**Newham Primary School**

**Emergency and Critical Incident Management Plan 2025-2026**



**1271 Rochford Road, Newham, VIC, 3442**

**03 5427 0235 / newham.ps@education.vic.gov.au**

**Department of Education and Training**

**Date Approved:**

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](http://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 | Newham Primary School |
| Address | 1271 Rochford Road, Newham, VIC, 3442 |
| Phone | 03 5427 0235 |
| Email | newham.ps@education.vic.gov.au |
| Fax | 03 5427 0641 |
| DE Region | NORTH-WESTERN VICTORIA |
| DE Area | Loddon Campaspe |
| LGA | Macedon Ranges (S) |
| BOM/Fire District | Central |
| Is your school on Bushfire At- Risk Register? | Yes |
| Bushfire At-Risk Register Category | Your school is a Category 3 on the Bushfire At-Risk Register |
| Is your school on the Category 4 list? | No |
| Operating Hours | 8.30am - 4.30pm |
| Number of Students | 53 |
| Number of Staff | 7 |
| Number of Buildings | 6 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Main school building-project space |
| On-site Evacuation Location | Soccer Field or Asphalt Court |
| Off-site Evacuation Location | Newham Mechanics Institute |
| Typical method used for communications to school community | School Comm System - Compass, school newsletter, website |
| Is this school has other services or users of the site? | Yes |

Other Services/Users of Site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service/User Name | Location | Number of Student or Visitor | Emergency Contact | Phone | Mobile |
| Clean Spark Facility Services | NPS | 1 staff | After hours | 0413 509 644 | 0413 509 644 |
| School's Out OSHC | Main Building | 1 Staff | Before School and After School | 0413 509 644 | 0419 145 454 |

Building Information Summary

Telephones (landlines)

|  |  |
| --- | --- |
| Location | Number |
| Office | 5427 0235 |
| Office | 5427 0793 |

Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Monitoring  Company | Number |
| Fire | N/A | N/A | N/A |
| Intrusion | Office foyer | Emergency and Security Management | Swipe fob |
| Other | N/A | N/A | N/A |

Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Location | Service  Provider | Location of shutoff  Instructions |
| Gas / Propane | Car Park | Elgas | Key to gas tank cage located in key safe and shut off instructions located on the tank. \*\*All gas at NPs has been disconnected mid 2025. Awaiting instructions from Elgas to remove tank\*\* |
| Water | Tank area | Tank | Use blue school key to unlock padlock on tank fence. Turn off power to pumps at switches in tank area. Instructions located on OHS board in staffroom. |
| Electricity | Switchboard - Office foyer | Red Energy | Inside the switchboard. |

Sprinkler System

|  |  |
| --- | --- |
| Control Valve Location | N/A |
| Shutoff Instructions Location | N/A |

Boiler Room

|  |  |
| --- | --- |
| Location | Store room - hot water unit |
| Access | Store room - hot water unit |

Emergency Power System

|  |  |
| --- | --- |
| Type | Portable generator |
| Location | Big shed |
| Provides power to | Pump for tanks if connected in an emergency |
| Shutoff Instructions Location | Switchboard in office foyer |

Building and Site Hazards

|  |  |
| --- | --- |
| Location | Number |
| Snakes | School grounds |
| Grassfire | School grounds or surrounding properties |
| Building fire | School buildings |
| Chemicals/Hazardous materials | Gas tank, bbq gas bottles and fuel for generator stored in garden shed, cleaners chemicals in cleaners cupboard in boys toilets |
| Severe weather event | Large trees - school grounds |
| Flooding from creek | Adjacent to school grounds |

Additional Profile Information

|  |  |
| --- | --- |
| Additional Info |  |
|  | |
|  | |
|  | |

Drill Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
| Term 4 2024 | Off-Site Evacuation | Tim Furphy | 16/10/2023 | 20/12/2024 |
| Term 2 2025 | Lockdown | Tim Furphy | 03/07/2025 | 03/07/2025 |
| Term 3 2024 | Shelter in Place - Main Building | Tim Furphy | 18/09/2024 | 18/09/2024 |
| Term 1 2025 | Soccer Field Evacuation | Tim Furphy | 04/03/2025 | 04/03/2025 |

First Aid Training

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Completed | Date Qualified To |
| Jacqueline Lee | Level 2 | 10/06/2026 |
| Tim Furphy | Level 2 | 10/06/2026 |
| Libby Fullard | Level 2 | 10/06/2026 |
| Narelle Reino | Level 2 | 24/03/2026 |
| Sharny Smith | Level 2 | 10/06/2026 |

Other Training Record

|  |  |  |
| --- | --- | --- |
| Staff Member | Training Type | Date |
| Jacqueline Lee | Anaphylaxis Vic 6 | 20/10/2023 |
| Tim Furphy | Anaphylaxis Vic 6 | 20/10/2023 |
| Libby Fullard | Anaphylaxis Vic 6 | 20/10/2023 |
| Narelle Reino | Anaphylaxis Vic E-training 2023 | 24/04/2026 |
| Narelle Reino | Asthma Risk and emergencies in the workplace | 22/02/2026 |
| Sharny Smith | Asthma First Aid in Schools | 31/10/2026 |

