

Sunshine College - West Sunshine Campus

Emergency and Critical Incident Management Plan 2022-2023



25A Lachlan Road, Sunshine West, VIC, 3020
03 8311 5200 /
sunshine.sc.west.sunshine@education.vic.gov.au

Department of Education and Training

Date Approved: 15/07/2022

Purpose

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

Context

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

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

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

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

Facility Profile

School Name/Campus Name	Sunshine College
Address	25A Lachlan Road, Sunshine West, VIC, 3020
Phone	03 8311 5200
Email	sunshine.sc.west.sunshine@education.vic.gov.au
Fax	
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	850
Number of Staff	70
Number of Buildings	12
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?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Kobudo Kai	Gym	100	Tuesdays and Thursdays 5:30 to 7:30 pm	0424782161	

Building Information Summary

Telephones (landlines)

Location	Number

Alarms

Description	Location	Monitoring Company	Number
Fire	Each Building has separate panels	Security Services Unit	Assistant Principal's office in the Administration building
Intrusion	Each Building has separate panels	Security Services Unit	Assistant Principal's office in the Administration building
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	Assistant Principal's office in the Administration building
Electricity	Front of School near Gate 6	RED	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
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Chemicals

STEM, Foods,
Technology, Arts,
Technology, Grounds,
Cleaners Storerooms

Additional Profile Information

Additional Info**The school has international students**

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Emergency evacuation (on-site)	Mona Raghdo	12/02/2021	05/04/2022
Term 2	Lockdown drill	Mona Raghdo	24/06/2022	
Term 3	Emergency evacuation (off-site)	Mona Raghdo	27/08/2021	
Term 4	Lockout drill	Mona Raghdo	25/10/2022	25/10/2022

First Aid Training

Staff Member	Training Completed	Date Qualified To
Patrizia Camaioni	Level 2, 2020	23/12/2023
Saiful Kassim	Level 2, 2022	26/08/2025
Helen Stavrou	Level 2, 2022	26/08/2025
Alice Barker	Level 2, 2020	12/05/2023
Dianne Micallef	Level 2, 2022	26/08/2025
Patrick Strasser	Level 2, 2021	30/11/2024
David Raff	Level 2, 2021	30/11/2024
Sharon Allan	Level 2, 2021	30/11/2024
Maria Hair	Level 2, 2021	30/11/2024
Maree Petricca	Level 2, 2020	12/03/2023
Emmie Keung	Level 2, 2020	12/03/2023
Louise Daw	Level 2, 2022	03/05/2025

Other Training Record

Staff Member	Training Type	Date
Violeta Trajcevska	Anaphylaxis	04/10/2022
Alison Mitchinson	Anaphylaxis	21/11/2022
Steven Scammell	Anaphylaxis	04/10/2022
Yvonne Reilly	Anaphylaxis	07/11/2022
Daphine Koroneos	Anaphylaxis	29/10/2022
Franca Paglialonga	Anaphylaxis	01/11/2022
Henry Mahoney	Anaphylaxis	04/10/2022
Kristian Raspa	Anaphylaxis	04/10/2022
Athanasia Simatos	Anaphylaxis	12/10/2022

Jagdish Chand	Anaphylaxis	04/10/2022
Preet Sachdeva	Anaphylaxis	05/11/2022
Maria Maroudas	Anaphylaxis	27/10/2022
Andrew Pitrakkou	Anaphylaxis	10/11/2022
Bao Le	Anaphylaxis	05/10/2022
Theim Tran	Anaphylaxis	04/10/2022
Tran Tran	Anaphylaxis	04/10/2022
Lailin Liu	Anaphylaxis	04/10/2022
Zabina Begg	Anaphylaxis	04/10/2022
Mary Tassiannakis	Anaphylaxis	06/11/2022
Kiet Quach	Anaphylaxis	06/09/2022
Maggie Somerville	Anaphylaxis	14/10/2022
Danh Tran	Anaphylaxis	04/10/2022
Thahira Begum	Anaphylaxis	04/10/2022
Cemalettin Onder	Anaphylaxis	04/10/2022
Huimin Cao	Anaphylaxis	04/10/2022
Maria Agapiou	Anaphylaxis	04/10/2022
Maree Petricca	Anaphylaxis	19/08/2022
Neva Simeoni	Anaphylaxis	06/10/2022
Alina Harabor	Anaphylaxis	19/10/2022
Michele Warren	Anaphylaxis	20/10/2022
Berna Gonen	Anaphylaxis	04/10/2022
David Raff	Anaphylaxis	04/10/2022
Tam Do	Anaphylaxis	04/10/2022
Emmie Keung	Anaphylaxis	04/10/2022
John Fraser	Anaphylaxis	28/10/2022
Yola Gittins	Anaphylaxis	31/10/2022

Trish Camaioni	Anaphylaxis	31/10/2022
Maria Hair	Anaphylaxis	31/10/2022
Diana Di Lisio	Anaphylaxis	31/03/2022
Anna Gatto	Anaphylaxis	02/11/2022
Dianne Micallef	Anaphylaxis	28/10/2022
Sharron Allen	Anaphylaxis	04/10/2022
Alex Joannides	Anaphylaxis	08/11/2022
Tanya Soldatos	Anaphylaxis	01/11/2022
Helen Stavrou	Anaphylaxis	31/10/2022
Amberlie Cameron Smith	Anaphylaxis	31/10/2022
Madeleine Scott	Anaphylaxis	04/10/2022
Rose Guljas	Anaphylaxis	12/10/2022
Tina Boicos	Anaphylaxis	11/11/2022
Nicole Butcher	Anaphylaxis	04/10/2022
Rosa Konjarska	Anaphylaxis	14/11/2022
	Anaphylaxis	
	Anaphylaxis	
	Anaphylaxis	
	Anaphylaxis	
	Anaphylaxis	

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	2	2
Asthma	0	15
Hearing impaired	0	17
Intellectual disability	0	10
Mobility issues	0	0
Severe behaviour disorder	0	0
Vision impaired	0	1
Autism	0	10
International Students	0	25

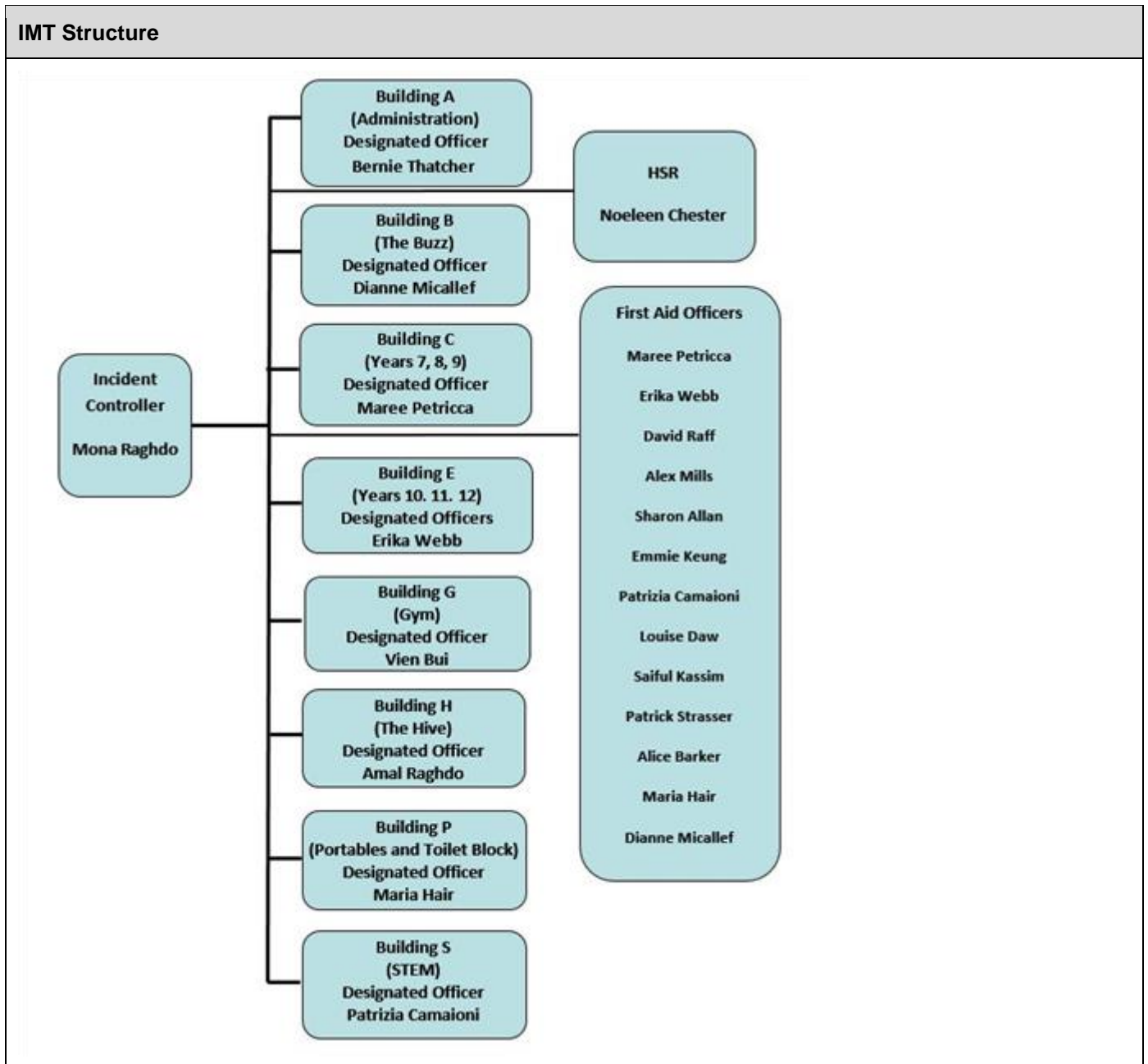
Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	01/06/2022
Next check date	06/02/2023

