injury. e.g - Oval out of bounds when really wet to avoid students slipping over or on days of high winds we remove students from oval and restrict play areas to monitor tree's close by.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	- Playground equipment maintained/inspected on a regular basis	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Anaphylactic reaction	- Severe allergic reaction possibly leading to death	- Majority of staff to hold current anaphylaxis competency. - Personal Anaphylaxis plans are updated annually. - Student medical information kept updated. - Two staff member with adrenaline injectors in the yard during breaks. - Anaphylactic student details/photo's are visible in staff room, first aid cupboard, Medication Cupboard (Resource Room), -CRT folders and Staff Induction folders updated annually. - 'Nut Free' Policy across the school	Effective	**Consequence** Severe **Likelihood** Unlikely **Risk Level** High	Discouarge food sharing between students Display anaphylaxis first aid posters prominently around school.	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium
Bus crash involving students	-Injury or death (including psychological injury) to a number of persons	- Buses hired must have seat belts	Acceptable	**Consequence** Major **Likelihood** Rare		

					Risk Level Medium	
Intruder in school area	- Harm (physical and/or psychological) to persons - Damage to school property	-Visitor sign-in procedure recognised across school community - Lanyards are provided to all Visitors/Contractors signed in at the school. -Students move around school in pairs during class time -Students aware of lock down procedure	Acceptable		**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Bomb threat	- Harm (physical and/or psychological) to persons and damage to school property	-School community regularly undertake evacuation drills - Reception phone has a 'Telephone Bomb Threat Checklist' next to it - instructions on what to say and ask. - Along with the 'Telephone Bomb Threat Checklist' there is a sign the person on the phone can hold up to someone else stating that they're receiving a bomb threat and to call the police.	Effective		**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Gas leak	- Physical harm to persons - Explosion / fire	-School community regularly undertake evacuation drills -Annual servicing of appliances	Acceptable		**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Boiler room explosion	- Physical harm to persons - Damage to school property	-School community regularly undertake evacuation drills and familiar with Emergency Management Process.	Acceptable		**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Local plastics factory explosion	- Physical harm to persons - Damage to school property	-School community regularly undertake evacuation drills	Acceptable		**Consequence** Major **Likelihood** Rare **Risk Level** Medium	
Building fire	Probable Causes: 1. Bushfire, gas explosion Probable Consequences: 1.Fatality and or permanent disability from burns.	-School community regularly undertake evacuation drills to Shelter in Place -Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.	Effective		**Consequence** Severe	

	Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	- Staff training from CFA on using a fire extinguisher/hoses.		**Likelihood** Rare **Risk Level** Medium		
Intruder	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.	- remove persons in the immediate vicinity to avoid them being exposed to physical/psycological abuse. - Visitor sign-in procedure recognised across school community - Lanyards are provided to all Visitors/Contractors signed in at the school. -Students move around school in pairs during class time -Students aware of lock down procedure - debrief afterwards, offer well-being support to persons involved.	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	-School community regularly undertake evacuation drills - Reception phone has a 'Telephone Bomb Threat Checklist' next to it - instructions on what to say and ask. - Along with the 'Telephone Bomb Threat Checklist' there is a sign the person on the phone can hold up to someone else stating that they're receiving a bomb threat and to call the police.	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage.	- Registered with 'VicEmergency' on both emails and App on mobiles/ipads to receive severe weather alerts. - Prior to a storm refer to our Pre, during and post 'Severe Weather Event' process' in our Emergency Management Plan	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium		
Influenza pandemic	Risk of health and possible death (in extreme cases)	- Enact our EMP - Notify DHHS of confirmed case and seek advice - Implement response to community advising information after receiving appropriate advice from DET. - reinforce appropriate hygiene measures to staff and students. - Provide convenient access to water, soap and alcohol based hand sanitiser. - dispose of tissues and hand paper towel appropriately.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	- Appropriate first aid kit - Relocation to shelter in place, shutters down to reduce smoke inhalation. - Student medical files up to date advising of asthma students.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level**		

				Medium		
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	- Notify Cushman & Wakefield immediately -Notify/Liaise with the Regional Office and formulate notification to community that the school cannot operate if there is no Fresh water or flushing toilets or whatever the hazard is.	Acceptable	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low		

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors ***to the Hall or to the Oval (***depending on location of emergency). • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266 • 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 Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors ***to the Oval***. • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).

- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your Regional Manager, Operations and Emergency Management if required.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after off-site evacuation procedure
- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Contact the SSSO Network Coordinator if required.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/Regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record.

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 Security Services Unit (24 hour, 7 days) on 9603 7999.
- 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 Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/Regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record.

Lock-out procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - Lock doors to prevent entry
  - Check the premises for anyone left inside
  - Obtain Emergency Kit
- Go to the designated assembly point/s, *either the Hall or Oval,* depending on the site of the emergency.
- Check that students, staff and visitors are all accounted for.
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9603 7999.
- 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 Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate your parent re-unification process.

	- Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). - Print and issue pre-prepared parent letters and give these to students to take home. - Direct all Media enquiries to DET Media Unit on 9637 2871. - 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 Hall***. - 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 Security Services Unit (24 hour, 7 days) on 9603 7999. - 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 Security Services Unit that shelter-in- place is over. - Determine whether to activate your parent re-unification process. - Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). - Direct all Media enquiries to DET Media Unit on 9637 2871. - Print and issue pre-prepared parent letters and give these to students to take home. - Ensure all staff are made aware of Employee Assistance Program contact details. - Contact the SSSO Network Coordinator if required. - Seek support from your region/Regional Manager, Operations and Emergency Management as required. - Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. - Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions

Bushfire/Grassfire	**Days of Code Red Fire Danger Rating**
	• The Patch P.S will be **closed** as per DET policy
	• Parents notified via SMS, Email and website between 4-6 days beforehand BUT it may be as little as 3 days prior
	• Notify parents again to confirm closure no later than 1pm the day prior (regardless of any late change in the expected weather, the school **will be closed and this will not change**.
	• Place closure signs on front gates and main building doors
	• Complete School closure on a forcast elevated fire danger rating day principal checklist and send it to the regional director no later than 2pm the day prior.
	
	Days of Extreme Fire Danger Rating
	• The Patch P.S will be closed and will relocate to <u>Knox Central Primary School, Boronia</u>.
	• Parents notified via SMS, Email and website between 4-6 days beforehand BUT it may be as little as 3 days prior
	• Notify parents again to confirm closure no later than 1pm the day prior (regardless of any late change in the expected weather, the school **will be closed and this will not change**.
	• Place closure signs on front gates and main building doors.
	• Complete School closure on a forcast elevated fire danger rating day principal checklist and send it to the regional director no later than 2pm the day prior.
	
	Days of Severe Fire Danger Rating or any Fire Danger Rating under Severe
	• **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 *(evacuate or shelter-in-place)* in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    o make sure you close all doors and windows
	    o turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• 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.

Structure 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 shelter-in-place closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Major injury to person in playground	• call 000 immediately via mobile that can be used to remain with injured person, and provide first aid as required • at least two staff remembers to remain with the injured person, while other staff members begin removing other persons from the immediate area. • contact emergency contact/s • office staff to print out medical conditions report for that person and hand to paramedics (if applicable) • notify Security Services of injury 1800 126 126 and follow any necessary advice • Log Edusafe or CASES21 incident - depending if injury to student or staff member • Notify Work safe on 132 360 to obtain a reference number. • the Work Safe incident notification form needs to be completed within 48 hours.
Anaphylactic reaction	Follow the instructions as per the ASCIA Action Plan for Anaphylaxis which include: • Lay person down flat • Send another staff member to locate persons adrenaline autoinjector and the students specific ASCIA Action Plan for Anaphylaxis • Call **000** immediately for an ambulance • Administer adrenaline autoinjector • note down the time of administration and place autoinjector back in cover. • send for school back-up autoinjector located in the Resource Room • Contact emergency contact • Hand used Adrenaline autoinjector to paramedics upon arrival
Bus crash involving students	Use this procedure for an emergency that arises involving a government school bus on route. **The Principal/Teacher in charge will:** • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm/provide instruction to driver with regard to destination. • Consult to ensure and notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver. • Direct all Media enquiries to DEECD Media Unit on 8688 7776.

