Sunshine College - West Sunshine Campus

Emergency and Critical Incident Management Plan 2020-2021

Lachlan Road, Sunshine West, VIC, 3020

**03 9334 6500 /
sunshine.sc.west.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 Staff on site	All Staff on site	28/08/2020	various

Facility Profile

School Name/Campus Name	**Sunshine College**
Address	Lachlan Road, Sunshine West, VIC, 3020
Phone	03 9334 6500
Email	sunshine.sc.west.sunshine@education.vic.gov.au
Fax	03 9334 6501
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	800
Number of Staff	70
Number of Buildings	7
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Gym
On-site Evacuation Location	Site A: Behind Building C / Site B: Area behind Gate 1 Car Park
Off-site Evacuation Location	Sunshine Heights Primary School

Typical method used for communications to school community	Compass and 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

Building Information Summary

Telephones (landlines)

Location	Number
Principals Offices, Administration Offices, Staff Rooms and Office space in all other buildings	8311 5200

Alarms

Description	Location	Monitoring Company	Number
Fire	Each Building has separate panels	Security Services Unit	72
Intrusion	Each Building has separate panels	Security Services Unit	72
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions

Gas / Propane	Front of School near Gate 6	AGL	Assistant Principal's office in the Administration building
Water	Front of School near Gate 6	City West Water	Assistant Principal's office in the Administration building
Electricity	Front of School near Gate 4	Power Cor	Assistant Principal's office in the Administration building

Sprinkler System

Control Valve Location	NA
Shutoff Instructions Location	NA

Boiler Room

Location	NA
Access	NA

Emergency Power System

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

Building and Site Hazards

Location	Number
Chemicals	STEM, Foods, Arts, Grounds, Cleaners Storerooms, Garage

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
Portable battery powered radio	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

Review Emergency kit checked date

Date emergency kit checked	13/11/2020
Next check date	05/02/2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Emergency evacuation (on-site)	Mona Raghdo	12/02/2021	
Term 2	Lockdown drill	Mona Raghdo	05/07/2021	
Term 3	Emergency evacuation (off-site)	Mona Raghdo	28/08/2020	
Term 4	Lockout drill	Mona Raghdo	04/12/2020	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Patrizia Camaioni	Level 2, 2020	23/12/2023
Karolina Seleti	Level 2, 2018	22/11/2021
Saiful Kassim	Level 2, 2019	20/08/2022
Alex Mills	Level 2, 2019	22/08/2022
Maree Papathanassiou	Level 2, 2019	22/08/2022
Maree Petricca	Level 2, 2018	22/08/2021
Tania Falzon	Level 2, 2019	20/08/2022
Lily McGann	Level 2, 2017	22/08/2020
Emmie Keung	Level 2, 2020	12/03/2023
Sarah Whelan	Registered Nurse	04/03/2022
Erika Webb	Level 2, 2018	04/08/2021
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	0
Asthma	0	15
Hearing impaired	0	17
Intellectual disability	0	10
Mobility issues	0	0
Severe behaviour disorder	0	0
Vision impaired	0	1
Austism	0	10

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Asbestos	NO DET Audit available New Build	NO DET Audit available New Build	Acceptable	**Consequence** Insignificant **Likelihood** Rare **Risk Level** Low	NO DET Audit available New Build	**Consequence** Insignificant **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	• 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, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* 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. 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.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices	Needs Improvement	**Consequence** Moderate **Likelihood** Possible **Risk Level**	• Staff member manages and reviews school's privacy practises • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • Password protocols for ICT	**Consequence** Moderate **Likelihood** Possible **Risk Level**

		• 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		Medium		Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	• Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Trained First Aid Officers on site. First Aid Kits in each building and in the school bus. In addition one First Aid Officer assigned each day for emergency response duties.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiativ	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	Needs Improvement	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	First Aid Officer, with First Aid kits, to attend each excursion	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium

Hazard	Probable causes/consequences	Prevention/mitigation measures	Control adequacy		Further action required	
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	Site based policies and strategies • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student School pursues specific interventions or referrals as required/appropriate: • Trespass order • Child Protection referral • Family violence referral Specific supports for students with challenging behaviors and interventions: • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged Training • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism Specific support for teacher/staff in dealing with challenging behaviours • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service Refer to additional resources for impacted persons • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level** High	Increase CCTV coverage	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Building fire	Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. Communication systems (PA system) are tested on a regular basis. A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.	Needs Improvement	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium	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. Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) needs to be tested and tagged as per Australian Standards	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium

| Intruder | Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | Visitors must report to reception and sign in using the Visitor Register. Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with teachers/principal. Lockdown/lockout/ evacuation procedures are regularly practiced. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. Encourage engagement of parents in school activities. In relation to court orders / custody the school maintains a register of current documents/concerns parents are advised of the relevant school processes and duty of care to other students and staff. For parent meetings where staff feel a need for support: o two staff attend
o staff use a signal to obtain support from another staff member if required
o an appropriate room for meeting selected e.g. one with two exit points | Needs Improvement | **Consequence** Moderate **Likelihood** Possible **Risk Level** Medium | All visitors and contractors must report to reception and sign in and out using Compass Register. Where staff feel the need for support in arranged meetings with parent/s: o two staff will attend where possible o staff will use a signal to obtain support from another staff member o an appropriate room will be selected for meetings where possible e.g. one with two exit points o Where necessary, the service will seek legal advice regarding obtaining a trespass order for parents who use threatening behaviour 45 • If there is an escalation of intruder incidents, the service will consider: • liaising with local police to arrange a prompt response to any call for assistance • issuing playground duty staff with twoway radios linked to an office base station • installing panic/distress button in an appropriate area • seeking advice from police, service management and DET region, and in exceptional circumstances, | **Consequence** Moderate **Likelihood** Possible **Risk Level** Medium |

Risk	Description	Existing Controls	Status	Current Rating	Recommended Controls	Revised Rating
					advice on engaging a security guard on an ad hoc basis	
Bomb/substance threat	Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• Bomb Threat Checklist located next to each phone. • Emergency evacuation drills scheduled and practised on a regular basis.	Needs Improvement	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Bomb Threat Checklist needs to be located next to each phone and staff trained in the correct procedure. Emergency evacuation drills need to be scheduled and practised on a regular basis.	**Consequence** Minor **Likelihood** Rare **Risk Level** Low
Influenza pandemic	Probable causes: contagious illness; Influenza virus; Vulnerability to infection Probable consequences: Spread of illness; High absenteeism	• Sick and ill students and staff discouraged from being at school • Flu injections offered to staff annually • Regular risk infection procedures outlined at staff meetings by nursing staff • Parents/carers informed of school policy regarding sick children in newsletter	Acceptable	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium	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. Ensure germicidal wipes are available in staff room.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
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	Follow our organisation's Chemical Management Procedures. • 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	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	Staff in the relevant areas should be made aware of MSDS Sheets' first aid procedures.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	Existing controls are detailed within the following documents: DET School Operations Guide https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/ Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).	Acceptable	**Consequence** Severe **Likelihood** Likely **Risk Level** Extreme	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:

