

Sunshine College - North Sunshine Campus

Emergency and Critical Incident Management Plan 2020-2021



Northumberland Road, Sunshine North, VIC, 3020
03 8311 8500 /
sunshine.sc.north.sunshine@education.vic.gov.au

Department of Education and Training

Date Approved: 22/07/2020

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
All School Staff	All School Staff		

Facility Profile

School Name/Campus Name	Sunshine College
Address	Northumberland Road, Sunshine North, VIC, 3020
Phone	03 8311 8500
Email	sunshine.sc.north.sunshine@education.vic.gov.au
Fax	03 8311 8501
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Brimbank Melton Area
LGA	Brimbank (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:00 am to 4:30pm
Number of Students	150
Number of Staff	30
Number of Buildings	3
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Gym
On-site Evacuation Location	Primary: Oval Secondary: Grass Area corner Northumberland Road and Suffolk Road
Off-site Evacuation Location	Sunshine North Primary School

Typical method used for communications to school community	Newsletter/ Compass/ Social Media
Is this school has other services or users of the site?	No

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Mara Evangelical Church Australia	North Campus	300 Saturday morning and 100 Sunday	Saturday morning and Sunday	0403 328 569	0403 328 569
Danny Tae Kwon Do School	North Campus	300 Saturday morning and 100 Sunday	Saturday morning and Sunday	0412182085	0412182085
Lac Hong Vietnamese School	North Campus	100	Saturday morning and Sunday	0425720263	0425720263

Building Information Summary

Telephones (landlines)

Location	Number
Campus Principal Office, Campus Manager Office, Staff Rooms	8311 8500

Alarms

Description	Location	Monitoring Company	Number
Fire			Assistant Principal's office
Intrusion	General Office, Gym	Emergency Management	Assistant Principal's office

Other			
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Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front of School	AGL	Assistant Principal's office
Water	Front of School	City West	Assistant Principal's office
Electricity	Front of School	AGL	Assistant Principal's office

Sprinkler System

Control Valve Location	NA
Shutoff Instructions Location	NA

Boiler Room

Location	Outside B6, Library and Music Centre
Access	From the outside

Emergency Power System

Type	NA
Location	NA
Provides power to	NA
Shutoff Instructions Location	NA

Building and Site Hazards

Location	Number
Chemicals	Science Lab, Foods, Technology, Arts, Technology, Grounds

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
Whistle	Yes
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Plastic garbage bags and ties	Yes

Review Emergency kit checked date

Date emergency kit checked	07/02/2020
Next check date	05/02/2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Emergency evacuation (on-site)	Ewen Burt	15/03/2021	15/03/2021
Term 2	Lockdown drill	Ewen Burt	13/05/2021	
Term 3	Emergency evacuation (off-site)	Ewen Burt	14/08/2020	
Term 4	Lockout drill	Ewen Burt	11/12/2020	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Emily Barroso	Level 2, 2019	11/06/2022
Brenton Quinn	Level 2, 2019	11/06/2022
Nancy Mancini	Level 2, 2019	11/06/2022
Richard Lester	Level 2, 2017	11/06/2020
Rosalina Todarello	Level 2, 2019	11/06/2022
Rosa Pozzuto	Level 2, 2019	11/06/2022
Nick Stavrou	Level 2, 2019	11/06/2022
Joanne Stingas	Level 2, 2019	11/06/2022
Ewen Burt	Level 2, 2019	18/09/2022
Alice Barker	Level 2, 2020	12/04/2023

Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	2
Asthma	0	10
Intellectual disability	0	11
Severe behaviour disorder	0	6
Autism	0	22

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Asbestos	Refer to latest DET Audit Last audit conducted over 5 years ago	<p>The Workplace Manager must ensure that all employees are informed of:</p> <ul style="list-style-type: none"> the presence and location of asbestos within the workplace; how the Asbestos Register can be accessed; the risk associated with the presence of asbestos; the name and responsibilities of the Workplace Asbestos Coordinator and appropriate delegated support (back up) employees; and the measures in place to control the risks associated with asbestos, including the contents of this Asbestos Management Plan. <p>The Workplace Manager must ensure that the Workplace Asbestos Coordinator and appropriate support employees are provided with the necessary support, resources and training to perform the responsibilities detailed in this Asbestos Management Plan. DET is to ensure that the workplace has access to suitably qualified trainers.</p>	Acceptable	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	Refer to Management Plan	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	<p>Communication systems (PA system) are tested on a regular basis.</p> <p>A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</p>	Acceptable	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	<p>Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) need to be tested and tagged as per Australian Standards.</p> <p>All electrical equipment needs to be tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on are disposed of in an appropriate manner.</p>	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
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.	<ul style="list-style-type: none"> Visitors must report to reception and sign in using the Visitor Register. Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with teachers/principal. Lockdown/lockout/ evacuation procedures are regularly practised. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	<ul style="list-style-type: none"> All visitors and contractors must report to reception and sign in and out using Compass Register. 	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>

		<ul style="list-style-type: none"> • Encourage engagement of parents in school activities. • In relation to court orders / custody papers: the school maintains a register of current documents and parents are advised of the relevant school processes and duty of care to other students and staff. • Parent meetings where staff feel a need for support: two staff attend, staff use a signal to obtain support from another staff member if required, and an appropriate room for meeting selected e.g. one with two exit points. 				
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	<p>Bomb Threat Checklist located next to each phone.</p> <p>Emergency evacuation drills scheduled and practised on a regular basis.</p>	Acceptable	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	<p>Bomb Threat Checklist located next to each phone.</p> <p>Emergency evacuation drills scheduled and practised on a regular basis.</p>	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	<p>·Maintenance to roofs/gutters/drains to keep clear is scheduled regularly.</p> <p>·School liaises with local government to identify potential local risks.</p> <p>·On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured</p> <p>·Communications are tested quarterly.</p> <p>·Utility shut-off instructions/points are known.</p> <p>·Back up communications and contact lists maintained in case power fails.</p> <p>·Condition of large trees regularly checked.</p>	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	<p>·Maintenance to roofs/gutters/drains to keep clear is scheduled regularly.</p> <p>·School liaises with local government to identify potential local risks.</p> <p>·On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured</p> <p>·Communications are tested quarterly.</p> <p>·Utility shut-off instructions/points are known.</p> <p>·Back up communications and contact lists maintained in case power fails.</p> <p>·Condition of large trees regularly checked.</p>	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Influenza pandemic	Risk of health and possible death (in extreme cases)	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.	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>	<p>Reinforce basic hygiene measures including: provide students and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol based hand sanitiser educate staff and students about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues.</p> <p>Ensure germicidal wipes are available in staff room.</p>	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
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	Relocate students to a domestic learning environment.	Acceptable	<p>Consequence Moderate</p> <p>Likelihood</p>	Relocate students to a domestic learning environment.	<p>Consequence Moderate</p> <p>Likelihood</p>

