

Barwon Valley School

Emergency and Critical Incident Management Plan 2023-2024



76 - 94 Laura Avenue, Belmont, VIC, 3216
03 5243 1813 / barwon.valley.sch@education.vic.gov.au

Department of Education and Training

Date Approved: 22/08/2023

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 to support their preparedness for, response to and recovery from emergencies, including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education.

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 web site for incident updates.

Facility Profile

School Name/Campus Name	Barwon Valley School
Address	76 - 94 Laura Avenue, Belmont, VIC, 3216
Phone	03 5243 1813
Email	barwon.valley.sch@education.vic.gov.au
Fax	
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Barwon Area
LGA	Greater Geelong (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:00am - 6:00pm
Number of Students	161
Number of Staff	104
Number of Buildings	8
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	school hall
On-site Evacuation Location	Bus bay
Off-site Evacuation Location	Belmont High School

Typical method used for communications to school community	telephone, Compass, Seesaw
Is this school has other services or users of the site?	No

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Bradley Millard	BVS hall	approx 20		52431813	0433118007

Building Information Summary

Telephones (landlines)

Location	Number
Administration area	52431813

Alarms

Description	Location	Monitoring Company	Number
Fire	Nil		
Intrusion	hallway on left in Admin area. On the right side of wall under the pictures. ALC in the foyer on right side of wall In the Therapy Building. On the wall outside the Wellbeing Office	HumeProtection Group 5222 5844 or 1800 806 822	
Other			

Utilities

Description	Location	Service	Location of shutoff
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		Provider	Instructions
Gas / Propane	inside front entrance gate, left side on approach. At the right side of external emergency exit door of hall.	Origin	
Water	Inside front entrance gate, right side on approach Rear entrance to site (Laura Ave) - right side on approach, in garden bed.	Barwon Water	
Electricity	Main switch is located in Front foyer secondary switches in the Junior Learning Community (JLC), Senior Learning Community (SLC) and Aquatic Learning Centre (ALC)	Red Energy / PowerCor	

Sprinkler System

Control Valve Location	nil
Shutoff Instructions Location	n/a

Boiler Room

Location	nil
Access	n/a

Emergency Power System

Type	Down lights automatically switch on if main power goes out
Location	Power is located in main power junction in the foyer of Administration area
Provides power to	school campus

Shutoff Instructions Location	Shutoff Instructions: Mains switch in power junction cabinet flicked to off position
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Building and Site Hazards

Location	Number
Hazardous Substances Register	This is located in main Administration area.
plant, equipment and chemical storage	Maintenance Officer's Work Shed
Hazardous chemicals	Aquatic Learning Centre - Plant Room

Additional Profile Information

Additional Info	Main storage of chemicals in Aquatic Learning Centre Plant Room. A few also found in the WorkShed, Art rooms and Laundries

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 4 2019	early March - lockdown	Julie Brown	27/03/2019	27/03/2019
Term 1 2019	early June - shelter in place	Julie Brown	04/03/2021	26/06/2019
Term 2 2020	early September - shelter in place - not done	Julie Brown	27/05/2021	
Term 3 2020	August lockdown	Julie Brown	27/08/2020	
Term 4 2020	December evacuation	Julie Brown	26/11/2020	
Term 1 2021	March Evacuation	Julie Brown	18/03/2021	25/03/2021
Term 2 2021	June Lockdown	Julie Brown	10/06/2021	10/08/2021
Term 3 2021	August Shelter in Place	Julie Brown	26/08/2021	
Term 4 2021	November Lockout	Julie Brown	11/11/2021	
Term 1 2022	March evacuation	Julie Brown	24/03/2022	24/03/2022
Term 2 2022	June lockdown	Julie Brown	12/05/2022	12/05/2022
Term 3 2022	September lockdown	Julie Brown	08/09/2022	08/09/2022
Term 4 2022	November evacuation	Julie Brown	24/11/2022	24/11/2022
Term 1 2023	March shelter in place	Julie Brown	09/03/2023	30/03/2023
Term 2 2023	June lockdown	Julie Brown	22/06/2023	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Jacqui Devine	Div 1 Nurse	30/04/2025
Kathy Drew	First Aid - HLTAID003/002	30/04/2025
Annie Driver	First Aid - HLTAID003/002	30/04/2025
Catherine Mullen	First Aid - HLTAID003/002	30/04/2025
Brooke Palmer	First Aid - HLTAID003/002	30/04/2025
Marian O'Gorman	First Aid - HLTAID003/002	30/04/2025
Kerrie Hutchison	First Aid - HLTAID003/002	30/04/2025
Caitlin Warnock	First Aid - HLTAID003/002	30/04/2025
Gabrielle Steward	First Aid - HLTAID003/002	30/04/2025
Catherine Balderstone	First Aid - HLTAID003/002	23/02/2026
Tracey Humm	First Aid - HLTAID003/002	
Jacintha Evans	First Aid - HLTAID003/002	
Karen Lee	First Aid - HLTAID003/002	
Christie Merry	First Aid - HLTAID003/002	
Pamla Shakespeare	First Aid - HLTAID003/002	
Emma Stevens	First Aid - HLTAID003/002	

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
Mobility issues	0	28
Epilepsy	0	33
Severe behaviour disorder	0	37
Intellectual disability	0	166
Anaphylaxis	0	8
Asthma	1	12
Vision impaired	0	2
Hearing impaired	0	2

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
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	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
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes

Review Emergency kit checked date

Date emergency kit checked	01/08/2023
Next check date	01/08/2023

Incident Management Team

IMT Structure		
BVS Incident Management Team		
ROLE	NAME & NUMBER	BACK UP STAFF MEMBER & CONTACT DETAILS
Chief Warden	Anne Hume – Principal 0433118007	Julie Brown - Assistant Principal 0434528101
Safety Officer	Julie Brown - Assistant Principal 0434528101	Rachel Drayton – Admin 0419 849 433
Communications/Public Information Officer	Gail Boadle – Assistant Principal 0419104908	Shelby Hughes – Admin 0415 786 247
Operations Officers	Max Long – Leading Teacher 0411347437 Emma Scarlett – Leading Teacher 0401174224	Karen Sugrue - Admin 0409 502 399 Leading Therapist (to do therapy roll)
Logistics and Planning Officers	Nadine Sager – Leading Teacher 0407448561 Kris Angelovski – Leading ES 0414 518 175	Wendy Horach – Admin 0419 592 913 Tahli Samson – Admin 0488 376 533
First Aid Officers	Nurse: Jacqui Devine – 0412770664	Marian O’Gorman PT– 0403984249 Leading Therapist

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Anne Hume - Principal	Name: Julie Brown