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 |
| Asthma | 1 | 5 |
| ADHD | 0 | 2 |
| Allergies/Reactions-not anaphylactic | 0 | 2 |
| Allergic to medication | 0 | 1 |
| Anaphylaxis | 0 | 1 |
| Hip Displaysia | 0 | 1 |
| Eczema | 0 | 1 |
| Episodic vomiting | 0 | 1 |
| Hayfever | 1 | 1 |
| Skin Condition | 0 | 1 |
| Records accurate as at 19/8/2024 | 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 |
| Student Release Forms/sign out book | Yes |
| List of staff on the IMT | Yes |
| Traffic/emergency safety vests and tabards | Yes |
| Facility keys | Yes |
| Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist | Yes |
| A charged mobile phone and charger/s | Yes |
| Torch with replacement batteries (or wind up torch) | Yes |
| Whistle | Yes |
| Megaphone | Yes |
| Portable battery powered radio | Yes |
| Copy of facility site plan and EMP including evacuation routes | Yes |
| Water | Yes |
| Sunscreen and spare sunhats | Yes |
| Plastic garbage bags and ties | Yes |
| Toiletry supplies | Yes |
| Sanitary products | Yes |
| Keys for Newham Mechanics Institute - Offsite Evacuation point | Yes |
| Spare mobile phone located in the safe | Yes |
| Portable power packs x 2 | Yes |

Review Emergency kit checked date

|  |  |
| --- | --- |
| Date emergency kit checked | 01/08/2025 |
| Next check date | 31/07/2026 |

Incident Management Team

|  |
| --- |
| **IMT Structure** |
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|  |  |  |
| --- | --- | --- |
| Roles | Primary Contact | Secondary Contact |
| Chief Warden/Education Commander | |  | | --- | | **Name:** | | Tim Furphy | | **Phone/Mobile:** | | 0432 973 549 | | |  | | --- | | **Name:** | | Rai Jones | | **Phone/Mobile:** | | 0411 338 805 | |
| Operations Officer (Area Warden) | |  | | --- | | **Name:** | | Tim Furphy | | **Phone/Mobile:** | | 0432 973 549 | | |  | | --- | | **Name:** | | Rai Jones | | **Phone/Mobile:** | | 0411 338 805 | |
| Communications Officer | |  | | --- | | **Name:** | | Narelle Reino | | **Phone/Mobile:** | | 5427 0235 / 0414 307 710 | | |  | | --- | | **Name:** | | Tim / Rai | | **Phone/Mobile:** | | 0432 973 549 / 0411 338 805 | |
| Logistics Officer (Warden) | |  | | --- | | **Name:** | | Specialist staff | | **Phone/Mobile:** | | 5427 0235 | | |  | | --- | | **Name:** | | Rai Jones | | **Phone/Mobile:** | | 0411 338 805 | |
| First Aid Officer | |  | | --- | | **Name:** | | Narelle Reino | | **Phone/Mobile:** | | 5427 0235 / 0414 307 710 | | |  | | --- | | **Name:** | | All first aid trained staff | | **Phone/Mobile:** | | 5427 0235 | |

Incident Management Team Roles & Responsibilities

|  |  |
| --- | --- |
| Core Procedures | **Procedure Instructions** |
| Chief Warden/Education Commander | **Pre-Emergency**   * Maintain current contact details of IMT members. * Conduct regular exercises/drills. * Ensure students/staff with special needs list and staff trained in first aid list are up to date. * Ensure our emergency response procedures are kept up-to-date. * Ensure staff on the IMT are aware of their responsibilities.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests. * Report the emergency to the Security Services Unit on 9589 6266.   **Post- Emergency**   * When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. |
| Operations Officer (Area Warden) | **Pre-Emergency**   * 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.   **During Emergency**  On hearing alarm or becoming aware of an emergency, the Operations Warden will:   * 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.   **Post Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| Communications Officer | **Pre-Emergency**   * Assist the Chief Warden. * Attend training in the use of the school’s communication system. * Maintain records and logbooks and make them available for emergency response. * Ensure emergency and parent contact details are up-to-date. * Participate in emergency exercises/drills.   **During Emergency**   * Attend the emergency control point. * Ascertain the nature and location of the emergency. Maintain up to date information. * Confirm that emergency services have been notified. * Notify appropriate IMT members. * At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Chief Warden.   **Post- Emergency**   * Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. * Contact parents as required. |
| Logistics Officer (Warden) | **Pre-Emergency**   * Ensure staff and students are aware of the emergency response procedures. * Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). * Participate in emergency exercises/drills.   **During Emergency**  Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Chief Warden.  Activities may include the following:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed   .   * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the operations officer (area warden) on their completion. * Act as directed by the Chief Warden.   **Post- Emergency**   * Compile report of the actions taken during the emergency for the debrief. |
| First Aid Officer | **Pre-Emergency**   * Ensure staff are trained in first aid and certification is current. * Participate in emergency exercises/drills. * Check first aid kit contents regularly.  Check student specific medication regularly for expiry dates.   **During Emergency**   * Perform first aid as required.   **Post-Emergency**   * Compile illness/injury reports if first aid was performed. |

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
| Principal | Tim Furphy | 54270235 | 0423 973 549 | 0423 973 549 |
| Business Manager | Dianne Moore | 5427 0235 | 0400 696 448 | 0400 696 448 |
| School Bus Coordinator | Tim Furphy | 5427 0235 | 0423 973 549 | 0423 973 549 |
| First Aid Officers | Narelle Reino | 5427 0235 | 0414 307 710 | 0414 307 710 |
| School Welfare Officer | Tim Furphy | 5427 0235 | 0423 973 549 | 0423 973 549 |
| OH&S Representative | Tim Furphy | 5427 0235 | 0423 973 549 | 0423 973 549 |
| School Council President | Shey Newitt | 0427 440 865 | 0427 440 865 | 0427 440 865 |