Incident Management Team



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

	Phone/Mobile:	Phone/Mobile:
Communications Officer	Name: Tim Blunt Phone/Mobile:	Name: Mona Raghdo Phone/Mobile:
Warden Building A	Name: Bernie Thatcher Phone/Mobile:	
Warden Building B	Name: Dianne Micallef Phone/Mobile:	
Warden Building C	Name: Maree Petricca Phone/Mobile:	
Warden Building E	Name: Erika Webb Phone/Mobile:	
Warden Building G	Name: Vien Bui Phone/Mobile:	
Warden Building H	Name: Amal Raghdo Phone/Mobile:	

Warden Building Portables	Name: Maria Hair Phone/Mobile:	
Warden Building STEM	Name: Trish Camaioni Phone/Mobile:	

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.
Communications Officer	<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.
Warden Building A	<ul style="list-style-type: none"> • During Emergency • Guiding everyone to safely escape the building by following all the proper routes and exits. • 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	<ul style="list-style-type: none"> • During Emergency • Guiding everyone to safely escape the building by following all the proper routes and exits. • 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	<ul style="list-style-type: none"> • During Emergency • Guiding everyone to safely escape the building by following all the proper routes and exits. • 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	<ul style="list-style-type: none"> • During Emergency • Guiding everyone to safely escape the building by following all the proper routes and exits. • 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

	<ul style="list-style-type: none"> Assisting everyone to the assembly area and inspecting that everyone has vacated safely
Warden Building G	<ul style="list-style-type: none"> During Emergency Guiding everyone to safely escape the building by following all the proper routes and exits. 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	<ul style="list-style-type: none"> During Emergency Guiding everyone to safely escape the building by following all the proper routes and exits. 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 Portables	<ul style="list-style-type: none"> During Emergency Guiding everyone to safely escape the building by following all the proper routes and exits. 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 STEM	<ul style="list-style-type: none"> During Emergency Guiding everyone to safely escape the building by following all the proper routes and exits. 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

	<ul style="list-style-type: none">• Assisting everyone to the assembly area and inspecting that everyone has vacated safely
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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		
Business Manager/RTW Coordinator	Jade McKimmie	8311 5200		
Assistant Principal	Mona Raghdo	8311 5200		
Assistant Principal	Jodie Parsons	8311 5200		
Assistant Principal	Yvonne Reilly	8311 5200		
Student Engagement Leader	Ilias Plessias	8311 5200		
Student Engagement Leader	Andrew Pittrakkou	8311 5200		
Individualised Educational Programs Leader	Maria Agapiou	8311 5200		
International Student Coordinator	Preet Sachdeva	8311 5200		
School Psychologist	Anthony Mangano	8311 5200		

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Chris Thompson	03 8468 9202	0409 519 207
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			

Local / Other Organizations

Name	Phone
SES (Flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089

School Bus Emergency Contacts

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

Communication Tree

Communication Tree

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Asbestos	Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs	<ul style="list-style-type: none"> Asbestos removal program OHS Advisory Service Asbestos Management Plan Asbestos training/information session Asbestos Make Safe Hotline 1300 133 468 	Effective	Consequence Insignificant Likelihood Rare Risk Level Low	NO DET Audit available. New build but there is Asbestos in the ground.	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	<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	<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> 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>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. 	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 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	<ul style="list-style-type: none"> 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 Weekly bulletins which are emailed to staff 	Consequence Moderate Likelihood Possible Risk Level Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer 	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 Moderate 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	<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 	Effective	Consequence Major Likelihood Rare Risk Level Medium	First Aid Officer, with First Aid kits, to attend each excursion	Consequence Moderate Likelihood Rare Risk Level Low
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing	<ul style="list-style-type: none"> Student Support Services 	Acceptable		<ul style="list-style-type: none"> Student Support Services 	

	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"> Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 		Consequence Moderate Likelihood Rare Risk Level Low	<ul style="list-style-type: none"> Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals 	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 Behavioral Code of Conduct School social media strategies to address online harassment Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) Restraint and Seclusion procedures Respectful Relationships Health and Human Services Behaviour Support Services More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional School welfare officer/coordinator engaged <u>Training</u> <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 <u>Specific support for teacher/staff in dealing with challenging behaviours</u> <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 <u>Refer to additional resources for impacted persons</u> <ul style="list-style-type: none"> School breakfast club (where available) School wide Positive Behaviour Support Koori inclusive School Wide Positive Behaviour Support 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Increase CCTV coverage around the school.	Consequence Moderate Likelihood Possible Risk Level Medium
COVID-19	Probable Causes: Contagious illness. Probable consequences:	Existing controls are detailed within the following documents:	Acceptable	Consequence	The Principal will monitor the regular COVID updates provided to schools to ensure any	Consequence

	Spread of illness; High absenteeism, school closures	<p>DET <i>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>		<p>Major Likelihood Likely Risk Level Extreme</p>	revised controls are implemented at the school level.	<p>Moderate Likelihood Possible Risk Level Medium</p>
Gas Leak/Chemical Spill (on-site)	<p>Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works</p> <p>Probable consequences: Exposure to harmful substance; Poisoning</p>	<ul style="list-style-type: none"> School Site Safety policy Chemical management procedures outlined in: Managing Chemicals OHSMS Chemical Management policy, covering dangerous goods and hazardous substances School seeks and follows advice of nominated OHS representative All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school School drills evacuation procedures for gas leak/chemical spill. 	Effective	<p>Consequence Major Likelihood Possible Risk Level High</p>	<ul style="list-style-type: none"> Staff in the relevant areas should be made aware of MSDS Sheets' first aid procedures. MSDS and the chemical register are located on staff share Staff should complete online training. 	<p>Consequence Moderate Likelihood Rare Risk Level Low</p>
Influenza pandemic	<p>Probable causes: contagious illness; Influenza virus; Vulnerability to infection</p> <p>Probable consequences: Spread of illness; High absenteeism</p>	<ul style="list-style-type: none"> 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	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	<p>Reinforce basic hygiene measures including:</p> <ul style="list-style-type: none"> 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. 	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>
Bomb/substance threat	<p>Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank</p> <p>Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> Bomb Threat Checklist located next to each phone. Emergency evacuation drills scheduled and practised on a regular basis. 	Needs Improvement	<p>Consequence Minor Likelihood Unlikely Risk Level Low</p>	<ul style="list-style-type: none"> 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. 	<p>Consequence Minor Likelihood Rare Risk Level Low</p>
Intruder	<p>Probable Causes: Substance abuse/drug affected; Mental health issues; Custodial/Parent dispute; Political views; Police operation</p> <p>Probable Consequences: Physical</p>	<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. 	Needs Improvement	<p>Consequence Moderate Likelihood</p>	<p>All visitors and contractors must report to reception and sign in and out using Compass Register.</p> <p>Where staff feel the need for support in arranged meetings with parent/s:</p>	<p>Consequence Moderate Likelihood</p>

	injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> two staff attend staff use a signal to obtain support from another staff member if required an appropriate room for meeting selected e.g. one with two exit points 		<p>Possible</p> <p>Risk Level</p> <p>Medium</p>	<ul style="list-style-type: none"> Two staff will attend where possible staff will use a signal to obtain support from another staff member An appropriate room will be selected for meetings where possible e.g. one with two exit points Where necessary, the service will seek legal advice regarding obtaining A trespass order for parents who use threatening behaviour If there is an escalation of intruder incidents, the service will consider: <ul style="list-style-type: none"> liaising with local police to arrange a prompt response to any call for assistance Issuing yard duty staff with two way radios linked to an office base station Seeking advice from police, service management and DET region, and in exceptional circumstances, advice on engaging a security guard on an ad hoc basis 	<p>Unlikely</p> <p>Risk Level</p> <p>Medium</p>
Building fire	<p>Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment</p> <p>Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals</p>	<ul style="list-style-type: none"> 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. 	Acceptable	<p>Consequence</p> <p>Major</p> <p>Likelihood</p> <p>Rare</p> <p>Risk Level</p> <p>Medium</p>	<p>All electrical equipment 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>Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) needs to be tested and tagged as per Australian Standards</p>	<p>Consequence</p> <p>Minor</p> <p>Likelihood</p> <p>Rare</p> <p>Risk Level</p> <p>Low</p>
Disruption to international student homestay	<p>Probable causes: Domestic violence; Substance abuse; Stress/isolation; Health problems; Mental health problems/intellectual disability; Natural disaster or emergency event; Lack of skills of host family in caring for student</p> <p>Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Impact on continuity of</p>	<ul style="list-style-type: none"> School has nominated after-hours critical incident contact. Critical incident training for homestay hosts, students and school staff. School has prepared emergency homestay options should they be required. Student Safety Cards issued to all international students under the age of 18. School has International Student Coordinator to manage homestay arrangements and provide support to students for matters pertaining to housing and wellbeing. 	Effective	<p>Consequence</p> <p>Moderate</p> <p>Likelihood</p> <p>Possible</p> <p>Risk Level</p> <p>Medium</p>	<ul style="list-style-type: none"> Child safety policies and mandatory reporting procedures discussed with homestay providers at every scheduled homestay check. Pre-employment reference check includes asking about child safety Personal identification verified Train students, homestay providers and staff to identify inappropriate behaviour Ensure appropriate settings on all student technologies 	<p>Consequence</p> <p>Minor</p> <p>Likelihood</p> <p>Unlikely</p> <p>Risk Level</p> <p>Low</p>