	Phone/Mobile: 0433 118 007	Phone/Mobile: 0434 528101
Communications Officer	Name: Gail Boadle - Ass. Principal Phone/Mobile: 0419 104 908	Name: Shelby Hughes-Admin Phone/Mobile: 0415 786 247
Operations Officer (Area Warden)	Name: Max Long-Leading Teacher Phone/Mobile: 0411 347 437	Name: Emma Scarlett Phone/Mobile: 0401 174 224
Planning Officer	Name: Nadine Sager-Leading Teacher Phone/Mobile: 0407 448 561	Name: Kris Angelovski Phone/Mobile: 0414 518 175
First Aid Officer	Name: Jacqui Devine-Nurse Phone/Mobile: 0412 770 664	Name: Marian O'Gorman Phone/Mobile: 0403 984 249
Safety officer	Name: Julie Brown Phone/Mobile: 0434 528 101	Name: Rachael Drayton Phone/Mobile: 0419 849 433

Incident Management Team Roles & Responsibilities

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

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

	<ul style="list-style-type: none"> recording of treatments and reporting incidents <p>Post-Emergency compile report of actions taken during the emergency</p>
<p>Safety officer</p>	<p>Pre - Emergency</p> <ul style="list-style-type: none"> maintain current contact details of IMT members conduct regular emergency drills ensure staff with special needs list and staff trained in First Aid are up to date ensure our emergency response procedures are kept up to date ensure IMT members are aware of their responsibilities <p>During Emergency</p> <ul style="list-style-type: none"> attend the emergency control point Assist to ascertain the nature and scope of the emergency ensure emergency services have been notified ensure appropriate response has been actioned convene IMT as required assist with evacuation of affected areas/lock down/lock out/ shelter in place as required <p>Post Emergency</p> <ul style="list-style-type: none"> assist to return staff and students to normal operations debrief with the IMT and where appropriate, with any attending emergency service assist with compiling report for IMT, Region

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Anne Hume	52431813	0433118007	0433118007
Assistant Principal/s	Gail Boadle Julie Brown	52431813	0419104908 0434528101	0419 104 908 0434 528 101
Business Manager	Rachael Drayton	52431813	0419849433	0419 849 433
School Bus Coordinators	Gail Boadle	52431813	0419104908	0419 104 908
First Aid Officer	Jacqui Devine	52431813	0412770664	0412 770 664
School Welfare Officer	Sonya Mackenzie	52431813	0419107556	0419 107 556
School Council President	Don Shields	0419390303	0419390303	0419 390 303
Leading Teacher	Max Long	52431813	0411 347 437	0414 954 479
Leading Teacher	Nadine Sager	52431813	0407 448 561	0407 448 561
Leading Teacher	Emma Scarlett	52431813	0401 175 224	0401 175 224
Facilities Manager	Matthew Drayton	52431813	0404 849 433	0404 849 433

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	Matthew Sahyoun	(03) 4245 9172	0409 061 036
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	Allan Davis	52251061	0411126249
SSSO Team Leader	Jayne Worthington	52155140	0459843358

Local / Other Organizations

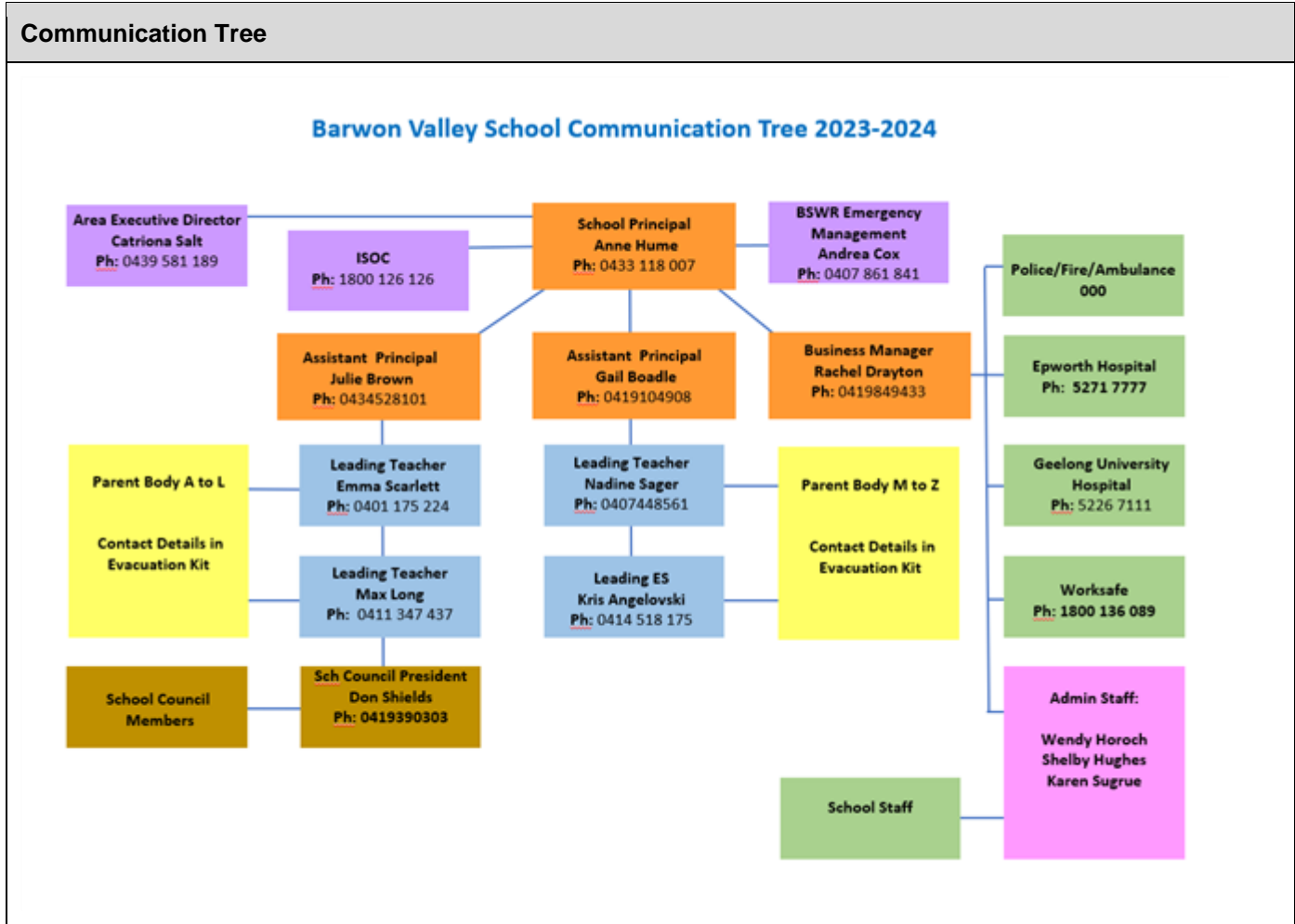
Name	Phone
Police Station - Wauron Ponds	52473500
Hospital/s - Geelong	52267111 ED: 52267564
Gas - Origin	1800 808 526
Electricity - Powercor	132412
Water Corporation - Barwon Water	52269200
Facility Plumber - TJ Coles Plumbing (Travis)	0408 035 635
Facility Electrician - Kings Electrical (Luke)	0424 959 547
Heating and Cooling - JP Air (JP)	0430 433 993

