

Mildura Senior College - Mildura English Language Centre

Emergency and Critical Incident Management Plan 2019-2020



MILDURA SENIOR COLLEGE
a pathway to the future

307-339 Deakin Avenue, Mildura, VIC, 3500

03 5021 2911 / mildura.senior.co.elc@edumail.vic.gov.au

Department of Education and Training

Date Approved: 30/08/2019

Purpose

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

Context

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

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

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

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

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
DET	Uploaded to DEECD site	30/08/2019	insert email
Officer in Charge	Mildura CFA	30/08/2019	San Mateo Ave, Mildura 3500
Officer in charge	Mildura Police	30/08/2019	Deakin Ave, Mildura 3500
Belinda Hudak	Principal Mildura Senior College	30/08/2019	hudakb@milsen.vic.edu.au
Jamie Knudsen	Facilities Officer Mildura Senior College	30/08/2019	knudsenj@milsen.vic.edu.au
Sam Townsend	ICT Manager Mildura Senior College	30/08/2019	townsends@milsen.vic.edu.au
Jade Jackson	Business Manager	30/08/2019	jacksonj@milsen.vic.edu.au
Tracy Marr	Assistant Principal	30/08/2019	marrt@milsen.vic.edu.au
Andrew Banks	Assistant Principal	30/08/2019	banksa@milsen.vic.edu.au
Claire Kelly	Assistant Principal - MELC	30/08/2019	kellyc@milsen.vic.edu.au
Jarrod Uchtman	HSR Mildura Senior College (DTTC)	30/08/2019	uchtmanj@milsen.vic.edu.au

Facility Profile

School Name/Campus Name	Mildura Senior College
Address	307-339 Deakin Avenue, Mildura, VIC, 3500
Phone	03 5021 2911
Email	mildura.senior.co.elc@edumail.vic.gov.au
Fax	03 5023 2440
DET Region	NORTH-WESTERN VICTORIA
DET Area	Mallee Area
LGA	Mildura (RC)
BOM/Fire District	Mallee District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8am to 5pm Mon - Fri
Number of Students	940
Number of Staff	120
Number of Buildings	21
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Gymnasium
On-site Evacuation Location	Oval Area - Cricket Scorers Box
Off-site Evacuation Location	Gymnasium Chaffey Secondary College

Typical method used for communications to school community	SMS, email, 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
Bambill Football/Netball Club	Main Oval	45	After School and Weekends	Graeme Robertson	0418 548 692
Settlers Cricket Club	Main Oval	45	After School and Weekends	0400 112 063	0400 112 063
Bambill Football/Netball Club	Main Oval	45	After School and Weekends	Graeme Robertson	0418 548 692
Settlers Cricket Club	Main Oval	45	After School and Weekends	0400 112 063	0400 112 063

Building Information Summary

Telephones (landlines)

Location	Number
Admin	Landlines and Portable Phones 5021 2911
School	Portables and Extensions from main switch 5021 2911
Language Centre	Landline/Portable 5051 4700
Admin	Landlines and Portable Phones

School	Portables and Extensions from main switch
Deakin Trade Training Centre	Landline/Portable 5021 2911
School	Portables and Extensions from main switch
Language Centre/TTC	Landline/Portable

Alarms

Description	Location	Monitoring Company	Number
Fire			
Intrusion	Admin, Library, Canteen, MELC, TTC, A Wing, VCAL, VET Fitness, Gymnasium	Local Company - Fort Security/Oasis Security System Linked to Emergency Management in Melbourne	Security Fob
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Propane Tank near Library Natural Gas Line near Gate 4 Entry	Elgas	Valve on Tank Main gas line shut off near 14th St gate
Water	Various	Lower Murray Water	Valve
Electricity	Various	Red Energy	Various Switchboards

Sprinkler System

Control Valve Location	Main supply - in shed near 14th St gate at the rear of the old Technology Building
-------------------------------	---

Shutoff Instructions Location	Valve in shed
--------------------------------------	---------------

Boiler Room

Location	At end of H Wing
Access	Door at end of H Wing

Emergency Power System

Type	fill this in only if required
Location	fill this in only if required
Provides power to	
Shutoff Instructions Location	fill this in only if required

Building and Site Hazards

Location	Number
Diesel Tank	Facilities Shed

Additional Profile Information

Additional Info	

Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	28/08/2019
-----------------------------------	------------

Next check date	03/02/2020
------------------------	------------

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation Drill	Yvonne Edwards	21/02/2019	28/03/2019
Term 2	Emergency evacuation (on-site) + Lockdown	Yvonne Edwards	02/05/2019	20/06/2019
Term 3	Emergency Evacuation	Jade Jackson	25/07/2019	25/07/2019
Term 4	Emergency evacuation (on-site) + Lockdown	Jade Jackson	18/10/2019	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Jade Jackson	15/06/2017	15/06/2020
Joelene Kelly	15/06/2017	15/06/2020
Claire Norton	16/12/2016	16/12/2019
Jan Scott	16/12/2016	16/12/2019
Melissa Trembath	16/12/2016	16/12/2019
Janet Johnson	16/12/2016	16/12/2019
Kerry Dutton-Ashcroft	14/06/2019	14/06/2022
Teaching Staff	These are Admin/Office Staff. We also have 20+ teaching staff that are 1st Aid trained	22/12/2019