DET *School Operations Guide* *https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/*

Health and Safety Advice for Schools in the context of Coronavirus (COVID-19) developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx). | Acceptable | **Consequence**
Severe
Likelihood
Likely
Risk Level
Extreme | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | **Consequence**
Major
Likelihood
Possible
Risk Level
High |

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-Site Evacuation/Relocation Procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** and inform emergency services of the nature of the emergency. • Evacuate students, staff and visitors out of the building to SITE A: the designated area behind **Building C** or SITE B: the designated area in front of **Car Park at Gate 1**. • 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. **Actions After On-Site Evacuation/Relocation Procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (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	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. ○ Call **000** and inform emergency services of the nature of the emergency. ○ Evacuate staff, students and visitors to **Sunshine Heights Primary School.** • **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. **• 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.** **Actions After Off-Site Evacuation Procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (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.
Lock-Down Procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** 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. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

	• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions After Lock-Down Procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • 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.

Lock-Out Procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** 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:
	    ○ Lock doors to prevent entry
	    ○ Check the premises for anyone left inside
	    ○ Obtain Emergency Kit
	• Go to the designated assembly point/s at **Sunshine Heights Primary School**.
	• 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.
	
	Actions After Lock-Out Procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (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.
Shelter-In-Place Procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	- Call 000 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.
	Actions After Shelter-In-Place Procedure
	- Ensure any students, staff or visitors with medical or other needs are supported.
	- Advise the Incident Support and Operations Centre 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
Asbestos	No Audit available as this is a new build.
Child Abuse	In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.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

Information Security	• Contact your IT specialist technician for advice and support
	• If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	  ○ Phone 1800 641 943
	  ○ Email servicedesk@edumail.vic.gov.au
	  ○ Submit an IT Service Request through the Service Gateway
	• If the incident involves sensitive and/or personal information that may identify an individual without their consent
	• Phone the privacy help desk on 8688 7967
	• Email privacy@edumail.vic.gov.au
	• Consider notifying the Media Unit on 8688 7776
	• If the information security breach is considered malicious contact local police
	• Offer impacted staff option to access EAP (as applicable)
	• Offer Student Support Services support to impacted students (as applicable)

Medical Emergency	If a medical emergency occurs on a school site or on a camp/excursion • Call '000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident

	• Provide support for students who may have witnessed early stage of emergency

Mental Stress	• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'
	• Administer first aid (if appropriate) – keep physically and emotionally safe
	• Report the incident to the Incident Support and Operations Centre on 1800 126 126
	• Consider whether the following supports are appropriate:
	    o School's student wellbeing officers
	    o Student Support Services
	    o Doctors in Secondary Schools
	    o Kids Helpline - 1800 55 1800
	    o Headspace in schools 0458 559 736
	    o Lifeline - 13 11 14
	    o Referral to the Navigator program for wraparound support for disengaged learners
	    o Suicide prevention resources from Beyond Blue and/or Headspace
	    o CAT Team – acute mental health triage

Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing o Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126

Traumatic Death/Injury/Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):
	• Contact '000' for police/ambulance attendance
	• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
	• Seek Student Support Services support
	• Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including:
	• Develop a Communications Plan – check what information can be released:
	    o Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	    o Limit exposure to ongoing trauma, distressing sights, sounds and smells
	    o Continue to identify those most at risk and triage for support
	    o Consider tribute, memorial, ritual
	• Monitor the wellbeing of staff
	• Actively implement self-care strategies
	• If the incident occurs on school premises/camp/excursion
	    o Preserve the evidence
	    o Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	    o Contact Legal Division on 9637 3146
	    o Consider a Worksafe Notification 13 23 60
	    o Contact Communications Division/Media Unit on 8688 7776

Violence, Aggression and/or harassment	Violence, aggression, harassment, on school site: • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place If staff are directly impacted: • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program If there is an allegation of reportable conduct: • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
Building fire	• **Call 000** for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the designated area at the back of the STEM building or the designated area in front of Car Park at Gate 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 Incident Support and Operations Centre (ISOC) on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776 8688 7776 8688 7776 .
Intruder	**Call 000** for emergency services and seek and follow advice. - Report the emergency immediately to the Chief Warden. - Do not do or say anything to the person to encourage irrational behaviour. - Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. - Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. - Evacuation only should be considered if safe to do so. - Report emergency to the Incident Support and Operations Centre 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776
Bomb/substance threat	**If a suspicious object is found (or the threat identifies the location of a bomb)** *Immediate response* - Immediately clear and cordon off the area in the vicinity of the object. - Call **000** for police and seek and follow advice. - Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. - Report the emergency to the Security Services Unit on 9603 7999. - Do not approach, touch, tilt or tamper with the object. *Evacuation* - Evacuate the school and: - Ensure students and staff are not directed past the object - Alert any other services co-located at the school site - Check that all students, staff and visitors are accounted for - Restrict all access to the site and ensure there are no barriers inhibiting access by police *Communication* - Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. - Contact parents when evacuation is complete and it is safe to do so. - Notify your regional emergency management contact and seek advice if necessary. - Direct all Media enquiries to DET Media Unit on 9637 2871. - Await "all clear" advice from police before returning to school buildings to resume normal school activities. **If a bomb/substance threat is received by telephone** **DO NOT HANG UP** - Keep the person talking for as long as possible and obtain as much information as possible. - Without alerting the caller, signal a co-worker to: - call 000 for police on a separate phone - notify the Chief Warden/principal - report emergency to the 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 - o 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. - 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 - 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.
Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
Chemicals	Follow our organisation's Chemical Management Procedures. • 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.
COVID-19	Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan): • 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	Existing controls are detailed within the following documents: DET School Operations Guide https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/ 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).