				Rare Risk Level Low		Rare Risk Level Low
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	<ul style="list-style-type: none"> Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible Medication is kept accessible 	Acceptable	Consequence Moderate Likelihood Rare Risk Level Low	<ul style="list-style-type: none"> Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible Medication is kept accessible 	Consequence Moderate Likelihood Rare Risk Level Low
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator 	Acceptable	Consequence Major Likelihood Possible Risk Level High	In the event of an incident, disclosure, or suspicion of child abuse and for suspected student sexual offending, the school will:the school will: <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> 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. 	Consequence Moderate Likelihood Possible Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<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 	Needs Improvement	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT 	Consequence Moderate Likelihood Possible Risk Level Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization;	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students 	Acceptable	Consequence Moderate Likelihood	Trained Firsts Aid Officers on site	Consequence Moderate Likelihood

	impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> First Aid and Infection Control Procedure Medication Authority Form and authority to administer 		Possible Risk Level Medium		Possible Risk Level Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative 	Consequence Moderate Likelihood Possible Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<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 	Needs Improvement	Consequence Major Likelihood Unlikely Risk Level Medium	First Aid Office to attend each excursion	Consequence Moderate Likelihood Rare Risk Level Low
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	<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 	Consequence Moderate Likelihood Rare Risk Level Low
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<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 Behavioural 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 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Increase CCTV coverage.	Consequence Moderate Likelihood Unlikely Risk Level Medium

		<ul style="list-style-type: none"> • Family violence referral <p><u>Specific supports for students with challenging behaviours and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
Chemicals	Probable causes: Unauthorised access chemicals used by cleaning staff; or Gas leak from bulk gas tank. Probable consequences: Poisoning requiring hospitalisation and significant health effects. Stress event requiring extensive clinical support for multiple individuals	<p>Follow our organisation's Chemical Management Procedures.</p> <ul style="list-style-type: none"> • Ensure all chemicals are stored in locked cupboards/store rooms with reference to known incompatibilities and away from children • Develop and implement safe work procedures for handling chemicals (e.g. cleaning and maintenance products and science chemicals) • Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on site from the supplier/manufacture or use the CHEMWATCH database. 	Acceptable	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	Staff in the relevant areas should be made aware of MSDS Sheets' first aid procedures.	<p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p>DET School Operations Guide https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/ Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Docu</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

		ments/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>	Acceptable	<p>Consequence Severe</p> <p>Likelihood Likely</p> <p>Risk Level Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-Site Evacuation/Relocation Procedure	<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 Oval Site A or Basketball Courts Site B. • 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.
Off-Site Evacuation Procedure	<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 Dempster Park <ul style="list-style-type: none"> • <i>Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</i>

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

	<ul style="list-style-type: none"> • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions After Lock-Down Procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • 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 • Go to the designated assembly point/s Dempster Park • Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Check that students, staff and visitors are all accounted for. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • 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. <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.

	<ul style="list-style-type: none"> • 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.
Shelter-In-Place Procedure	<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 Gym. • 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.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Child Abuse	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p>
Information Security	<ul style="list-style-type: none"> Contact your IT specialist technician for advice and support If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> Phone 1800 641 943 Email servicedesk@edumail.vic.gov.au Submit an IT Service Request through the Service Gateway If the incident involves sensitive and/or personal information that may identify an individual without their consent Phone the privacy help desk on 8688 7967 Email privacy@edumail.vic.gov.au Consider notifying the Media Unit on 8688 7776 If the information security breach is considered malicious contact local police Offer impacted staff option to access EAP (as applicable) Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> Call '000' if immediate/life threatening Administer first aid Contact parent/guardian of affected student Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 Record evidence (if applicable) Keep other students away from the emergency/incident Provide support for students who may have witnessed early stage of emergency
Mental Stress	<ul style="list-style-type: none"> If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' Administer first aid (if appropriate) – keep physically and emotionally safe Report the incident to the Incident Support and Operations Centre on 1800 126 126 Consider whether the following supports are appropriate: <ul style="list-style-type: none"> School's student wellbeing officers Student Support Services Doctors in Secondary Schools Kids Helpline - 1800 55 1800 Headspace in schools 0458 559 736 Lifeline - 13 11 14 Referral to the Navigator program for wraparound support for disengaged learners Suicide prevention resources from Beyond Blue and/or Headspace CAT Team – acute mental health triage

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
Asbestos	<p>The Workplace Manager must ensure that all employees are informed of:</p> <ul style="list-style-type: none"> • the presence and location of asbestos within the workplace; • how the Asbestos Register can be accessed; • the risk associated with the presence of asbestos; • the name and responsibilities of the Workplace Asbestos Coordinator and appropriate delegated support (back up) employees; and • the measures in place to control the risks associated with asbestos, including the contents of this Asbestos Management Plan. <p>The Workplace Manager must ensure that the Workplace Asbestos Coordinator and appropriate support employees are provided with the necessary support, resources and training to perform the responsibilities detailed in this Asbestos Management Plan.</p>
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to Oval Site A or Basketball Courts Site B. and close 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 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
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> <ul style="list-style-type: none"> • 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. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◦ call 000 for police on a separate phone ◦ notify the Chief Warden/principal

	<ul style="list-style-type: none"> ○ report emergency to the Security Services Unit on 9589 6266. ● Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> 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): <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ 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. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> ● 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. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ 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. <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
Severe weather event	<ul style="list-style-type: none"> ● Call 000 if emergency services are needed and seek and follow advice. ● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. ● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. ● During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. ● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. ● Disconnect electrical equipment - cover and/or move this equipment away from windows. ● Report emergency to the Security Services Unit on 1800 126 126. ● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. ● Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Influenza pandemic	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> ● Determine which services are affected and the extent of the impact. ● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. ● Call 000 if emergency services are required to respond e.g. power lines down in front of school.