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
337 (Run 6)	CLIFTON SPRINGS - BARWON VALLEY	BARWON VALLEY SCHOOL	SURFCOAST COACHES (Reillys Buses) 52723222

191 (RUN 3)	LEITHBRIDGE - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
193 (RUN 1)	LARA - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
194 (RUN 2)	FAIRHAVEN - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
195 (RUN 4)	INVERLEIGH - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
196 (RUN 5)	BARWON HEADS - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
197 (RUN 8)	CORIO - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
198 (RUN 11)	LEOPOLD - BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
201 (RUN 7)	GEELONG SUBURBS- BARWON VALLEY	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111
203 (RUN 10)	BELL POST HILL- GEELONG	BARWON VALLEY SCHOOL	MC HARRY'S BUSLINES PTY LTD 52232111

Communication Tree



Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
High needs of the Student population	A high number of the student population have limited mobility. A number are in wheel chairs and many also have other mobility concerns, that make travel difficult or slow. A number also have high medical needs or engage in inappropriate social behaviours	<ul style="list-style-type: none"> High staff to student ratio Clear signage and practise drills held . Students instructed on evacuation through Social Stories Augmentative communication used for some students. One school bus available if need to travel off site Emergency exits that lead to unsafe areas such as the car parks are alarmed. These alert Admin & Prin Class to any door openings during the school day. 	Acceptable	Consequence Moderate Likelihood Unlikely Risk Level Medium	Identified students who will have high support from staff. List of students who will need to be evacuated off site by school bus due to complex behaviours of concern. Clear plans and procedures to follow. IMT have clear roles & responsibilities. We have an agreement with Belmont High School who will support us if we need to evacuate to their site.	Consequence Minor Likelihood Unlikely Risk Level Low
Poor receptive language.	All students have an intellectual disability and many may find it difficult to understand directions given that use unfamiliar terminology or are given out of context/routine	<ul style="list-style-type: none"> use of universal emergency signs regular emergency drill practise 	Acceptable	Consequence Minor Likelihood Unlikely Risk Level Low	Students instructed on evacuation through Social Stories. Augmentative communication used for some students	Consequence Minor Likelihood Unlikely Risk Level Low
Inability to cope with change	There are a number of students with autism or other disabilities that find any change to routine difficult	<ul style="list-style-type: none"> Acceptance of change taught at all levels Use of Behaviour Support plans for identified students 	Effective	Consequence Minor Likelihood Possible Risk Level Medium	use the school buses to evacuate students with extreme behaviours	Consequence Minor Likelihood Unlikely Risk Level Low
School Bus accident/ Incident	Risk of death/injury	<ul style="list-style-type: none"> All buses have a first aid kit All buses have a fire extinguisher There is a nurse on site 3 days a week A number of staff have Level 2 First Aid All excursions need to be planned and all staff leave their contact details and have school contact details Drivers must follow guidelines and complete a safety check before they leave the school Drivers must have a registered licence All staff must submit a planned route of travel before they leave the school Student Activity Locator is completed before buses leave the school 	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	regular first aid training offered to staff. buses used for local journeys	Consequence Major Likelihood Unlikely Risk Level Medium

Commercial Bus accident/ incident	Risk of death/injury	<ul style="list-style-type: none"> All buses have regular services Drivers must have a registered licence All buses have a chaperone on board to assist students Drivers must have a registered licence All buses have a specified route. Students remain on board if necessary Evacuation to an emergency assembly area if needed Buses do not enter or operate in a declared emergency zone - follow directions of BVS, bus company/ emergency personnel Student pick or changed routes follow DET Emergency management 	Effective	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>	regular meetings with McHarrys staff.	<p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p>
Major Medical emergency	Many of our students have Epilepsy, asthma and allergies that can result in medical incidents that vary from minor to severe. A severe emergency could be a major risk to health and possibly lead to death	<ul style="list-style-type: none"> The school has a nurse on site four days a week First Aid Officers are appointed and training is up-to-date. First Aid Officers follow first aid and infection control processes. Staff are aware of emergency procedures. A number of staff are trained for specific student health issues (anaphylaxis, diabetes, asthma, peg training, oxygen etc) 	Effective	<p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p>	0.8 Nurse defibulator on site 3X L2FA officers individual medical plans for students	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
Intruders/personal threat	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> The school has two main entrances. And both can be secured so that no one can enter All visitors/contractors must sign in through the front office 	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	Alarms on external doors in hall/ALC/Gym. Designated staff to respond to alarms. Phones in every room. Regular lockdown practice.	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Severe weather, storms	The school is situated on a hill position where high winds blow regularly. Exposure in severe weather could result in; Injury to students Major property damage	<ul style="list-style-type: none"> Gutters and drains are cleaned regularly Outdoor fixtures that could be carried in the wind are inspected each term during the year Communications are tested every month. 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	weather is checked online daily. Students are kept inside during days of extreme weather	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>
Building fire	Belmont is not a major bushfire area but in such an event there would be; Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	<ul style="list-style-type: none"> Fire equipment is tested and tagged each year as per Aust. Standards PA system is tested regularly. All kitchen areas have a fire blanket & extinguisher. All electrical equipment is tested and tagged every year to Aust Standards Regular drills are conducted during the year. 	Effective	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>	designated shelter in place regularly used for drills.	<p>Consequence Moderate</p> <p>Likelihood Rare</p> <p>Risk Level Low</p>