Intruder in school area	**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 Security Services Unit on 1800 126 126 - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776
Bomb 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 Security Services Unit on 9589 6266 - Do not approach, touch, tilt or tamper with the object. Evacuation - Evacuate the school to the appropriate relocation point, ensuring students and staff are not directed past the isolated area - Alert any other services located at the school - Check all students, staff and visitors are accounted for Communication - Provide police with details of the situation, including actions taken so far or intending to take. - Follow advice provided from Police - Notify Emergency Management on 1800 126 126 (ISOC) - Direct all Media enquiries to DET Media Unit on 8688 7776 **If a bomb/substance threat received via phone** - DO NOT HANG UP - Keep the person talking for as long as possible and try obtain as much information as possible - Without alerting the caller, get a co-workers attention and hold up sign by the phone saying 'bomb threat, call 000 immediately' - Co-worker to call 000 and notify Principal or staff member in charge on particular day - Begin filling out and asking questions on the 'bomb threat checklist' located next to receptions phone. - Report emergency to SSU 9589 6266 Once the call is finished - DO NOT HANG UP THE PHONE - it may be possible for police to trace the call if the phone line is kept open, regardless if the caller hangs up. - Immediately inform Principal (if this hasn't been done yet) - Provide bomb threat checklist to police upon arrival

	If a bomb/substance threat is received via email or letter • DO NOT DELETE OR THROW OUT THE MESSAGE • if it is a letter, place in clear sleeve and store in secure place • avoid any further contact with the letter • call 000 police • notify Principal • Activate evacuation and communication plan as applicable • Advise SSU on 9589 6266
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 shelter-in-place closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871.
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 Security Services Unit on 9589 6266 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 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 Security Services Unit on 9589 6266 • Do not approach, touch, tilt or tamper with the object. Evacuation • Evacuate the school to the appropriate relocation point, ensuring students and staff are not directed past the isolated area

	• Alert any other services located at the school
	• Check all students, staff and visitors are accounted for
	Communication
	    • Provide police with details of the situation, including actions taken so far or intending to take.
	    • Follow advice provided from Police
	    • Notify Emergency Management on 1800 126 126 (ISOC)
	    • Direct all Media enquiries to DET Media Unit on 8688 7776
	If a bomb/substance threat received via phone
	    • DO NOT HANG UP
	    • Keep the person talking for as long as possible and try obtain as much information as possible
	    • Without alerting the caller, get a co-workers attention and hold up sign by the phone saying 'bomb threat, call 000 immediately'
	    • Co-worker to call 000 and notify Principal or staff member in charge on particular day
	    • Begin filling out and asking questions on the 'bomb threat checklist' located next to receptions phone.
	    • Report emergency to SSU 9589 6266
	Once the call is finished
	    • DO NOT HANG UP THE PHONE
	    • it may be possible for police to trace the call if the phone line is kept open, regardless if the caller hangs up.
	    • Immediately inform Principal (if this hasn't been done yet)
	    • Provide bomb threat checklist to police upon arrival
	If a bomb/substance threat is received via email or letter
	    • DO NOT DELETE OR THROW OUT THE MESSAGE
	    • if it is a letter, place in clear sleeve and store in secure place
	    • avoid any further contact with the letter
	    • call 000 police
	    • notify Principal
	    • Activate evacuation and communication plan as applicable
	    • Advise SSU on 9589 6266

Gas leak	Reports of gas leak to main office
	    • Advise Principal of leak and enact evacuation and communication procedures
	    • Call 000
	    • Notify all appropriate departments, Region, SSU, Media enquiries, SEIL, ISOC
	    • Notify parents/community
	Aftermath
	    • report on Edusafe
	    • IMT have briefing to discuss actions taken

Boiler room explosion	• Activate alarm and implement 'Off-site evacuation' to oval procedures - avoiding paths to the boiler room
	    • Call 000 CFA and advise of explosion
	    • ensure all students, staff and visitors are accounted for
	    • Be aware of any secondary explosions
	    • advise SSU on 9589 6266
	After incident:
	    • Notify Emergency Management on 1800 126 126 (ISOC)

	• Direct all Media enquiries to DET Media Unit on 8688 7776 and coordinate a response to parents/community.
Local plastics factory explosion	
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 Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Severe weather event	• **Call 000** if emergency services are needed and seek and follow advice.
	• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
	• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
	• During a severe storm:
	    ○ Remain in the building and keep away from windows.
	    ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
	• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
	• Disconnect electrical equipment - cover and/or move this equipment away from windows.
	• Report emergency to the Security Services Unit on 9589 6266
	• 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.

Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the 'preparedness' and 'response' stages of a pandemic influenza event.

	• Notify Department of Health and Human Services (DHHS) 1300 651 160 immediately and follow their advice. • Activate Incident Management Team • Notify your region and seek advice from your SEIL or regional Manager, if required • Direct all Media enquiries to DET Media Unit on 8688 7776. • Promotion of basic hygiene measures within the school. • Send unwell children or staff home as soon as possible • Advise parents to keep unwell children home and seek medical attention • Follow reporting requirements by DHHS until the pandemic has passed.
Smoke	This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions. **Medical** • **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing. • Closely monitor for adverse effects of smoke on students and staff. • Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. • Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. • Notify parents about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. *Activities/Indoors* • Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. • Close windows and doors. • Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. *Notification/Information* • As appropriate: • report the incident to the Security Services Unit (24 hour, 7 days) 1800 126 126 • notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required • direct all Media enquiries to DET Media Unit on 9637 2871. • For health information about smoke go to: www.betterhealth.vic.gov.au/bushfiresmoke or http://www.betterhealth.vic.gov.au/plannedburns • For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days • Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Debra Herrmann	(03) 9756 7463	(03) 9876 5407	0409 254 220
Assistant Principal/s	Michelle Rayner	(03) 9756 7463	(03) 5968 4582	0418 343 627
Business Manager	Karen Koelewyn	(03) 9756 7463	(03) 9756 7830	0438 556 307
Office Manager	Madelyn Meyland	(03) 9756 7463		0418 541 812
School Council President	Becks Wapshott		0410 529 038	0410 529 038

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Judy Rose	(03) 8392 9578	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231, (03) 8392 9500, (03) 8392 9300	
Manager, Operations & Emergency Management	Linda Jamieson	(03) 8392 9336	0488 284 749
Emergency Management Support Officer	Petra Mackay	(03) 8392 9357	0427 374 563
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Denise Kotsikas	(03) 8392 9335	
SSSO Team Leader	Julie O'Byrne	(03) 8739 1001	N/A

Local / Other Organizations

Name	Phone
Monbulk Police Station	(03) 9756 6266
Angliss Hospital (Upper Ferntree Gully)	(03) 9764 6111
Gas - Multinet	132 691
Electricity - SPAusnet	131 799
Yarra Valley Water	1300 304 688
Facility Plumber - Garrett McDonald	0448 885 956
Facility Electrician - Steven Young	0434 525 005
Shire of Yarra Ranges	1300 368 333
Dept of Health & Human Service (Dandenong)	1300 555 526