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
Wheelchair	0	1
Mobility issues	2	0
Anaphylaxis	0	17
Asthma	0	157

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	Probable Causes: Extreme Weather Conditions, Arson, Lightning Strikes. Probable Consequences: College is located in a residential area Physical or psychological injury could occur to staff, students, visitors or contractors. There is a risk that property could be damaged.	<ul style="list-style-type: none"> Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. School liaises with SES/local government to identify potential local risks. Fire System on site including water supply tanks. Regular Inspection of Fire Services on site. Maintain grounds to minimise grass, leaf matter, etc. Communications are tested quarterly. Utility shut-off instructions/points are known. Back up communications and contact lists maintained in case power fails. Evacuation Procedure in place. Interpreter Services available by phone. 	Effective	Consequence Minor Likelihood Unlikely Risk Level Low	As noted.	Consequence Minor Likelihood Rare Risk Level Low
Building fire	Probable Causes: Electrical fault, Arson. Probable Consequences: Physical or psychological injury could occur to staff, students, visitors or contractors There is a risk that property could be damaged.	<ul style="list-style-type: none"> Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. School liaises with SES/local government to identify potential local risks. Fire System on site including water supply tanks. Regular Inspection of Fire Services on site. Maintain grounds to minimise grass, leaf matter, etc. Communications are tested quarterly. Utility shut-off instructions/points are known. Back up communications and contact lists maintained in case power fails. Evacuation Procedure in place. Security Patrols conducted after school hours and weekends. Interpreter Services available by phone. 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	As noted.	Consequence Major Likelihood Unlikely Risk Level Medium
Severe weather event	Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications. Storm related asthma eg. Thunderstorms	<ul style="list-style-type: none"> Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. School liaises with SES/local government to identify potential local risks. School has a contingency for storage of equipment/materials if necessary. On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured Communications are tested quarterly. Utility shut-off instructions/points are known. Back up communications and contact lists maintained in case power fails. Condition of large trees regularly checked. 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	As noted	Consequence Moderate Likelihood Possible Risk Level Medium

		<ul style="list-style-type: none"> • Shade sail structures regularly checked. • Interpreter Services available by phone. • • 				
Earthquake	<p>Probable Causes: Earthquake. Probable Consequences: Physical or psychological injury could occur to staff, students, visitors or contractors. Persons could become trapped in buildings. Buildings could collapse, Windows and glass could shatter. Utilities could be cut off. Live power lines and gas leaks could occur.</p>	<ul style="list-style-type: none"> • School liaises with SES/local government to identify potential local risks. • Communications are tested quarterly. • Back up communications and contact lists maintained in case power fails. • Utility shut-off instructions/points are known. • Evacuation procedure in place. • On site Facilities Manager. • Weather Alerts are monitored. • Interpreter Services available by phone. 	Effective	<p>Consequence Major Likelihood Rare Risk Level Medium</p>	As noted	<p>Consequence Major Likelihood Rare Risk Level Medium</p>
School Bus accident/Vehicle Incident	<p>Probable Causes: Poor weather conditions, Poor Road conditions, Driver Fatigue, Poor concentration, Other Drivers and vehicles. Probable Consequences: Physical or psychological injury could occur to staff or students</p>	<ul style="list-style-type: none"> • Staff supervision. • Licensed Drivers. • Roadworthy vehicles regularly maintained. • School liaises with SES/local government to identify potential local risks. • Fire extinguisher in buses. • First Aid kit in vehicles. • Weather Alerts monitored. • Communications are tested quarterly. Student Medical and Emergency contact information available and copies kept with staff member on duty. • Vehicle log book kept. 	Effective	<p>Consequence Major Likelihood Possible Risk Level High</p>	As noted	<p>Consequence Major Likelihood Possible Risk Level High</p>
Pandemics and communicable diseases	<p>Probable Causes: Outbreaks and poor hygiene practices. Probable Consequences: Physical or psychological injury could occur to staff, students, visitors or contractors.</p>	<ul style="list-style-type: none"> • Evacuation Procedure in place. • Lockdown procedure in place. • Trained first aid staff on site. • Hygiene Practice Reminders on site. • Communications are tested quarterly. • Iris Alerts and DET notifications are monitored and reviewed when made available. • School liaises with SES/local government to identify potential local risks. • Interpreter Services available by phone. 	Effective	<p>Consequence Major Likelihood Rare Risk Level Medium</p>	As noted	<p>Consequence Major Likelihood Rare Risk Level Medium</p>
Major medical emergency	<p>Probable Causes: Multiple. Vehicle Accident, Pedestrian struck by vehicle. Allergic Reaction, Asthma, Head trauma, machinery accident. Probable Consequences: Physical or psychological injury could occur to staff or students. Possible Death.</p>	<ul style="list-style-type: none"> • First Aid Trained Staff on site • School liaises with SES/local government to identify potential local risks. • Support services available for students and staff. • Critical Incident Procedure in place. • Communications are tested quarterly. 	Effective	<p>Consequence Major Likelihood Rare Risk Level Medium</p>	As noted	<p>Consequence Major Likelihood Rare Risk Level Medium</p>