		<ul style="list-style-type: none"> • Vehicle access to site checked regularly. • Students do not travel out of our urban area for excursions in areas where the fire rating is 'code red' on any given day. • In summer months digital noticeboards will tell staff what the daily fire rating is. • Maintenance staff check taps and hoses on days of fire ratings 'extreme' and higher. On Code Red days hoses will be attached to taps while students are at school. • OHS calendar reflects scheduled fire safety tasks such as gutter cleaning, branch and clutter removal. • Emergency maps reflect tap and hose locations around school campus. 				
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> • Emergency drills are conducted regularly throughout the year • Main incoming phone lines have a bomb threat checklist available 	Effective	Consequence Severe Likelihood Unlikely Risk Level High	evacuation protocols to be used when a threat is made.	Consequence Severe Likelihood Rare Risk Level Medium
Earthquake	Belmont is a stable geological area however in such an event there is; Risk of injury. Risk of property damage or property loss.	EMP is updated at least twice a year Emergency procedures are conducted regularly during the year	Effective	Consequence Major Likelihood Rare Risk Level Medium	students sent home /school closed if significant local tremors. Follow DET alerts.	Consequence Major Likelihood Rare Risk Level Medium
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	Universal health procedures are followed throughout the school and posters are found in all wash areas All toilets, bathrooms and classes have access to water, soap and hand sanitiser	Effective	Consequence Major Likelihood Possible Risk Level High	Social stories are used to teach hygiene to students. 0.8 nursing staff. DET & sch policies around infectious diseases. Covid safe protocols in place	Consequence Moderate Likelihood Possible Risk Level Medium
Off-site emergencies	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	All off site activities are noted on the Student Activity Locator sheets Staff are given a yearly update on DEECD guidelines for all off site activities	Acceptable	Consequence Major Likelihood Possible Risk Level High	L2 FA staff on excursions. Sch bus on site for evacuations.	Consequence Moderate Likelihood Unlikely Risk Level Medium

Students Absconding from school	Risk of injury to students who may leave the school grounds by exiting through external safety doors , causing property damage to exit through locked doors or climbing over fences. These students may not have road safety skills and may be vulnerable to strangers in the community who may harm them.	Student wellbeing and engagement guidelines are followed including Behaviour Support Plans that identify individual needs and responses. These are communicated to all staff. Use of common internal communications systems - 222 calls External doors that cannot be locked are alarmed. Administration procedures are developed for responding to these alarms.	Effective	Consequence Major Likelihood Likely Risk Level Extreme	There are currently locks on external doors to classrooms J03, J04 S9, S10, S15, S16. These have been approved by DET. There will be at least 2 staff members in this room at all times until further notice. Staff and student movement kept to a minimum (known staff only, no break time clubs held in this room). Details of students (including photos) known to try and leave the school grounds have been given to local Police.	Consequence Moderate Likelihood Likely Risk Level 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.	All visitors must sign in at Admin. They do not gain access past the foyer and into the school without staff permission. Volunteers and contractors must have a current WWCC. Contractors without one	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium	Admin Staff have the capacity to lock the door between the foyer and the school to stop anyone entering or exiting.	Consequence Major Likelihood Rare Risk Level Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	All visitors must sign in at Admin. They do not gain access past the foyer and into the school without staff permission.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Admin Staff have the capacity to lock the door between the foyer and the school to stop anyone entering or exiting. Clear emergency protocols for evacuating the school campus	Consequence Major Likelihood Rare Risk Level Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage.	Facilities manager onsite 7 days. Scheduled maintenance	Acceptable	Consequence Major Likelihood Possible Risk Level High	Leadership team have Communication protocols to follow in the event of school being closed due to flooding.	Consequence Major Likelihood Possible Risk Level High
Influenza pandemic	Risk of health and possible death (in extreme cases)	DE protocols PPE	Acceptable	Consequence Major Likelihood Possible Risk Level High	3 X daily school cleaning Good hygiene procedures Good communications/relationships with families who may be asked to keep ill students at home until they are well	Consequence Moderate Likelihood Possible Risk Level Medium

Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss	The school has a an identified shelter in place (hall) for the school community to use in an emergency	Effective	Consequence Moderate Likelihood Rare Risk Level Low		
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	Due to our school student cohort, the school would need to close if we lost essential services such as water, heat or cooling for extended periods.	Acceptable			
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	School Wellbeing teams support families and students in need DE mandatory reporting protocols followed	Consequence Major Likelihood Unlikely 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 Major Likelihood Rare 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 	Effective	Consequence Moderate Likelihood Likely Risk Level High	Nurse on site staff trained in First Aid Staff trained for individual student medical / therapeutic support procedures	Consequence Moderate Likelihood Likely Risk Level High
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness	<ul style="list-style-type: none"> Student Support Services Well-being staff in school 	Effective	Consequence		

	Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Health Initiative 		<p>Moderate Likelihood Possible Risk Level Medium</p>	
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	<p>Consequence Major Likelihood Possible Risk Level High</p>	<p>high staff: student ratio At risk students closely monitored in school playgrounds and offsite, with 1:1 supervision if required. Phones in all classrooms, emergency phone alert to Admin for notification. Leadership team have response protocols for when students abscond offsite. These include phoning the local police for assistance</p> <p>Consequence Moderate Likelihood Possible Risk Level Medium</p>
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program 	Effective	<p>Consequence Severe Likelihood Possible Risk Level Extreme</p>	<p>School Leadership Communication Tree School accesses SSSO staff to support in the event of a student or staff death. Social stories for students We access external services such as Palliative Care nurses</p> <p>Consequence Major Likelihood Possible Risk Level High</p>
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"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, • 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 <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services 	Effective	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	

		<ul style="list-style-type: none"> • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support 				
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	<p>Existing controls are detailed within the following documents:</p> <p><i>DET School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria’s Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p>	Acceptable	<p>Consequence Moderate</p> <p>Likelihood Likely</p> <p>Risk Level High</p>	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>
School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	<ul style="list-style-type: none"> • Compliance with the School Bus Program Emergency Management Operational Guidelines • School’s EMP is consistent with bus operators EMP • School Bus Program emergency management procedures are socialised with school and bus operators. • Students are supervised during bus arrivals and departures • Log of bus travel risks maintained. • School maintains accurate bus rolls to determine who is travelling on a school bus each day. • School maintains emergency contact records for all students travelling on buses. 	Effective	<p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p>	School Approved drivers only to drive the BVS BUS	<p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p>

		<ul style="list-style-type: none"> School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled. 				
School Bus Program Emergencies – Coord Schools	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption</p>	<ul style="list-style-type: none"> Compliance with School Bus Program Emergency Management Operational Guidelines or Students with Disabilities Transport Program Emergency Management Operational Guidelines <i>[select relevant program guidelines and remove other]</i> School EMP contains accurate bus route information, route maps and emergency contact details A copy of the school's EMP is provided to Bus operators Regular meetings held with Bus operators to support consistency of procedures. School Bus Program emergency management procedures are socialised with the school, client schools Students are supervised during bus arrivals and departures Bus coordinator appointed Log of bus travel risks maintained School maintains accurate bus rolls to determine who is travelling on a school bus each day School maintains emergency contact records for all students travelling on buses School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled. 	Acceptable	<p>Consequence Major Likelihood Unlikely Risk Level Medium</p>		<p>Consequence Major Likelihood Unlikely Risk Level Medium</p>