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Not Applicable			

Incident Management Team

IMT Structure
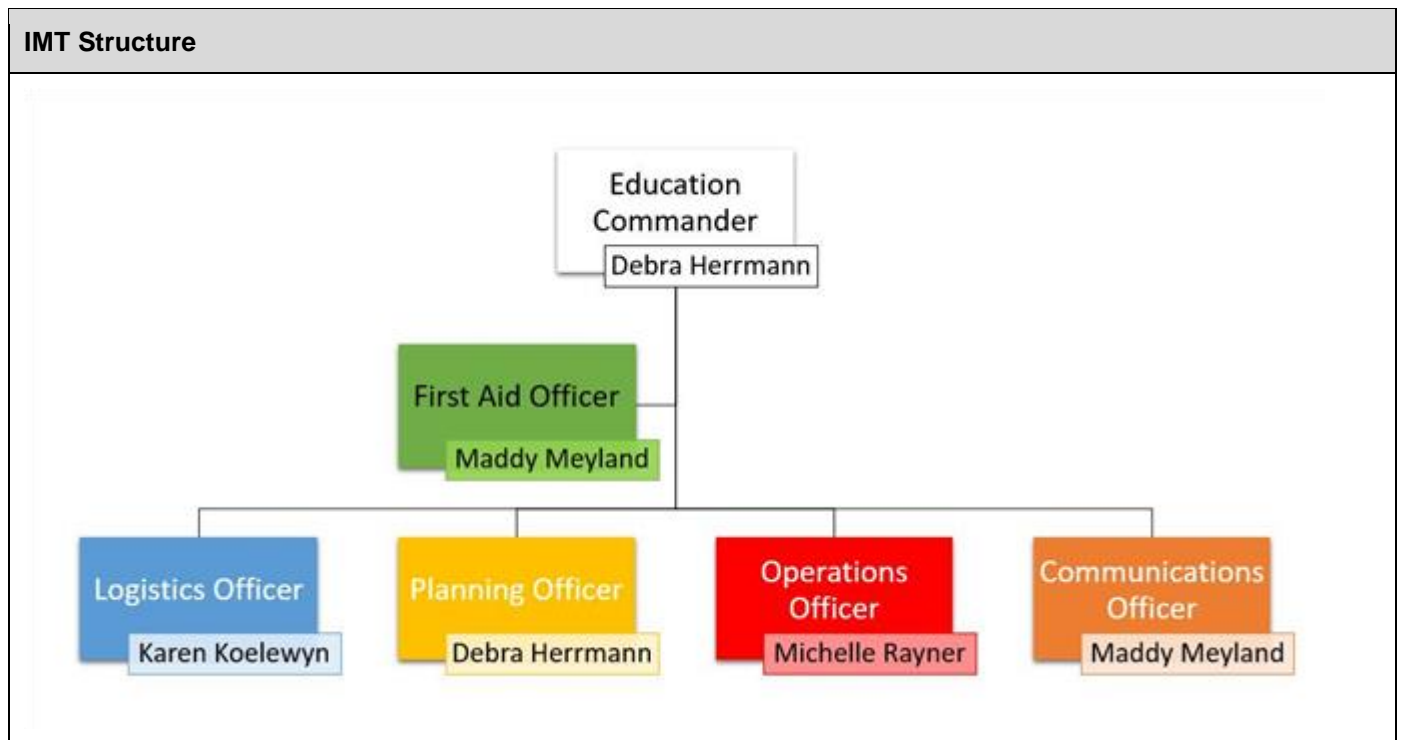
Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Debra Herrmann **Phone/Mobile:** ▮▮▮▮▮▮▮▮	**Name:** Michelle Rayner **Phone/Mobile:** ▮▮▮▮▮▮▮▮
Planning Officer	**Name:** Debra Herrmann **Phone/Mobile:** ▮▮▮▮▮▮▮▮	**Name:** Michelle Rayner **Phone/Mobile:** ▮▮▮▮▮▮▮▮
Operations Officer (Area Warden)	**Name:** Michelle Rayner **Phone/Mobile:** ▮▮▮▮▮▮▮▮	**Name:** Jennie Simpson **Phone/Mobile:** ▮▮▮▮▮▮▮▮

Communications Officer	Name:	Name:
	Madelyn Meyland	Alesha Sangster
	Phone/Mobile:	Phone/Mobile:
	███████████████	███████████████
Logistics Officer (Warden)	Name:	Name:
	Karen Koelewyn	Kellie McDonald
	Phone/Mobile:	Phone/Mobile:
	███████████████	███████████████
First Aid Officer	Name:	Name:
	Madelyn Meyland	Nina DeVreeze
	Phone/Mobile:	Phone/Mobile:
	███████████████	███████████████

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.
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.
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.
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.
First Aid Officer	**Pre-Emergency** • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain first aid training as required • Ensure student medical conditions are accessible in an emergency • Participate in emergency exercises/drills. **During Emergency** • Collect Emergency Details Folder • Collect First Aid kit, Emergency Medication, Mobile Phone and student details folders • Attend the emergency control point. • Keep a log of Medications provided 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

Communication Tree

Communication Tree
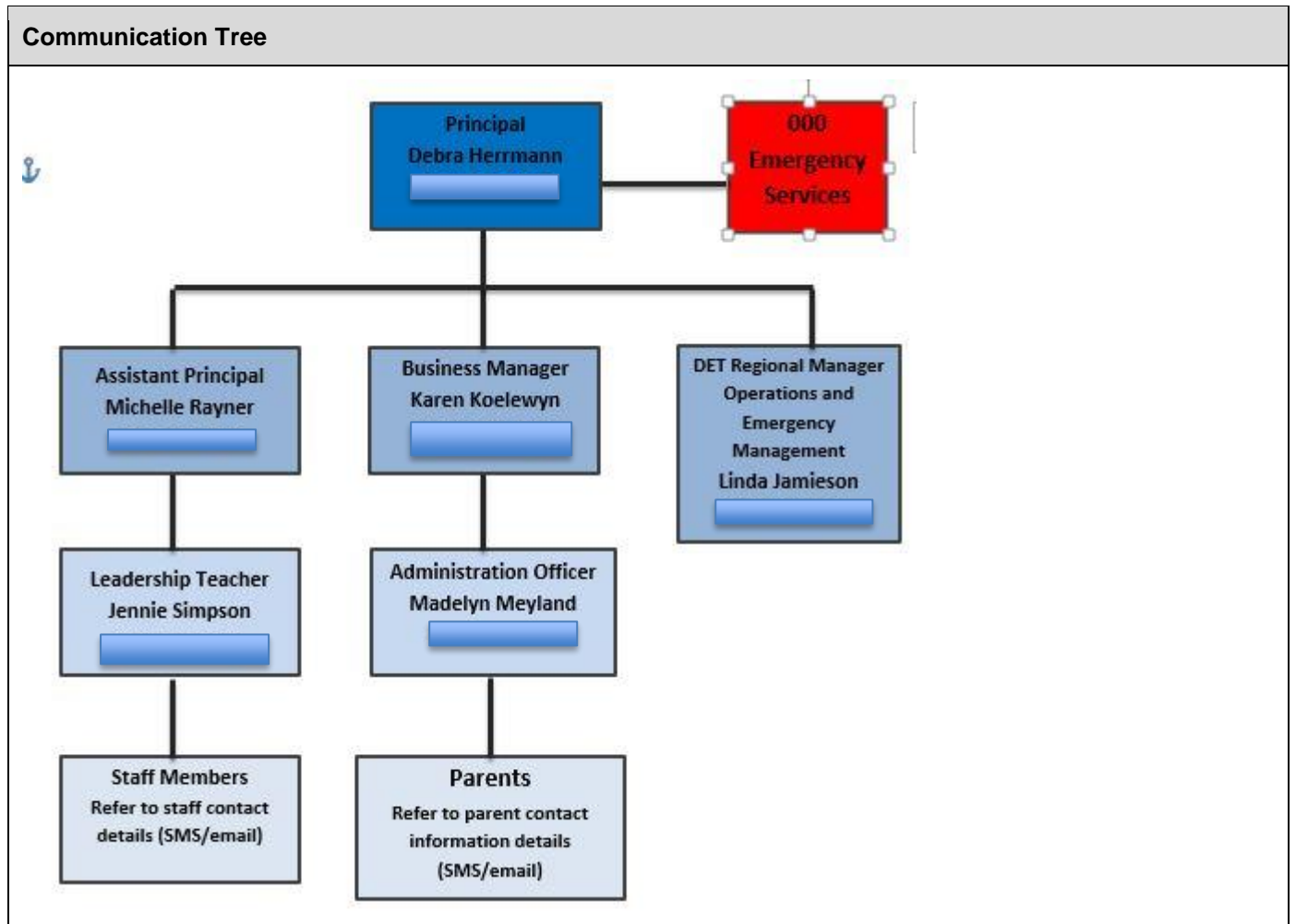
Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Partial site unavailable: - Modified timetable to relocate students and staff to other facilities on site - Notify site users. Eg Out of School Hours Care provider, Canteen contractor, site users. - Relocate admin and staff facilities to Library or other networked space within school depending on the area effected. - Admin staff may need to work remotely from Monbulk P.S - Contact Regional staff to discuss issues and possible options. - Confirm possible accommodation availability with local schools possibly Monbulk PS or Kallista for years on the area effected, if necessary. - Provide regular updates to the school community via SMS, Sentral emails, FlexiBuzz, Facebook page, website 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 possibly Monbulk PS or Kallista for admin and classes. - In conjunction with DET Media Advisory, Provide regular updates to the school community via SMS, Sentral emails, FlexiBuzz, Facebook page, website and newsletter. - Consider student transport arrangements - Notify site users. E.g. OSHClub Out of School Hours Care provider, Tradeflex cleaning contractors, The Patch Store (lunch orders), site users. IT Resources required: - CASES21 admin network - Access to wireless network. - School curriculum network - Re-direct main phone number to Principal or Assistant Principals Mobile. Considerations: OH&S issues in relocating school equipment and resources, try to limit relocation equipment. Transport arrangements for students to access other schools Separation of family groupings if spread across multiple sites Demands placed on staff due to loss of resources, relocation, etc Students' access to out of school hour's care. Key Contacts for SSU, ISOC, SEIL, Media Unit etc, can be found in the Contacts section of the Emergency Management Plan