	<ul style="list-style-type: none"> • 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
Smoke	<p>This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.</p> <p>Medical</p> <ul style="list-style-type: none"> • 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. <p>Activities/Indoors</p> <ul style="list-style-type: none"> • 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 're-circulate' or 'reuse air' (turn it off if it doesn't have this function) • Limit prolonged or heavy physical activity relative to the conditions. <p>Notification/Information</p> <ul style="list-style-type: none"> • As appropriate: <ul style="list-style-type: none"> • 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 8688 7776. • 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
COVID-19	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools • Also see the advice in the Operations Guide regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
COVID-19	<p>Existing controls are detailed within the following documents:</p> <p>DET School Operations Guide https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/ Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • 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
Violence, Aggression and/or harassment	<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

	<ul style="list-style-type: none"> • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an EduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
Chemicals	<p>Follow our organisation's Chemical Management Procedures.</p> <ul style="list-style-type: none"> • Ensure all chemicals are stored in locked cupboards/store rooms with reference to known incompatibilities and away from children • Develop and implement safe work procedures for handling chemicals (e.g. cleaning and maintenance products and science chemicals) • Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on site from the supplier/manufacture or use the CHEMWATCH database.

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Campus Principal	Ewen Burt	83115500	0402 275 961	
Student Engagement Leader	Joe Neri	83115500	0407 796 674	
Student Manager Years 9 &10/ First Aid Officer	Brenton Quinn	83115500	0411732222	
Daily Organiser	Wai-Ling Hui	83115500	0411 708218	
HSR	Richard Lester	83115500	0413 476 099	
First Aid Officer/ Office Manager	Emily Barroso	83115500	0434259246	
First Aid Officer	Nancy Mancini	83115500	0410609756	
First Aid Officer	Brendon Quinn	83115500	0411732222	
Business Manager	Carol Savage	8311 5220	0412 662 783	
Student Manager Years 7 & 8	Kara Bronchinski	83115500	0407757920	
First Aid Officer	Richard Lester	83115500	0413 476 099	
First Aid Officer	Nick Stavrou	83115500	0432417482	
First Aid Officer	Rose Pozzuto	83115500	0403280426	
First Aid Officer	Rosa Todarello	83115500	0412732213	
First Aid Officer	Alice Barker			

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Wendy Timms	8397 0301	

Regional Office (swvr@edumail.vic.gov.au)	General enquiries,	1300 333 232,	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
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	Charles Branciforte	0407133973	
SSSO Team Leader			N/A

Local / Other Organizations

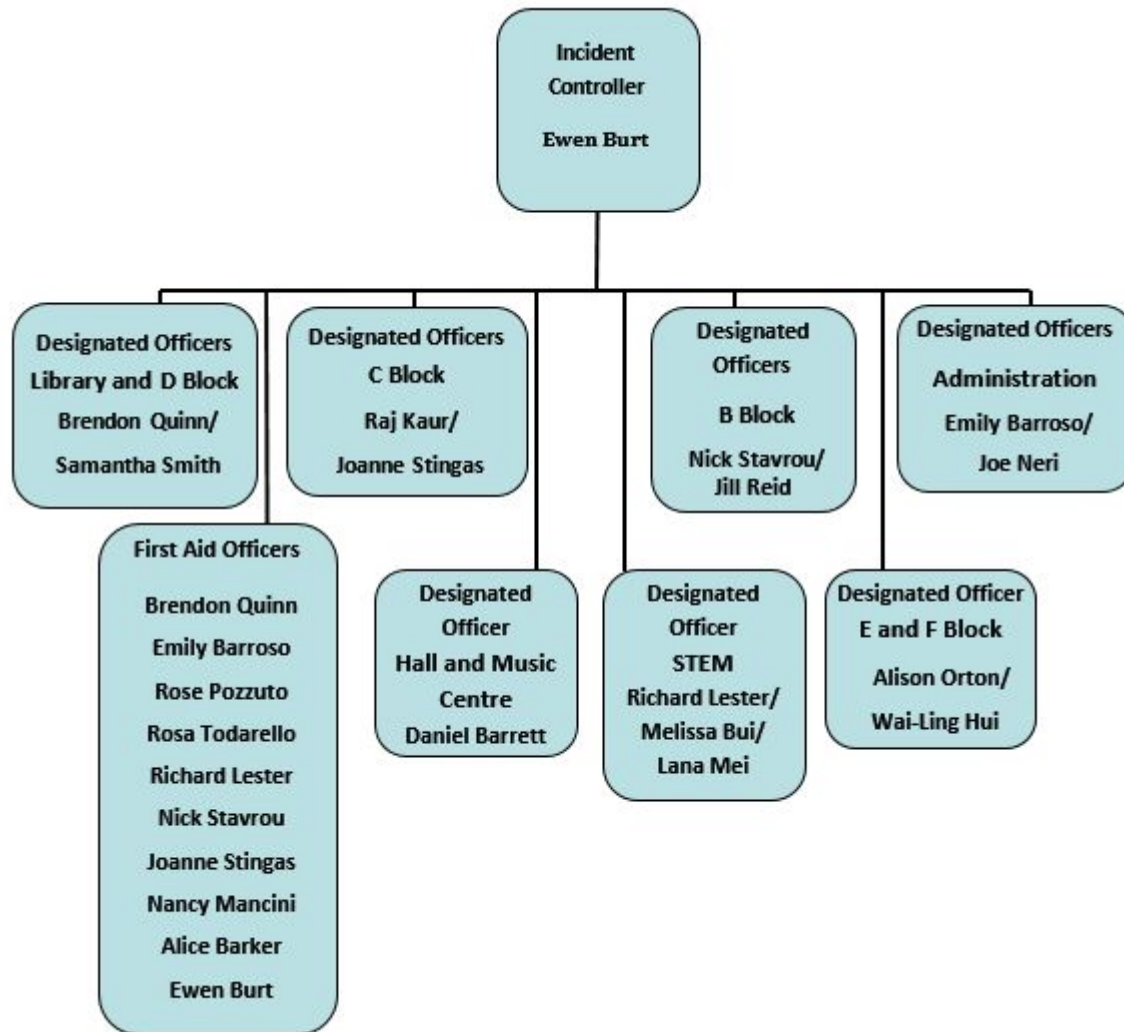
Name	Phone
Police Station	9313 3333
Brimbank Council 9249 4000 - SES (flood, storm and earthquake)	132 500