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-Site Evacuation Procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Evacuate students, staff and visitors out of the building to the evacuation assembly point/s announced on the PA system. if this is the evacuation option. • 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. • Contact parents 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. <p>Actions After On-Site Evacuation Procedure</p> <ul style="list-style-type: none"> • 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). • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure any students, staff or visitors with medical or other needs are supported. • Contact the SSSO Network Coordinator if required. • 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 the on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
<p>Off-Site Evacuation Procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Identify which off-site assembly Point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to the <i>off-site evacuation assembly point/s announced on teh PA system - Belmont High School or McDonald Reserve.</i>

	<ul style="list-style-type: none"> • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit 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. • Contact parents 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. <p>Actions After Off-Site Evacuation Procedure</p> <ul style="list-style-type: none"> • 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 the 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. • Ensure any students, staff or visitors with medical or other needs are supported. • Contact the SSSO Network Coordinator if required. • 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 the off-site and procedural changes that may be required. • Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
<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. • Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors. • 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. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • 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. • Ascertain (as possible) if all students, staff and visitors are accounted for. • Maintain a record of actions/decisions undertaken and times. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Contact parents as required.

	<p>Actions After Lock-Down Procedure</p> <ul style="list-style-type: none"> • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate the 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). • Ensure any students, staff or visitors with medical or other needs are supported. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • 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 to review the lock-down and procedural changes that may be required. • Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
<p>Lock-Out Procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 and inform emergency services of the nature of the emergency. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ lock doors to prevent entry ○ check the premises for anyone left inside ○ obtain Emergency Kit • Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Go to the designated assembly point/s announced on the PA system. • 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. • Maintain a record of actions/decisions undertaken and times. <p>Actions After Lock-Out Procedure</p> <ul style="list-style-type: none"> • 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 the 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). • Ensure any students, staff or visitors with medical or other needs are supported. • 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. • Prepare and maintain records and documentation. • Undertake operational debrief to review the lock-out and procedural changes that may be required.

	<ul style="list-style-type: none"> • Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
<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 area - <i>the school hall</i>. • Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. • Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Ascertain (as possible) if 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. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. <p>Actions After Shelter-In-Place Procedure</p> <ul style="list-style-type: none"> • 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 the 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). • Ensure any students, staff or visitors with medical or other needs are supported. • 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 the region (regional Manager, Operations and Emergency Management) as required. • Prepare and maintain records and documentation. • Undertake operational debrief to review the shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
High needs of the Student population	<ul style="list-style-type: none"> • high staff to student ratio • clear signage and practise drills held • students instructed on evacuation through social stories • augmented communication used for some students • two school buses available if needed to travel off site • emergency exits that lead to unsafe areas such as the car park are alarmed which alert Admin to usage •
Poor receptive language.	<ul style="list-style-type: none"> • emergency signs • regular emergency dill practise
Inability to cope with change	<ul style="list-style-type: none"> • acceptance of change /surprise taught at all levels
School Bus accident/ Incident	<ul style="list-style-type: none"> • all buses have a first aid kit • all buses have a fire extinguisher • School nurse on site 3 days a week • A number of staff have Level 2 First Aid Training • •
Commercial Bus accident/ incident	
Major Medical emergency	
Intruders/personal threat	
Severe weather, storms	
Building fire	<ul style="list-style-type: none"> • Phone 000 to notify the emergency services and seek advice. • Activate the fire alarm. • If appropriate, follow the procedure for On-site Evacuation. • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Extinguish the fire (only if safe to do so).

	<ul style="list-style-type: none"> • Evacuate to the evacuation assembly point/s announced on the PA system closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DEECD Media Unit on 9637 2871. • <i>As appropriate insert any additional steps relevant to your facility or remove this line</i>
Bomb Threat	
Earthquake	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • The Chief Warden will convene the IMT if necessary. • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms ○ HOLD on until the shaking stops. <p>After the earthquake</p> <ul style="list-style-type: none"> • Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. • If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. • Arrange medical assistance where required. • Help others if you can. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.

Pandemics and communicable diseases	
Off-site emergencies	
Students Absconding from school	
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 9603 7999. • 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 9637 2871. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb) <i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i>
Severe weather event	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows.

	<ul style="list-style-type: none"> • Report emergency to the Security Services Unit on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Smoke</p>	
<p>Loss of essential services</p>	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

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

	<ul style="list-style-type: none"> Record evidence (if applicable) Keep other students away from the emergency/incident Provide support for students who may have witnessed early stage of emergency <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p>
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 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> Search the immediate area Contact the parent/carer Contact '000' for police to report child missing <ul style="list-style-type: none"> Provide a description, time last seen and location Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></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)

	<p>in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</p> <ul style="list-style-type: none"> • 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.
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells ○ Continue to identify those most at risk and triage for support ○ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ○ Preserve the evidence ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ○ Contact Legal Division on 9637 3146 ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable)

	<ul style="list-style-type: none"> If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> Consider lodging an eduSafe report Consider whether a report to WorkSafe is required Contact Employee Assistance Program for support Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p>
<p>School Bus Program Emergencies – Client School</p>	<p>Forecast Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> enact the school’s Emergency Management Plan monitor the VicEmergency website, app or telephone service for emergency forecast warnings receive notification of school bus service cancellations from the coordinating principal (or delegate) notify parents/guardians of affected students of the bus cancellation(s) notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations make alternative transport arrangements for students as required seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. <p>Rapid Onset Emergencies The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> enact the school’s EMP call 000 to request emergency assistance if required use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings receive notification of impacts to the school bus service from the coordinating principal hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. <p>After an Emergency The client school principal will:</p> <ul style="list-style-type: none"> participate in post-event debriefs led by either DET or DOT as appropriate document learnings from the event receive and provide feedback from/to stakeholders as appropriate

	<ul style="list-style-type: none"> • update the EMP (as required) with support and advice from DET regional emergency management staff
<p>School Bus Program Emergencies – Coord Schools</p>	<p>Forecast Emergencies The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • enact the school’s Emergency Management Plan • complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> ○ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Procedures for Education Facilities for Fire Danger Rating (FDR) forecasts) ○ seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast) • notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ○ school bus operators ○ client school principals ○ early childhood services (if applicable) ○ parents/guardians of affected students from the coordinating school ○ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ○ DE regional emergency management staff ○ Continue to liaise with DE regional emergency management staff to advise of the situation and actions taken. <p>Rapid Onset Emergencies The Coordinating Principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school’s Emergency Management Plan • call 000 to request emergency assistance, if required • use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings • convene an Incident Management Team (IMT) as required • notify and seek advice from the SEIL and/or DET regional emergency management staff as required • report emergency to the Incident Support and Operations Centre on 1800 126 126 • direct all media enquiries directly to the DE Media Unit • conduct the following actions as relevant to the situation: <ul style="list-style-type: none"> ○ make a decision whether to cancel an affected or potentially affected bus route in full ○ hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff.