Name	Contact Details	Support Role
Monbulk P.S	9756 6481	Local School
Cushman & Wakefield	1300 133 468	Asbestos, Reinstatement and Preventative Maintenance
Kallista P.S	9755 2633	Local School

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

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

Details of arrangements	Data/technology: - We have a hard copy sign in/out register under the counter, prepared if our internet or power goes out. - Relocate admin and staff facilities to other networked space within school if applicable, or if no reconnection for quite some time, Admin staff may need to work remotely from local Primary schools to access Cases network (which school depends on which school is available at the time) - Utilise laptops where available to provide access to network Telephony: - In the main office there is a hard copy parent contact details folder 'purple folder', which is updated and printed off each term. Staff contact details are in a blue display folder next to this. - First Aid, Principal & Assistant Principal each get hard copies of Parent contact details also - Hard copy rolls are printed off each term in placed in teacher pigeonholes and in evacuation packs. - Utilise mobile phones to contact staff. - Place message on 'Off Duty' which will allow callers to leave a message, 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. - 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 programs/timetable 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 DET IT support - contact number Phone provider – contact number

Name	Contact Details	Support Role
CASES21	1800 641 943	CASES21 Support

Optus	134 315	Re-Direct phone line
Jennie Simpson	██████████████	I.T coordinator of our school

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

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

Details of arrangements	- Prioritise work allocations for remaining staff - Determine the number of Casual Relief Teachers (CRTs) required from ANZUK. - CRTs to be sourced only from school's preferred CRT agency ANZUK. - Merge classes where possible to make up full class groups - Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager - Inform school community of issues via Sentral emails, newsletter, Flexibuzz , SMS or note home with students. Considerations Workload of staff and emergency teachers

Name	Contact Details	Support Role
ANZUK	9249 2444	CRT Agency

Business Continuity Checklist

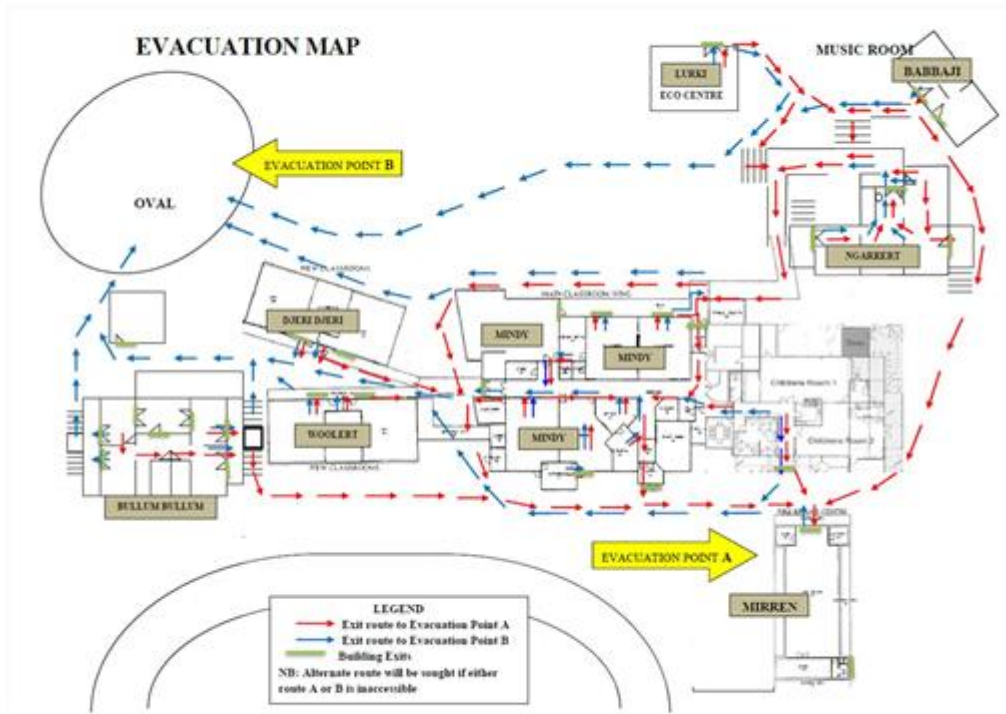| Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities	