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
College Principal	Tim Blunt	8311 5200	0419 594 895	0419 594 895
Assistant Principal	Yvonne Reilly	8311 5200	0455 598 155	0455 598 155
Assistant Principal	Jodie Parsons	8311 5200	0408 858 098	0408 858 098
Assistant Principal	Mona Raghdo	8311 5200	0418561476	0418561476
Student Engagement Leader	Ilias Plessias	8311 5200	0408512945	0408512945
Student Engagement Leader	Andrew Pitrakkou	8311 5200	0408512945	0408512945
Individualised Educational Programs Leader	Maria Agapiou	8311 5200	0418562751	0418562751
First Aid Officer	Dianne Micallef	8311 5200	Not Disclosed	
First Aid Officer	Lily King	8311 5200	Not Disclosed	
First Aid Officer	Ellen Conner	8311 5200	0411820922	
First Aid Officer	Patrizia Camaioni	8311 5200	Not Disclosed	
First Aid Officer	Karolina Seleti	8311 5200	Not Disclosed	
First Aid Officer	Saiful Kassim	8311 5200	Not Disclosed	
First Aid Officer	Alex Mills	8311 5200	0428862696	
First Aid Officer	Tania Falzon	8311 5200	0432625046	
First Aid Officer	Erika Webb	8311 5200	Not Disclosed	
First Aid Officer/ HSR Representative	Maree Papathanassiou	8311 5200	Not Disclosed	
Business Manager/ RTW Coordinator	Carol Savage	8311 5200	0412662783	0412662783

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
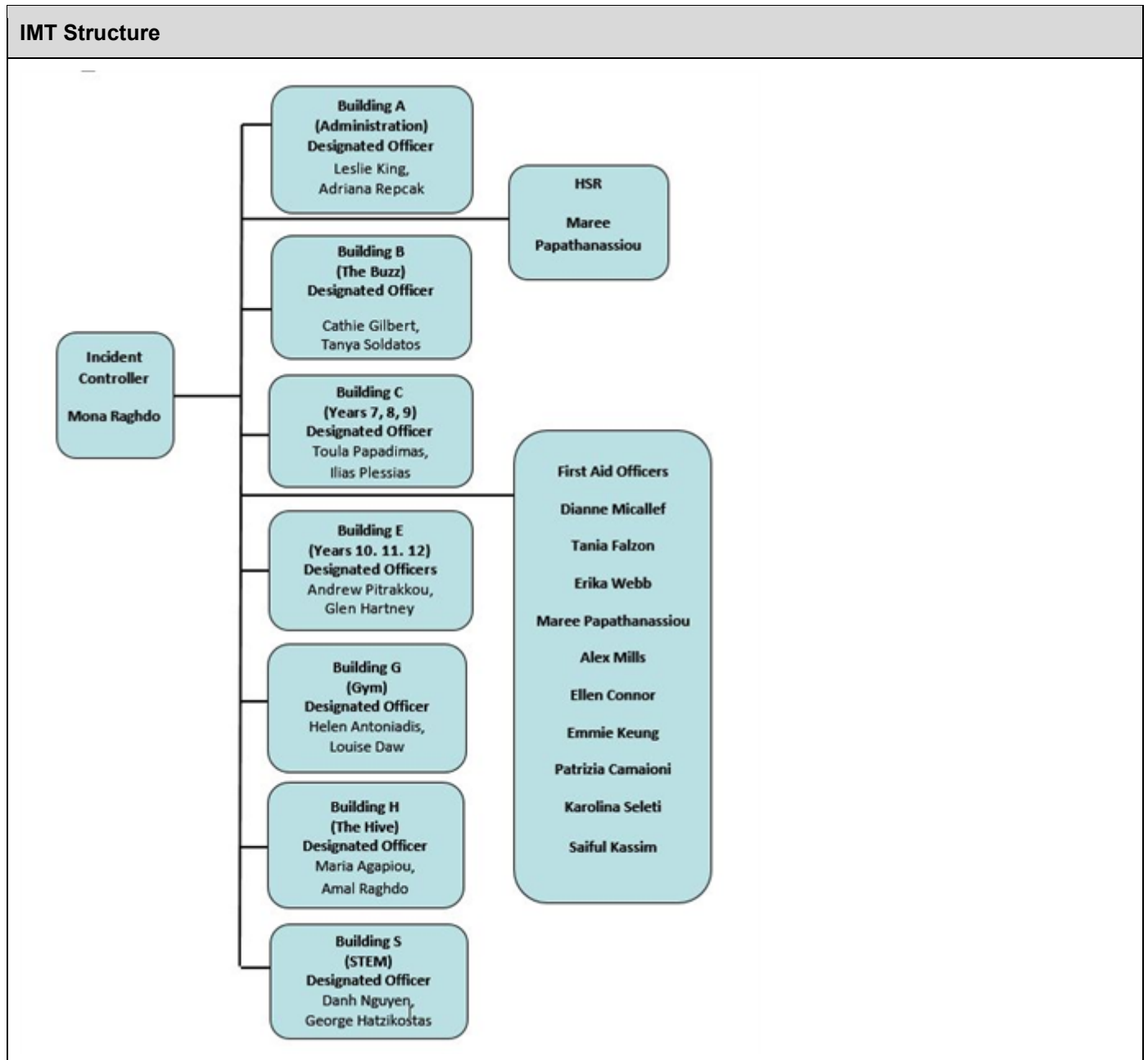
Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Mona Raghdo	**Name:** Tim Blunt

	Phone/Mobile: 0455 598 155	Phone/Mobile: 0419594895
Planning Officer	Name: Mona Raghdo Phone/Mobile: 0418561476	Name: Tim Blunt Phone/Mobile: 0419594895
Warden Building A	Name: Leslie King Phone/Mobile: 0419880625	Name: Adriana Repcak Phone/Mobile: Not Disclosed
Warden Building E	Name: Andrew Pitrakkou Phone/Mobile: 0408512945	Name: Glen Hartney Phone/Mobile: Not Disclosed
Warden Building C	Name: Toula Papadimas Phone/Mobile: 0421133503	Name: Ilias Plessias Phone/Mobile: 0416055519
Warden Building S	Name: Danh Nguyen Phone/Mobile: Not Disclosed	Name: George Hatzikostas Phone/Mobile: 0408977163
Communications Officer	Name: Tim Blunt Phone/Mobile: 0419594895	
Warden Building G	Name: Helen Antoniadis Phone/Mobile: 0401842766	Name: Louise Daw Phone/Mobile: Not Disclosed

Warden Building H	Name: Maria Agapiou Phone/Mobile: 0418562751	Name: Amal Raghdo Phone/Mobile: Not Disclosed
Warden Building B	Name: Cathie Gilbert Phone/Mobile: 0429828781	Name: Tanya Soldatos Phone/Mobile: 0432625046
First Aid Officers	Name: Erika Webb Phone/Mobile: Not Disclosed	Name: Alex Mills Phone/Mobile: 0428862696
First Aid Officers	Name: Ellen Connor Phone/Mobile: 0411820922	Name: Patrizia Camaioni Phone/Mobile: Not Disclosed
First Aid Officers	Name: Karolina Seleti Phone/Mobile: Not Disclosed	Name: Saiful Kassim Phone/Mobile: Not disclosed
First Aid Officers	Name: Tania Falzon Phone/Mobile: 0401837962	Name: Maree Papathanassiou Phone/Mobile: Not Disclosed
First Aid Officers	Name: Alice Barker Phone/Mobile: Not disclosed	Name: Emmie Keung Phone/Mobile: Not Disclosed
HSR	Name:	