DET Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Name | Phone | Mobile |
| Regional Director | Tip Kennedy | 03 8904 2674 | 0434 849 549 |
| Regional Office(nwvr@edumail.vic.gov.au) | emergency.nwv@education.vic.gov.au | 1800 338 663 - General Enquiries |  |
| Manager, Operations & Emergency Management | Allison Hughes | 4433 7547 | 0477 763 238 |
| Emergency Management Support Officer | David Browne | 9056 5187 | 0436 819 074 |
| Incident Support and Operations Centre (ISOC) |  | 1800 126 126 |  |
| MakeSafe Program(VSBA) |  | 1300 133 468 |  |
| OHS Advisory Service |  | 1300 074 715 |  |
| Employee Assistance Program |  | 1300 291 071 |  |
| Media Unit (on call 24/7) |  | (03) 8688 7776 |  |
| SEIL | Stephen Brain | 5443 3367 | 0419 487 127 |
| SSSO Team Leader | Stephen Cummings | 5479 1404 | 0407 552 352 |

Local / Other Organizations

|  |  |
| --- | --- |
| Name | Phone |
| Macedon Ranges Shire Council Kyneton | 5422 0333 |
| Fire, Ambulance, Police | 000 |
| Woodend Police Station | 5427 2610 |
| Newham CFA | 5427 0543 |
| Kyneton Hospital | 5422 9900 |
| Gas | Elgas Woodend 131 161 |
| Facility Plumber - Aaron Royal | 0408 990 253 |
| Facility Electrician - Warren Michelic | 0439 026 737 |
| Snake Catcher - Manfred Zabinskas | 0438 681 501 |

School Bus Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Bus Routes | Areas Services | Schools serviced or bus coordinating school | Contact Details |
| Kyneton to Newham 1253-014 | Kyneton, Pipers Creek, Cobaw, Newham | Newham Primary School | Organs Coaches 5422 1788, Depot Manager 0438 109 384, Operations Supervisor 0427 221 788 |