	<p>education; Impact on student safety; Impact on housing and accommodation; Inability to meet legal obligations for international student housing, accommodation and welfare</p>	<ul style="list-style-type: none"> School can seek support through international education cluster for addressing short term accommodation gaps. 			<ul style="list-style-type: none"> Provide overseas students with culturally and linguistically appropriate information about online and personal safety during Orientation. Emphasise importance of establishing a child safe environment at every scheduled homestay check and training WWCC numbers on DOJR WWCC checked on the data base once a term. Include a section on Child safe standards and reportable conduct on homestay checklist and discuss at every scheduled homestay visit Provide and explain international students with the Easy English Protect Factsheet to identify reportable conduct and how to report it. Continue to educate international students on child safety and protective behaviours. Provide the factsheet (attach translated copy available on the Education website) and the school's child safety documentation to parents in the Pre-Departure Pack. Provide student with Easy English Factsheet during Orientation. Discuss Child safe standards and reportable conduct with student at regular catch ups. 	
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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 <ul style="list-style-type: none"> ◦ 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted 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

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.**
- **If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required.**

Actions After Off-Site Evacuation Procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (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. • 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required. • Actions After Lock-Down Procedure <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.
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	<ul style="list-style-type: none"> ○ 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	<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 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted 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. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to review any lock-out and procedural changes that may be required. • Complete your Post Emergency Record.

<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place location 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division, if required. Ensure host parents and parents are contacted as required. <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.
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Asbestos	No Audit available as this is a new build but there is Asbestos in the ground.
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</p>

	<p>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> <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
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	<p>with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</p> <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>
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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
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 • Contact parent/guardian of student(s) impacted

	<ul style="list-style-type: none"> • 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: Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their</p>
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.
Gas Leak/Chemical Spill (on-site)	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Move staff and students away from the spill to a safe area and isolate the affected area. • Report emergency to the Incident Support and Operations Centre on 1800 126 126. • Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required • Notify Worksafe if required. • Report on <i>eduSafe</i>. • Direct all Media enquiries DET Media Unit on 8688 7776.

Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
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 Incident Support and Operations Centre on 1800 126 126. • 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 8688 7776. • 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 ○ 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?

	<ul style="list-style-type: none"> • 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 Incident Support and Operations Centre on 1800 126 126. ○ 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 Incident Support and Operations Centre on 1800 126 126. <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 Incident Support and Operations Centre on 1800 126 126. <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
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	<ul style="list-style-type: none"> ▪ Report the emergency to the Incident Support and Operations Centre on 1800 126 126. ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
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 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 • •
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 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 .
Disruption to international student homestay	<ul style="list-style-type: none"> • Enact the procedure for the relevant critical incident or emergency event (e.g. child abuse, medical emergency, mental stress, missing person), including calling '000' if immediate/life threatening.

	<ul style="list-style-type: none"> • Principal (or delegate) to consider whether it is appropriate for the student to remain in their current homestay, and any additional supports that the student or homestay host may require. • If the Principal (or delegate) believes it is most appropriate to move the student to another homestay or an emergency homestay arrangement, request approval from International Education Division to change the student's welfare arrangements. • Ensure International Education Division is kept up to date with any changes to student homestay or welfare arrangements. • Ensure the student's homestay hosts and parents are kept up-to-date throughout the response if appropriate and in line with any directions from emergency services or reporting obligations.
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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

<p>Details of arrangements</p>	<p>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</p> <p>Implementing strategy. Workaround Partial site unavailable: •</p> <p>Revise timetable to relocate students and staff to other facilities on site (gym – 100 seats, library – 4 classrooms - 80 seats) • Relocate administration and staff facilities to other networked space within school. ie Library Office •</p> <p>Administration staff may need to work remotely from North or HTC Campus • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with Sunshine Heights Primary School • Provide regular updates to the school community via SMS, emails, social media and newsletter • Notify other site users. Eg Canteen and contractors</p> <p>Whole site unavailable: • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Confirm possible accommodation availability with local schools North or HTC Campus for administration team and student groups • Provide regular updates to the school community via SMS, emails, social media and newsletter • Consider student transport arrangements •</p> <p>Notify site users, e.g. cleaning contractors, Canteen contractor, site users. • Redirect suppliers to alternate site. IT Resources required • CASES admin network, Access to wireless network, School curriculum network Considerations • OH&S issues in relocating school equipment and resources • Transport arrangements for students to access other schools •</p> <p>Separation of family groupings if spread across multiple sites • Demands placed on staff due to loss of resources, relocation, etc • Students' access to out of school hour's care. Key Contacts can be found in the Contacts section of the Emergency Management Plan</p>
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Name	Contact Details	Support Role
Campus Principals: Trudy Whiteside (HTC), (North) Mark Deverall	North Campus Principal HTC Campus Principal	Tim Blunt College Principal

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

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

Details of arrangements	<p>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</p> <p>Implementing strategy, which may include employing replacement staff and/or modifying programs. Workarounds</p> <p>Data/technology:</p> <ul style="list-style-type: none"> Relocate administration and staff facilities to other networked space within school Administration staff may need to work remotely from North or HTC Campus to access Cases network Utilise laptops where available to provide access to network <p>Telephony:</p> <ul style="list-style-type: none"> Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. Utilise mobile phones to contact staff. Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. <p>Power:</p> <ul style="list-style-type: none"> Determine the requirement for the operation of the school. ie water pump for toilet operation. Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. Restructure school program to account of the lack of power. <p>Considerations</p> <ul style="list-style-type: none"> Ensure OH&S issues are considered when using back up power and water pumps Review and update staff contact details to include mobile phone numbers. Staff Communications Tree to include details of messaging systems <p>Key contacts</p> <ul style="list-style-type: none"> Cases 21 support – 03 11111111 Key Contacts can be found in the Contacts section of the Emergency Management Plan.
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Name	Contact Details	Support Role
Campus Principals: Trudy Whiteside (HTC), (North) Mark Deverall	North Campus Principal HTC Campus Principal	Tim Blunt College Principal