	Maree Papathanassiou **Phone/Mobile:** Not disclosed	

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Warden Building A	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way

|	
	out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Warden Building E	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Warden Building C	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Warden Building S	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Communications Officer	**Pre-Emergency** • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. **During Emergency**

	• Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
Warden Building G	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Warden Building H	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Warden Building B	**During Emergency** • Guiding everyone to safely escape the building by following all the proper routes and exits. Take note that using lifts are not applicable when exiting the building during an emergency • Checking all the available location in the area, such as bathroom, to ensure that everyone has evacuated. Inspecting spaces should be done on the way out of the building, so that fire warden is not putting themselves in danger by re-entering the abandoned area • Closing the doors to help isolate the fire • Assisting everyone to the assembly area and inspecting that everyone has vacated safely

First Aid Officers	**Pre-Emergency**
	    • Secure location and access to first aid equipment, including mobile kits
	During Emergency
	    • Attend to the emergency control point
	Post-Emergency
	    • Inform Chief Warden of measures taken
	    • Maintain assistance to affected parties as required
	    • Make parent contact as required
	    • Register injuries on EduSafe

First Aid Officers	**Pre-Emergency**
	    • Secure location and access to first aid equipment, including mobile kits
	During Emergency
	    • Attend to the emergency control point
	Post-Emergency
	    • Inform Chief Warden of measures taken
	    • Maintain assistance to affected parties as required
	    • Make parent contact as required
	    • Register injuries on EduSafe

First Aid Officers	**Pre-Emergency**
	    • Secure location and access to first aid equipment, including mobile kits
	During Emergency
	    • Attend to the emergency control point
	Post-Emergency
	    • Inform Chief Warden of measures taken
	    • Maintain assistance to affected parties as required
	    • Make parent contact as required
	    • Register injuries on EduSafe

First Aid Officers	**Pre-Emergency**
	    • Secure location and access to first aid equipment, including mobile kits
	During Emergency
	    • Attend to the emergency control point
	Post-Emergency
	    • Inform Chief Warden of measures taken
	    • Maintain assistance to affected parties as required
	    • Make parent contact as required
	    • Register injuries on EduSafe

First Aid Officers	**Pre-Emergency**
	    • Secure location and access to first aid equipment, including mobile kits
	During Emergency
	    • Attend to the emergency control point
	Post-Emergency
	    • Inform Chief Warden of measures taken
	    • Maintain assistance to affected parties as required
	    • Make parent contact as required
	    • Register injuries on eduSafe

HSR	- 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

Communication Tree

Communication Tree
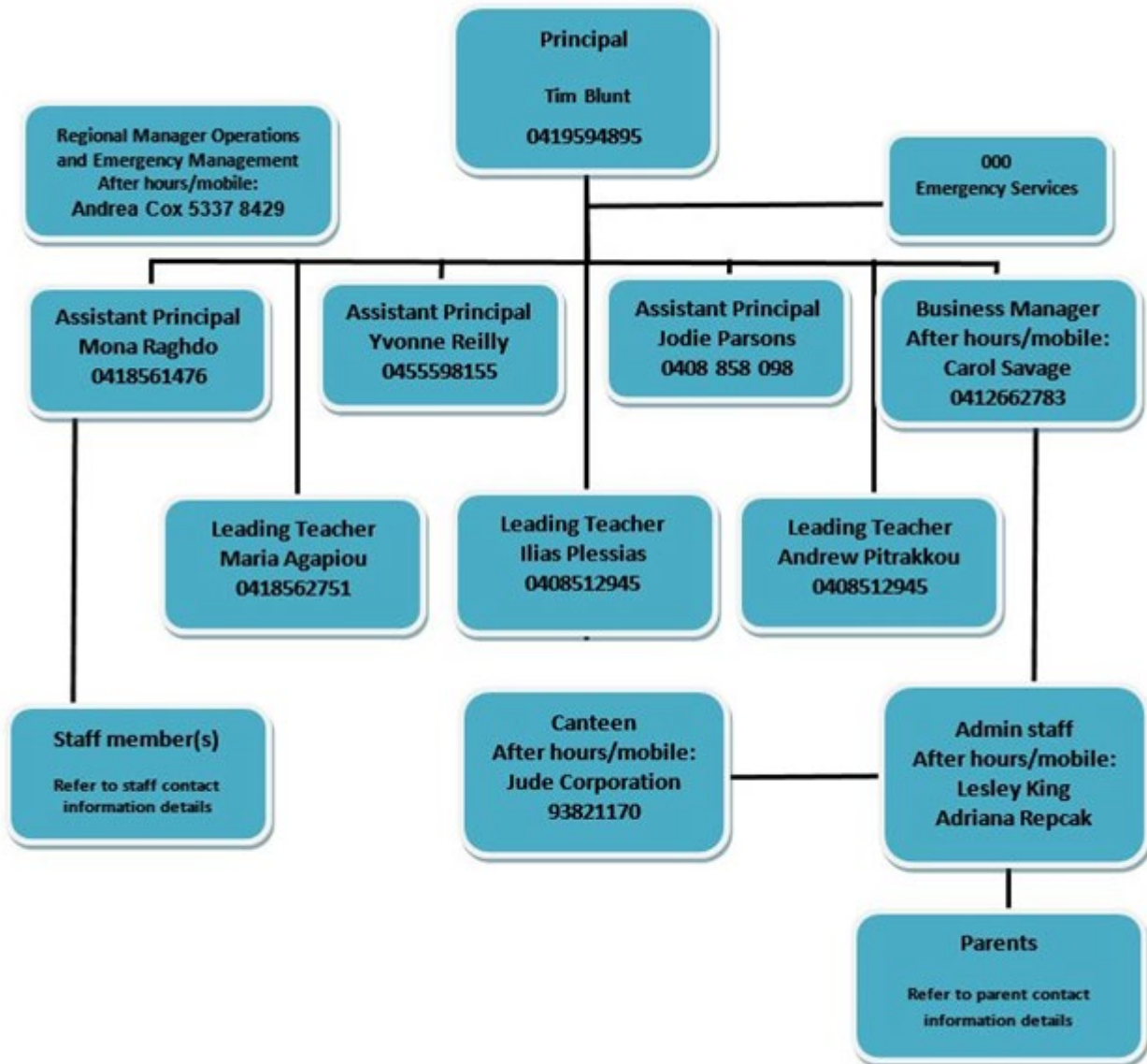
Business Continuity

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

Name	Contact Details	Support Role
Mandy Patmore	North Campus Principal 0401 340 480	Tim Blunt College Principal 0419 594 895

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.