School Bus Emergency Contacts

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

Incident Management Team

IMT Structure



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Ewen Burt Phone/Mobile: 0402 275 961	Name: Tim Blunt Phone/Mobile: 0419594895

Planning Officer	Name: Ewen Burt Phone/Mobile: 0402 275 961	Name: Joe Neri Phone/Mobile: 0407 796 674
Warden (Administration Area) tasks will be performed by:	Name: Emily Barroso Phone/Mobile: 0434259246	Name: Joe Neri Phone/Mobile: 0407796674
Warden (Library and D Block) tasks will be performed by:	Name: Sam Smith Phone/Mobile: Not disclosed	Name: Brendon Quinn Phone/Mobile: 0411732222
Warden (B Block) tasks will be performed by:	Name: Nick Stavrou Phone/Mobile: 0432417482	Name: Jill Reid Phone/Mobile: 0405426706
Warden (E & F Block) tasks will be performed by:	Name: Wai-Ling Hui Phone/Mobile: 0411 708218	Name: Alison Orton Phone/Mobile: 0415 192 559
Warden (Hall and Music Centre) tasks will be performed by:	Name: Daniel Barrett Phone/Mobile: Not disclosed	
Warden (C Block) tasks will be performed by:	Name: Raj Kaur Phone/Mobile: Not disclosed	Name: Joanne Stingas Phone/Mobile: 0407757920
Warden (STEM) tasks will be performed by:	Name:	Name:

	Richard Lester Phone/Mobile: 0413 476 099	Melissa Bui/ Lana Mei
Communications Officer	Name: Ewen Burt Phone/Mobile: 0402 275 961	Name: Tim Blunt Phone/Mobile: 0419594895
HSR/ First Aid Officer	Name: Richard Lester Phone/Mobile: 0413 476 099	
First Aid Officer	Name: Brendon Quinn Phone/Mobile: 0411732222	Name: Emily Barroso Phone/Mobile: 0434259246
First Aid Officer	Name: Ewen Burt	Name: Alice Barker
First Aid Officer	Name: Joanne Stingas Phone/Mobile: 0407757920	Name: Nick Stavrou Phone/Mobile: 0432417482
First Aid Officer	Name: Nancy Mancini	Name: Rose Pozzuto
First Aid Officer	Name: Rosa Todarello	

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<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.
Planning Officer	<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).
Warden (Administration Area) tasks will be performed by:	<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.

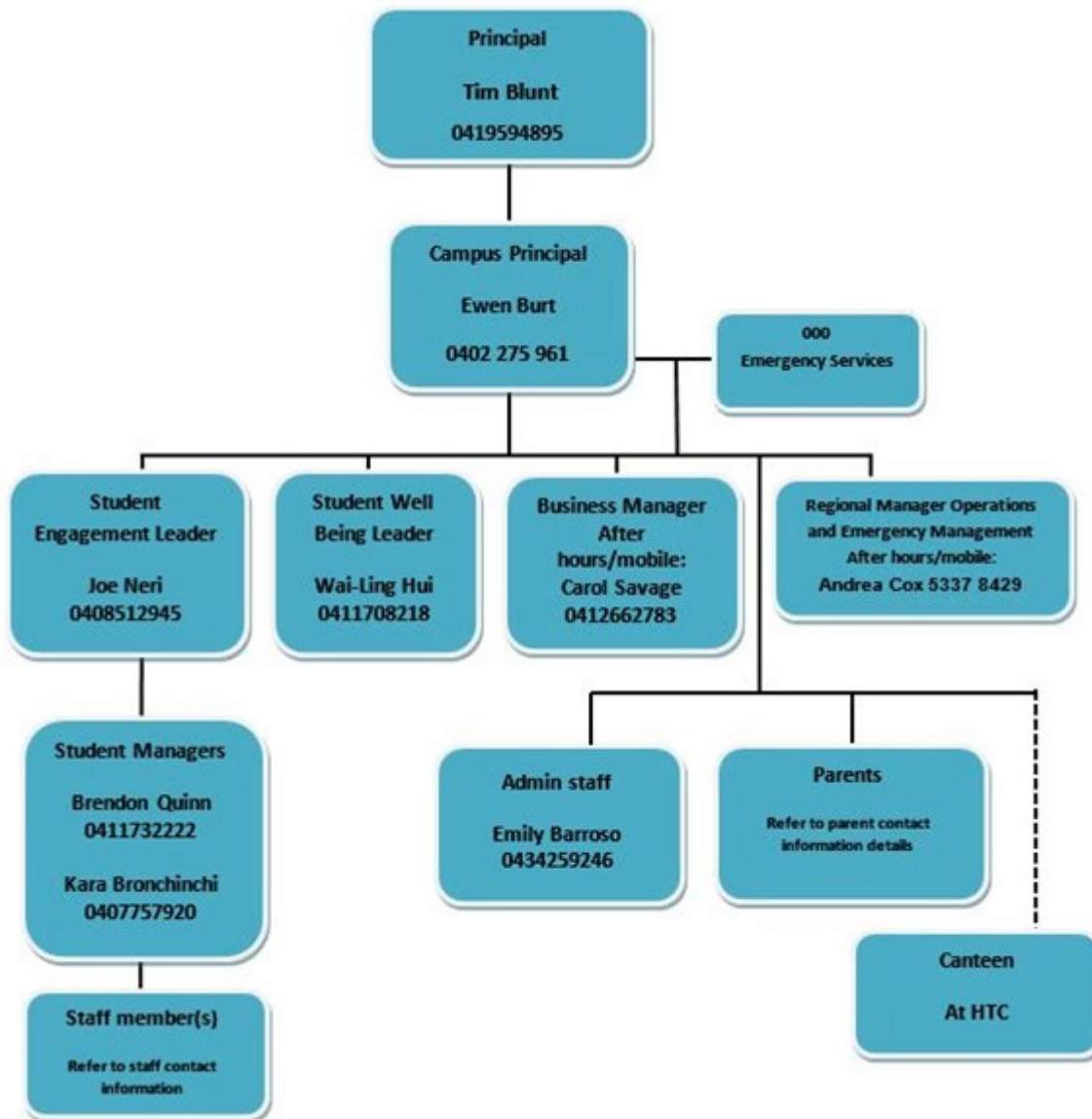
	<ul style="list-style-type: none"> Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
Warden (Library and D Block) tasks will be performed by:	During Emergency <ul style="list-style-type: none"> Attend the emergency control point. Ascertain the nature and scope of 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.
Warden (B Block) tasks will be performed by:	During Emergency <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.
Warden (E & F Block) tasks will be performed by:	During Emergency <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.
Warden (Hall and Music Centre) tasks will be performed by:	During Emergency <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.
Warden (C Block) tasks will be performed by:	During Emergency <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.