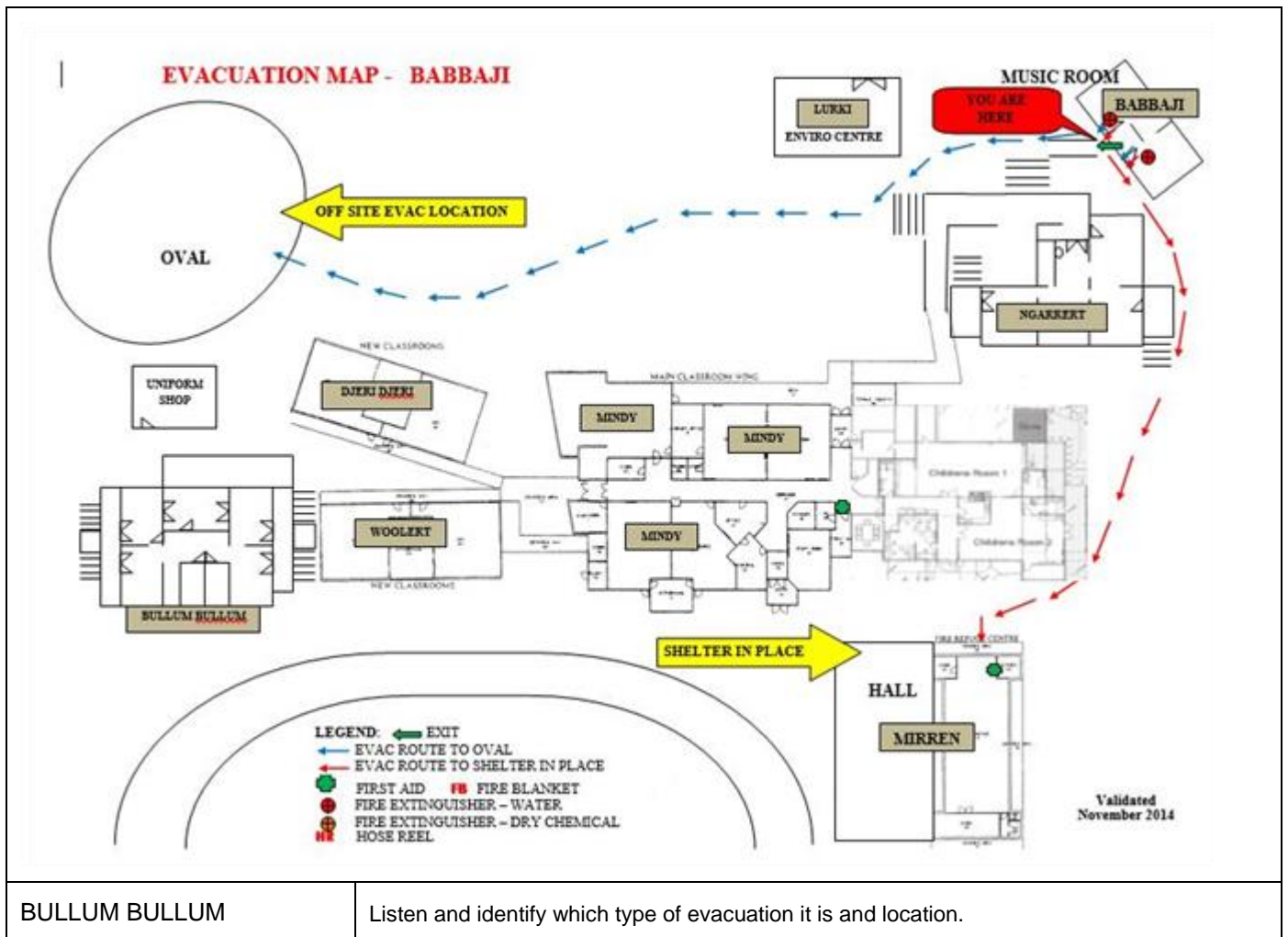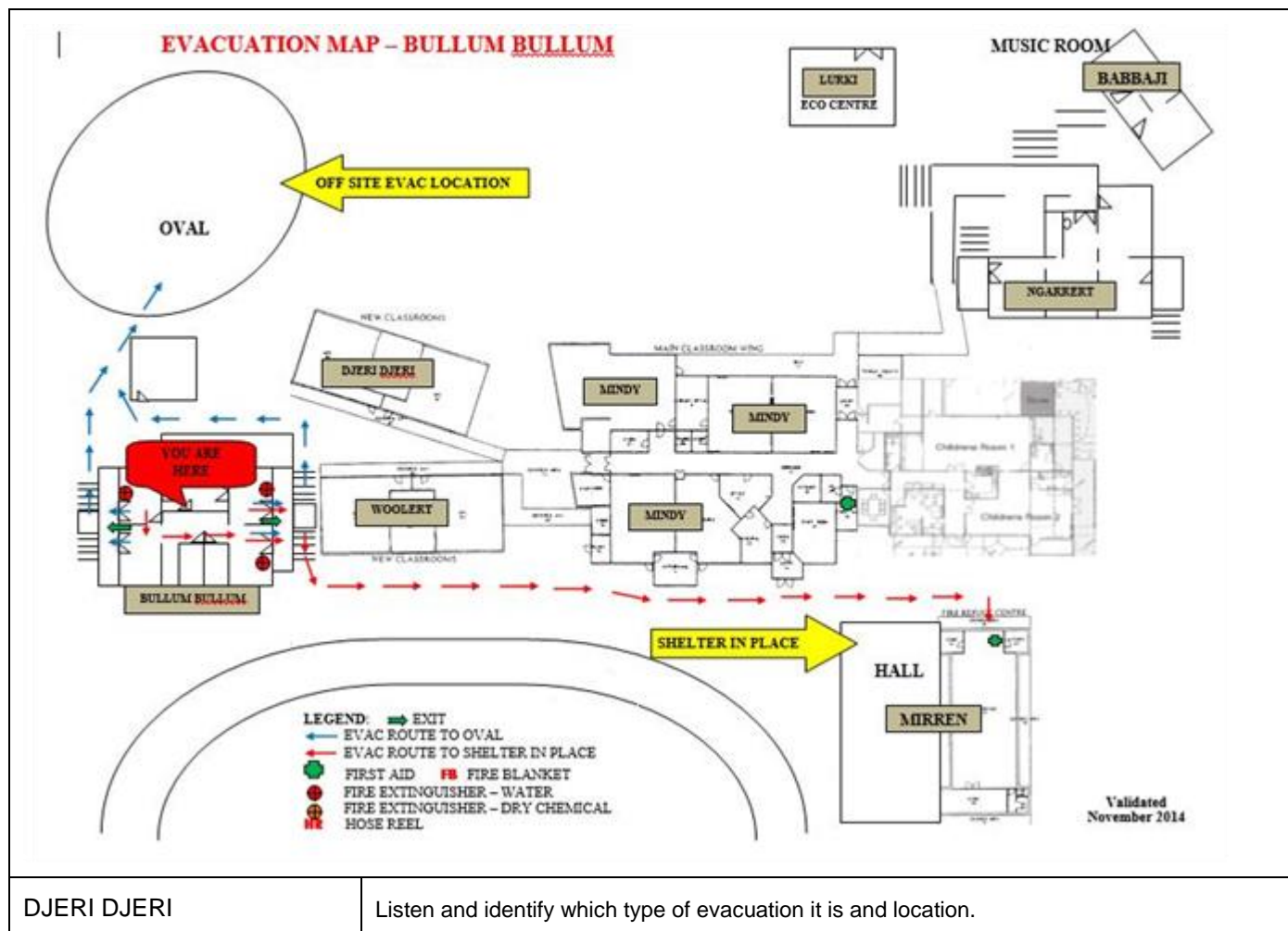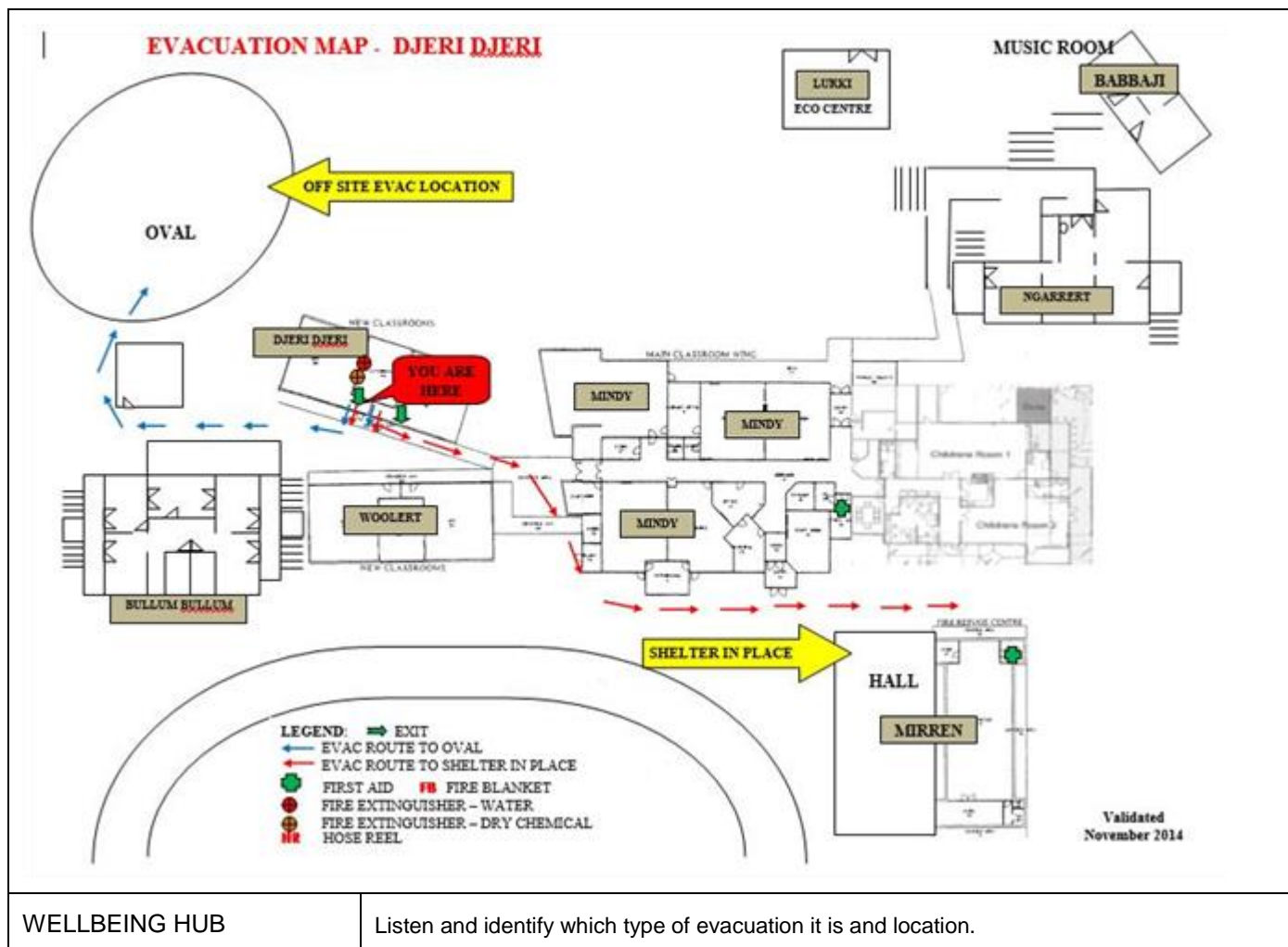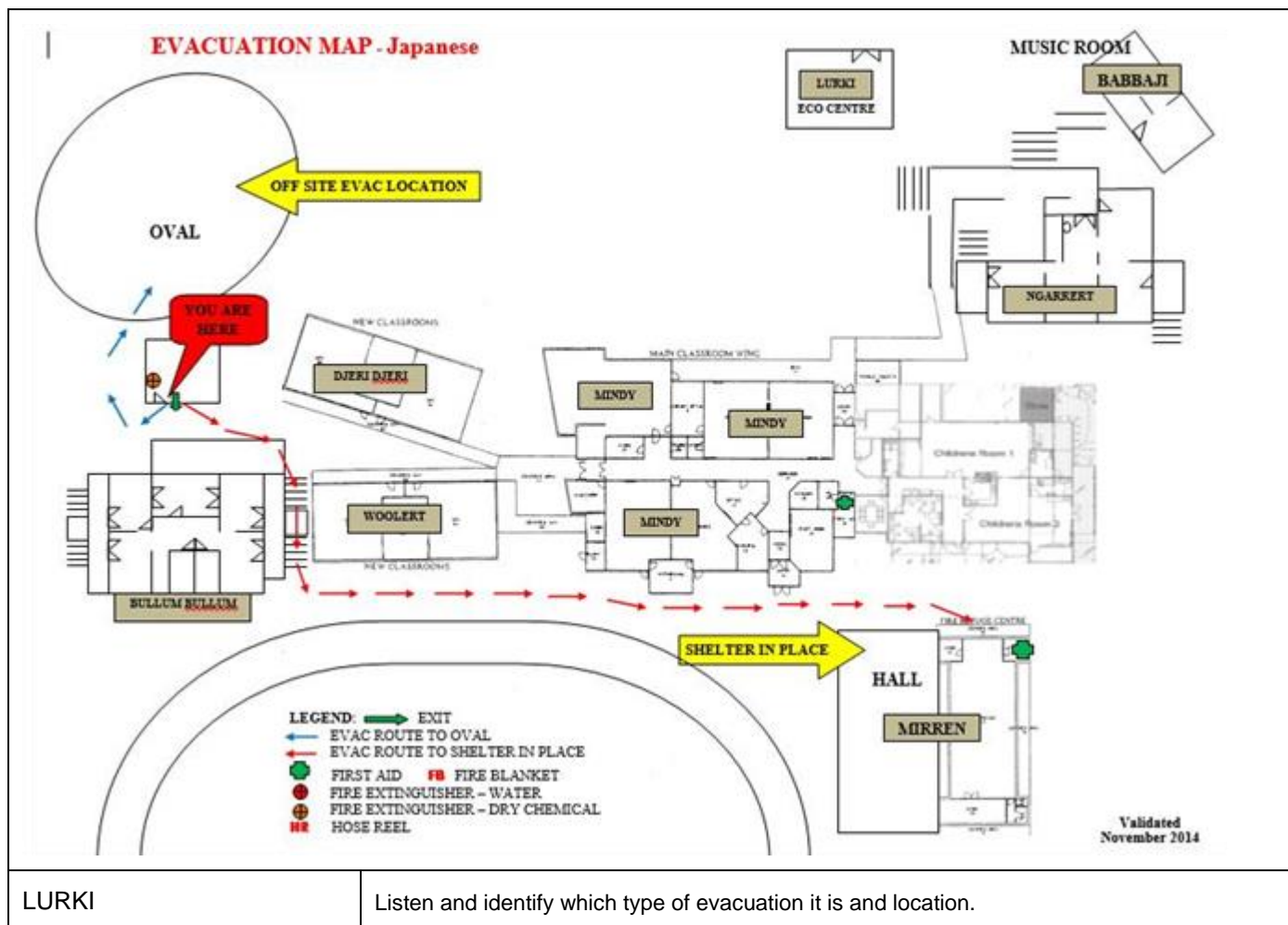|	
• Back–up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting	
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • 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)	