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

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

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

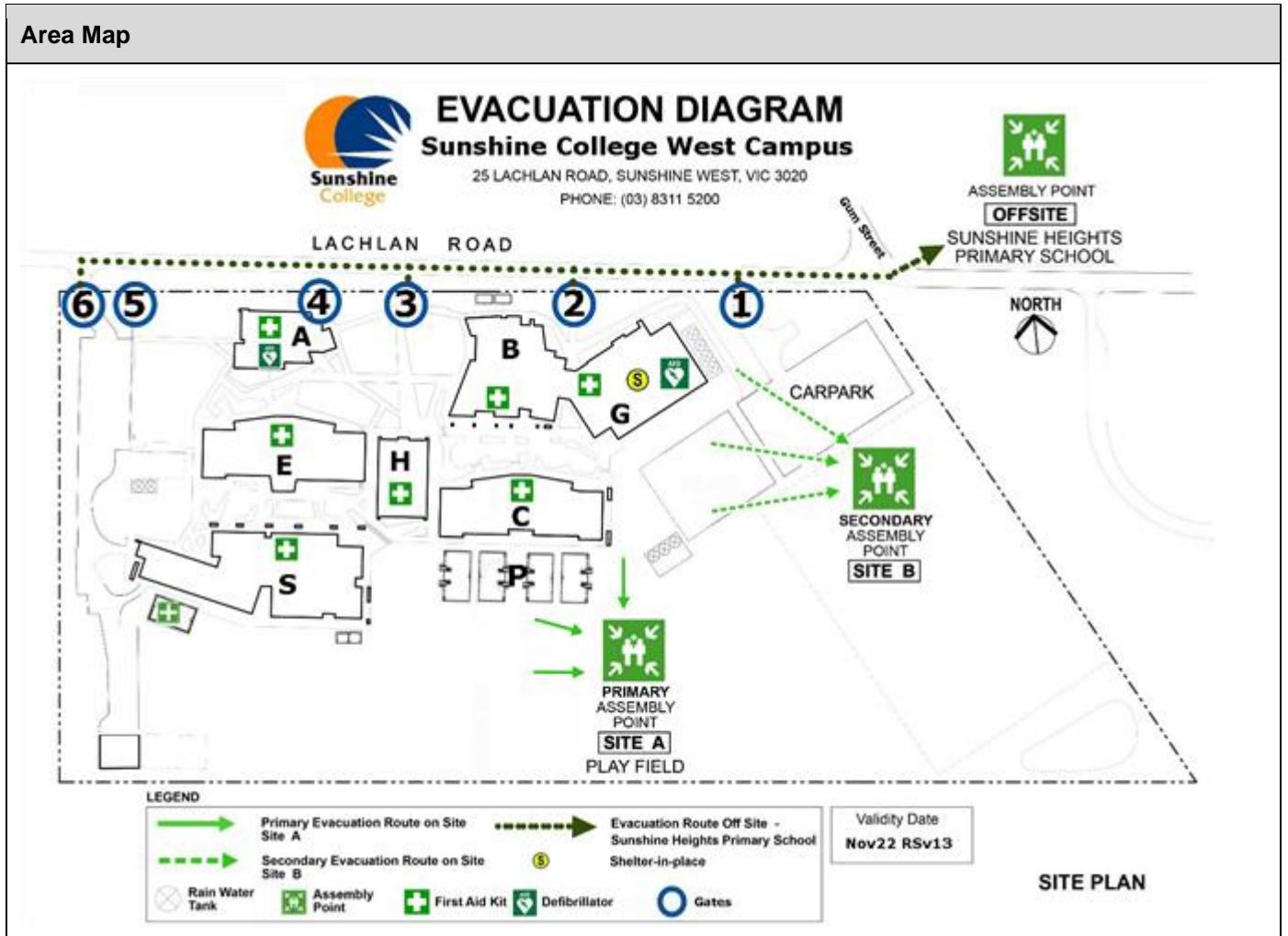
Business Continuity Checklist

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



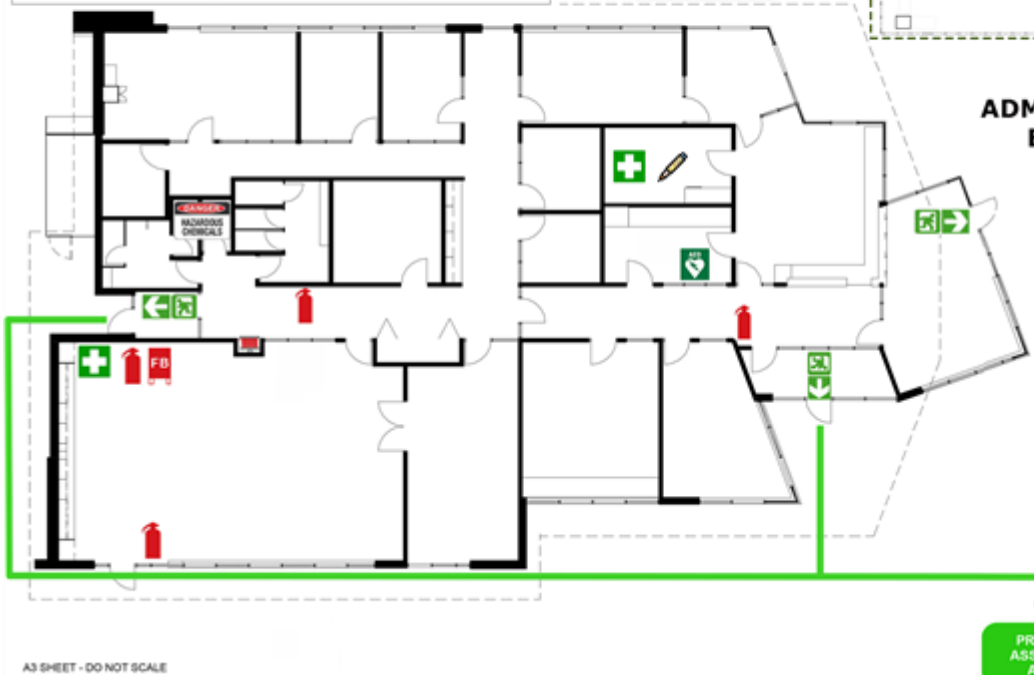
<ul style="list-style-type: none"> • Monitoring • Reporting • Stakeholder engagement 	
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	Yes
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate) 	Yes