Warden (STEM) tasks will be performed by:	<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.
Communications Officer	<ul style="list-style-type: none"> • main role is to represent workers on health and safety issues with the workplace, • monitor the measures taken by the employer, • investigate the complaints from staff, • inform Worksafe if situations arise and are not resolved locally, • look into anything that might be a health and safety risk to the workers they represent, and attend OHS meetings
HSR/ First Aid Officer	<p>Pre-Emergency</p> <ul style="list-style-type: none"> • Secure location and access to first aid equipment, including mobile kits <p>During Emergency</p> <ul style="list-style-type: none"> • Attend to the emergency control point <p>Post-Emergency</p> <ul style="list-style-type: none"> • Inform Chief Warden of measures taken • Maintain assistance to affected parties as required • Make parent contact as required • Register injuries on eduSafe
First Aid Officer	
First Aid Officer	
First Aid Officer	
First Aid Officer	

First Aid Officer	
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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	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 Municipality
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Name	Contact Details	Support Role
Tim Blunt	College Principal, West Campus, 0419 594 895	Mandy Patmore, North Campus Principal, 0401 340 480

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	Implement business plan to promote adequate workforce supply and capacity to continue service, by: prioritising work functions to ensure adequate workforce availability to deliver education Implementing strategy, which may include employing replacement staff and/or modifying programs.
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Name	Contact Details	Support Role
Tim Blunt	College Principal, West Campus, 0419 594 895	Mandy Patmore, North Campus Principal, 0401 340 480

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	The school uses staff which are under allotted or extras. If the school cannot cover the shortage it will use contract staff or commercial teacher replacement companies.
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Name	Contact Details	Support Role
TradeWind	1800 192 195	Teacher Replacement

Business Continuity Checklist

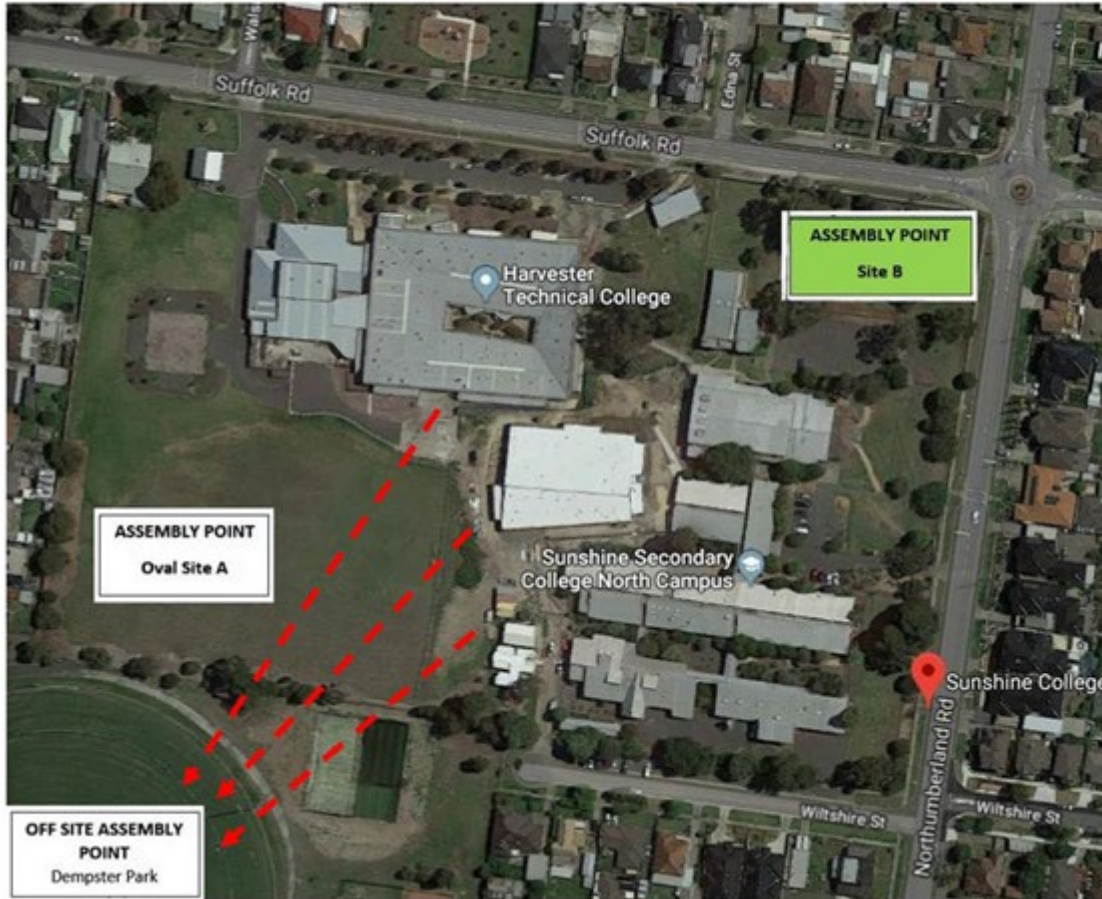
Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: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