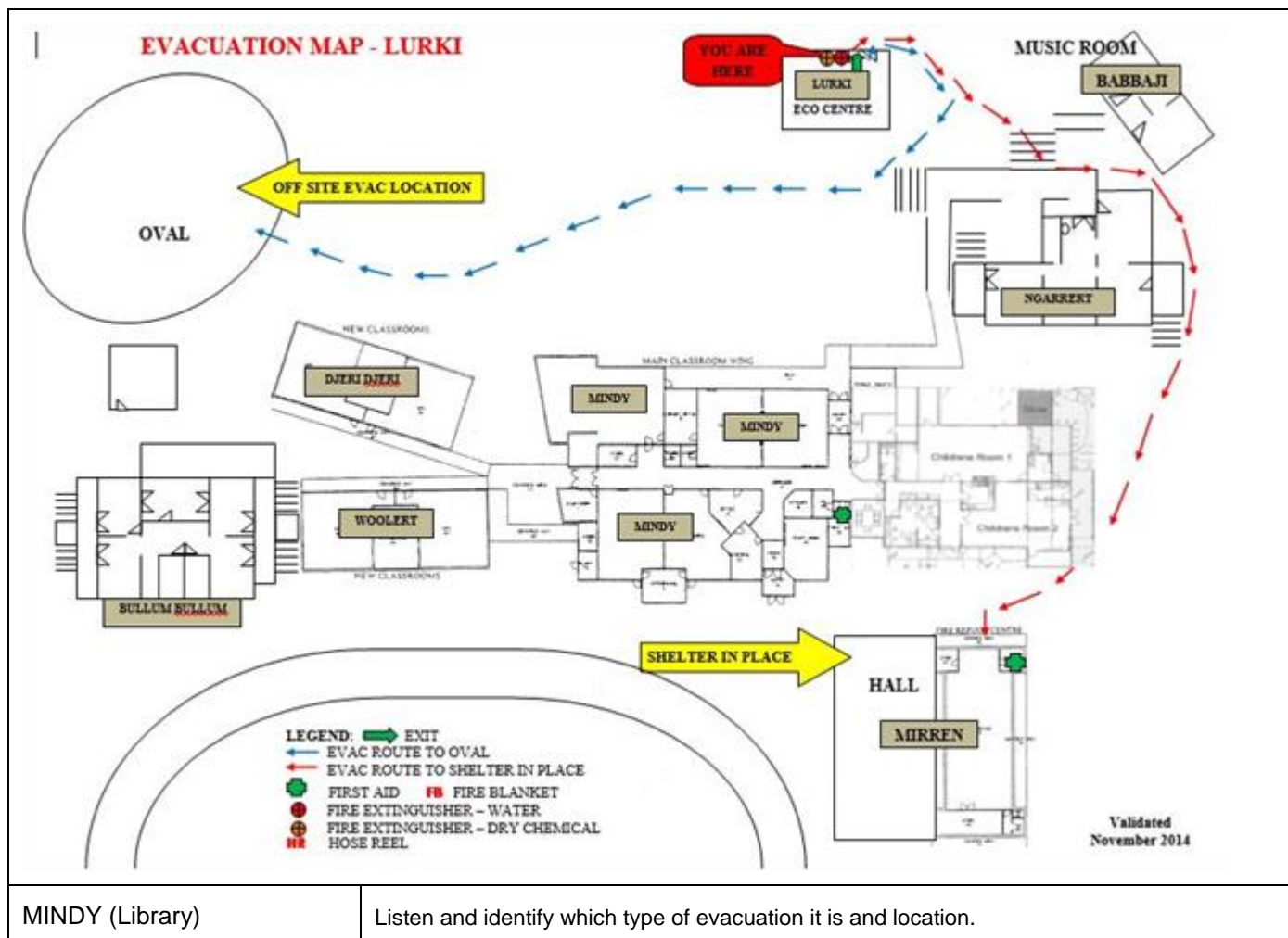# Area Map

Area Map

Evacuation Map

Building Name	Evacuation Procedures
Overall Evacuation for School	Listen and identify which type of evacuation it is and location.

BABBAJI	Listen and identify which type of evacuation it is and location.