Communication Tree

|  |
| --- |
| **Communication Tree** |
|  |

Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
| Severe weather event | Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications. | * Maintenance to roofs/gutters/drains to keep clear is scheduled regularly. * School liaises with SES/local government to identify potential local risks. * School has a contingency for storage of equipment/materials if necessary. * On the basis of weather forecast, loose objects in open areas e.g. garbage bins, play equipment are secured * Communications are tested quarterly. * Utility shut-off instructions/points are known. * Back up communications and contact lists maintained in case power fails. * Condition of large trees regularly checked. * Shade sail structures regularly checked. * Students stay indoors during severe weather and days declared risk of thunderstorm asthma. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Intruder | Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals. | * Visitors must report to reception and sign in using the Visitor Register. * Visitors are required to wear and display visitor pass/badge. * Parents must make an appointment to meet with teachers/principal. * Lockdown/lockout/ evacuation procedures are regularly practiced. * Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. * Encourage engagement of parents in school activities. * In relation to court orders / custody * the school maintains a register of current documents/concerns * parents are advised of the relevant school processes and duty of care to other students and staff.   + For parent meetings where staff feel a need for support:   + two staff attend   + staff use a signal to obtain support from another staff member if requiredan appropriate room for meeting selected e.g. one with two exit points. * Provide PD training for staff targeting management of difficult people/situations/diffusion training. Implement duress alarm. * Door lock installed under reception desk to allow doors to middle space of main building to be locked remotely. * Outer doors locked. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Road/Carpark accident/Transport | Causes: Mechanical breakdown, Driver fatigue, Other drivers, Road conditions, Congested car park | * No students in car park without an adult. * Speed limit within the school car park limited to 5km/h. * Car park policy communicated to the school community. * Safety signage displayed upon entry to the car park. * Upgrade car park gravel regularly. Signage and car park protocols communicated to school community regularly. * Liaise with MRSC and VICPOL to limit speed on Rochford Road AM/PM | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Camps | Transportation of group; Incident involving an adventure activity. Risk of injury to employees, students and volunteers during a camp or excursion: •Inadequate supervision • Potential hazards have not been identified • Activities not suitable for age group or capability of students • Poor planning • volunteer workers have not completed a police or working with children check | * Implement controls outlined above for transport. All camps and excursions are approved by School Council/Principal as per DET policy and procedures. * Seat belted buses employed. * Administration - Supervision levels are determined based on activity and level of risk  - First aid trained employees  - First Aid Kit, Asthma Emergency Kit and school EpiPen (if required) are available - Working with Children Checks and police checks have been completed for all volunteer workers  - Excursion staff/volunteers comply with Department and local school Child Safe Standards. - Communications plan completed  - Hired transport that seat up to twelve passengers have seat belts or restraints for children under 7 years of age  - Submit Notification of School Activity via the Student Activity Locator online form three weeks prior to the excursion. (https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx)  - Bus drivers hold a correct and current driver’s licence and if appropriate driver’s certificate  - A risk assessment has been completed for high risk activities  - Informed consent from parents or carers - School staff with a primary responsibility for organising a school camp and/or water-based excursion activity must have completed the mandatory excursions e-learning module. - All excursions must be approved by the principal - During planning, the Camps, Excursions, swimming and/or water-based activity Checklist is used. - A medical information form must be completed by parents or carers before any day excursion involving an adventure activity. - The department's Medical Information Form - Camps and Overseas Excursions must be completed by parents or carers before any camp or overseas excursion. Teacher in Charge completes a Pre-activity Check prior to an adventure activity.   ​Ensure all adventure activities will follow DET Safety Guidelines for Education Outdoors. Appropriate details entered into Student Activity Locator for all camps and excursions | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | . | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Snakes | Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals | * School grounds are cleared of all refuse and grass is cut regularly * Staff with first aid qualifications are trained in responding to a snake bite * Staff wear protective footwear on yard duty * School has a closed shoe policy * Phone number of snake handler is on display in office * Educating students about snake awareness and what to do if one is sighted.​ * Fencing off areas of concern, initiating out of bounds areas as required and vigilance on yard duty. * ​Advice from snake catchers and Dept of Environment. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Building fire | Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment; appliance malfunction. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals. | * Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. * A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. * Communication systems (PA system) are tested on a regular basis. * A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. * All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner. * Evacuation procedures socialised. * Adherence to OHS procedures during cooking and science sessions. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | | Training in the use of fire extinguishers and portable generator. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Bomb/substance threat | Probable Causes: Known or unknown person with intent or harm or cause fear to staff and students of the school; Prank. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals. | * Bomb Threat Checklist located next to each phone in admin area. * Emergency evacuation drills scheduled and practised on a regular basis. * Have a plan for directing Emergency Services to search systematically so that buildings can be accessed.  (Ensure several sets of keys are available).​ | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Influenza pandemic | Probable causes: contagious illness; Influenza virus; Vulnerability to infection. Probable consequences: Spread of illness; High absenteeism Coming in contact with biological waste or a person with an infectious disease (e.g. slapped cheek, measles, chicken pox, influenza, Covid-19, gastro, body fluids, etc.) | * Elimination  - Selection of non hazardous experiments * Substitution  - Selection of less hazardous experiments - Demonstration by staff * Engineering  - Use of quarantined/domesticated animals for shows/pets - Vaccination programs for employees and students - Provision of sharps. biological and sanitary waste bins - Air purifiers are in use in all teaching and learning spaces * Administration  - Advise pregnant women of potential contact with infectious disease and referral to medical advice (if required) - Infected employees/students to be referred for medical treatment/advice and remain at home until they are no longer contagious - Provide employees, students and parents with information on the signs and symptoms of communicable diseases - Risk assessment of experiments - Sanitation and cleaning schedule - Sterilisation or decontamination process following potential exposure - Biological waste disposal procedures - Biohazard spill kit - Provision of bathroom/ washing facilities installed by a licensed plumber to Australian Standards - Every classroom has hand sanitiser. - Workplace inspections - All new students required to provide a record of vaccinations * PPE  - Provision of PPE (e.g. gloves, safety goggles, apron, face mask etc.) * Regularly revisit hygiene practices especially during outbreaks.  Reminders via newsletter regarding keeping unwell children at home. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | |
| Loss of essential services | Probable Causes: Issue with supply due to storm/accident; Planned outage. Probable Consequences: Lack of availability of school resources such as computers; Lack of availability of fresh drinking water and water for flushing toilets. | PD training for staff on understanding switch board and generator.  Generator instructions located in shed with generator and on OHS noticeboard in the staffroom.  Instructions on essential services located on OHS noticeboard.   * The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary * Alternative communication source such as charged mobile phone/iPads are available and charged.  Portable powerpacks are available in the Emergency kit for charging iPads and mobile phone. * Alternate lighting sources, such as a torch or battery operated light are contained in the emergency kit * A list of emergency phone numbers is located next to all office phones * Business continuity plan * Portable generator located in the shed in case of power outage - to run pump for water tanks to ensure supply of drinking and water for toilets/hand washing. * Spare mobile phone and iPads to be charged so that they are able to be used in case of loss of land line/computers. * Call make safe. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Advice to staff regarding portable generator instructions and location. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| School Bus Program Emergencies – Coord Schools | Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while school bus enroute to or from school or; while bus conveying staff and students for camp excursion or other school activity; Motor vehicle accident involving pedestrian: occurring inside school grounds; around perimeter of school; within close proximity of the school. Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience. | Use the Vic Emergency app to monitor situations which may affect services.   * Compliance with[School Bus Program Emergency Management Operational Guidelines](https://www.education.vic.gov.au/Documents/school/principals/management/StudentTransportEmergencyManagementOperationalGuidelinesMay2018PDF.pdf) * 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. * 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 determined Code Red weather districts will be cancelled. * Bus operator will advise the school of such situations so that the school can contact families if it affects pick up and drop off times. * Emergency services to be advised of the status and location of bus services and seek assistance where required. * Students and staff are to adhere to code of conduct when travelling on buses. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | 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 | * Recognise indicators of Child Abuse * Child Safe Standards * PROTECT protocol * Student Critical Incident Advisory Line * Student Support Services/Student Welfare Coordinator * Staff are aware of the Child Safe Standards, follow the PROTECT Protocol and complete online mandatory reporting modules. * Visitors, volunteers and contractors including bus drivers are required to have a valid WWCC.  All visitors, volunteers and contractors are required to sign in/out at the school office and wear a visitors pass. * School policies are available on the school website and at the office. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach | * [Privacy (including DET’s Schools’ Privacy Policy)](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx) * [Privacy, Department provided software](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx) * [Privacy (requests for Information about Students)](https://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx) * [Acceptable use of ICT Resources](https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx) * 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 * Staff are advised of potential scams and advised to complete the Information Security for Schools elearning module. * Students/parents sign an ICT agreement at the start of each year. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Medical Emergency | Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident | * Staff trained in first aid * First Aid Kit * Staff observant to signs of illness * Medical history – staff/students * [First Aid and Infection Control Procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx) * Medication Authority Form and authority to administer * Yard duty staff to ensure they have their mobile phone on them and yard duty bag which includes the ipads, medical alerts folder and first aid items. * Anaphylaxis briefings held twice yearly. Staff advised of changes to school/DET first aid policies/procedures. * All staff trained in first aid and anaphylaxis management.  Staff advised of student medical updates as they arise. * First aid kits kept up to date and taken to events. * Bus operator to be advised at the start of each year and as details are updated throughout the year of those students who use the school bus service that suffer from asthma or anaphylaxis. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning Work related Stress as a result of the following factors: • Poor interpersonal relationships with colleagues or school leaders • Lack of work-life balance • Poor management of organisational change, including individual job roles • Poor physical work environment or unsuitable equipment e.g. excessive noise • Setting tasks that are unreasonably below or beyond a person's skill level • Setting unreasonable timelines or constantly changing deadlines • Lack of or denying access to information, supervision, consultation, or resources to the detriment of the worker • Job insecurity • Excessive workload • Unclear or conflicting work role(s) • Lack or control over and involvement in decision making about the job/ role e.g. workload, work method or pace • Poorly designed work schedules or unpredictable working hours • Lack of clear leadership and effective communication • Critical incident | * Administration - use Annual Implementation Plan to set and monitor objectives and targets within reasonable timeframes that are consistent with the available resources e.g. staff, equipment - Develop an agreed Performance Development Plan (PDP) which clearly outlines key accountabilities, activities and behaviours - Managers to meet regularly with staff to discuss expected behaviours and work tasks as documented in the agreed PDP - Open and transparent communication with staff - Development of flexible work schedules - Provide staff with the opportunity to attend professional development training e.g. DET's Safety Management for School Leaders Training, Mental Health First Aid Training and record in the Training Planner/ Register - Promote the availability of DET eLearning modules e.g. Respectful Workplaces, Equal Opportunity and Workplace Bullying - Provide employees with clarity on employment arrangements, where possible - Promote the availability of the Employee Assistance Program and other supports and resources available. - Leaders and managers to model public sector values and are responsible for team behaviour - Facilitate teamwork and co-operation - Post critical incident debriefing - Reporting on eduSafe Plus - Employees are informed about decisions that influence their daily work. - Welfare Officer appointed - Appointed Return to Work Coordinator, communicated through Staff Induction Process and OHS Structural Chart - Leadership proactively check in on staff wellbeing - Leadership respond in a timely manner to employee concerns or conflicts. - Encourage employee participation in team-building exercises - Provisionally Registered Teachers are provided with an experienced mentor - Daily org information communicated to staff through Staff Bulletin  - Morning tea to recognise special events - Meeting schedule aderes to staff agreement - Meeting free weeks - All teaching staff have participated in the Smiling Minds program - Flexibility around approved work-life situations - Morning tea - Graduate teaher mentoring program - Ackowledge special occasions and event - Meeting schedule set and communicated to all staff well ahead of time. * School wide positive behaviours program for students. * Staff have access to EAP. * Counselling/support provided to staff in the event of such an incident. * Staff have access to well being self awareness surveys. | Acceptable | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress. ​Insufficient supervision; student not ready for school; social or classroom conflict; mental health issues; disability - Autism, ADHD. | * 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 * Students are aware of risks at the fence. * Students are ready for school. * Reinforce zones of school out of bounds areas. * Risks assessments completed for each camp/excursion. * Permission slips required for each event. * Camp provider protocols to be adhered to. * Social & emotional learning. * Staff must sign in/out upon arrival/departure at school. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Traumatic Death/Injury/Grief | Probable causes: Accident/misadventure;Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support | * Student Support Services * Well-being staff in school * Managing Trauma Guide * Incident Support and Operations Centre referrals * Employee Assistance Program * Support services available to staff and students. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Violence, Aggression and/or harassment | Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education | Site based policies and strategies   * Lunchtime and recess supervision * School based security measures e.g. duress alarm, CCTV. * Behavioural Code of Conduct * School social media strategies to address online harassment * Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student * meetings to be held in main building when possible   School pursues specific interventions or referrals as required/appropriate:   * Trespass order * Child Protection referral * Family violence referral   Specific supports for students with challenging behaviors and interventions:   * Referral to Student Support Services (SSS) * School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) * Restraint and Seclusion procedures * Respectful Relationships * Health and Human Services Behaviour Support Services * More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional * School welfare officer/coordinator engaged   Training   * Diffusion strategies and training for staff * Conflict management training * Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism   Specific support for teacher/staff in dealing with challenging behaviours   * Employee Assistance Program (EAP) for impacted staff * Principal Mentor Program * Proactive Wellbeing Supervision * Principal Health Checks * Early Intervention Principal Support Service   Refer to additional resources for impacted persons   * School breakfast club (where available) * School wide Positive Behaviour Support * Koori inclusive School Wide Positive Behaviour Support     We need the ability to lock down effectively as we're unable to lock doors from inside. Electronic lock installed to doors at entry point to middle space in main building however classroom doors cannot be locked from the inside.  Relevant policies are available on the school website and at the school office.  A record of incidents is maintained.  EAP available to staff.  Emergency management procedures revisited/practised regularly. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Smoke | Probable Causes: Fire at nearby factory/premises; Road accident involving a vehicle transporting a hazardous substance; bushfire/grassfire; planned burning. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals. | * Medical treatment plans for children with pre-existing heart or lung conditions are current and accessible i.e. asthma * Medication is kept accessible * Air conditioners allow recirculation of air * Watch Zone on VicEmergency App * [EPA AirWatch](https://www.epa.vic.gov.au/our-work/monitoring-the-environment/epa-airwatch) * Follow precautionary health advice on smoky days – i.e. limit outside activity, limit physical activity, consider rescheduling outdoor events     Students and staff to remain inside and doors and windows to be kept shut.  Air conditioning systems will be set to re-circulate or turned off (if it's not too hot) if they are in use.  Ceiling fans can be used as an alternative to keep cool.  Reduce physical activity and reschedule outdoor events.  Air purifiers switched on. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Heat (Extreme) | Probable causes: Prolonged period of excessively hot weather. Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (bus); food poisoning due to unrefrigerated school lunch. | Sun and UV protection policy  SunSmart policy is implemented  Playground areas are shaded  Sufficient shelter available for students awaiting pick-up by parents  Sufficient unrestricted water available  Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event  Staff are trained in identifying early signs of heat stress/dehydration    Engineering  - Design of building  - Provision of air-conditioning/heating systems  - Provision of ceiling fans  - Provision of drinking fountains/amenities    Administration  - Temperature monitoring  - Extreme temperature policy    Students encouraged to drink plenty of water on hot days, seek shade.  Time outside limited. Maintain an airflow if available. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | |
| Flood | Probable causes: Significant rainfall impacting nearby waterways. Probable Consequences:Areas/rooms affected/inundated and inaccessible to staff and students; Roads flooded/blocked to cars and buses for several hours preventing parents, students and staff getting to or leaving facility; Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals. | * School liaises with SES/local government to identify potential risk. * School has developed a contingency for storage of equipment/materials off site or above historical flood levels if necessary. * Business continuity plan is in place if forced to relocate off site. * Flood/Storm Emergency line 13 25 00 * Preplanned access to sandbags etc * Off-site evacuation practised. * Check vicemergency app * Check BOM weather alerts | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| Asbestos | Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos. Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs. | * Elimination  - Removal of asbestos containing materials by a certified asbestos removalist * Substitution  - Selection of products that do not contain asbestos (mandatory under OHS legislation) * Engineering - Seal/isolate asbestos containing materials * Administration  - Asbestos audit (Division 5) of the workplace - Asbestos audit (Division 6) for renovation or demolishment work - School Asbestos Management Plan (SAMP) - Contractor induction and referral to asbestos register prior to work being performed - Work which disturb asbestos to be performed outside normal school hours (e.g. when children are not present) - Air monitoring (e.g. background and clearance monitoring) - Workplace inspections - Visual inspections of ACM and lables (quarterly) - Labelling of asbestos (where appropriate) - Label at main entrance - 'All Persons Must Complete an Induction' * Contractors are inducted and advised of areas containing asbestos. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Rare | | **Risk Level** | | Low | |
| Gas Leak/Chemical Spill (on-site) | Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works. Probable consequences: Exposure to harmful substance; Poisoning | * Eliminate   Smoking banned on all school property and grounds   * Engineering   Installation of an emergency gas shut off valve (On the large gas tank near the staff car park)   * Administration   Appropriate storage and handling of Dangerous Goods and Hazardous Substances    School Site Safety policy  Chemical management procedures outlined in:  [Managing Chemicals](https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/chemicals.aspx)  OHSMS [Chemical Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/chemicalmgt.aspx#link56) policy, covering dangerous goods and hazardous substances  School seeks and follows advice of nominated OHS representative  All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school School drills evacuation procedures for gas leak/chemical spill.    Ensure gas tank cage is locked at all times.  Chemical stored securely.  Ensure first aid responders aware of MSDS first aid procedures. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | | \*\*\* Waiting for Elgas to remove gas tank as we have disconnected all gas supply to our building (full electricity) | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Unlikely | | **Risk Level** | | Medium | |
| Major external emissions/spill | Probable Causes: Industrial fire; Leak of flammable material – i.e. truck roll-over; service station. Probable Consequences: Poor air quality; Modification to programs to keep staff/students indoors; Smoke inhalation; Traffic/access/egress - disruption. | * Lockdown & evacuation procedures documented and practiced * Existing legislation for management of Dangerous Goods * Watch Zone on Vic Emergency App * Modification to programs to keep staff and students indoors. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Unlikely | | **Risk Level** | | Low | |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn. Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals. Threat to school grounds and buildings. School bus travels through natural bushland at Pipers Creek, Mt Macedon approximately 5km from school. Large areas of grassland on southern and eastern sides of school. | * Weekly checks of safety equip are conducted during bushfire season. * School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. * Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. * School gardiner/maintenance contractors employed to clear and clean up school site twice per year. * EMP is reviewed and socialised with staff before fire season. * School communicates ***relocation and/or closure*** plans for days of elevated fire danger to school community via ***newsletter and school communication platform - uEducateUs*** at the start of the school year and prior to the fire danger period. * ‘Annual facilities bushfire readiness review checklist’ is implemented in October to prepare for the bushfire season * A WatchZone of ***20***kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents. * Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for [*Excursions including camps and adventure activities*](https://www2.education.vic.gov.au/pal/excursions/policy), and will be reassessed if the forecast Fire Danger Rating is severe or extreme, or cancelled if in a determined Code Red weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions. * Pre-determined arrangements implemented as fire danger escalates in accordance with school’s category on the Bushfire at Risk Register and the [Bushfire Preparedness Relocation and Closure Procedures](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources).   + - Closure on determined Code Red days   Prior to bushfire season, consult staff regarding their personal emergency plans and ensure there is a contingency plan in place in relation to staff availability in the event of a fire. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | | Include Bushfire Education in curriculum. | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | Existing controls are detailed within the following documents:  [*DET School Operations Guide*](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/)  [*Safety Management Plan for COVID-19 (COVID-Safe Plan)*](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx)  [*Health and safety advice for all Victorian schools*](https://www.coronavirus.vic.gov.au/health-and-safety-advice-all-victorian-schools)  Air purifiers turned on at the beginning of each day - regularly cleaned and filters changed  The Principal will monitor the regular COVID updates/School Operations Guides provided to schools to ensure any revised controls are implemented at the school level.  The school community is regularly reminded of hygiene practices, restrictions in place and managing illness in schools. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Likely | | **Risk Level** | | Medium | |
| Bus/vehicle emergencies during offsite activities | Probable Causes: Bus incident (eg. breakdown, fire or flood or other emergency event) or bus accident which occurs: while bus conveying staff and students for camp excursion or other school activity; Probable Consequences: Risk of death/injury to passengers or pedestrians; Traffic disruption/delay/inconvenience | * Engage approved Accredited Bus Operators Drivers * Buses with seat-belts are used for transporting students * Staff to follow DET’s [work-related driving procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/driverfatigue.aspx). * Bus driver to maintain log book as required. * All excursions, camps and off-site activities adhere to the [DET Excursions including camps and adventure activities policy](https://www2.education.vic.gov.au/pal/excursions/policy) * Students supervised and monitored while participating in off-site school activities, including bus transport. * Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip. * Student Activity Locator (SAL) completed. * Risk assessment planning has occurred for all off-site camps and excursions. * First aid kit to accompany excursions and first aid qualified staff to attend. * Traffic management plan to manage school access/egress at drop off/pick up times. * Supervision to monitor student compliance with school road and bike safety policy. * All school excursions, camps and off-site activities occurring in or requiring transport through determined Code Red weather districts will be cancelled.   Students and staff adhere to the code of conduct when travelling on bsues.  Staff access to EAP, SSSO support for students if required.  Bus operator will advise the school of such situations so that the school can contact families if it affects pick up and drop off times.  Use the Vic Emergency app to monitor situations which may affect services.  Emergency services to be advised of the status and location of bus services and seek assistance where required.  Bus operator to advise the school.  Families will be contacted by the school. | Effective | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Moderate | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |
| 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 | * Compliance with the [School Bus Program Emergency Management Operational Guidelines](https://www.education.vic.gov.au/Documents/school/principals/management/StudentTransportEmergencyManagementOperationalGuidelinesMay2018PDF.pdf) * 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. * School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled. | Effective | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |  | |  | | --- | | **Consequence** | | Minor | | **Likelihood** | | Possible | | **Risk Level** | | Medium | |