Name	Contact Details	Support Role
Mandy Patmore	North Campus Principal 0401 340 480	Tim Blunt College Principal 0419 594 895

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.

Name	Contact Details	Support Role
TradeWind	1800 192 195	Teacher Replacement

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	Yes
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting	Yes
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles	Yes
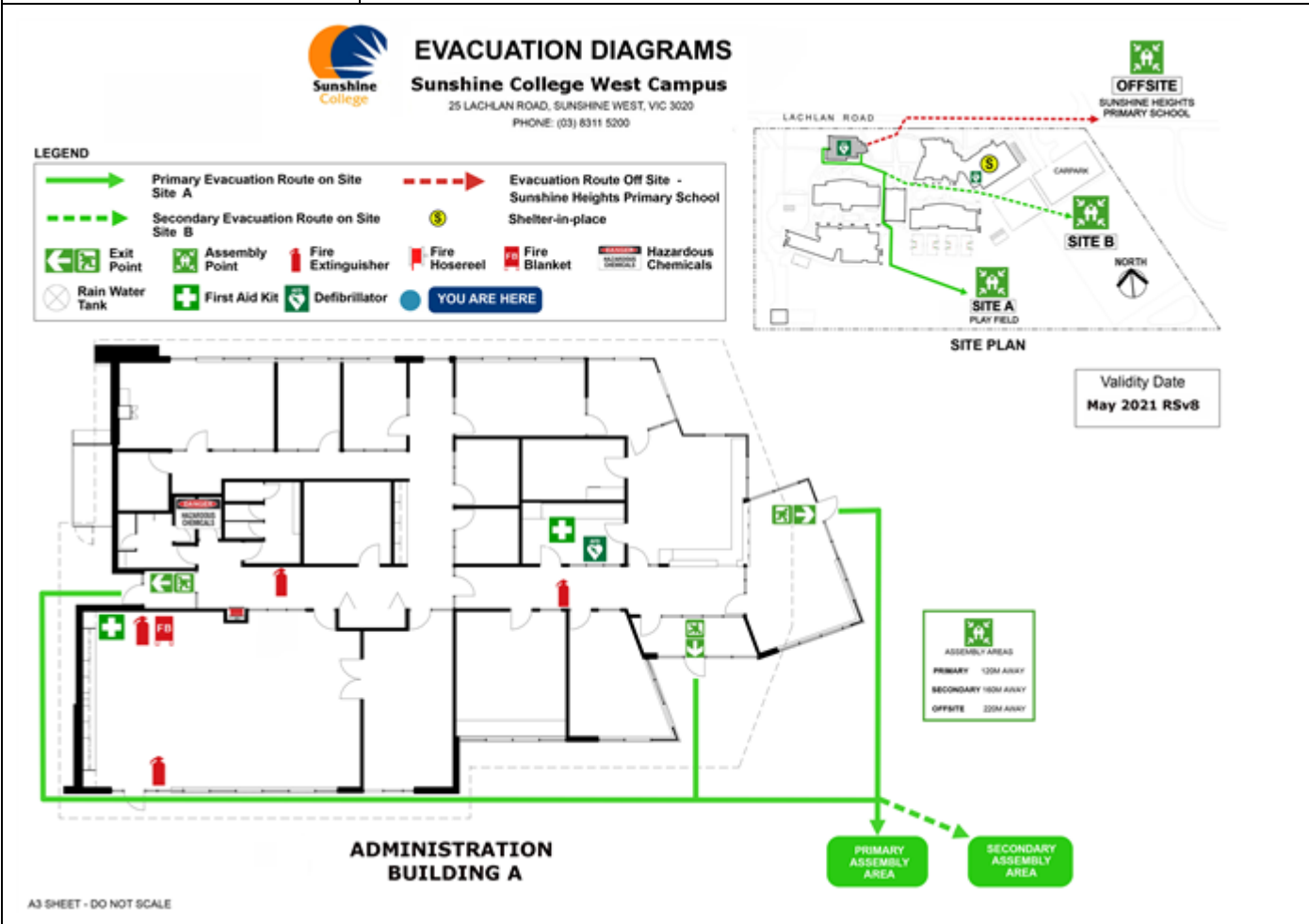
• Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	Yes
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	Yes