<ul style="list-style-type: none"> • Monitoring • Reporting • Stakeholder engagement 	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
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) 	

Area Map

Area Map

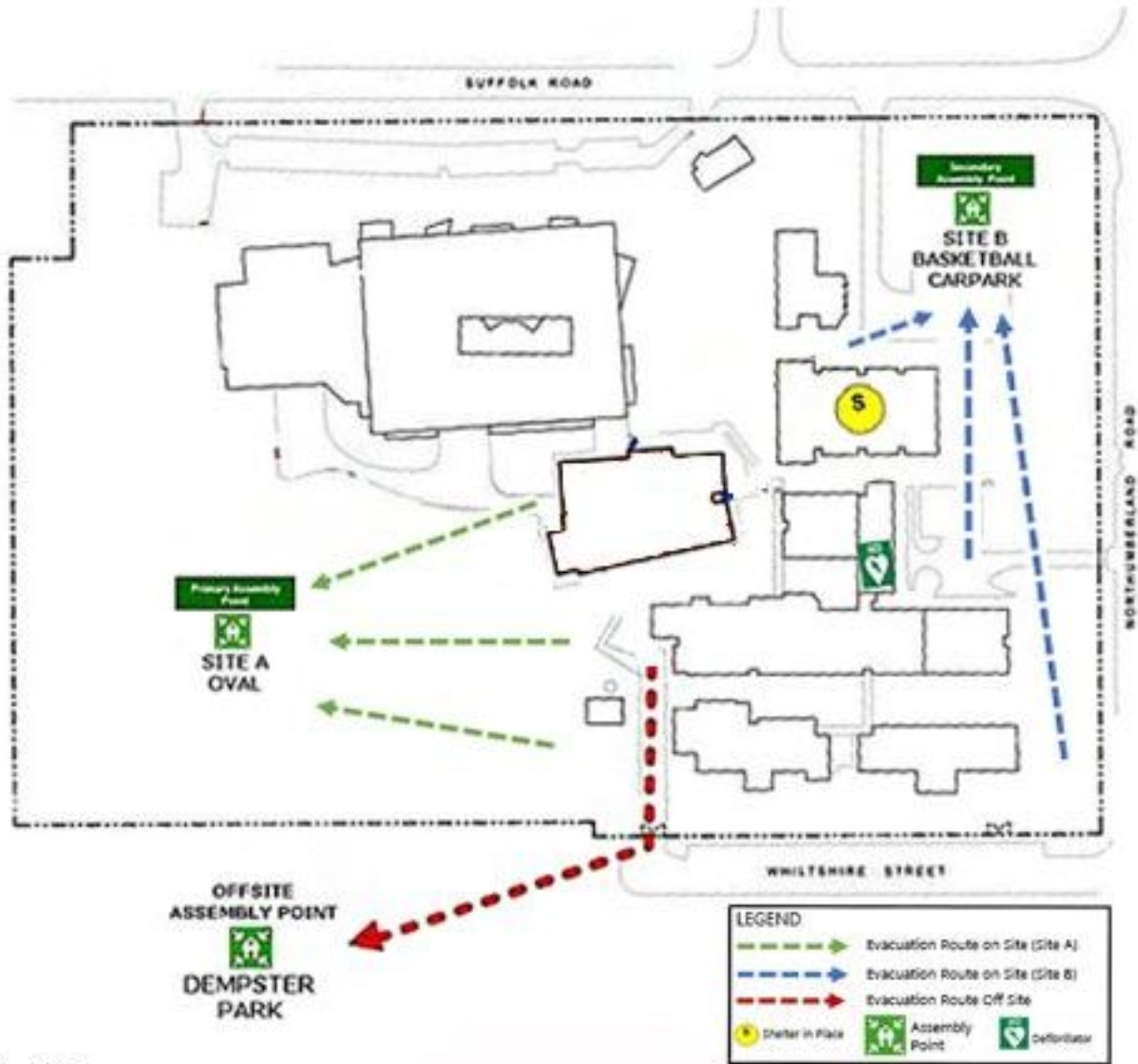
SUNSHINE NORTH CAMPUS OFF SITE EVACUATION



Evacuation Map

Building Name	Evacuation Procedures
North Campus Overview	<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. Call 000 and inform emergency services of the nature of the emergency. Evacuate students, staff and visitors out of the building to the Basket Ball Courts . Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. Use an electronic device linked to the rolls to check attendance list if a paper copy is not available. 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. Distance to offsite assembly point (Dempster Park): Approx.300 Metres Time to reach offsite assembly point (Dempster Park): Approx.6 Minutes</p>