Bushfire Preparedness and Readiness

Bushfire Preparedness

1. Site readiness

|  |  |  |  |
| --- | --- | --- | --- |
| School site bushfire/grassfire readiness review checklist | Date completed | Follow up actions identified? | Files uploaded |
| 06/08/2025 | No |  |

1. Vegetation management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vegetation management plan | Date completed | Date of next review | Comments | Files uploaded |
| 01/03/2025 | 01/10/2027 | The VMP 2024- 2025 final has been uploaded here by the VSBA in April 2025. The VMP applies to the summers 24-25, 25-26 and 26-27. | Newham Primary\_VMP\_2024\_25\_Final.pdf |

1. Communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication product/method | Date of distribution | Details | Responsible | Files uploaded |
| Newsletter | 31/07/2025 |  | Tim Furphy | communications-to-parents-fire-preparation-category-3-4-schools-1334 (1).docx |

Bushfire Readiness

1. Pre-emptive actions

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Trigger for action | | Details |
| Category 3 | Close on Catastrophic fire danger rating in fire weather district | | LGA: Macedon Ranges (S), BOM: Central |
| For schools in Category 0, 1 and 2 only, name of approved host school for relocation? |  | | |
| Regional director approval | Name | Date | |
|  |  | |
| Files uploaded |  | | |

1. Triggers for response and monitoring arrangements

|  |  |
| --- | --- |
| Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms) |  |
| Staff responsible for monitoring VicEmergency watch zone |  |

Other bushfire/grassfire preparedness or readiness information and documents

|  |  |
| --- | --- |
| Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check [here](https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/neighbourhood-safer-places) |  |
| Is your school a designated Community Fire Refuge? Check [here](https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/community-fire-refuges) |  |
| Additional information |  |
| Files uploaded |  |

Core Emergency Response Procedures

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| Core Procedures | **Procedure Instructions** |
| On-site evacuation/relocation procedure | When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Evacuate students, staff and visitors to the ***soccer field or asphalt area as directed.*** * Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Take the emergency kit/first aid kit (including student contact details folder, student medications, emergency iPads, school mobile phone, school keys, own mobile phones, printed copy of evacuation report from kiosk iPad and a copy of this EMP). * Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Confirm with emergency service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after on-site evacuation/relocation procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Contact the SSSO Network Coordinator if required. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Seek support from your region/regional Manager, Operations and Emergency Management if required. * Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. * Complete your Post Emergency Record. |
| Off-site evacuation procedure | If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Evacuate staff, students and visitors to the ***Newham Mechanics Institute.*** * Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Take the emergency kit/first aid kit (including student contact details folder, student medications, emergency iPads, school mobile phone, school keys, own mobile phones, printed copy of evacuation report from kiosk iPad and a copy of this EMP). * Once assembly point, check all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Confirm with Emergency Service personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after off-site evacuation procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Contact the SSSO Network Coordinator if required. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Seek support from your region/regional Manager, Operations and Emergency Management if required. * Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. * Complete your Post Emergency Record. |
| Lock-down procedure | When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, 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. * Divert parents and returning groups from the school if required. * Ensure a telephone line is kept free. * Keep public address system free. * Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. * If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. * As appropriate, ascertain that all students, staff and visitors are accounted for. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after lock-down procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * 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 your parent re-unification process. * 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). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Print and issue pre-prepared parent letters and give these to students to take home. * 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 identify any lock-down and procedural changes that may be required. * Complete your Post Emergency Record. |
| Lock-out procedure | When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Announce lock-out with instructions about what is required. Instructions may include nominating staff to:   + Lock doors to prevent entry   + Check the premises for anyone left inside   + Obtain Emergency Kit * Go to the designated assembly point ***- Newham Mechanics Institute.*** * Check that students, staff and visitors are all accounted for. * 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. * Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. * Maintain a record of actions/decisions undertaken and times. * Contact parents as required.   **Actions after lock-out procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example, 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. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from your region/regional Manager, Operations and Emergency Management as required. * Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. * Complete your Post Emergency Record. |
| Shelter-in-place procedure | When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.   * Call **000** for emergency services and seek and follow advice. * Chief Warden activates the Incident Management Team. * Move all students, staff and visitors to the pre-determined shelter-in-place area ***- Middle Space.*** * Take the emergency kit/first aid kit (including student contact details folder, student medications, emergency iPads, school mobile phone, school keys, own mobile phones, printed copy of evacuation report from kiosk iPad and a copy of this EMP). * Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. * Check that all students, staff and visitors are accounted for. * Ensure communications with emergency services is maintained. * Wait for emergency services to arrive or provide further information. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * 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. * Contact parents as required.   **Actions after shelter-in-place procedure**   * Ensure any students, staff or visitors with medical or other needs are supported. * Advise the Incident Support and Operations Centre that shelter-in- place is over. * Determine whether to activate your parent re-unification process. * Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). * Direct all Media enquiries to DET Media Unit on 8688 7776. * Print and issue pre-prepared parent letters and give these to students to take home. * Ensure all staff are made aware of Employee Assistance Program contact details. * Contact the SSSO Network Coordinator if required. * Seek support from your region/regional Manager, Operations and Emergency Management as required. * Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. * Complete your Post Emergency Record. |