Area Map

Area Map
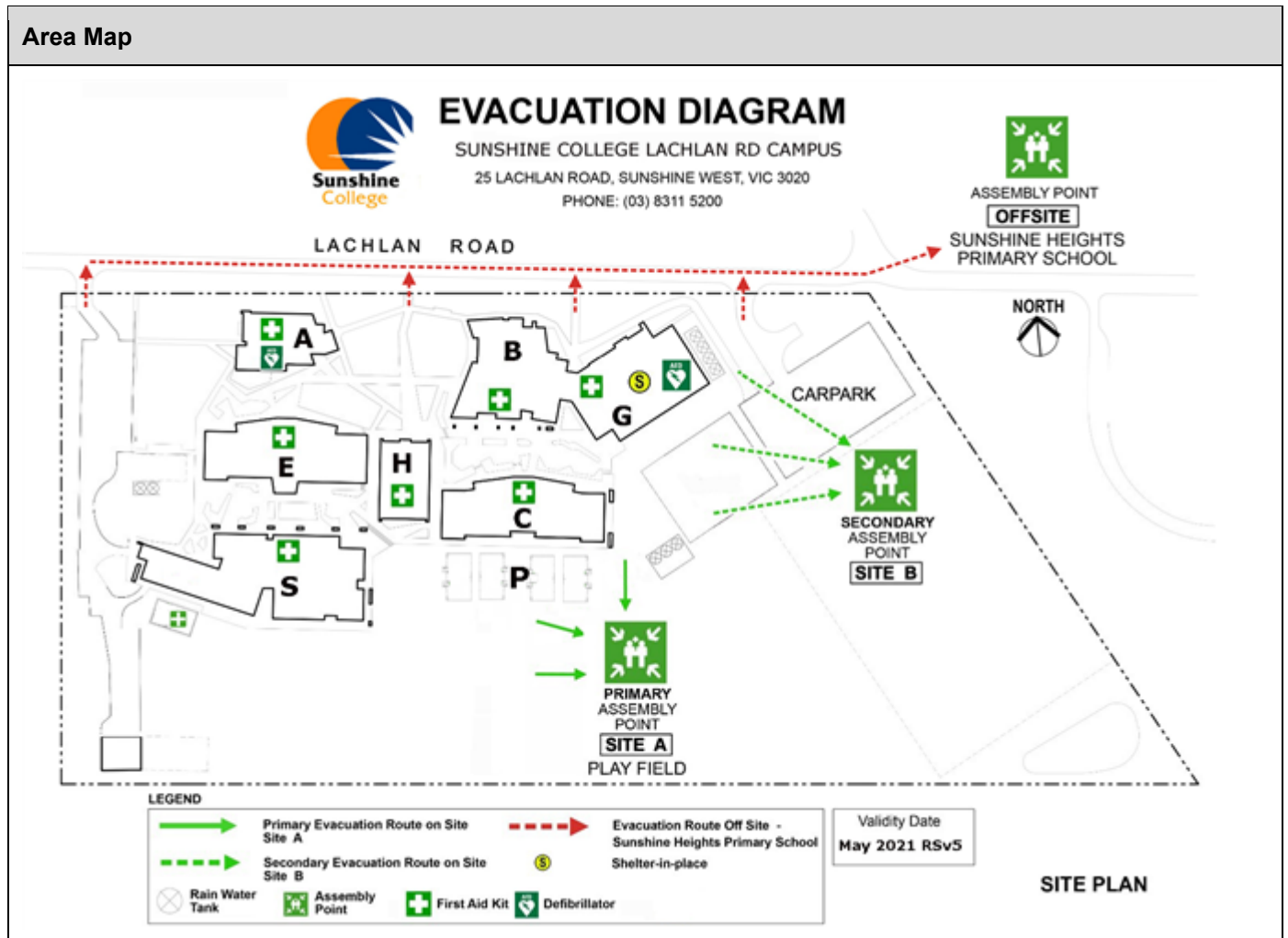
Evacuation Map

Building Name	Evacuation Procedures
BUILDING A	Distance to offsite assembly point: Approx.220 Metres Time to reach offsite assembly point: Approx.5 Minutes

BUILDING B	Distance to offsite assembly point: Approx.190 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAM
Sunshine College West Campus
25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020
PHONE: (03) 8311 5200

BUILDING C	Distance to offsite assembly point: Approx.170 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAMS

Sunshine College West Campus

25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020

PHONE: (03) 8311 5200

LEGEND

Primary Evacuation Route on Site Site A	Evacuation Route Off Site - Sunshine Heights Primary School
Secondary Evacuation Route on Site Site B	Shelter-in-place
Exit Point	Assembly Point	Fire Extinguisher	Fire Hosereel	Fire Blanket	Hazardous Chemicals
Rain Water Tank	First Aid Kit	Defibrillator	YOU ARE HERE

Validity Date
May 2021 RSv6

SITE PLAN

BUILDING C

A3 SHEET - DO NOT SCALE

BUILDING E	Distance to offsite assembly point: Approx.280 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAMS
Sunshine College West Campus
25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020
PHONE: (03) 8311 5200

Validity Date
May 2021 RSv6

LEGEND

→ Primary Evacuation Route on Site — Site A
⇢ Secondary Evacuation Route on Site — Site B
◄- - - Evacuation Route Off Site - Sunshine Heights Primary School
Ⓢ Shelter-in-place
Exit Point
Assembly Point
Fire Extinguisher
Fire Hosereel
Fire Blanket
Hazardous Chemicals
Rain Water Tank
First Aid Kit
Defibrillator
YOU ARE HERE

SITE PLAN

BUILDING E

A3 SHEET - DO NOT SCALE

SECONDARY ASSEMBLY AREA

ASSEMBLY AREAS
PRIMARY 150M AWAY
SECONDARY 120M AWAY
OFFSITE 260M AWAY

PRIMARY ASSEMBLY AREA

BUILDING G	Distance to offsite assembly point: Approx.100 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAMS

Sunshine College West Campus

25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020
PHONE: (03) 8311 5200

LEGEND

	Primary Evacuation Route on Site – Site A		Evacuation Route Off Site – Sunshine Heights Primary School
	Secondary Evacuation Route on Site – Site B	(S)	Shelter-in-place
	Exit Point	Assembly Point	Fire Extinguisher	Fire Hosereel	Fire Blanket	Hazardous Chemicals
	Rain Water Tank	First Aid Kit	Defibrillator	YOU ARE HERE		

SITE PLAN

Validity Date
May 2021 RSv9

THE GYM BUILDING G

A3 SHEET - DO NOT SCALE

BUILDING H	Distance to offsite assembly point: Approx.280 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAMS

Sunshine College West Campus

25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020
PHONE: (03) 8311 5200

SECONDARY ASSEMBLY AREA

ASSEMBLY AREAS
PRIMARY   120M AWAY
SECONDARY 150M AWAY
OFFSITE   280M AWAY

OFFSITE
SUNSHINE HEIGHTS PRIMARY SCHOOL

PRIMARY ASSEMBLY AREA

LACHLAN ROAD

CARPARK

SITE B

NORTH

SITE A
PLAY FIELD

SITE PLAN

PRIMARY ASSEMBLY AREA

LEGEND

→	Primary Evacuation Route on Site Site A	➔ (red dashed)	Evacuation Route Off Site - Sunshine Heights Primary School
→ (green dashed)	Secondary Evacuation Route on Site Site B	$	Shelter-in-place
Exit Point		Assembly Point	Fire Extinguisher	Fire Hosereel	Fire Blanket	Hazardous Chemicals
Rain Water Tank	First Aid Kit	Defibrillator	YOU ARE HERE

Validity Date
May 2021 RSv6

THE HIVE BUILDING H

A3 SHEET - DO NOT SCALE

BUILDING P	Distance to offsite assembly point: Approx.170 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAMS
SUNSHINE COLLEGE WEST CAMPUS
25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020
PHONE: (03) 8311 5200

LEGEND

→	Primary Evacuation Route on Site Site A	- - -►	Evacuation Route Off Site - Sunshine Heights Primary School
- - -►	Secondary Evacuation Route on Site Site B	Ⓢ	Shelter-in-place

Exit Point · Assembly Point · Fire Extinguisher · Fire Hosereel · Fire Blanket · Hazardous Chemicals · Rain Water Tank · First Aid Kit · Defibrillator · YOU ARE HERE