EVACUATION MAP - BABBAJI

| BULLUM BULLUM | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP – BULLUM BULLUM

| DJERI DJERI | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP - DJERI DJERI

| WELLBEING HUB | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP - Japanese

| LURKI | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP - LURKI

| MINDY (Library) | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP – MINDY (Library)

| MINDY (Office) | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP – MINDY (Office)

| MNDY Resource Room | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP – MINDY (Resource Room)

LEGEND:
- ➡ EXIT
- ← EVAC ROUTE TO OVAL
- ← EVAC ROUTE TO SHELTER IN PLACE
- ● FIRST AID   FB FIRE BLANKET
- ● FIRE EXTINGUISHER – WATER
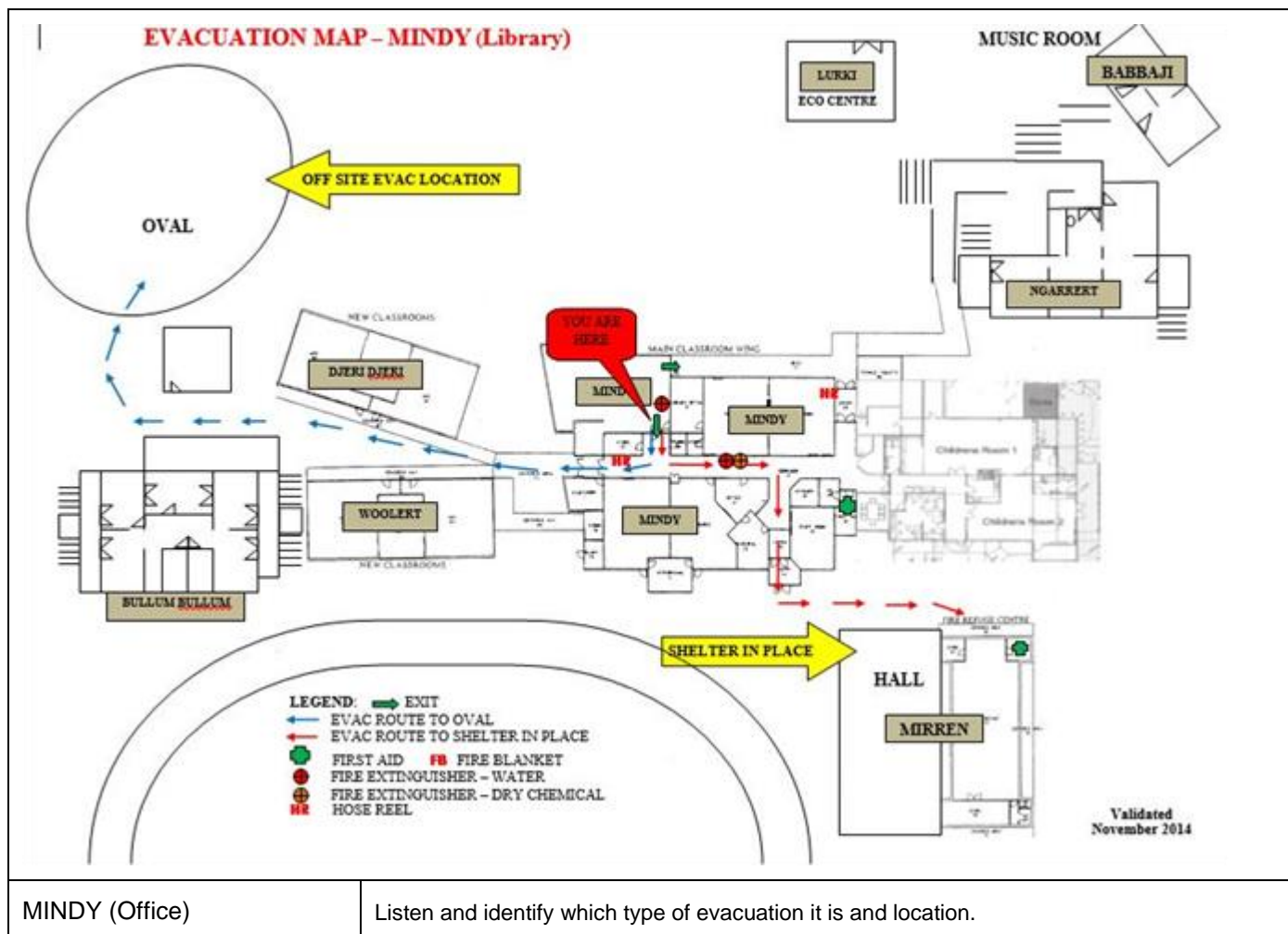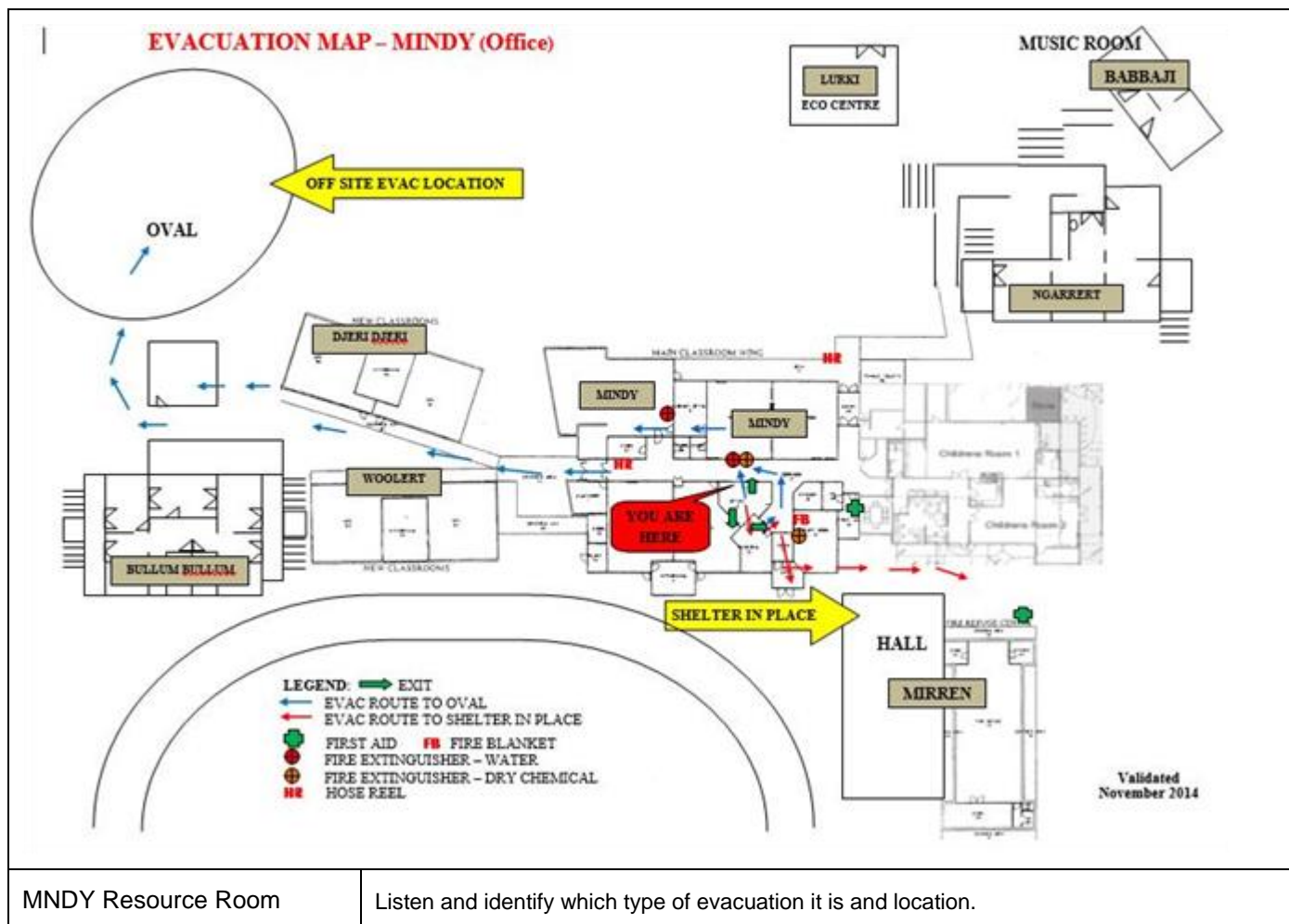- ● FIRE EXTINGUISHER – DRY CHEMICAL
- HR HOSE REEL