		<ul style="list-style-type: none"> • Medical Records and Emergency contact details are recorded and readily available. • Defibrillator's on site and staff trained to use them. • First Aid Kits located all over school and audited as per DET policy. • OHS standards maintained. • Interpreter Services available by phone. 				
Off-site emergencies	<p>Probable Causes: Multiple. Vehicle Accident, Pedestrian struck by vehicle. Allergic Reaction, Asthma, Head trauma, machinery accident.</p> <p>Probable Consequences: Physical or psychological injury could occur to staff or students.</p>	<ul style="list-style-type: none"> • First Aid Trained Staff. • First Aid Kits provided on all excursions/events. • Epipens taken on events and Excursions. • Evacuation and Lockdown procedure in place. • Medical Records and Emergency contact details are recorded and readily available. • Communications are tested quarterly. • Risk Assessments are carried out for all overnight excursions and events requiring College Council Approval. • Interpreter Services available by phone. 	Effective	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	As noted. Risk Assessments to be carried out for local excursions.	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Intruder	<p>Probable Causes: Disgruntled parent or student or staff member. After hours intruders</p> <p>Probable Consequences: 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 vandalized and or damaged.</p>	<ul style="list-style-type: none"> • Lockdown and Evacuation Procedure in place. • School liaises with SES/local government to identify potential local risks. • Family Court orders are recorded in student records. • Admin staff are trained to identify potential risks to students. • Identified Interview Rooms available for Leadership team when dealing with an agitated person. • Security Cameras on site. • Security Fencing for After hours and weekends. • Security Patrols conducted after hours and weekends. • Interpreter Services available by phone. 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	Duress Alarms for Reception staff and in designated interview rooms eg. Principal's office.	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Bomb/substance threat	<p>Probable Causes: Agitated or disgruntled member of the community. Terrorist Attack, Hoax.</p> <p>Probable Consequences: Physical or psychological injury could occur to staff, visitors or contractors. Mental Health and stress related conditions may occur. There is a risk that property could be damaged.</p>	<ul style="list-style-type: none"> • Lockdown and Evacuation Procedure in place • School liaises with SES/local government to identify potential local risks. • Security Cameras on site. • Security Fencing for After hours and weekends. • Security Patrols conducted after hours and weekends. • Support Services in place for students and staff. • Interpreter Services available by phone. 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	Duress Alarms available for Reception staff.	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Loss of essential services	<p>Probable Causes: Severe Weather Event, Extreme Heat, Local or State Emergency. Probable</p>	<ul style="list-style-type: none"> • School liaises with SES/local government to identify potential local risks. 	Effective	<p>Consequence Moderate</p>	As noted.	<p>Consequence Moderate</p>

	Consequences: Lack of availability of school resources such as computers. Lack of availability of fresh drinking water and water for flushing toilets. Medical conditions due to extreme heat or Cold.	<ul style="list-style-type: none"> • Evacuation Procedure in place. • Lockdown procedure in place. • First Aid Trained staff on site. • Medical kits on site. • Hard copy of student records, medical conditions and Emergency Contacts on site. • Rain Water tanks on site. • Weather Alerts monitored. • Iris Alerts and DET Warnings are monitored and reviewed. 		Likelihood Possible Risk Level Medium		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	<ul style="list-style-type: none"> • Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator 	Effective	Consequence Major Likelihood Possible Risk Level High	As noted	Consequence Major Likelihood Possible Risk Level High
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> • Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices. • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements. • BYOD usage and guidelines. • Password protocols for ICT. 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	As noted	Consequence Moderate Likelihood Unlikely 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	<ul style="list-style-type: none"> • Staff trained in first aid. • First Aid Kit. • Staff observant to signs of illness. • Medical history – staff/students. • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer. • Action Plans displayed. • Defibrillator on site. • Epi pens available on site. 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	As noted.	Consequence Major Likelihood Unlikely Risk Level Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school 	Effective	Consequence Moderate	As noted.	Consequence Moderate

	Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 		Likelihood Possible Risk Level Medium		Likelihood Possible Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress.	<ul style="list-style-type: none"> • School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment 	Effective	Consequence Major Likelihood Rare Risk Level Medium	As noted.	Consequence Major Likelihood Rare Risk Level Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support.	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	Consequence Major Likelihood Rare Risk Level Medium	As noted	Consequence Major Likelihood Rare Risk Level Medium
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> • 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 <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services 	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	As noted.	Consequence Moderate Likelihood Unlikely Risk Level Medium

		<ul style="list-style-type: none"> • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
--	--	--	--	--	--	--

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-Site Evacuation/Relocation Procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Evacuate students, staff and visitors out of the building to your far side of Main Oval (1) if this is the evacuation option. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. • 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. • Maintain a record of actions/decisions undertaken and times. • Confirm with emergency service personnel that it is safe to return to normal operations. • Contact parents as required. <p>Actions After On-Site Evacuation/Relocation Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to review any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Off-Site Evacuation Procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your far side of Second Oval (2). • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid and this Plan. • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.

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

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

<p>Shelter-In-Place Procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place location College Gymnasium. • Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. • 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. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. <p>Actions After Shelter-In-Place Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the 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 (e.g. areas of the facility to avoid or parent reunification process). • 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 review any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Travel Emergency Procedure</p>	<p>When an incident occurs whilst students/teachers/staff are in transit the trip Coordinator on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Ensure all students, staff and visitors are safe and secure. • Report the incident directly to the College/College Principal. • <i>Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</i> • <i>Ensure you have the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit.</i> • <i>Once you have secured the situation check all students, staff and visitors are accounted for.</i> • <i>Ensure communications with emergency services is maintained.</i> • <i>Wait for emergency services to arrive or provide further information.</i>

	<ul style="list-style-type: none">• <i>Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</i>• <i>Maintain a record of actions/decisions undertaken and times.</i>• <i>Confirm with emergency service personnel that it is safe to return to normal operations.</i>• <i>Contact parents as required.</i>
--	--

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfires or grassfires	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek 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 far side of Main Oval (1), 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. • Direct all Media enquiries to DET Media Unit on 9637 2871.
Building fire	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek 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 far side of Main Oval (1), 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. • Direct all Media enquiries to DET Media Unit on 9637 2871.

<p>Severe weather event</p>	<ul style="list-style-type: none"> • 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 Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
<p>Earthquake</p>	<ul style="list-style-type: none"> • 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 Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ 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. <p>After the earthquake</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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 9637 2871.
School Bus accident/Vehicle Incident	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Check that all students, and staff are accounted for. • Notify the School • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
Pandemics and communicable diseases	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Check that all students, and staff are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
Major medical emergency	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Check that all students, and staff are accounted for. • Move unaffected students away from the site. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
Off-site emergencies	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted

	<ul style="list-style-type: none"> • Check that all students, and staff are accounted for. • Notify the School. • Move unaffected students away from the site. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • 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/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police <p><i>Communication</i></p>

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Await "all clear" advice from police before returning to school buildings to resume normal school activities.

If a bomb/substance threat is received by telephone

• DO NOT HANG UP

- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for police on a separate phone
 - notify the Chief Warden/principal
 - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated/taped/recorded.

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
 - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.

- Immediately:
 - inform the Chief Warden/principal if this has not yet been done
 - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
- implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
- report the emergency to the Security Services Unit on 9589 6266
- ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter

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

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

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

If you are at the site of an explosion

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

	<ul style="list-style-type: none"> ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.

- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

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.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.

	<p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
<p>Information Security</p>	<ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ◦ Phone 1800 641 943 ◦ Email servicedesk@edumail.vic.gov.au ◦ Submit an IT Service Request through the Service Gateway • If the incident involves sensitive and/or personal information that may identify an individual without their consent • Phone the privacy help desk on 8688 7967 • Email privacy@edumail.vic.gov.au • Consider notifying the Media Unit on 8688 7776 • If the information security breach is considered malicious contact local police • Offer impacted staff option to access EAP (as applicable) • Offer Student Support Services support to impacted students (as applicable)
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable)

	<ul style="list-style-type: none"> • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
Mental Stress	<ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126

<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable)

- | | |
|--|---|
| | <ul style="list-style-type: none">• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none">• Consider lodging an eduSafe report• Consider whether a report to WorkSafe is required• Contact Employee Assistance Program for support• Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none">• Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice |
|--|---|

Emergency Contacts

Tags: Your school is tagged as Client School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Belinda Hudak	03 5021 2911	0419 351 993	0419 351 993
Assistant Prin. 1	Tracy Marr	03 5021 2911	0419 334 139	0419 334 139
Assistant Prin. 2	Andrew Banks	03 5021 2911	0437 786 852	0437 786 852
SSSO Manager	Helen Martin	03 5077 3120		
Business Manager	Jade Jackson	03 5021 2911	0418 888 465	0418 888 465
Sub School Leader	Rob Sinclair	03 5021 2911	0417 060 674	0417 060 674
Sub School Leader	Ineke Rogers	03 5021 2911	0498 318 131	0498 318 131
Sub School Leader	Kim Bathe	03 5021 2911	0429 868 058	0429 868 058
Sub School Leader	Nicole Hynes	03 5021 2911	0438 211 448	0438 211 448
Sub School Leader	Anne Symes	03 5021 2911	0409 176 464	0409 176 464
Sub School Leader	Karen Boyce	03 5021 2911	0428 358 813	0428 358 813
Chaplain	Colin Cole	03 5021 2911	0419 503 832	0419 503 832
Health and Safety Representative/SSL	Jamie Knudsen	03 5021 2911		0457 912 911
First Aid Officer	Kerry Dutton-Ashcroft	03 5021 2911		
School Council President	John Bergin			0427 232 763
School Bus Coordinator	Jade Jackson	03 5021 2911	0418 888 465	0418 888 465
Mildura English Language Centre (Assistant Principal)	Claire Kelly	03 5051 4700	0429 269 225	0429 269 225

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Jeanette Nagorcka	(03) 9488 9410	
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	John Brownstein	(03) 4433 7585	0418 509 953
Emergency Management Support Officer	Caragh Robinson	(03) 9084 9032	0436 819 074
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Andrew Ough	03 5077 3101	0400 127 544
SSSO Team Leader	Kathy Thompson	03 5077 3170	0477 762 531

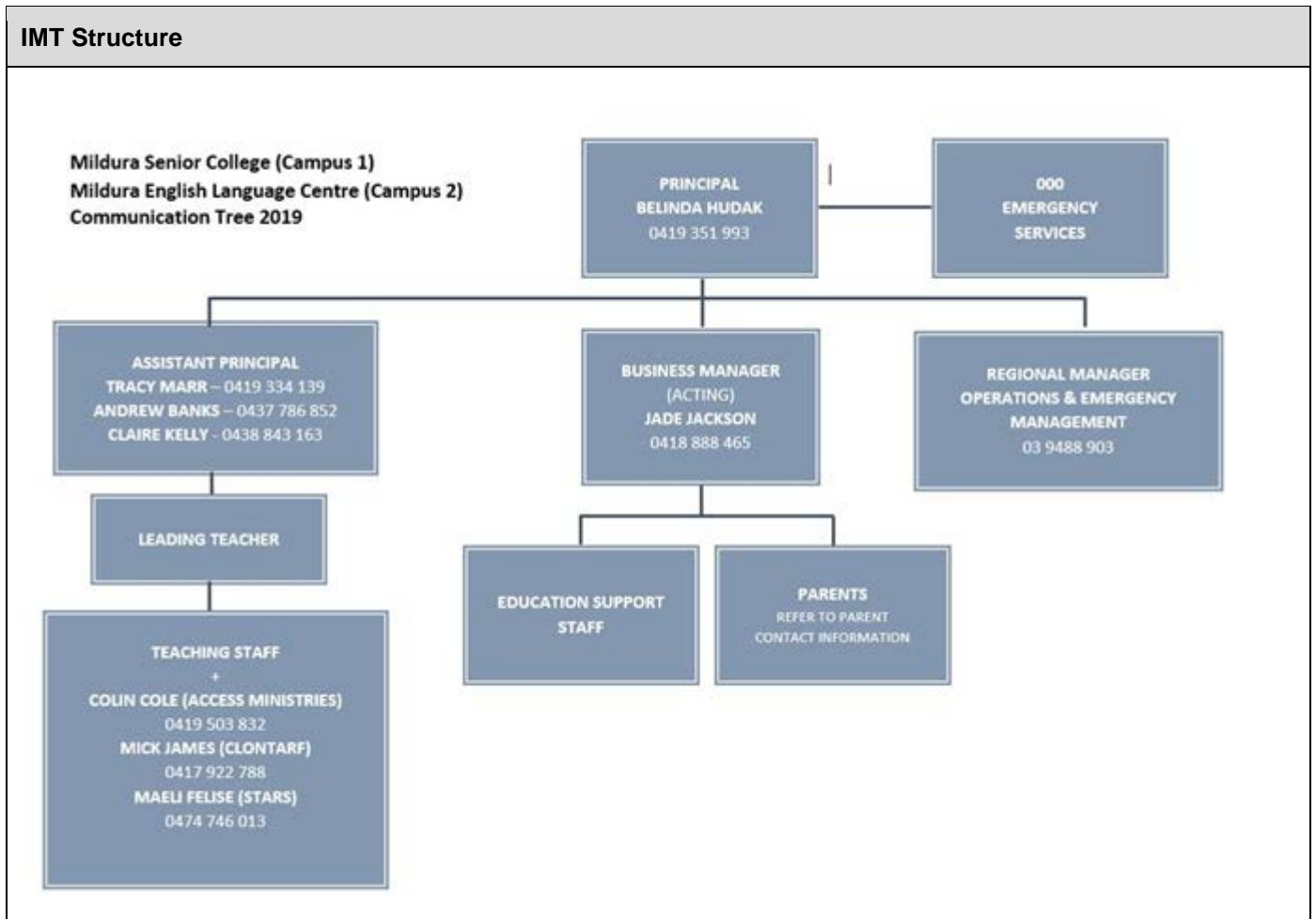
Local / Other Organizations

Name	Phone
Local Police Station	(03) 5018 5300
Ambulance	000 / 112
Fire Services Authority MFB/CFA	000
State Emergency Service	132 500
Hospital(s)	(03) 5022 3333
Gas (check for local number)	Origin Energy 132463
Electricity (check for local number)	Origin Energy 132463
Water Corporation (check for local number)	Lower Murray Water 50513400
Department of Human Services (Regional Office)	03 5434 5555 Bendigo 03 5022 3111 Mildura
Department of Human Services- Child Protection (Regional Office)	1800 622 258
Local Government	Mildura Rural City Council 50188100
Environment Protection Authority Victoria	1300 372 842

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Various	Mildura Irymple Merbein Red Cliffs	All local Government and Private Schools	Sunraysia Bus Lines 03 5023 0274
Robinvale and Euston to Mildura	Mildura	All Government and Private Schools	Zaffina Bus Lines Robinvale 03 5026 1253

Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Belinda Hudak Phone/Mobile: 0419 351 993	Name: Andrew Banks Phone/Mobile: 0437 786 852
Communications Officer	Name: Sam Townsend Phone/Mobile: 0408 094 286	Name: Andrew Banks Phone/Mobile: 0437 786 852

Planning Officer	<p>Name: Jade Jackson</p> <p>Phone/Mobile: 0418 888 465</p>	<p>Name: Belinda Hudak</p> <p>Phone/Mobile: 0419 351 993</p>
Operations Officer (Area Warden)	<p>Name: Andrew Banks</p> <p>Phone/Mobile: 0437 786 852</p>	<p>Name: Belinda Hudak</p> <p>Phone/Mobile: 0419 351 993</p>
Logistics Officer (Warden)	<p>Name: Jade Jackson</p> <p>Phone/Mobile: 0418 888 465</p>	<p>Name: Belinda Hudak</p> <p>Phone/Mobile: 0400 127 544</p>
First Aid Officer	<p>Name: Kerry Dutton-Ashcroft</p> <p>Phone/Mobile: 50212911</p>	<p>Name: Jade Jackson</p> <p>Phone/Mobile: 0418 888 465</p>

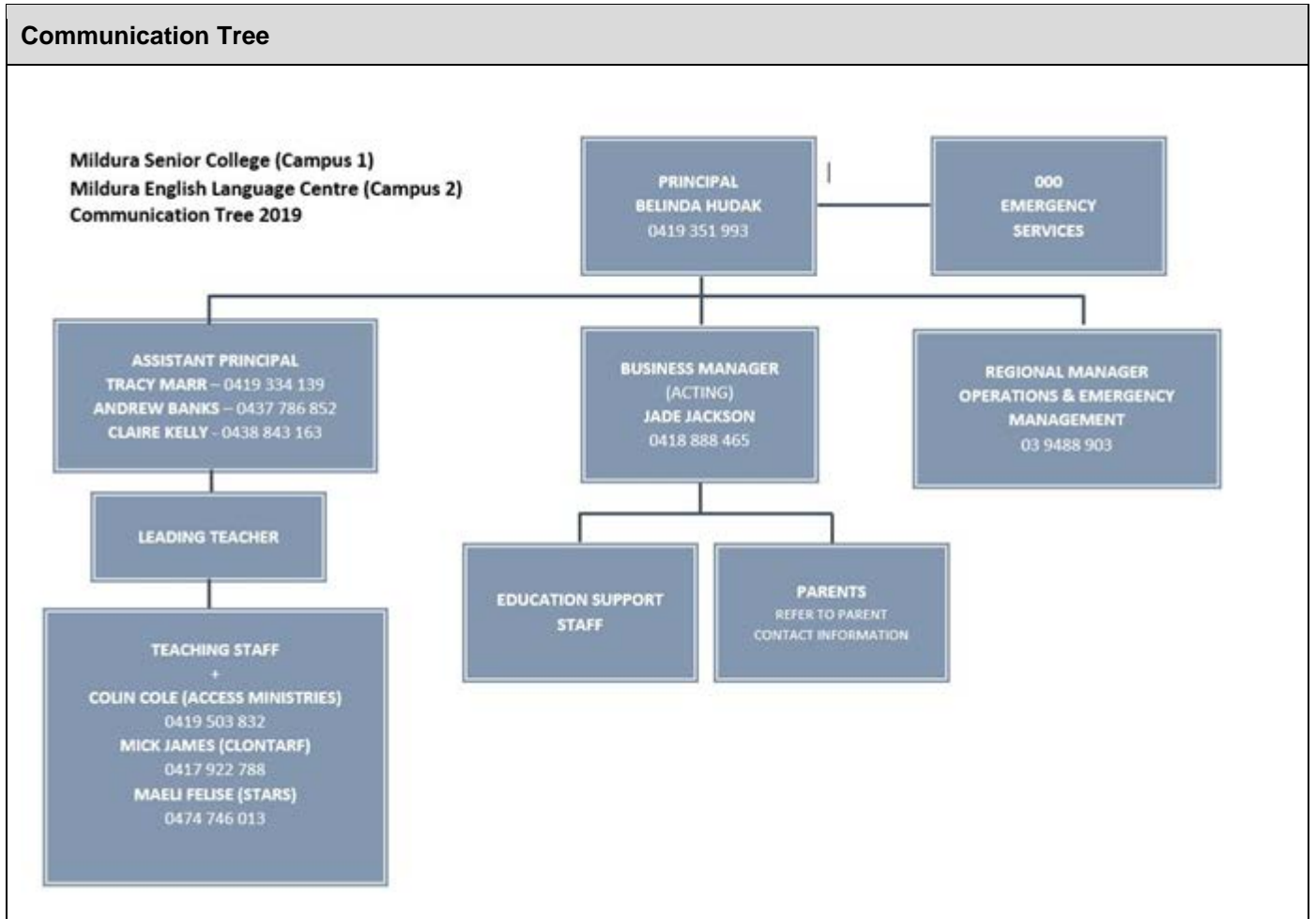
Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. <p>Post- Emergency</p> <ul style="list-style-type: none"> • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
<p>Communications Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.