Validity Date
Feb 2021 RS v13

SITE PLAN

PORTABLES

A3 SHEET - DO NOT SCALE

SECONDARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA

ASSEMBLY AREAS
PRIMARY 30M AWAY
SECONDARY 80M AWAY
OFFSITE 170M AWAY

BUILDING S	Distance to offsite assembly point: Approx.290 Metres Time to reach offsite assembly point: Approx.5 Minutes

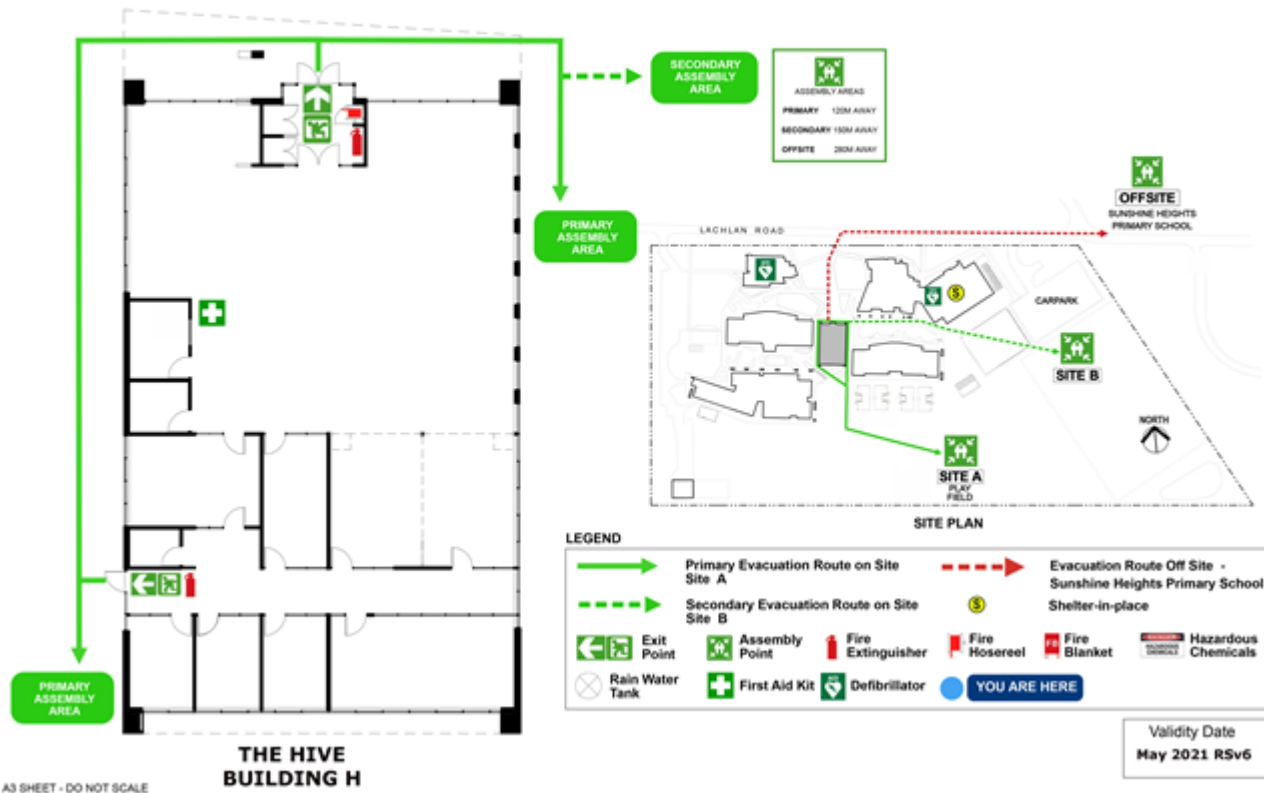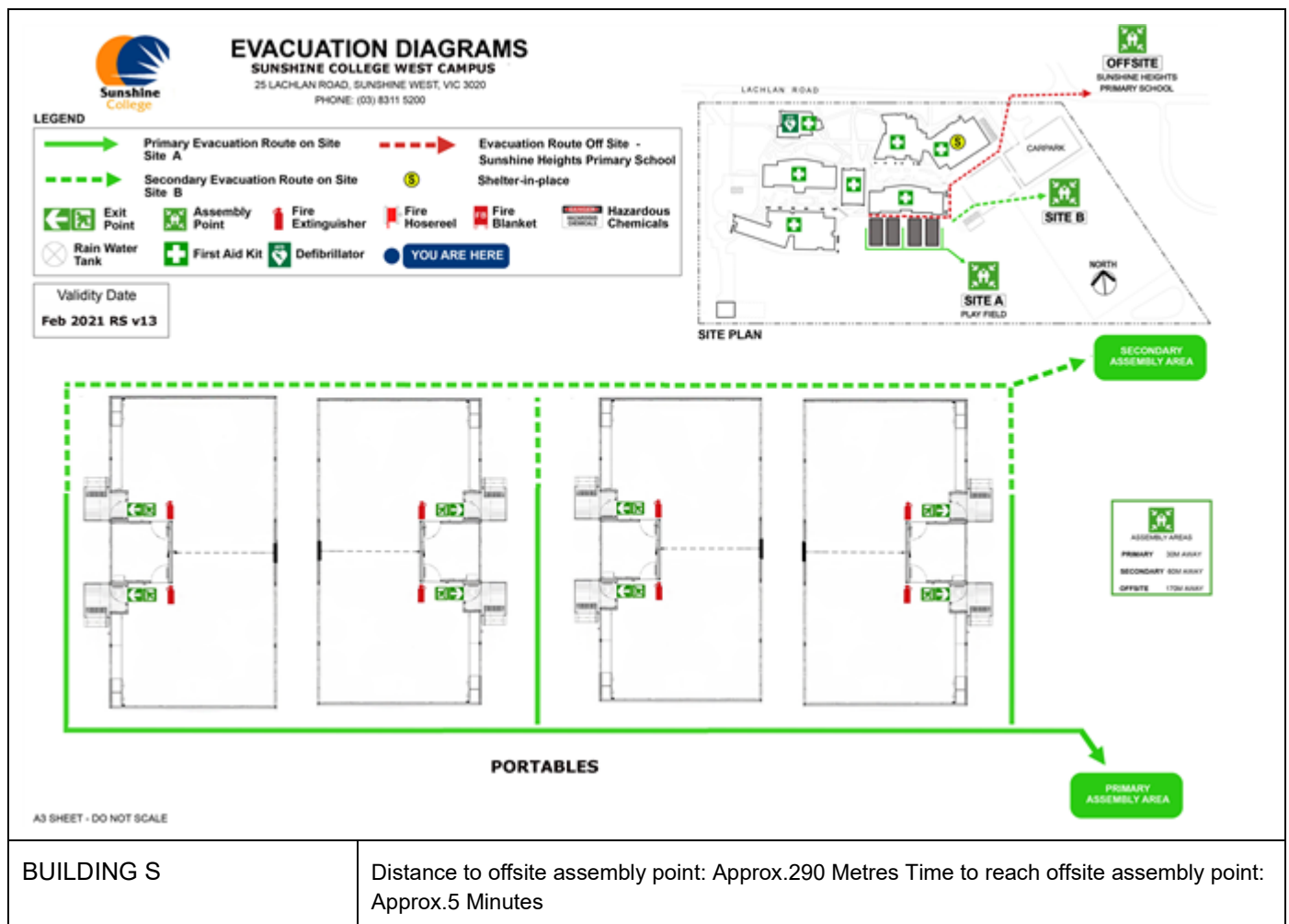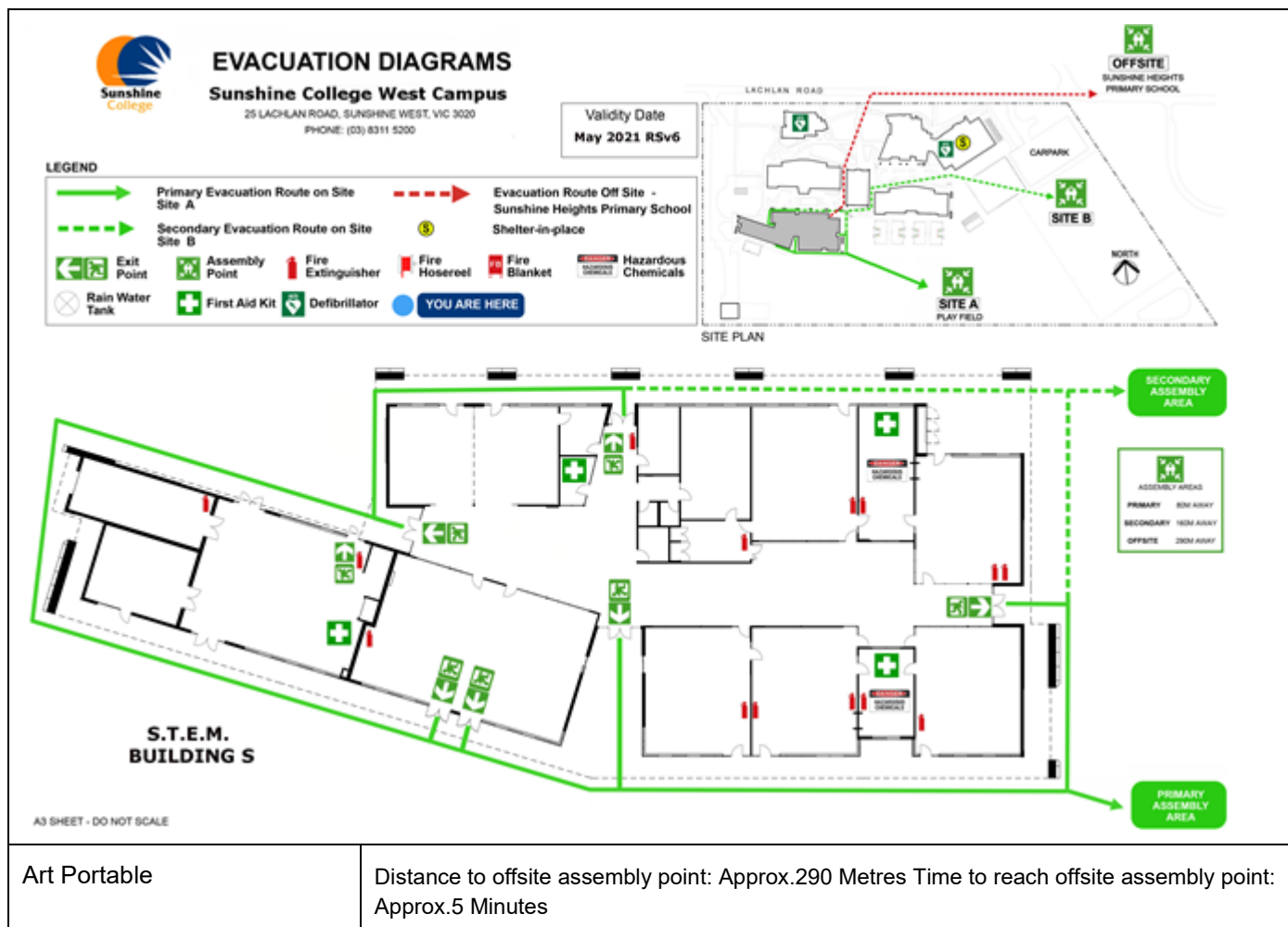| Art Portable	Distance to offsite assembly point: Approx.290 Metres Time to reach offsite assembly point: Approx.5 Minutes