	<ul style="list-style-type: none"> ○ liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given ○ Notify parents/carers and client schools of bus route service cancellations <p><i>when students are en route:</i></p> <ul style="list-style-type: none"> ○ advise emergency services of the status and location of bus services and seek assistance if required ○ confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so ○ ensure confirmation of bus's arrival at destination is received from the bus driver <p><i>when overnight or before school:</i></p> <ul style="list-style-type: none"> ○ determine whether the bus service is to be cancelled or not <p><i>when students are at school:</i></p> <ul style="list-style-type: none"> ○ notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ▪ school bus operators ▪ client school principals (government and non-government) ▪ early childhood services (if applicable) ▪ parents/guardians of affected students from the coordinating school ▪ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ▪ DE Incident Support and Operations Centre (ISOC) on 1800 126 126 ▪ DE regional emergency management staff • keep an accurate log of all actions/decisions in relation to the event. <p>No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.</p> <p>After an Emergency</p> <p>The coordinating principal will:</p> <ul style="list-style-type: none"> • participate in post-event debriefs led by either DE or DOT as appropriate • document learnings from the event • receive and provide feedback from/to stakeholders as appropriate • update the EMP (as required) with support and advice from DE regional emergency management staff
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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

Details of arrangements	Oberon High School base classes could attend their schools as normal on the normal day if transport details can be arranged. Due to the needs of our student cohort, a new environment may not be appropriate for some, esp if there is no access to or availability of specialised equipment needed by individuals. Remote learning protocols to be enacted using SeeSaw as the learning platform. Identified staff to distribute ICT and other learning resources to student homes as needed
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Name	Contact Details	Support Role

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	Information can be accessed on DET computers at neighbouring schools and the Business Manager's home computer. Hard copies of student details including medical information are kept at home by SIT members. Principal carries copies of student and staff contact information. If school phones are down, staff would be allowed to use personal phones during the school day. Due to the needs of our student cohort, we could not operate with a loss of power as students may be reliant on electric hoists for personal care needs, fridges to keep food and medication at optimum temperatures and heating and cooling to maintain safe body temperatures. Students at risk would need to be sent home. Due to the needs of our
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	student cohort, we could not operate without water supply as it is needed for personal care routines.
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Name	Contact Details	Support Role

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	Special activities that require a high staff:student ratio would be cancelled, such as work experience. Specialist and therapy classes would be cancelled. For short term emergencies, CRT and agency teachers could be employed
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Name	Contact Details	Support Role

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical activities 	




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

Area Map

Area Map



Map Key

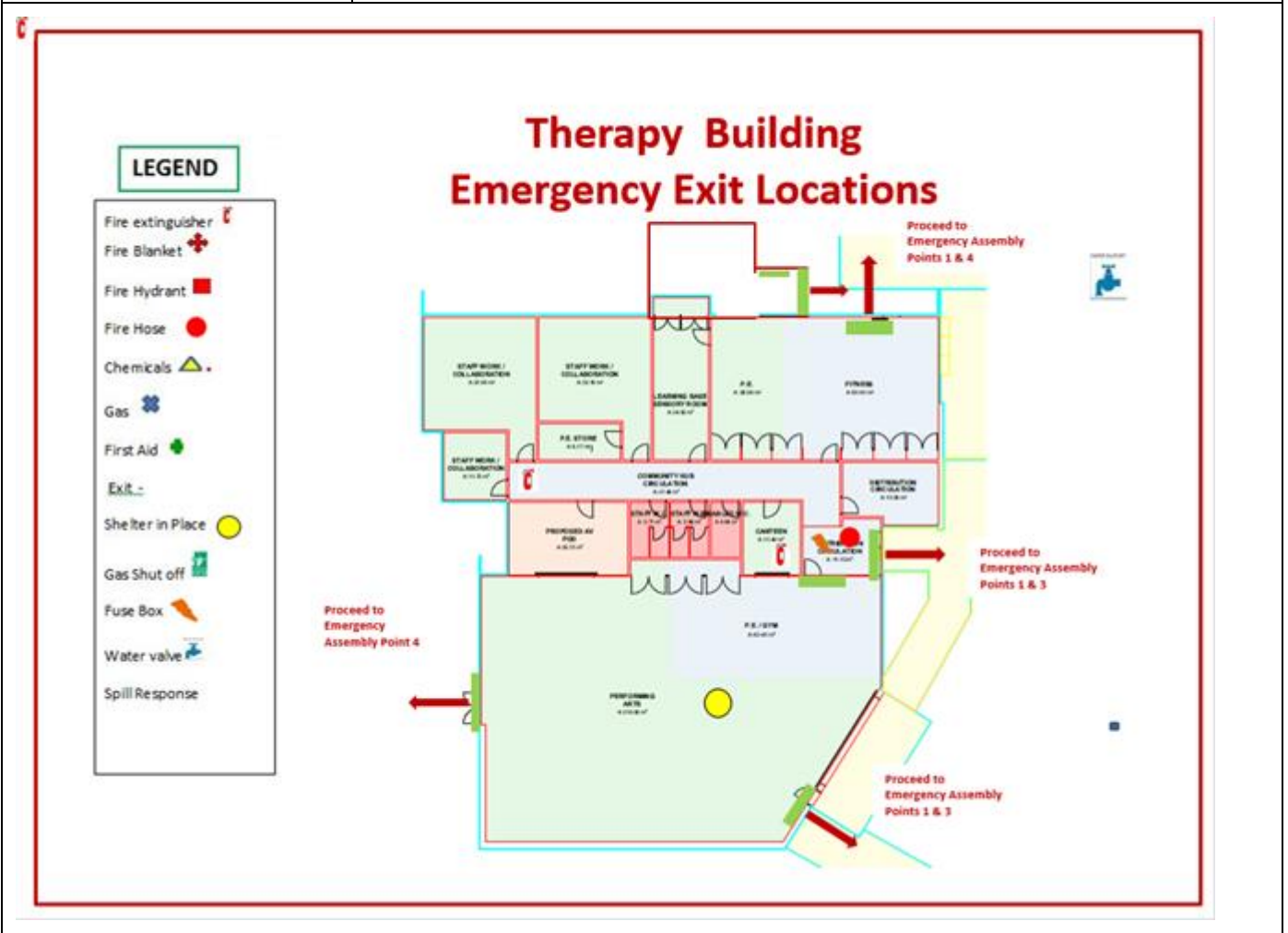
-  Vehicle access
-  Pedestrian access
-  Evacuation route

BVS Off site Evacuation routes



Evacuation Map

Building Name	Evacuation Procedures
Therapy Building	This area is currently subject to capital works. Only the exits to and from the hall are in use. Staff and students use the nearest emergency exit as identified on the Therapy Building map and proceed to the identified or safest Assembly Point



Senior Learning Community 2 Building	Staff and students use the nearest emergency exit as identified on the SLC 2 Building map and proceed to the identified or safest Assembly Point
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SLC 2 Emergency Exit Locations

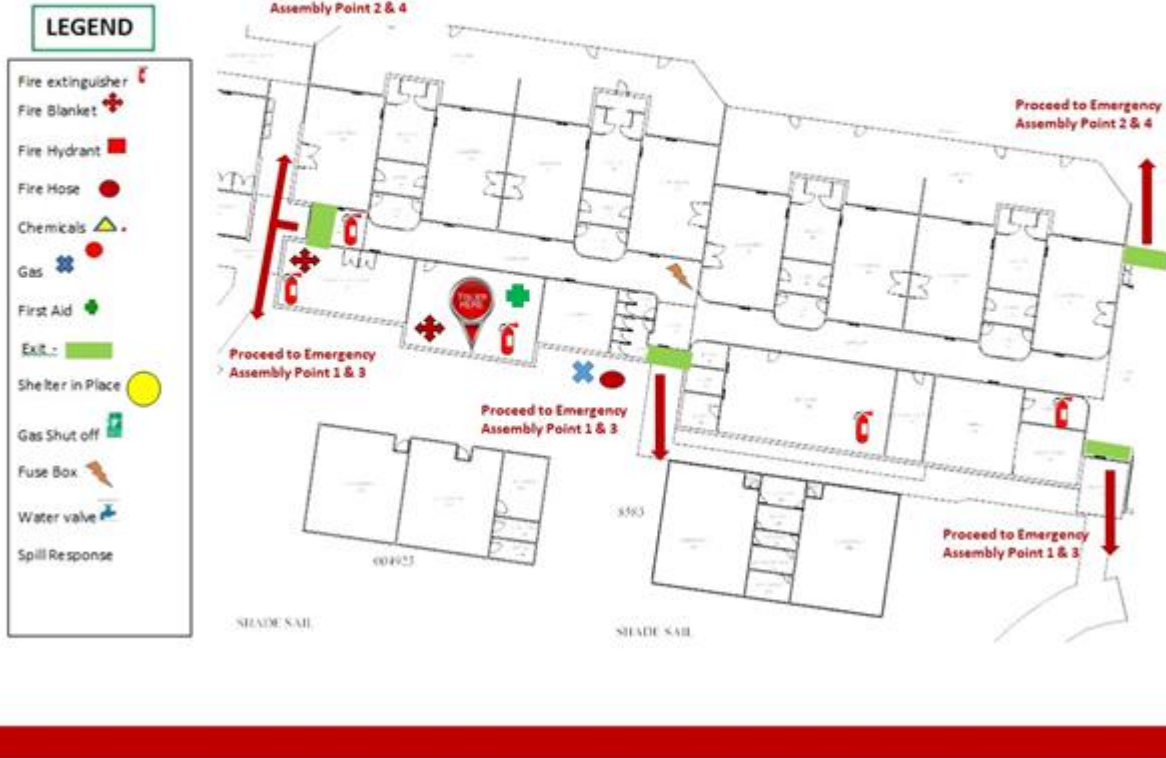
LEGEND

- Fire extinguisher
- Fire Blanket
- Fire Hydrant
- Fire Hose
- Chemicals
- Gas
- First Aid
- Exit
- Shelter in Place
- Gas Shut off
- Fuse Box
- Water valve
- Spill Response

Senior Learning Community
1 Building

Staff and students use the nearest emergency exit as identified on the SLC 1 Building map and proceed to the identified or safest Assembly Point

SLC 1 Emergency Exit Locations















JLC Building

Staff and students use the nearest emergency exit as identified on the JLC Building map and proceed to the identified or safest Assembly Point

Junior Learning Community Emergency Exit Locations

LEGEND

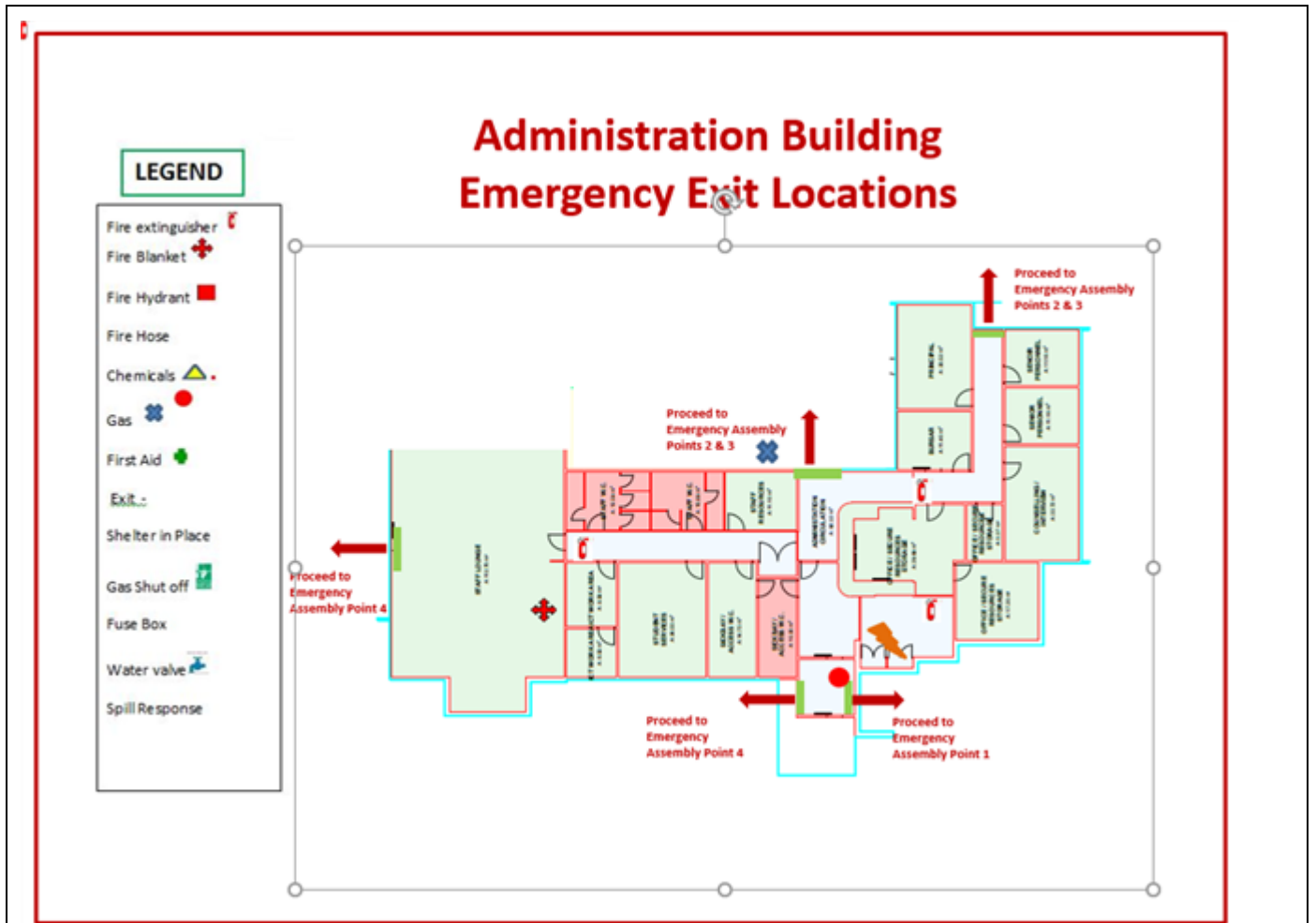
- Fire extinguisher 
- Fire Blanket 
- Fire Hydrant 
- Fire Hose 
- Chemicals 
- Gas 
- First Aid 
- Exit 
- Shelter in Place 
- Gas Shut off 
- Fuse Box 
- Water valve 
- Spill Response 