<p>Planning Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
<p>Operations Officer (Area Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency</p> <p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
<p>Logistics Officer (Warden)</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • 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. <p>During Emergency</p> <p>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:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed

	<ul style="list-style-type: none"> • 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. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure First Aid kits are fully stocked and easily accessible in the event of an emergency. • Have all student medical conditions recorded and accessible in an emergency. <p>During Emergency</p> <ul style="list-style-type: none"> • Take the First Aid kit to the Emergency control point • Attend to any first aid needs

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	Mutual Support Agreement with Chaffey Secondary College (neighbouring school - Deakin Ave, Mildura 3500)
--------------------------------	--

Name	Contact Details	Support Role
Graeme Forrester	0422 125 871	Principal - Chaffey Secondary College

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	Access to ICT back-up services and web based integrated systems.
--------------------------------	--

Name	Contact Details	Support Role
Sam Townsend	0408 094 286	Mildura Senior College Manager ICT

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	Mutual Support Agreement with Chaffey Secondary College (neighbouring school - Deakin Ave, Mildura 3500)
--------------------------------	--

Name	Contact Details	Support Role
Graeme Forrester	0422 125 871	Principal - Chaffey Secondary College

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	Yes
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting 	Yes
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	No

Establish a register to log all decisions and actions	No
Establish a register to log all financial expenditure incurred	No
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	Yes
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate) 	Yes

Area Map

Area Map



Location	Time to Evacuation Point	Distance to Evacuation Point
Emergency Evacuation Point to Alternative Evacuation point	1:00	180 Meters
A wing to Evacuation Point	3:00	270 Meters
Canteen to Evacuation Point	2:20	200 Meters
H Wing to Evacuation Point	2:30	230 Meters
Library to Evacuation Point	1:50	200 Meters
MELC to Evacuation Point	1:40	190 Meters
Staff Rooms to Evacuation Point	1:00	150 Meters
TTC to Evacuation Point	2:00	150 Meters
TTC to Evacuation Point	2:00	150 Meters