Evacuation Map



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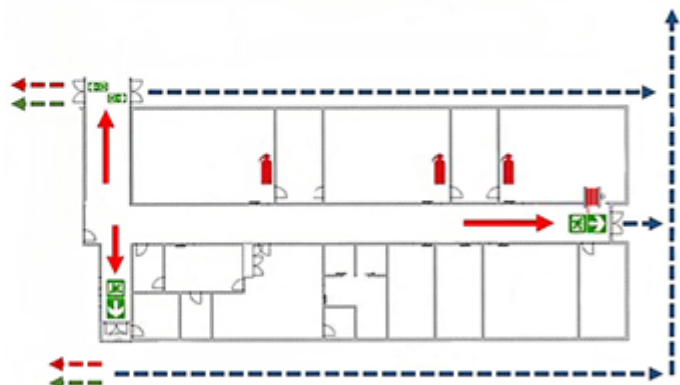
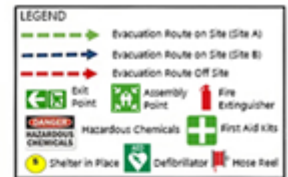
C BLOCK

Distance to offsite assembly point (Dempster Park): Approx.300 Metres Time to reach offsite assembly point (Dempster Park): Approx.6 Minutes

EVACUATION PLANS

SUNSHINE COLLEGE - NORTH CAMPUS

C BLOCK



July 2020

YOU ARE HERE

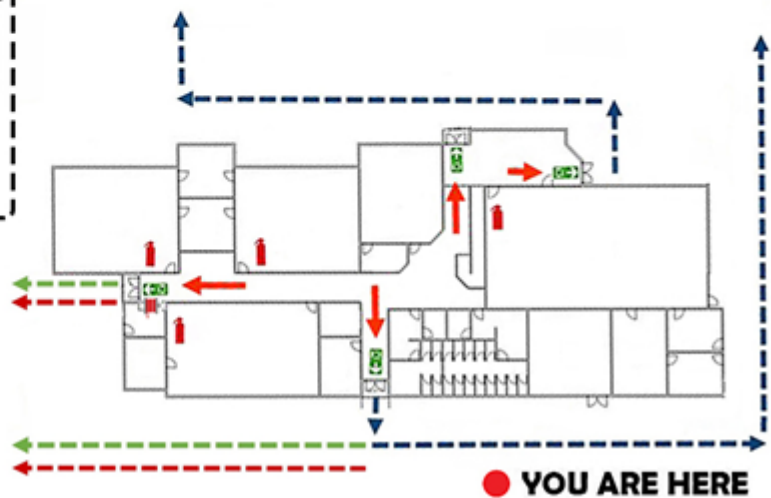
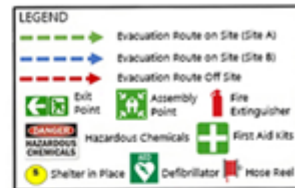
D BLOCK

Distance to offsite assembly point (Dempster Park): Approx.300 Metres
Time to reach offsite assembly point (Dempster Park): Approx.6 Minutes