Updated October 2018

Administration Building

Staff and students use the nearest emergency exit as identified on the Administration Building map and proceed to the identified or safest Assembly Point



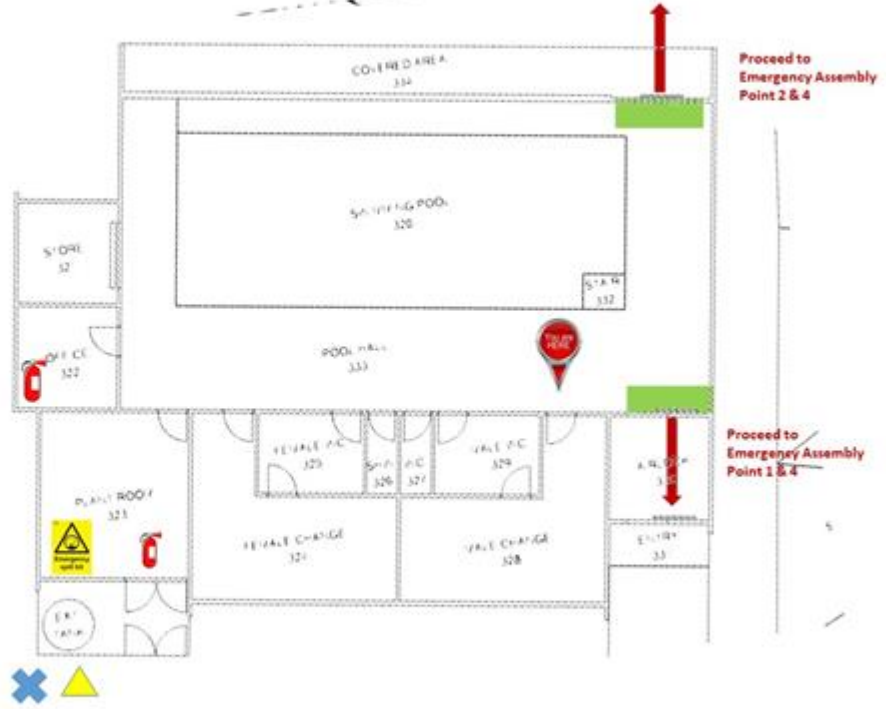
Aquatic Learning Centre

Staff and students use the nearest emergency exit as identified on the ALC Building map and proceed to the identified or safest Assembly Point

Aquatic Learning Community Emergency Exit Locations

LEGEND

- Fire extinguisher 
- Fire Blanket 
- Fire Hydrant 
- Fire Hose 
- Chemicals 
- Gas 
- First Aid 
- Exit 
- Shelter in Place 
- Gas Shut off 
- Fuse Box 
- Water valve 
- Spill Response 

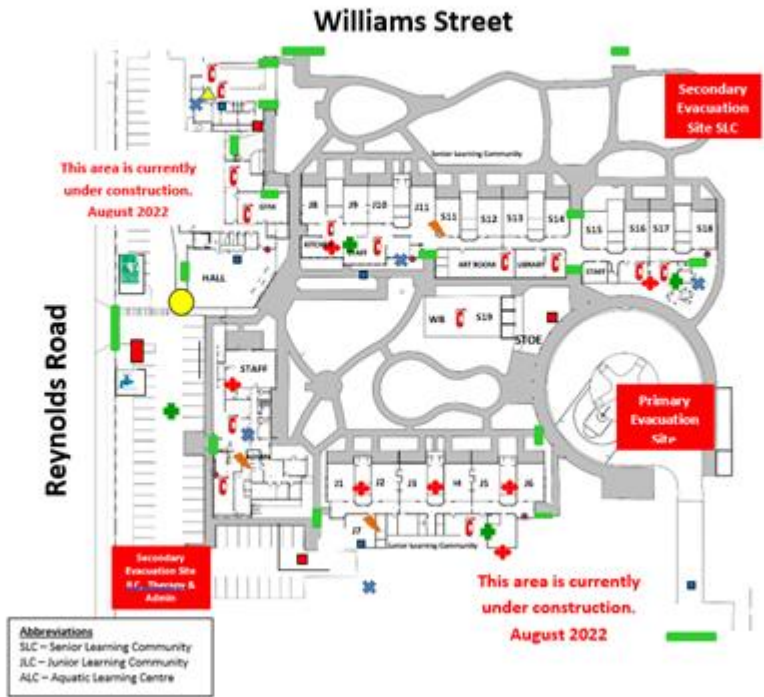


whole school map

Barwon Valley School - Evacuation Diagram

LEGEND

- Move in Direction
- Secondary Direction
- Fire extinguisher
- Fire Blanket
- Fire Hydrant
- Fire Hose
- Chemicals
- Gas
- First Aid
- Exit
- Shelter in Place
- Gas Shut off
- Fuse Box
- Water valve
- Spill Response



Updated: August 2022

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
BVS School Staff	Barwon Valley School	24/08/2022	DL list
Josh Baker	Principal of Belmont High School		
Felicity	McHarrys Bus		
Phil	Rileys Bus Co		