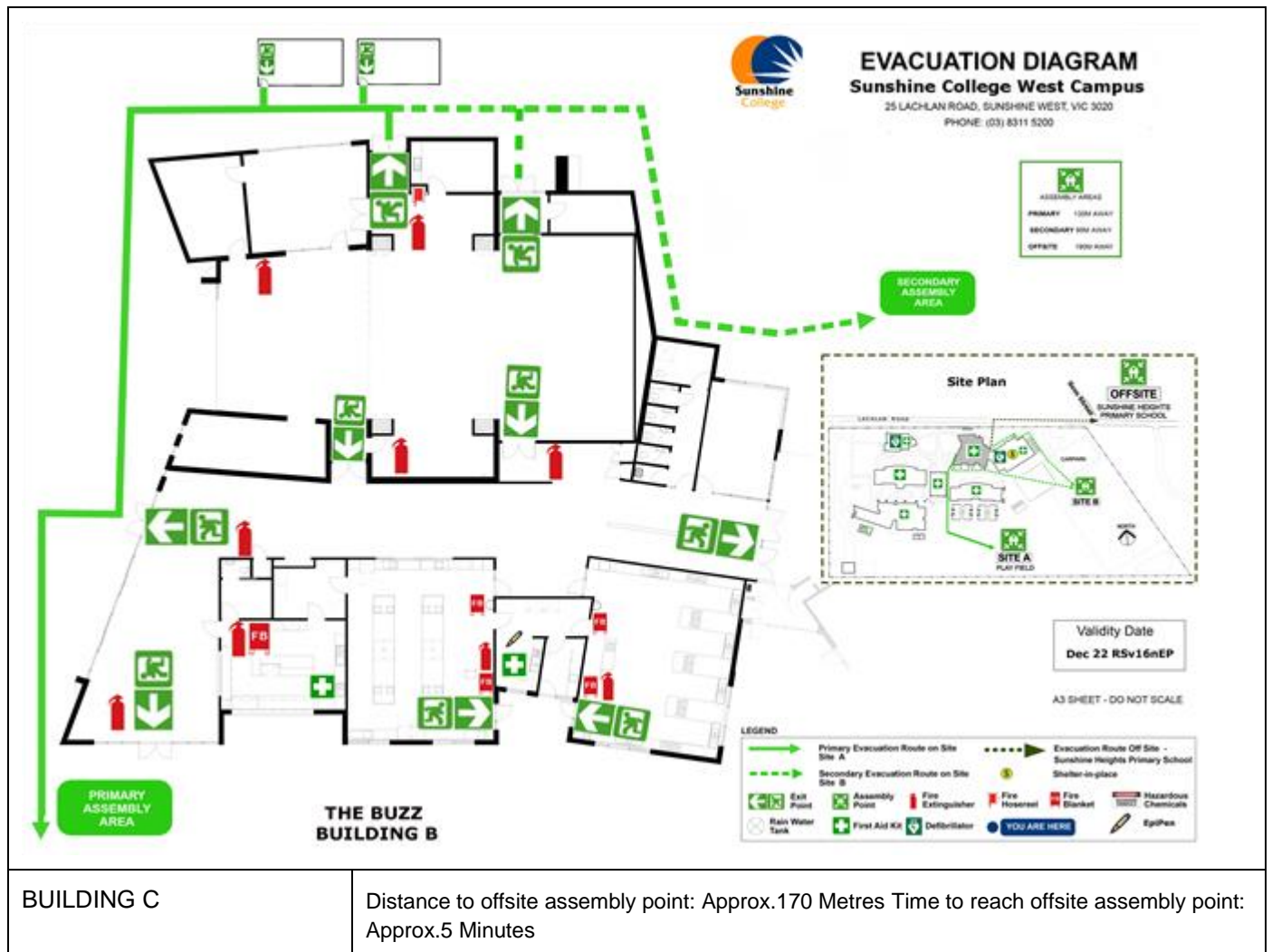
Area Map

Area Map



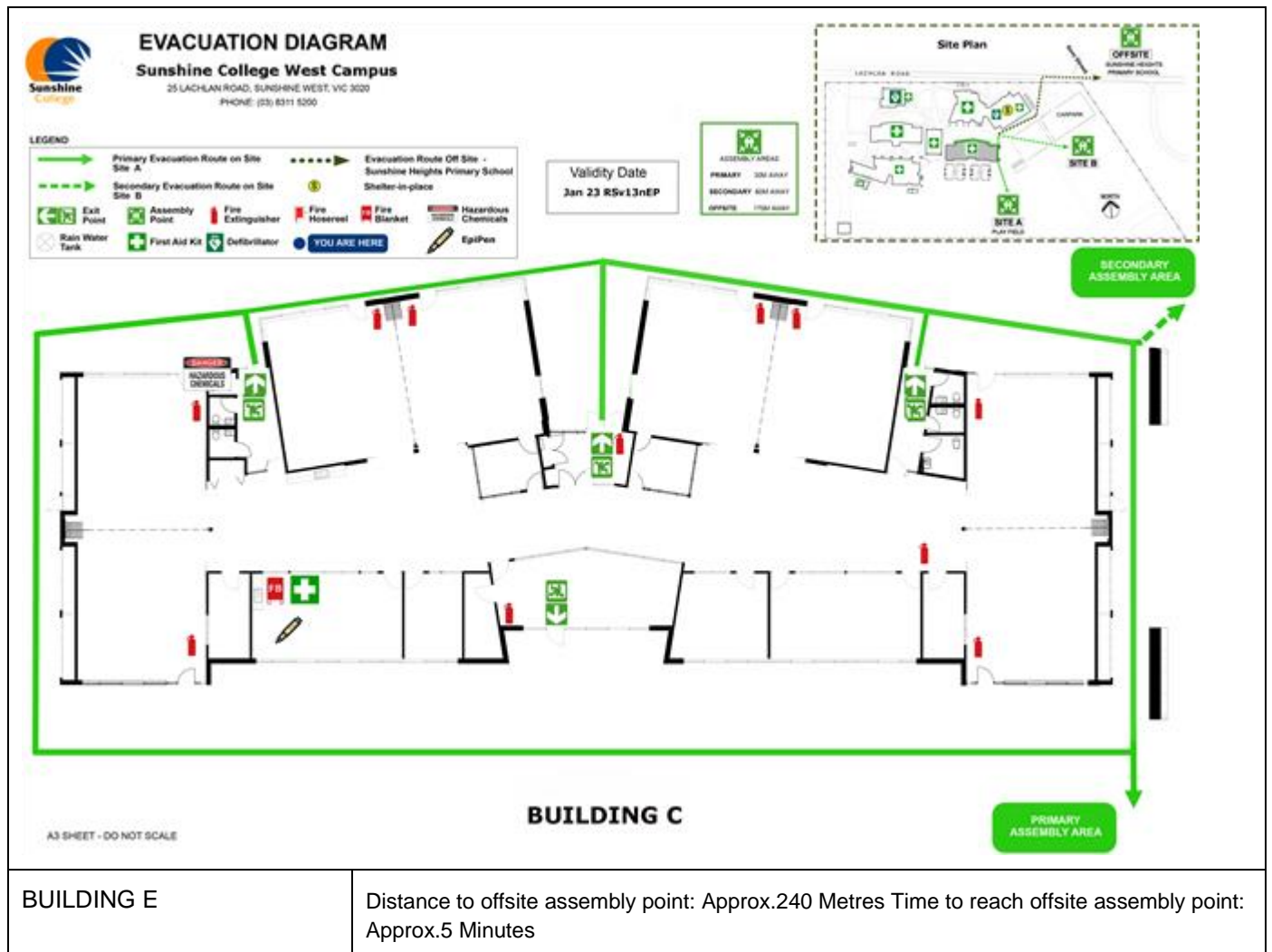
Evacuation Map

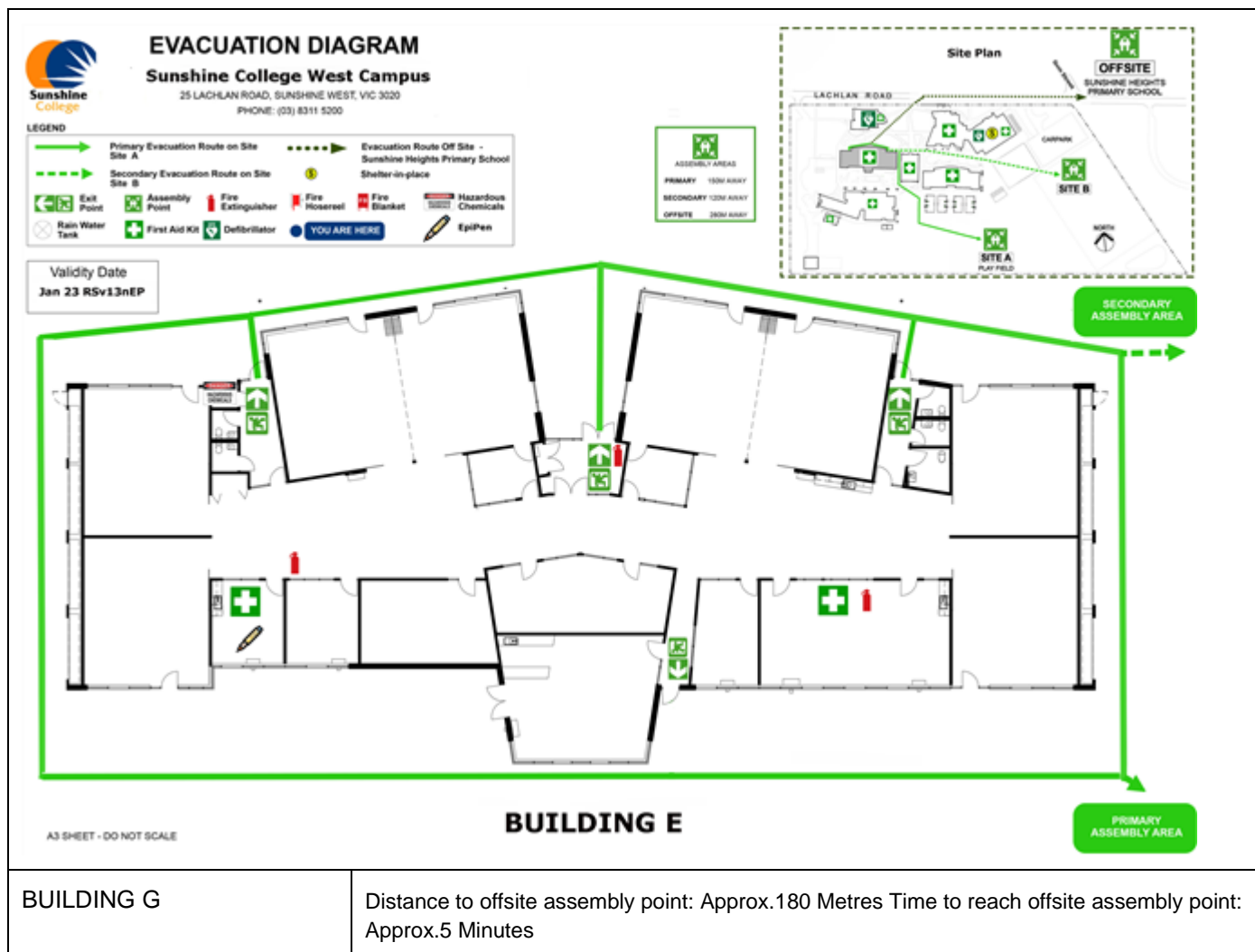
Building Name	Evacuation Procedures
BUILDING A	Distance to offsite assembly point: Approx.220 Metres Time to reach offsite assembly point: Approx.5 Minutes
<div>  <p>EVACUATION DIAGRAM Sunshine College West Campus 25 LACHLAN ROAD, SUNSHINE WEST, VIC 3020 PHONE: (03) 8311 5200</p> <p>Validity Date Jan 23 RSv17n</p> </div> <div> <p>LEGEND</p> <ul style="list-style-type: none"> Primary Evacuation Route on Site Site A Secondary Evacuation Route on Site Site B Exit Point Assembly Point Fire Extinguisher Fire Hose reel Fire Blanket Hazardous Chemicals Rain Water Tank First Aid Kit Defibrillator YOU ARE HERE EpiPen Evacuation Route Off Site - Sunshine Heights Primary School Shelter-in-place </div> <div>  <p>SITE PLAN</p> </div> <div> <p>ADMINISTRATION BUILDING A</p>  <p>ASSEMBLY AREAS</p> <ul style="list-style-type: none"> PRIMARY 120M AWAY SECONDARY 180M AWAY OFFSITE 220M AWAY <p>PRIMARY ASSEMBLY AREA</p> <p>SECONDARY ASSEMBLY AREA</p> <p>A3 SHEET - DO NOT SCALE</p> </div>	
BUILDING B	Distance to offsite assembly point: Approx.190 Metres Time to reach offsite assembly point: Approx.5 Minutes

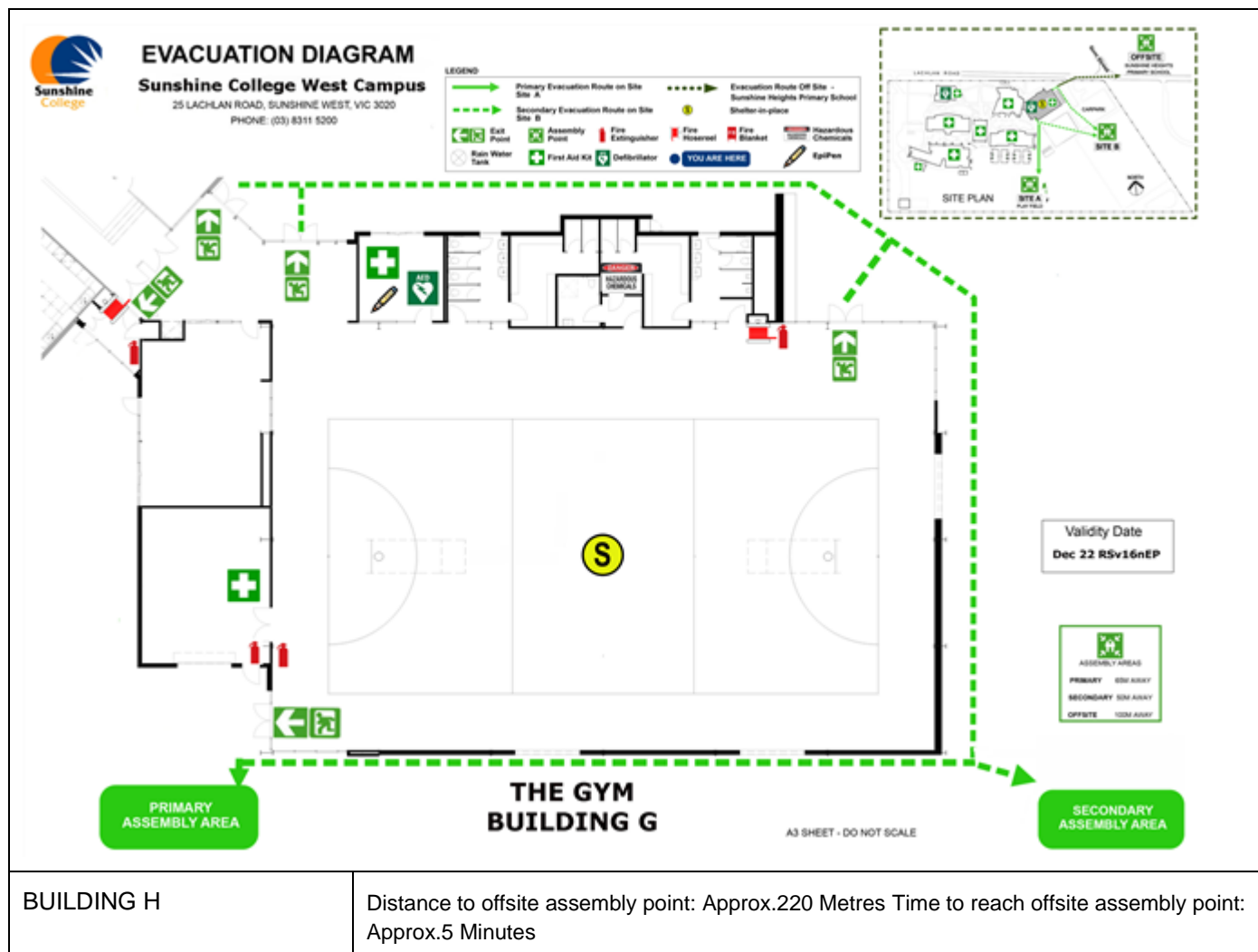


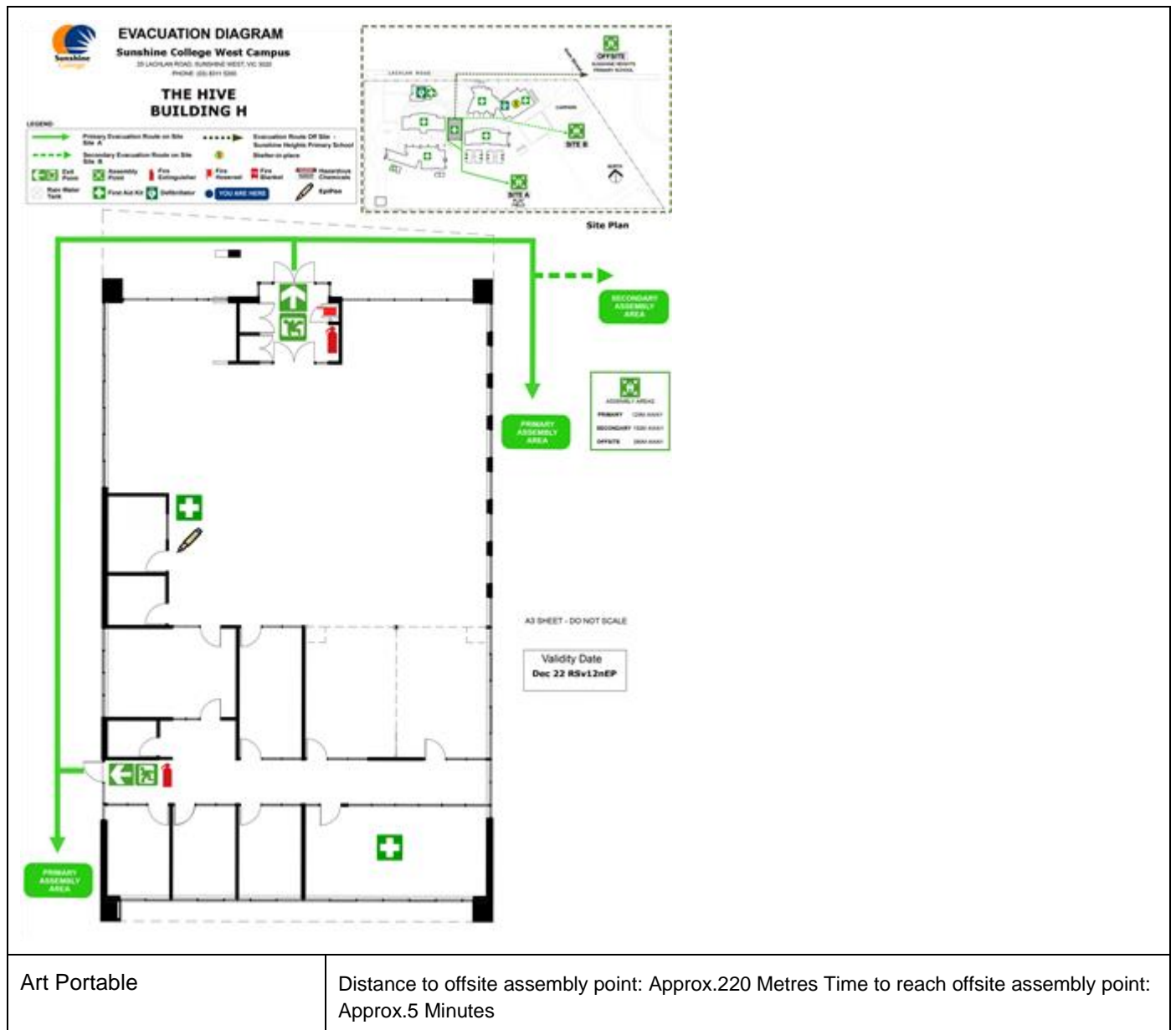
BUILDING C

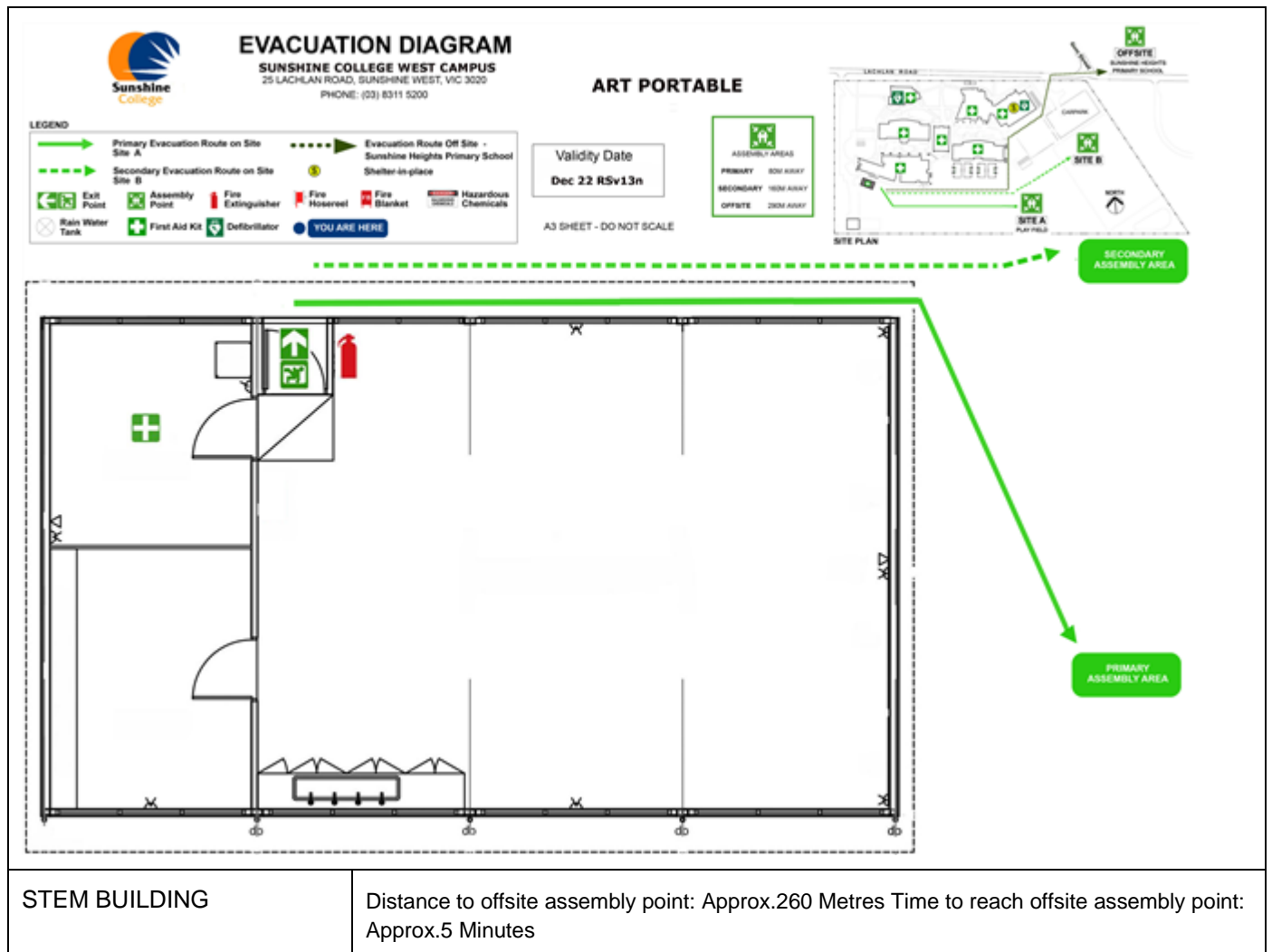
Distance to offsite assembly point: Approx.170 Metres Time to reach offsite assembly point: Approx.5 Minutes

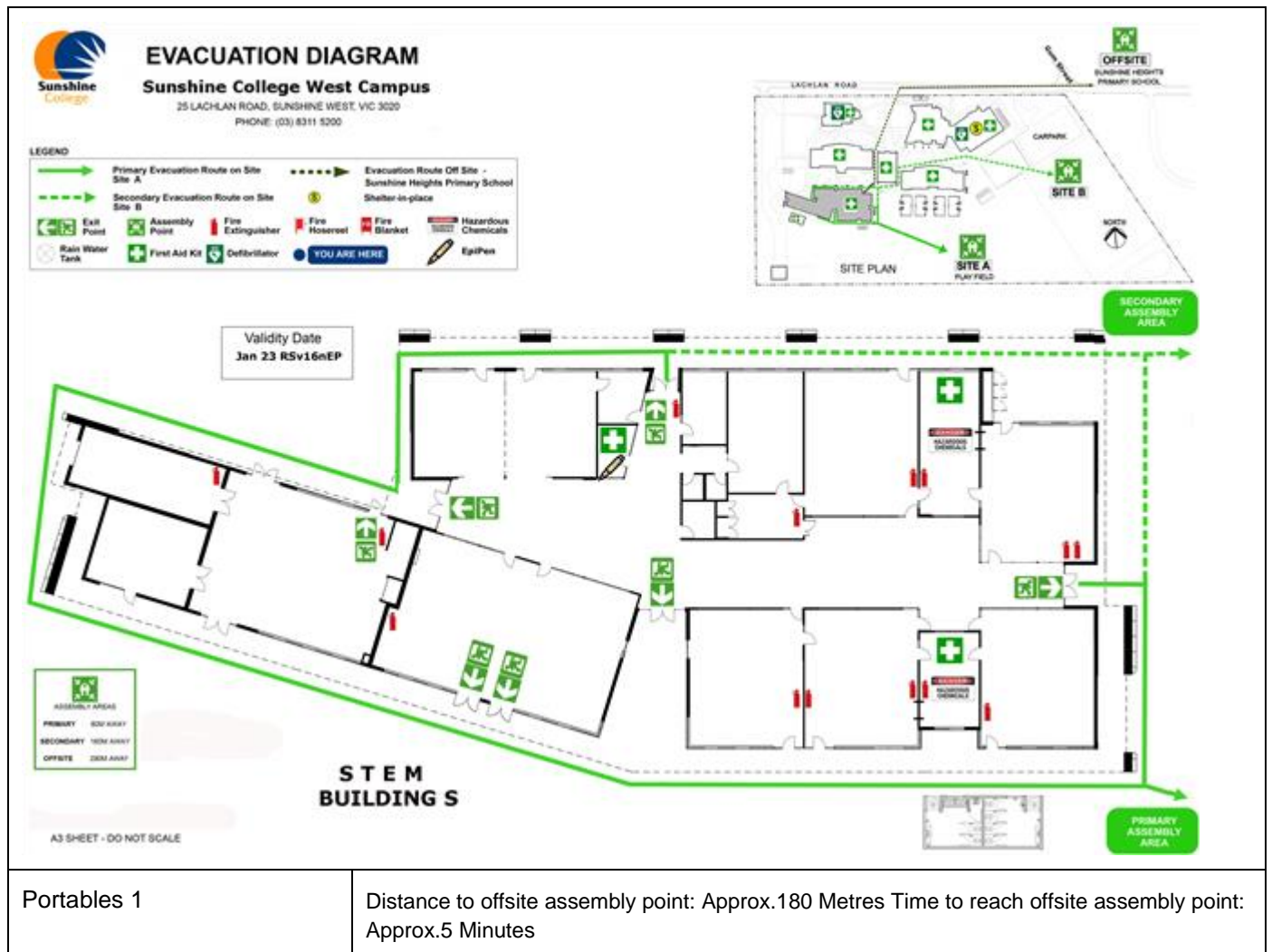


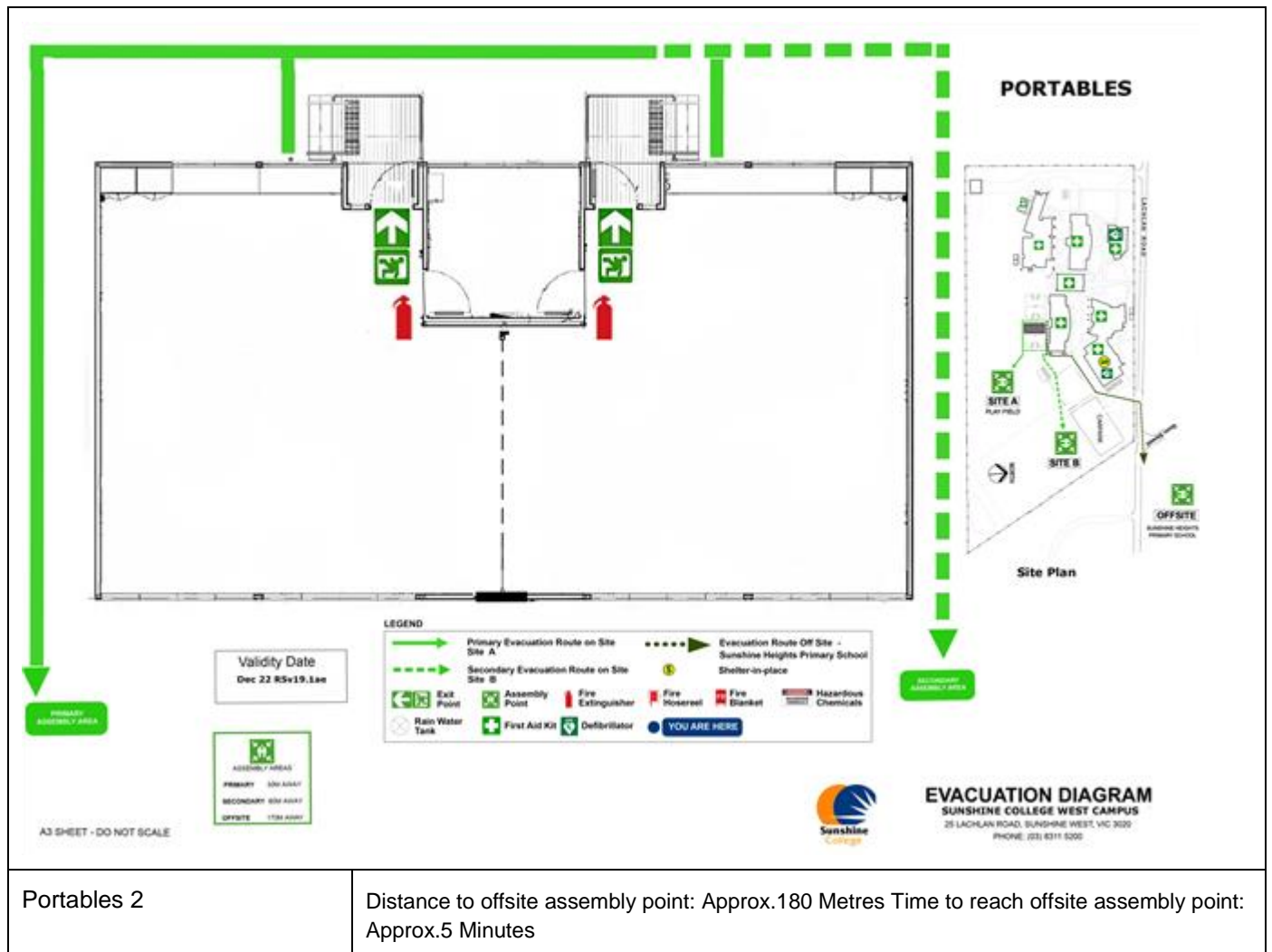


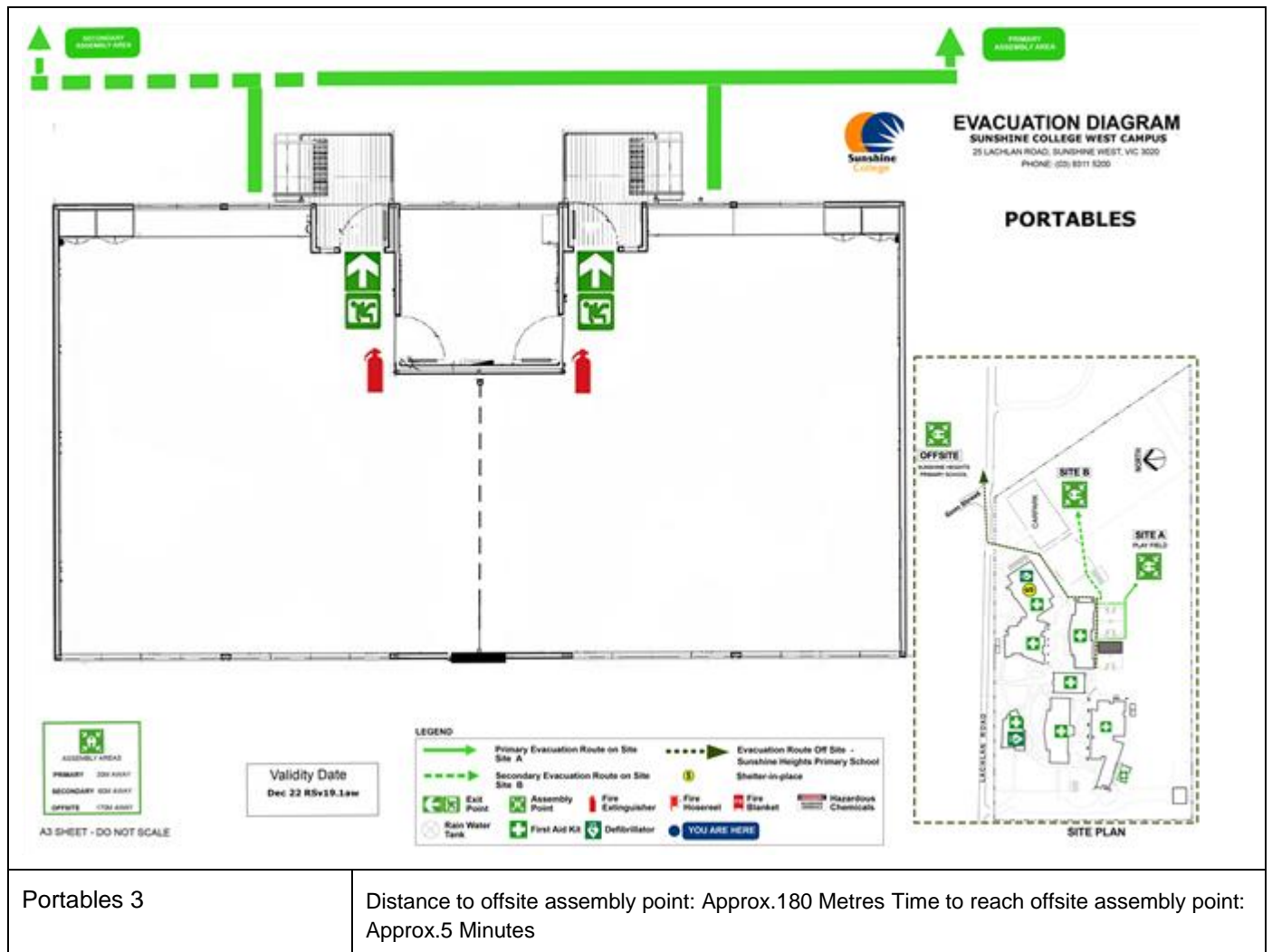


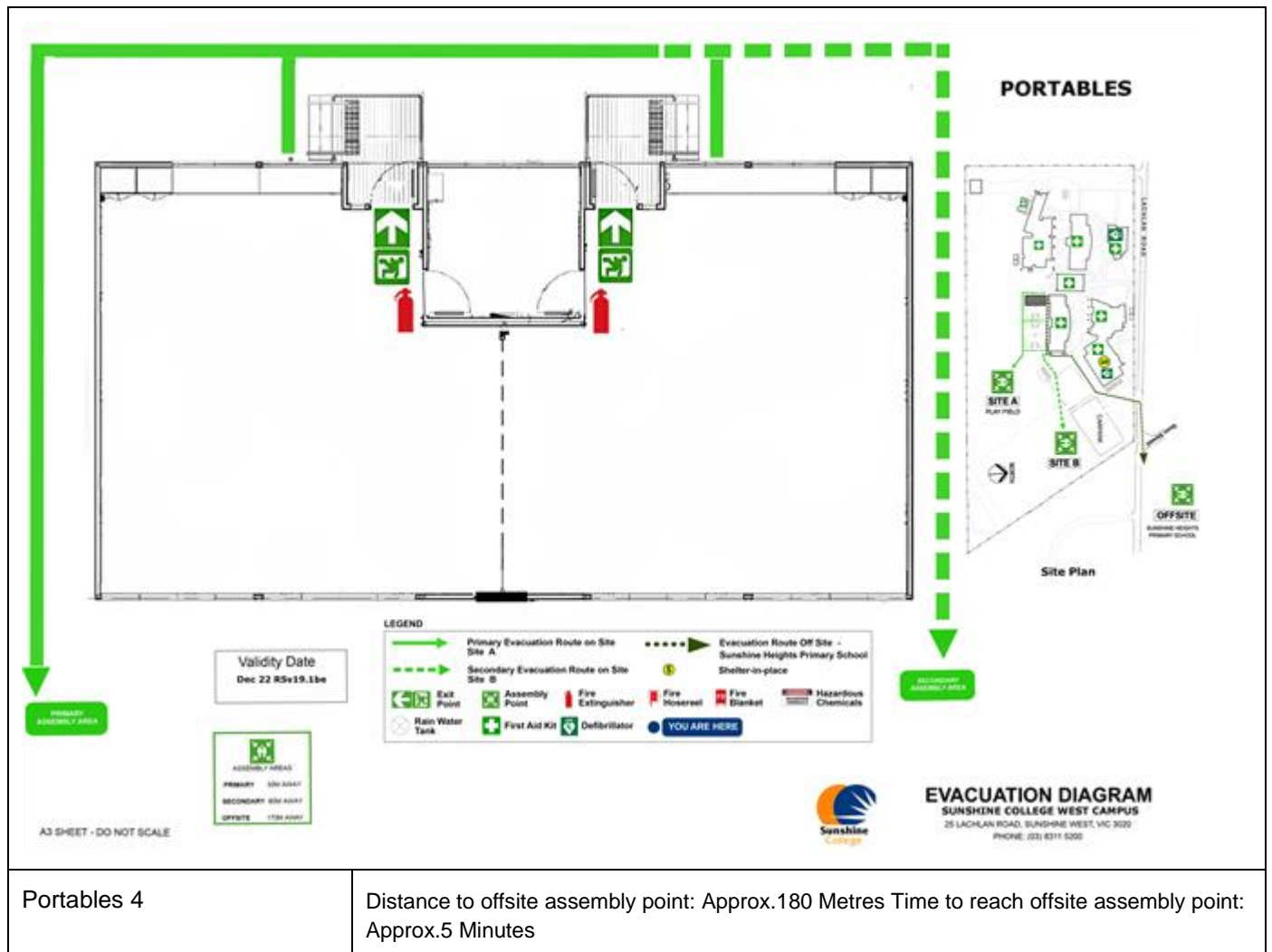


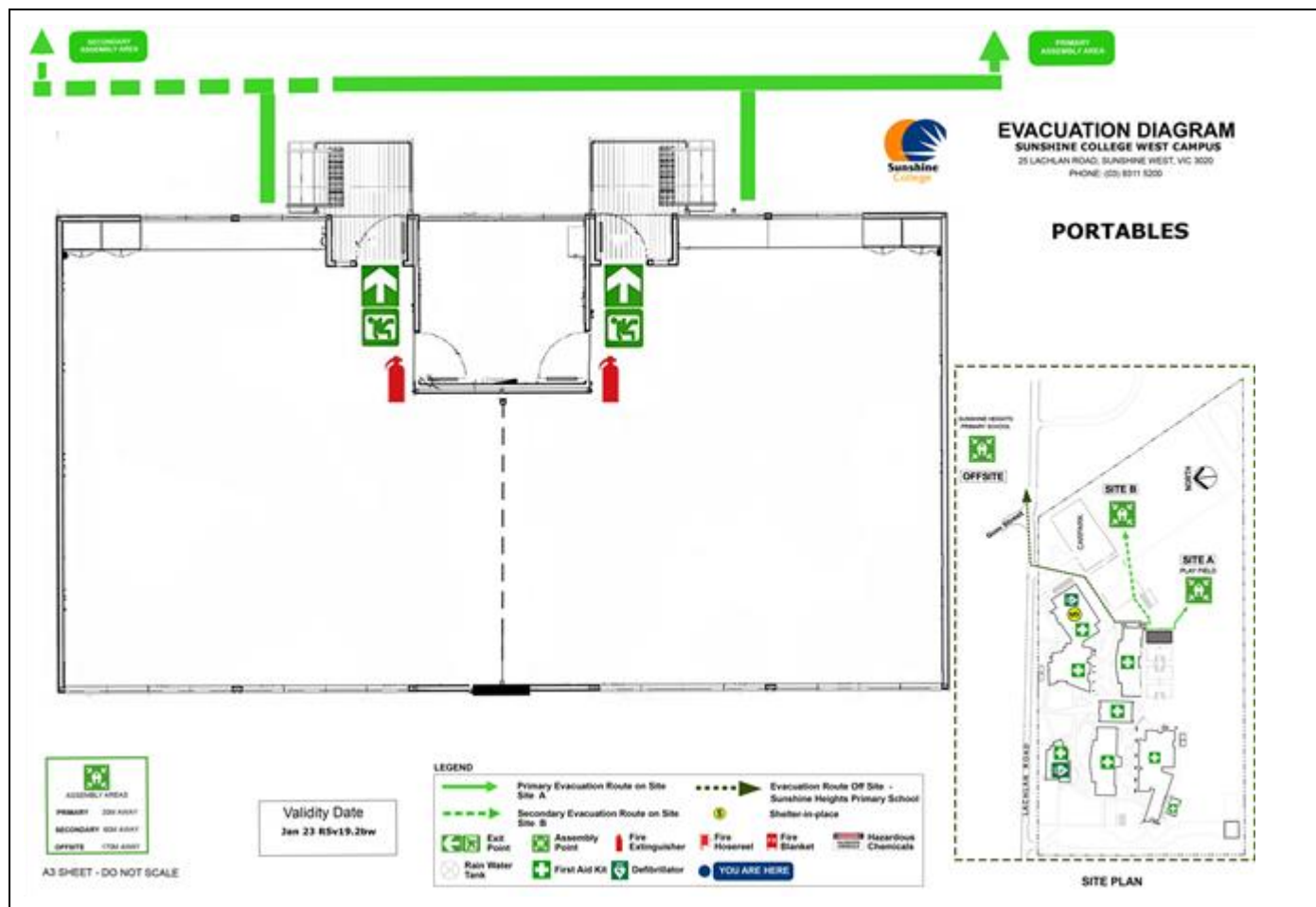












Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All school staff	WEST CAMPUS EMP	01/02/2023	sunshine.co@education.vic.gov.au