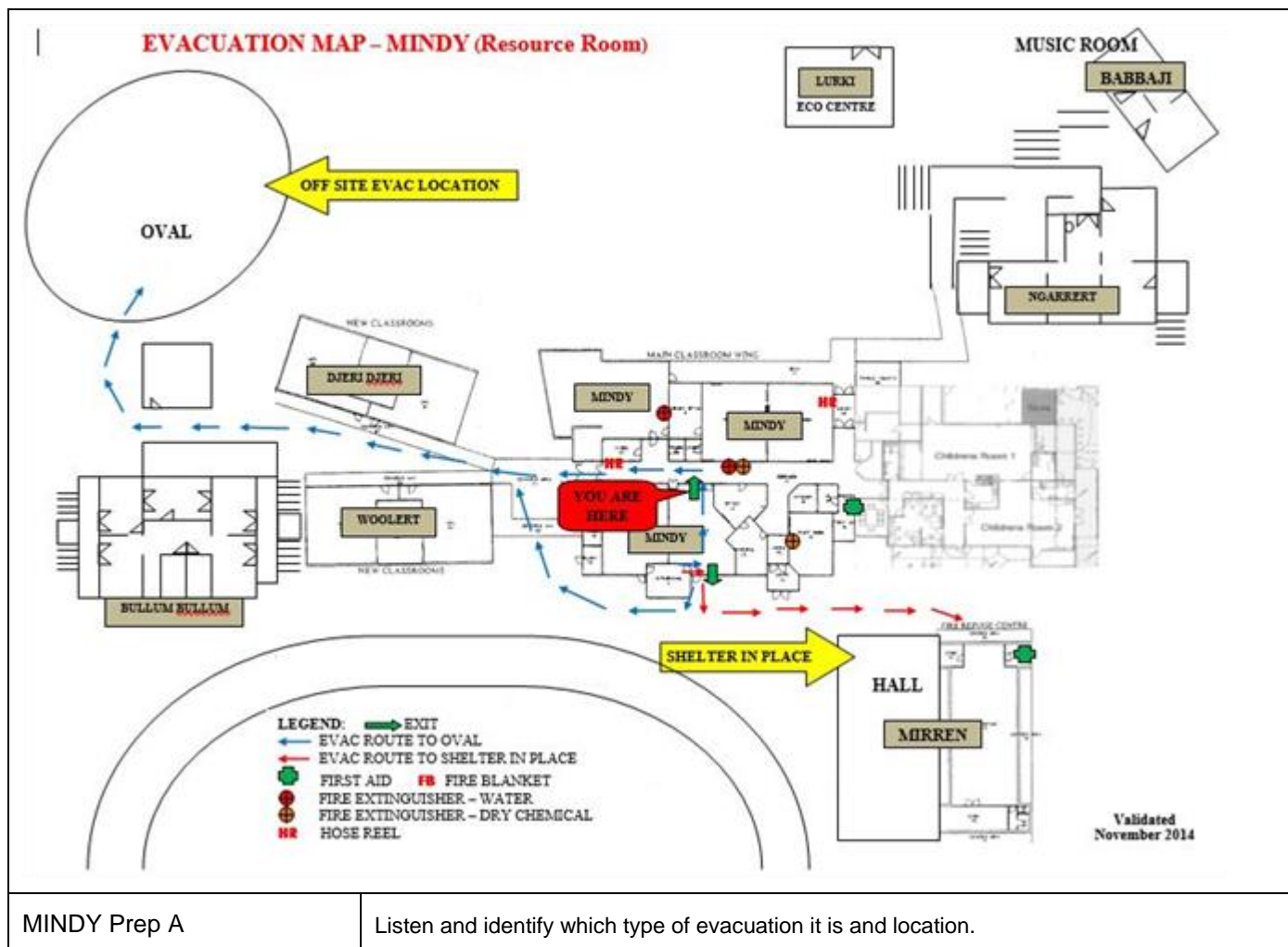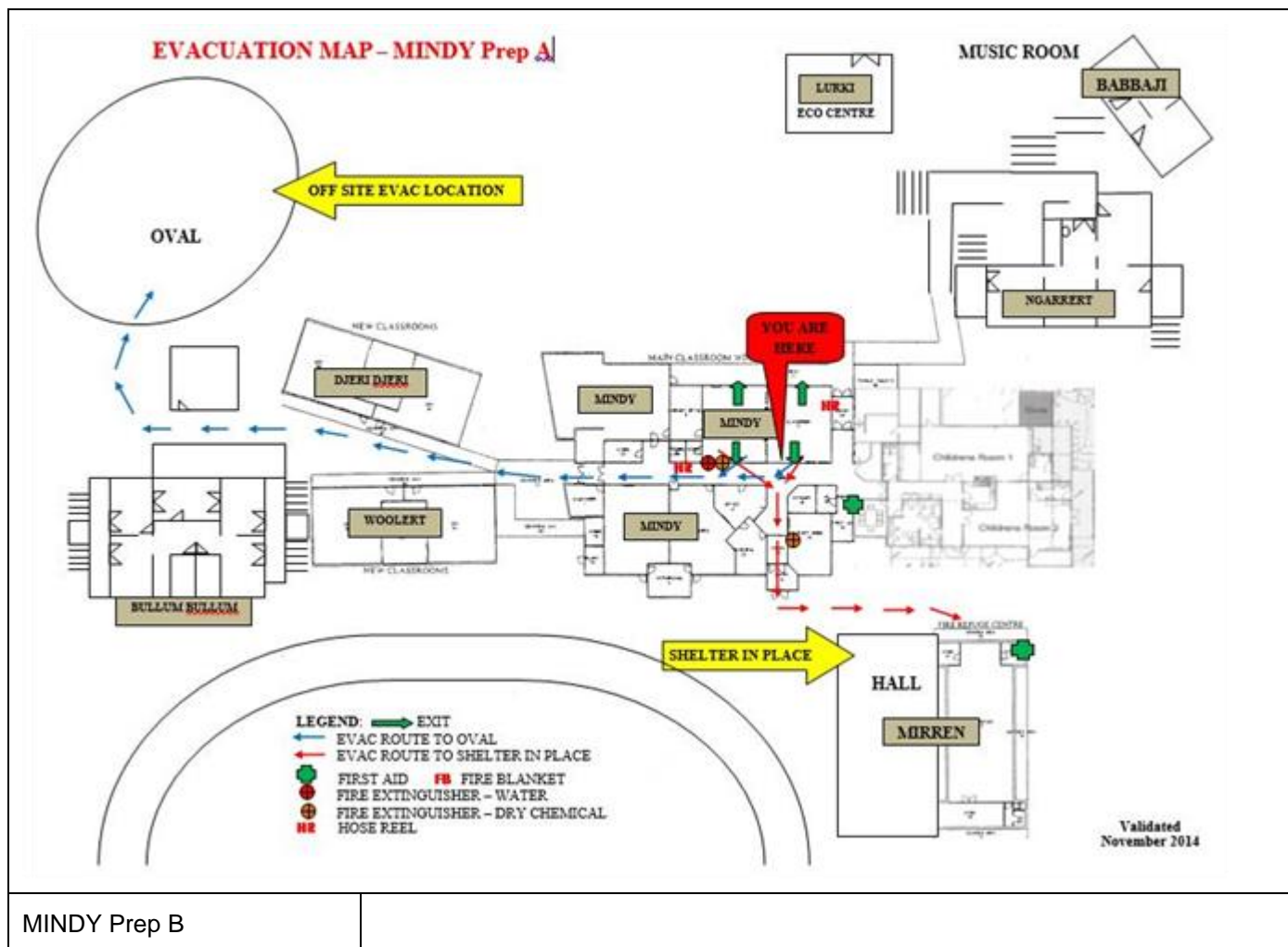| MINDY Prep A	Listen and identify which type of evacuation it is and location.

EVACUATION MAP – MINDY Prep A

MINDY Prep B	

EVACUATION MAP – MINDY Prep B

| NGARRERT | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP – NGARRERT

| WOOLLERT | Listen and identify which type of evacuation it is and location. |

EVACUATION MAP - WOOLLERT

LEGEND:
- → EXIT
- ← EVAC ROUTE TO OVAL
- ← EVAC ROUTE TO SHELTER IN PLACE
- FIRST AID   FB FIRE BLANKET
- FIRE EXTINGUISHER – WATER
- FIRE EXTINGUISHER – DRY CHEMICAL
- HR HOSE REEL

Validated November 2014