EVACUATION PLANS

SUNSHINE COLLEGE - NORTH CAMPUS

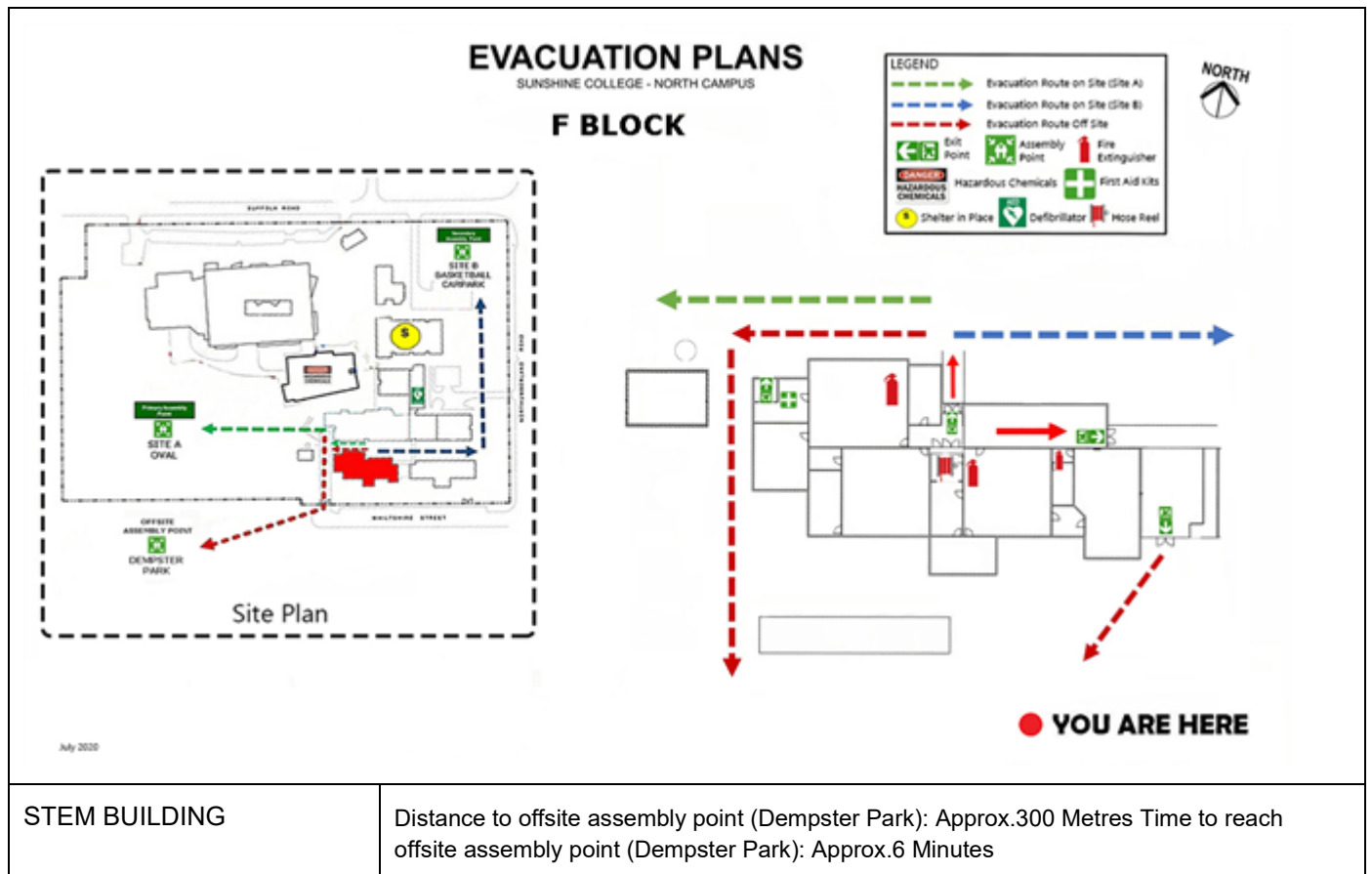
D Block and Library



July 2020

F BLOCK

Distance to offsite assembly point (Dempster Park): Approx.300 Metres Time to reach offsite assembly point (Dempster Park): Approx.6 Minutes



EVACUATION PLANS

SUNSHINE COLLEGE - NORTH CAMPUS

STEM BUILDING



● YOU ARE HERE

July 2020

MUSIC

Distance to offsite assembly point (Dempster Park): Approx.300 Metres Time to reach offsite assembly point (Dempster Park): Approx.6 Minutes

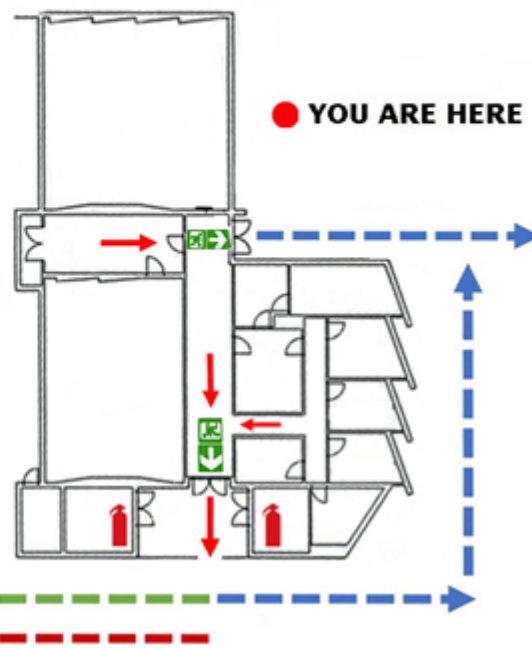
EVACUATION PLANS

SUNSHINE COLLEGE - NORTH CAMPUS

MUSIC BLOCK



July 2020



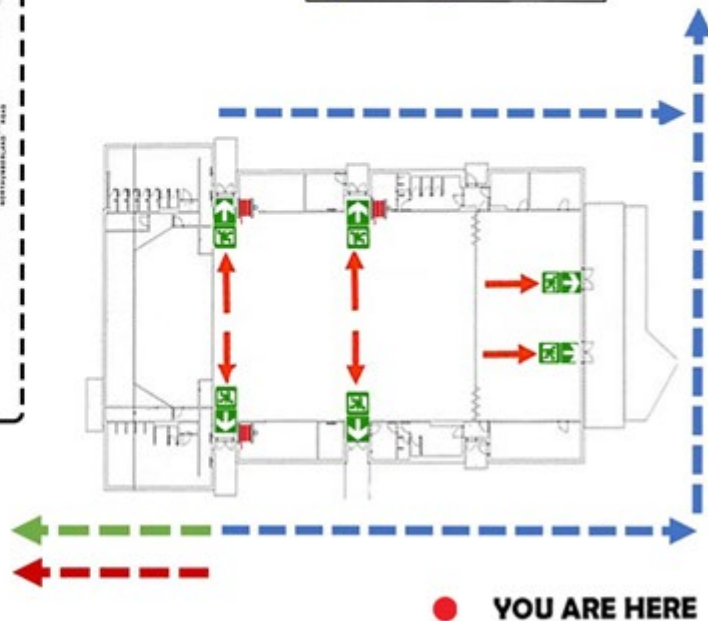
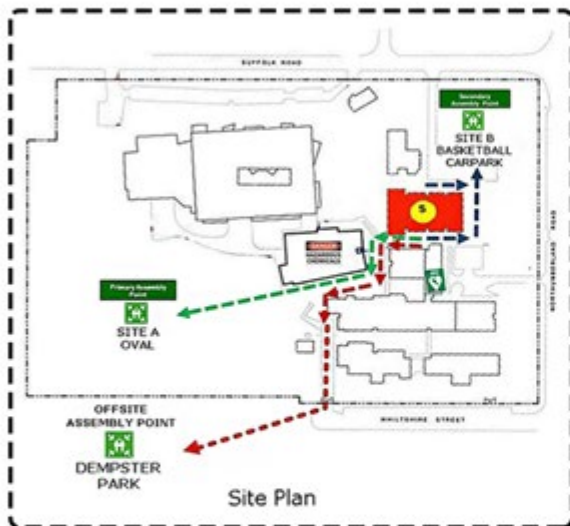
HALL/ GYM

Distance to offsite assembly point (Dempster Park): Approx.300 Metres Time to reach
offsite assembly point (Dempster Park): Approx.6 Minutes

EVACUATION PLANS

SUNSHINE COLLEGE - NORTH CAMPUS

HALL



B BLOCK AND
ADMINISTRATION

Distance to offsite assembly point (Dempster Park): Approx.300 Metres Time to reach
offsite assembly point (Dempster Park): Approx.6 Minutes

EVACUATION PLANS

SUNSHINE COLLEGE - NORTH CAMPUS

B BLOCK and ADMINISTRATION



● YOU ARE HERE