Legend

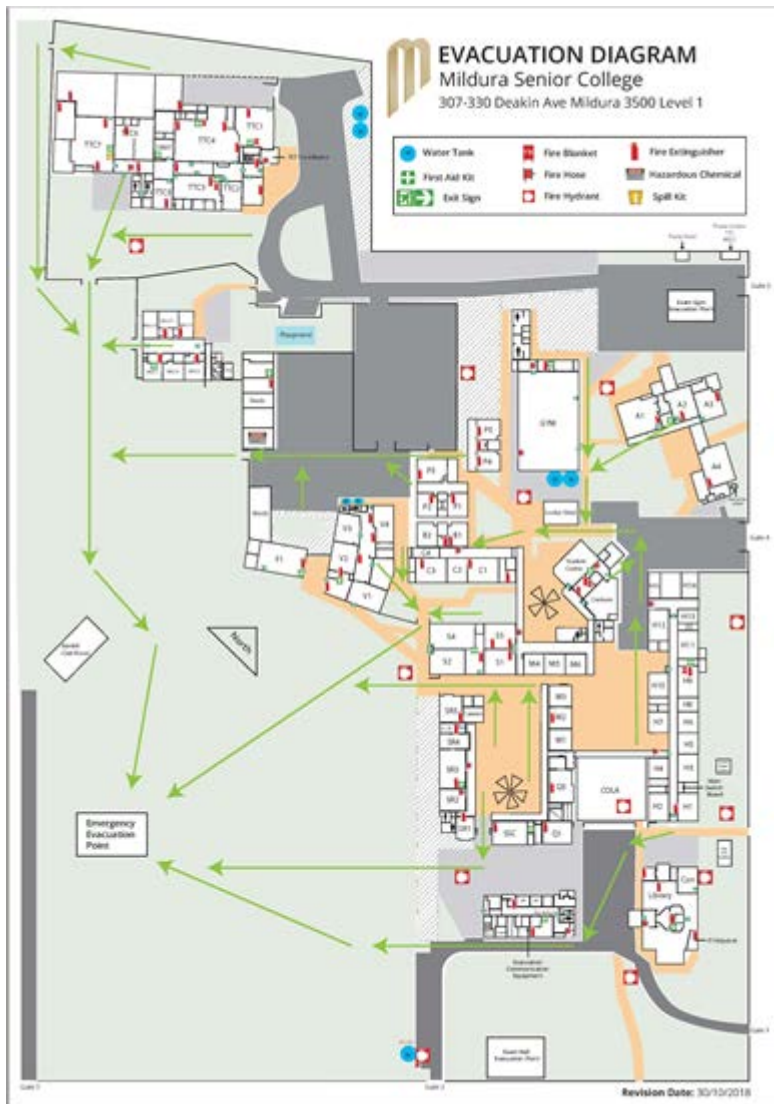
Exit Points: Exit

Emergency Service Entry Points: EMR

External Evacuation Routes: →

Evacuation Map

Building Name	Evacuation Procedures
Mildura Senior College Site Map	See Emergency Management Plan Below.



Mildura Senior College Admin Building First Floor	
--	--



Mildura Senior College EVACUATION DIAGRAM


307-330 Deakin Ave Mildura 3500 Level 2

Exit Sign First Aid Kit Fire Extinguisher



ID: DOC0007-V1.001 Revision Date: 09/11/2017

Mildura Senior College
Evacuation Procedures

 **Mildura Senior College**

EMERGENCY MANAGEMENT PLAN

**Evacuation
Plan**

- In an evacuation you will hear;
- Continuing siren /or
 - Series of portable siren blasts

Students/Teachers in Classrooms

1. **Stay together**, following evacuation map. Stay calm.
2. **Turn off** any/all appliances. Students leave books etc. in room
3. **Shut windows and doors** and check store rooms and adjoining rooms if it is safe to do so. Move to evacuation area.
4. **Key evacuation wardens** (listed below) to **clear their area** before evacuating.
5. **Teachers** to mark roll again at assembly point.
6. **Teacher** to report to **Assistant Principal** when completed and follow instructions.

EVACUATION OUT OF CLASS TIME: ASSEMBLE IN PATHWAYS GROUP AT EVACUATION POINT

Students not in Classrooms

1. If in the library or canteen **collect a number** from the library or canteen staff and assemble together on the far side of the oval.
2. Library and canteen staff are to **check numbers** to ensure all students have arrived safely.
3. All other students on site should **move immediately** to evacuation point and **assemble with library/canteen students**.

Teachers not in class

1. **Assemble** and report to **Assistant Principal** at the evacuation point.
2. Follow instructions.

ES Staff, Visitors & Contractors

1. **Assemble** and report to **Business Manager** at the evacuation point.
2. Follow instructions.

Staff and students are to remain on the oval until such time that it is announced safe to return to the school. No-one should leave the area until the all clear is given.



KEY EVACUATION AREA WARDENS

Area Wardens to report to **Business Manager** at evacuation point upon completion of clearing area.

- | | |
|------------------------------------|-----------------------------|
| 1. Administration building & Hall | Kerry Outan-Ahau/Weid Earle |
| 2. Staffrooms, Toilets, G & M Wing | Jade Jackson |
| H Wing, Arts & Gym | |
| 3. Library | Raeleen Black |
| 4. Science | Kerry Whitelegg |
| 5. C & P Wings | Nick Gooderson |
| 6. Student, Toilets M4,5,6 | Kerry Horne |
| 7. Canteens | Sus Morwell |
| 8. UCAL | Kelly Morrison |
| 9. Fitness Room | Mark Trengiegle |
| 10. Shed | Michael O'Sullivan |
| 11. MELC AP | Claire Kelly |
| 12. TTC | Linda Snokall |



**Emergency Lock
Down**



- In an Emergency Lock Down you will hear;
- An announcement over the PA
- Students/Teachers in Classrooms**

1. **Remain calm** and stay in the room. All persons are to sit below window level or shift to a position out of view.
2. Teachers are to **turn off all appliances** and shut all windows and lock internal doors where applicable — **Do not lock doors from outside the classroom**.
3. Teachers are to ensure all **corridors are shut** and if safe—Lock Doors.
4. **Reassure the students** that everything is being done to ensure their safety.
5. **Remain in the classroom** until advised to return to normal operations. An announcement will be made over the PA.

Students/Visitors not in Classrooms

1. Should make there way **immediately** to the **nearest room**.

First Aid



When the student can be moved

If possible send them with a reliable student to escort them personally to the Office.

When the student cannot be moved

1. If a student cannot be moved send a reliable student or use the nearest telephone to contact the office.
2. The teacher in charge must stay with the injured student until First Aid Officers arrive and if possible is to render immediate first aid. Avoid unnecessarily moving the student.
3. When First Aid Officer is in attendance the teacher is to reassure the other members of the class that the situation is under control.
4. First Aid Officer to call emergency services if required and advise College Principal (or delegate) of actions.

When contacting the office ensure you have the following information at hand:

1. Student's name
2. Symptoms
3. What has happened
4. Classroom/location of student
5. Name of the teacher in charge
6. Whether the teacher believes emergency services are necessary