EVACUATION DIAGRAMS
SUNSHINE COLLEGE WEST CAMPUS
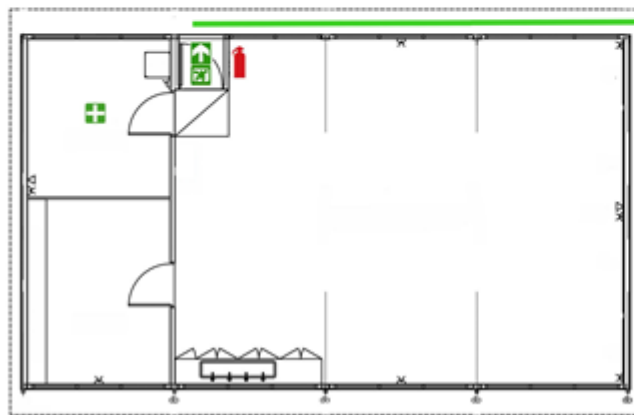25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020
PHONE: (03) 8311 5200

LEGEND

→	Primary Evacuation Route on Site Site A	▶ ▶ ▶	Evacuation Route Off Site - Sunshine Heights Primary School
⇢ ⇢ ⇢	Secondary Evacuation Route on Site Site B	Ⓢ	Shelter-in-place
Exit Point	Assembly Point	Fire Extinguisher	Fire Hosereel
		Fire Blanket	Hazardous Chemicals
Rain Water Tank	First Aid Kit	Defibrillator	YOU ARE HERE

Validity Date
May 2021 RS v6

ART PORTABLE

SITE PLAN

A3 SHEET - DO NOT SCALE

ASSEMBLY AREAS
PRIMARY   80M AWAY
SECONDARY 160M AWAY
OFFSITE   280M AWAY

SECONDARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA