

# Falls Creek Primary School

## Emergency and Critical Incident Management Plan 2024-2025



**15 Slalom Street, Falls Creek, VIC, 3699**

**03 5758 3311 / falls.creek.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved: 26/08/2024**

## 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](https://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

<b>School Name/Campus Name</b>	Falls Creek Primary School
<b>Address</b>	15 Slalom Street, Falls Creek, VIC, 3699
<b>Phone</b>	03 5758 3311
<b>Email</b>	falls.creek.ps@education.vic.gov.au
<b>DET Region</b>	NORTH-EASTERN VICTORIA
<b>DET Area</b>	Ovens Murray
<b>LGA</b>	Unincorporated Vic – Sits inside Alpine Shire LGA
<b>BOM/Fire District</b>	North East
<b>Is your school on Bushfire At- Risk Register?</b>	Yes
<b>Bushfire At-Risk Register Category</b>	Category 3
<b>Operating Hours</b>	9am to 3pm
<b>Number of Students</b>	14
<b>Number of Staff</b>	3
<b>Number of Buildings</b>	1
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Rear Classroom (without windows)
<b>On-site Evacuation Location</b>	Playground at the front of the school
<b>Off-site Evacuation Location</b>	Slalom Plaza

<b>Typical method used for communications to school community</b>	SMS or phone call
<b>Is this school has other services or users of the site?</b>	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
Office	(03) 5758 3311

### Alarms

Description	Location	Monitoring Company	Number
Fire	Main Entrance on right	N/A	N/A
Intrusion			
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Beside residence veranda steps	Elgas	Beside residence veranda steps
Water	Sub-floor under art storeroom	Falls Creek Resort	Sub-floor under art storeroom
Electricity	Fuse cupboard, main Entrance on left	AGL	Fuse cupboard, main Entrance on left

## Sprinkler System

<b>Control Valve Location</b>	<b>No sprinkler system</b>
<b>Shutoff Instructions Location</b>	<b>N/A</b>

## Boiler Room

<b>Location</b>	<b>Art Storeroom</b>
<b>Access</b>	<b>Through cloakroom, or externally from residence veranda</b>

## Emergency Power System

<b>Type</b>	<b>Battery backup for Curriculum Server</b>
<b>Location</b>	<b>Server cupboard off main classroom area</b>
<b>Provides power to</b>	<b>Server</b>
<b>Shutoff Instructions Location</b>	<b>Power switch on the front of backup battery in server cupboard</b>

## Building and Site Hazards

Location	Number
Hazard -cleaner's cupboard (chemical storage), technology area (plant and equipment)	Cleaner's cupboard located in art storeroom. Technology area - curriculum server, etc located in server cupboard off main classroom area.

## Additional Profile Information

Additional Info	

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Emergency evacuation (on-site)	Marie Davey	03/02/2022	07/03/2022
Term 1	Incident Management Team Training	Marie Davey	31/01/2022	31/01/2022
Term 2	Lockdown drill	Marie Davey	11/05/2022	14/06/2022
Term 3	Lockout drill	Marie Davey	27/07/2022	26/07/2022
Term 4	Emergency Evacuation (off-site)	Marie Davey	19/10/2022	19/10/2022
Term 1	Emergency evacuation (on-site)	Marie Davey	02/02/2023	02/02/2023
Term 1	Incident Management Team Training	Marie Davey	30/01/2023	30/01/2023
Term 2	Lockdown Drill	Marie Davey	10/05/2023	10/05/2023
Term 3	Lockout Drill	Marie Davey	26/07/2023	26/07/2023
Term 4	Emergency Evacuation (off-site)	Marie Davey	18/10/2023	18/10/2023
Term 1	Emergency Evacuation (off-site)	Tony Keeble	23/02/2024	23/02/2024
Term 2	Lockdown Drill	Tony Keeble	04/05/2024	04/05/2024
Term 3	Emergency Evacuation (on-site)	Tony Keeble	16/08/2024	16/08/2024
Term 4	Lockout Drill	Tony Keeble	22/11/2024	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
James Eggleston	Level 3 Wilderness First Aide	27 <sup>th</sup> of June 2024

## 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

## 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
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	20/08/2024
<b>Next check date</b>	20/12/2024

# Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Tony Keeble <b>Phone/Mobile:</b> 0417541732	<b>Name:</b> James Eggleston <b>Phone/Mobile:</b> 0448 712138
First Aid Officer	<b>Name:</b> James Eggleston <b>Phone/Mobile:</b> 0448712138	<b>Name:</b>  <b>Phone/Mobile:</b>

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Check and re-supply First Aid Kit contents</li> <li>• Ensure staff trained in first aid list is up to date.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend to medical needs of students or staff</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Complete incident report forms for any first aid administered.</li> </ul>

# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal and First Aid Officer	<b>Tony Keeble (Acting Principal)</b>	5758 3311	<b>0417541732</b>	<b>0417541732</b>
Business Manager	Joy Nowakowski	0438 805321	0438 805321	0438 805321
School Council President	Hayley Seaton	0401 608922	0401 608922	0401 608922

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Karen Money	1300 333 231	
Regional Office (nevr@edumail.vic.gov.au)	General enquiries, Benalla, Glen Waverley	1300 333 231 (03) 8392 9500	
Manager, Operations & Emergency Management	Therese Carroll	03 8904 2473	0448 284 749
Emergency Management Support Officer	Kate Roberts		0436 615 169
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	Jody Grimmond	0437 072 830	0437 072 830
SSSO Team Leader	Shari Valente	(03)5858 8967	(03)5858 8967

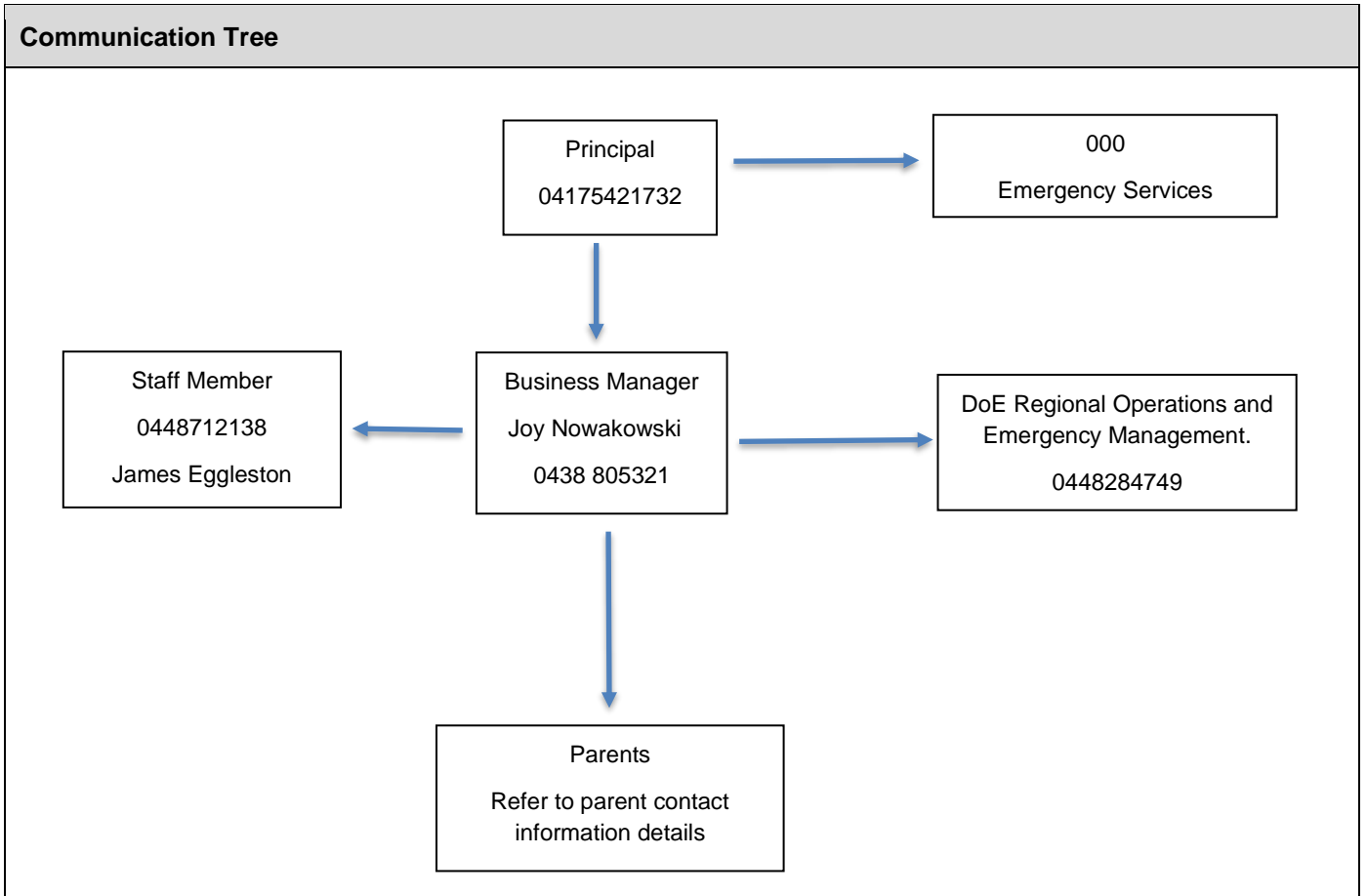
## Local / Other Organizations

Name	Phone
Police Station	000 or Mt Beauty Police 5754 4244
Hospital/s	5754 3500
Gas	131 161
Electricity	133 466
Water Corporation - North East Water	1300 361 644
Facility Plumber - Greg Stroud	0409 002 940
Facility Electrician - Ian Gardiner	0418 175 495
Local Government Alpine Shire	5755 0555

## School Bus Emergency Contacts

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

# Communication Tree



# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	-Ensure all fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. -Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. -Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. -Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Continue with existing controls by ensuring regular essential services checks are carried out as required.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Earthquake	Risk of injury. Risk of property damage or property loss	-Ensure EMP is up-to-date. -Training to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Off-site emergencies	Risk of injury to staff and students in the event that an emergency occurs off-site at an excursion, professional development day, camp or other offsite activity.	- Complete a Risk Assessment prior to camps and excursions  - Complete the Student Activity Locator  -Adhere to the Guidelines for Outdoor Education.  -Staff should follow DET's work-related driving procedure	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	-Ensure any visitors/contractors sign in at the office when they first arrive on site.	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	-Ensure there is a Telephone Bomb Threat Checklist available next to the phone. -Schedule and practise emergency evacuation drills on a regular basis. -Implement and follow Bomb Threat response procedure (located in EMP)	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium



Severe weather event	Risk of snow shedding from school roof into the playground after heavy snowfall. Risk of injury. Risk of property damage.	-Ensure drains are clear. - monitor snow build-up on school roof during heavy snowfall and use cones to direct traffic from front gate to front entrance keeping away from area where snow shedding occurs. -Liaise with SES/ local government to identify potential risks.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High	Continue with existing controls.	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High
Severe weather event – Bogong High Plains Road closure with notice provided prior to closure.	Risk of planned road closure due to impending severe weather event. Risk to ongoing operations of school and isolation of students and staff.	<ul style="list-style-type: none"> <li>- Maintain line of site communication with Wheelans and MRVP around road closures.</li> <li>- Check emails each day and weather conditions.</li> </ul>		<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>- Liaise with SES/local authorities regarding road closure timeframes and duration.</li> <li>- Contact SEIL and Manager Operations and Emergency Management.</li> <li>- Assess capacity to operate for duration of closure or if closure of school is required.</li> <li>- Notify parents and staff of decision regarding operation.</li> <li>- Consider use of the Southern Access Road to evacuate staff and students.</li> <li>- Consider use of bus to evacuate staff and students.</li> <li>- Depending on duration of closure consider enacting remote learning plan or education of students at Mt Beauty Primary School.</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Likely <b>Risk Level</b> Medium
Severe weather event – emergency Bogong High Plains Road closure with no notice provided.	Risk of emergency closure of road due to severe weather event. Risk to ongoing operations of school. Risk of staff and students being unable to return home. Risk of increased anxiety of staff and students.	<ul style="list-style-type: none"> <li>- Maintain line of site communication with Wheelans and MRVP around road closures.</li> <li>- Staff to stay onsite overnight in the flat.</li> <li>- Staff to ready for such an occasion.</li> </ul>		<b>Consequence</b> Major <b>Likelihood</b> Likely <b>Risk Level</b> High	<ul style="list-style-type: none"> <li>- Shelter in place at school or alternative area if directed to do so by authorities.</li> <li>- Liaise with SES/Local authorities regarding evacuation of students and staff.</li> <li>- Contact SEIL and lodge IRIS alert.</li> <li>- Discuss local authority recommendations with staff and remind of ability to access EAP.</li> <li>- Notify parents of road closure and discuss advice received from SES/local authorities regarding plans to re-unite parents with their children.</li> <li>- If unable to re-unite children with parents immediately consider arrangements for overnight accommodation.</li> <li>- Consider use of the Southern Access Road.</li> <li>- Consider use of bus to evacuate staff and students.</li> <li>- Depending on duration of closure consider enacting remote learning plan or education of students at Mt Beauty Primary School.</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Likely <b>Risk Level</b> High

Influenza pandemic	Risk of health and possible death (in extreme cases)	<ul style="list-style-type: none"> <li>-Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template</li> <li>-Ensure basic hygiene measures are in place at the beginning of flu season (April)</li> <li>-Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitizer</li> <li>-Ensure staff and children are educated about covering their cough to prevent the spread of germs</li> <li>-If all teaching staff are sick due to influenza or other pandemic CRT staff may be called in, or if not available then contact Mount Beauty Primary School to arrange for students to attend next closest school until staff are able to return to work.</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>	Continue with existing controls.	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>
Smoke	Risk of injury from smoke inhalation or burns. Risk of property damage or property loss	<ul style="list-style-type: none"> <li>- evacuate all staff and students from the building</li> <li>-Fire extinguishers/ hose reels checked 6-monthly</li> <li>-smoke detectors checked monthly and annually</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	Continue with existing controls.	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Bushfire/Grassfire	<p>Probable Causes: Bushfire spread from bushland, from all directions of the school. Possible Consequences: Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>- Implement Catastrophic pre-emptive closure as required by DET using BARR school procedures located in U:SSO/Bushfire Resources folder on office computer.</li> <li>- Principal to attend annual DET briefing day for BARR schools each year, if offered.</li> <li>-Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.</li> <li>-Ensure Emergency Management Plan is reviewed annually.</li> <li>-Use Vic Emergency App for alerts during the bushfire season.</li> <li>-Schedule and practice emergency evacuation drills on a regular basis.</li> <li>- Ensure monthly and annual checks of the school smoke alarm system are arranged as per compliance procedures.</li> <li>- On Severe Fire Danger days the school will stay open if, in consultation with DET and emergency services, it is deemed safe to do so. Factors which may lead to pre-emptive closure on Severe Fire Danger days are: Falls Creek road too dangerous for staff to drive to work from Mt Beauty, existing fire in the local area, weather conditions deemed too hazardous.</li> </ul> <p>Remote learning will be considered as a possible option if school closure is required.</p> <p>*Relocation to the closest school, (Mt Beauty Primary School), is not an option as it would take students away from their parents and there is no viable means of transporting the students to Mt Beauty.</p>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>	<p>Keep playground area free of bark and leaf debris.</p> <p>Communicate school bushfire preparedness and strategies to the school community.</p> <p>During a high fire danger period the Principal in consultation with staff, DET and emergency services where appropriate, will assess the current fire risk in the area and may decide to alter, move or cancel scheduled programs/camps/excursions</p>	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>

Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets No heating due to electricity power cut	- normal school program is able to continue without computers, but business manager is not able to work with out access to computer - lack of availability of drinking water/ toilet flushing water - if given notice we may be able to store water on-site prior to water becoming unavailable so that normal operations can continue - planned power outage - we have the potential to re-locate the school to Howmans Gap Alpine Centre (4kms away) for the day as they have on-site generator, but this would depend on their client visitation on any given day and also parent availability to drive students to new location. Remaining on-site without power would depend on the weather, as cold or dark day without lighting and heating would make normal school operations impossible. (Daily external temperature in Falls Creek can drop well below 0 degrees). Remote learning will be considered as a possible option if school closure is required.	Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium	Continue with existing controls.	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <li>Recognise indicators of Child Abuse</li> <li>Child Safe Standards</li> <li>PROTECT protocol</li> <li>Student Critical Incident Advisory Line</li> <li>Student Support Services/Student Welfare Coordinator</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> 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"> <li>Privacy (including DET's Schools' Privacy Policy)</li> <li>Privacy, Department provided software</li> <li>Privacy (requests for Information about Students)</li> <li>Acceptable use of ICT Resources</li> <li>Staff member manages and reviews school's privacy practices</li> <li>Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>Examine data security arrangements</li> <li>Password protocols for ICT</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization;	<ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>First Aid Kit</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b>	Continue with existing controls	<b>Consequence</b> Major <b>Likelihood</b>

	impact on continuity of education; Psychological distress for those witnessing incident	<ul style="list-style-type: none"> <li>• First Aid and Infection Control Procedure</li> <li>• Medication Authority Form and authority to administer</li> </ul>		Rare <b>Risk Level</b> Medium		Rare <b>Risk Level</b> 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"> <li>• Student Support Services</li> <li>• Student Engagement and Inclusion Guidance</li> <li>• Building Resilience Framework</li> <li>• Victorian Anti-bullying and Mental Health Initiative</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> 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"> <li>• School records attendance</li> <li>• Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>• Recess and lunchtime supervision.</li> <li>• Behaviour Support Plans to address individual truancy.</li> <li>• Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>• List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>• School excursion/camp risk assessment</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> <li>• Student Support Services</li> <li>• Managing Trauma Guide</li> <li>• Incident Support and Operations Centre referrals</li> <li>• Employee Assistance Program</li> </ul>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• Lunchtime and recess supervision</li> <li>• Behavioural Code of Conduct</li> <li>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviours and interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Student Support Services (SSS)</li> <li>• School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>• Restraint and Seclusion procedures</li> <li>• Respectful Relationships</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Continue with existing controls	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium

		<ul style="list-style-type: none"> <li>• Health and Human Services Behaviour Support Services</li> <li>• More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>• School welfare officer/coordinator engaged</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>• Employee Assistance Program (EAP) for impacted staff</li> <li>• Principal Mentor Program</li> <li>• Proactive Wellbeing Supervision</li> <li>• Principal Health Checks</li> <li>• Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>• School wide Positive Behaviour Support</li> <li>• Koori inclusive School Wide Positive Behaviour Support</li> </ul>				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> <a href="https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/">https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</a></p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer (<a href="https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx">https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx</a>).</p>	Acceptable	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> Extreme</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to <b>remain inside the school building</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors to playground outside front entrance to the school</li> <li>• Report the emergency and evacuation to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary assembly point, check all students, staff and visitors are accounted for.</li> <li>• Ensure communication with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Check all students, staff and visitors are accounted for.</li> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to:- outside or <b>inside</b></li> <li>• <b>Evacuation assembly point is either at Slalom Plaza, (outside) or Day Shelter in ground floor of Resort Management building (inside)</b></li> <li>• Report the emergency and evacuation to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> </ul>

	<ul style="list-style-type: none"> <li>• Once at secondary assembly point, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre ISOC and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-down procedure</p>	<p>When an <b>external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Initiate the lock-down and provide instructions to staff, for example, close internal doors, gather all students in the rear classroom, sit below window level.</li> <li>• Check that all external doors are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Incident Support Operations Centre (ISOC) 1 800 126 126 (24 hour, 7 days)</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul>

	<p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-out procedure</p>	<p>When <b>an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety</b> the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> <li>○ Lock external doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• <b>Go to the designated assembly point at Slalom Plaza if safe, or Day Shelter on the ground floor of Resort Management building</b></li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Incident Support Operations Centre (ISOC) 1 800 126 126 (24 hour, 7 days)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> </ul>



	<ul style="list-style-type: none"> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<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"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area in the rear classroom</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Report the emergency to the Incident Support Operations Centre (ISOC) 1 800 126 126 (24 hour, 7 days)</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support Operations Centre that shelter-in- place is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm (located in the fire panel switch box next to the front door - key on hook next to the box)</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the playground, near the front gate, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD               <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD               <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>
<p>Bomb/substance threat</p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b>  <i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Incident Support Operations Centre ISOC 1 800 126 126 (24 hours).</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>						
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions  <a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>  for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>						
<p>Smoke</p>	<ul style="list-style-type: none"> <li>• <b>Determine the source of the smoke</b></li> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.</li> <li>• If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> <li>○ make sure you close all doors and windows</li> <li>○ turn off power and gas.</li> </ul> </li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report the emergency to Incident Support Operations Centre ISOC 1 800 126 126 (24 hours)</li> <li>• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.</li> <li>• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact parents as required.</li> </ul>						
<p>Bushfire/Grassfire</p>	<p><b>Bushfire/Grassfire Specific Emergency Response Procedures.</b>  <b>Triggers for Action.</b>  The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> <li>• is observable, or</li> <li>• identified via Vic Emergency App within (insert your pre-determined watch zone) km from the school.</li> <li>• there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.</li> </ul> <p><b>Immediate Actions / Seek Advice .</b></p> <ul style="list-style-type: none"> <li>• If immediate emergency services assistance is required phone '000'.</li> <li>• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.</li> </ul> <table border="1" data-bbox="531 1883 1543 1962"> <thead> <tr> <th data-bbox="531 1883 703 1921">Name</th> <th data-bbox="703 1883 1339 1921">Role</th> <th data-bbox="1339 1883 1543 1921">Mobile number</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 1921 703 1962">Therese Carroll</td> <td data-bbox="703 1921 1339 1962">Manager Operations and Emergency Management</td> <td data-bbox="1339 1921 1543 1962">0448 284 749</td> </tr> </tbody> </table>	Name	Role	Mobile number	Therese Carroll	Manager Operations and Emergency Management	0448 284 749
Name	Role	Mobile number					
Therese Carroll	Manager Operations and Emergency Management	0448 284 749					

Kate Roberts Emergency Management Support Officer

7022 0190

- Report the incident to ISOC (1800 126 126)
- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.

**Other sources of Information**

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

**Actions for the School when it is within a VicEmergency warning area**

VicEmergency Warning	What it means	School Actions
<b>Advice Warning</b>	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.
<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, seek advice and then decide whether <ul style="list-style-type: none"> <li>• remain on site, shelter in place (if required) and monitor the situation</li> <li>• call parents to pick up their children</li> <li>• evacuate the school to your off-site bushfire evacuation location.</li> </ul>
<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.
<b>Prepare to Evacuate</b>	<b>Prepare to Evacuate</b> – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.
<b>Evacuate Now</b>	<b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or	If your school is in an Evacuation area comply with evacuation instructions provided and seek advice.

	<p>processes are in place to evacuate communities.</p> <p><b>Sheltering in Place.</b></p> <p>If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.</p> <ul style="list-style-type: none"> <li>• Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.</li> <li>• Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the <i>Shelter in Place</i>.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services are maintained.</li> <li>• Advise parents that the school is sheltering in place and they should not come to pick their children up.</li> <li>• If parents arrive, encourage them to stay with their children at the school.</li> <li>• Check all windows and doors in the <i>Shelter in Place</i> are closed (but doors are not locked).</li> <li>• Turn off gas supply</li> <li>• Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).</li> <li>• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the <i>Shelter in Place</i> and the evacuation path between the <i>Shelter in Place</i> and <i>Offsite Bushfire Evacuation Location</i>.</li> <li>• Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.</li> <li>• The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Any decision to leave the Shelter in Place should only occur on advice of emergency services</li> <li>• Continually monitor <i>Shelter in Place</i> for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.</li> <li>• If the building has ignited and is not safe to extinguish – evacuate to the <i>Off-site Bushfire Evacuation Location</i>, via the defined route.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
<p>Off-site emergencies</p>	<p><b>Immediately following accident or incident</b></p> <ul style="list-style-type: none"> <li>• Call 000 if emergency assistance is required</li> <li>• Call the school and notify the Principal if they are not present at the accident or incident</li> <li>• Report emergency to the Incident Support Operations Centre ISOC on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871</li> </ul>

<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Incident Support Operations Centre ISOC on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> </ul>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• 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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• 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.</li> </ul> <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 <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at</li> </ul>

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

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

	<ul style="list-style-type: none"> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul>
<p>COVID-19</p>	<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"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>

# 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

<b>Details of arrangements</b>	Inability to access the school site would necessitate closure of the school for the day. There is no transport option to relocate staff and students to the next nearest school, which is 30kms away on a hazardous road. With prior warning of inability to access the school site teachers may be able to organise sufficient resources to work from home and operate remote learning for students, as was the case during COVID-19 school closure.
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Name	Contact Details	Support Role
Tony Keeble	0417541732	Acting 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

<b>Details of arrangements</b>	Loss of technology - continue classes as normal/ business manager unable to work Loss of telephony - use mobile phones Loss of data - server is backed up weekly Loss of power - continue onsite if it is warm enough and there is sufficient natural light, or relocate to day shelter at Resort Management where there is a backup generator which supplies heat and light (accessible on foot, 100m from the school). Second option for whole day loss of power is relocation of staff and students to Howmans Gap Alpine Centre, 4kms away, where there is a backup generator. This would depend on who else is using this facility at the time and availability of parents to transport students to and from Howmans Gap.
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Name	Contact Details	Support Role
Tony Keeble	0417541732	Acting 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)

<b>Details of arrangements</b>	temporary loss of business manager - assistance from business managers at other local schools temporary loss of teacher - CRT cover located
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Name	Contact Details	Support Role
Tony Keeble	0417541732	Acting Principal

## Business Continuity Checklist

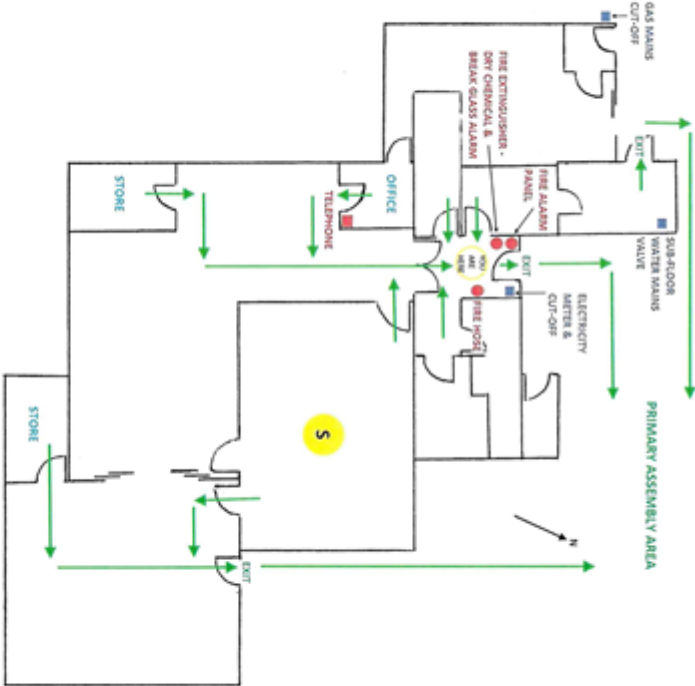
Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>School activities</li> <li>Impact over time</li> <li>Manageability</li> <li>Staffing levels</li> <li>Resources for recovery</li> </ul>	No
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>Suspension of non-critical activities</li> <li>Mutual support arranged with other schools</li> <li>Distance/virtual learning Use of different areas within site</li> <li>Off-site activities</li> <li>Back-up of key school data</li> <li>Using paper based systems</li> <li>Flexible lesson plans</li> <li>Using generators, portable lighting</li> </ul>	

<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	

# Area Map



# Evacuation Map

Building Name	Evacuation Procedures
Falls Creek Primary School	Proceed to nearest exit and assemble in the playground, in front of the school.
<div style="text-align: right; margin-bottom: 10px;"><b>EVACUATION DIAGRAM</b></div>  <p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li><span style="color: red;">●</span> Fire services</li> <li><span style="background-color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">S</span> Shelter-in-place area</li> <li><span style="color: green;">→</span> Evacuation route</li> </ul> <p><b>In Case of Fire</b></p> <ul style="list-style-type: none"> <li> <b>R</b>aising alarm (ring bell, fire alarm)</li> <li> <b>A</b>ssess safety, personnel and the situation (Evacuate - 1st floor)</li> <li> <b>C</b>atch the fire (move - from ceiling and floor - 1st floor) (see above the stairs)</li> <li> <b>E</b>xtinguish or contain the fire (if safe to do so)</li> </ul> <p><b>Evacuation Procedures</b></p> <ul style="list-style-type: none"> <li>• Call 000</li> <li>• Inform emergency services of the nature of the emergency (e.g. there is a fire in this building).</li> <li>• Report to School Emergency Unit 92489 6246 and seek advice from your personal office</li> <li>• If the decision to evacuate is made, evacuate staff, students and visitors out of the building, assemble outside, from entrances, proceed as a group to Station Plaza if deemed necessary.</li> <li>• Take the student's attendance list, staff roster and your Emergency kit.</li> <li>• Once at assembly area, check all students, staff and visitors are accounted for.</li> <li>• Wait for emergency services to arrive or provide further information.</li> </ul> <p>Plan approved 12<sup>th</sup> October 2020</p>	



## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Therese Carroll	Regional Operations and Emergency Management Manager	30/08/2024	therese.carroll@education.vic.gov.au
Falls Creek CFA	CFA	30/08/2024	fbfcrk@cfa.vic.gov.au
Tony Keeble	Chief Warden, Falls Creek Primary School	30/08/2024	anthony.keeble@education.vic.gov.au
Joy Nowakowski	Communications Officer, Falls Creek Primary School	30/08/2024	Joy.nowakowski@education.vic.gov.au
All school staff	All school staff	30/08/2024	falls.creek.ps@education.vic.gov.au