Specific Emergency Response Procedures

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| Specific Procedures | **Procedure Instructions** |
| Severe weather event | * **Call 000** if emergency services are needed and seek and follow advice. * If a thunderstorm asthma event has been declared all students are to remain inside the buildings. * 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:   + Remain in the building and keep away from windows.   + Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. * Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. * Disconnect electrical equipment - cover and/or move this equipment away from windows. * Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Listen to local radio or TV on battery-powered sets for weather warnings and advice.   **After the severe weather event**   * After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. * Direct all media enquiries to DET Media Unit on 8688 7776. * Contact parents as required. |
| Intruder | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden. * Do not do or say anything to the person to encourage irrational behaviour. * Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. * Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. * Evacuation only should be considered if safe to do so. * Report emergency to ISOC on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 8688 7776. * ***Ensure all staff have access to the EAP. Provide PD training for staff targeting management of difficult people/situations/diffusion training.  Implement duress alarm.  Remote door lock installed under reception desk to lock doors to middle space of main building.*** |
| Road/Carpark accident/Transport | * **Call 000** for emergency services * Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. * If appropriate, follow the relevant evacuation or lock down procedure. * Check that all students, staff, visitors and contractors are accounted for. * Report the emergency to ISOC on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact all parents as required. * Direct all media enquiries to DET Media Unit on 8688 7776. * ***Regularly promote school car park policy via school newsletter, uEducateUs announcements.*** |
| Camps | * Refer to bus transport emergency procedure if emergency involves transportation of students. * **Call 000** for emergency services and seek and follow advice. * Report the emergency to the Chief Warden * Report the emergency to ISOC on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all media enquiries to DET Media Unit on 8688 7776. * ***All camps and excursions are approved by School Council/Principal as per DET policy and procedures.  Seat belted buses are employed. Ensure all adventure activities follow DET Safety Guidelines for Education Outdoors.  Risk assessments are completed for all camps.  Details are entered onto the Student Activity Locator for all camps and excursions.*** |
| Snakes | If a snake is sighted on school grounds:   * Treat it as venomous - almost all snakes occurring on or entering school properties in Victoria are venomous. * Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. * If it's very close to you or someone else (around 1.5 metres or less) remain motionless until the snake moves away. * If it's not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing it's position at all times. * If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.  If the snake is located inside a building, consider the need to evacuate the classroom or building. * Leave the snake alone and give it the opportunity to escape.  If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or it's shelter site) if one is called. * If the snake remains on school grounds, call the local licensed snake catcher: Manfred Zabinskas 0438 681 501 or 5424 1174 [kangaroo.rescue@gmail.com](mailto:kangaroo.rescue@gmail.com), [www](http://www.fivefreedoms.com.au).fivefreedoms.com.au or Newham local Allan Muir 0459 329 193.  DELWP may also have contacts 136 186. * Report the incident to ISOC on 1800 126 126. * ***Maintenance of long grass and grounds; teaching students about snake awareness, intitiating out of bounds areas when required and being vigilant on yard duty.*** |
| Building fire | * **Call 000** for emergency services and seek and follow advice. * Activate the fire alarm. * If appropriate, follow the procedure for on-site evacuation. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Extinguish the fire (only if safe to do so). * Evacuate to the ***soccer field or asphalt area*** as directed, 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 ISOC on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required. * Direct all Media enquiries to DET Media Unit on 8688 7776. * ***Adherence to OHS procedures during cooking and science sessions; further training for staff in the use of extinguishers and portable generator.*** |
| Bomb/substance threat | **If a suspicious object is found (or the threat identifies the location of a bomb)**  *Immediate response*   * Immediately clear and cordon off the area in the vicinity of the object. * Call **000** for police and seek and follow advice. * Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. * Report the emergency to ISOC on 1800 126 126. * Do not approach, touch, tilt or tamper with the object.   *Evacuation*   * Evacuate the school and:   + Ensure students and staff are not directed past the object   + Alert any other services co-located at the school site   + Check that all students, staff and visitors are accounted for   + Restrict all access to the site and ensure there are no barriers inhibiting access by police   *Communication*   * Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. * Contact parents when evacuation is complete and it is safe to do so. * Notify your regional emergency management contact and seek advice if necessary. * Direct all Media enquiries to DET Media Unit on 8688 7776. * Await "all clear" advice from police before returning to school buildings to resume normal school activities.   **If a bomb/substance threat is received by telephone**   * **DO NOT HANG UP** * Keep the person talking for as long as possible and obtain as much information as possible. * Without alerting the caller, signal a co-worker to:   + call 000 for police on a separate phone   + notify the Chief Warden/principal   + report emergency to ISOC on 1800 126 126. * Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):   + gender of caller   + age of caller   + accents and speech impediments   + background noises   + key phrases used   + whether the threat is automated/taped/recorded.   **Ask the caller:**   * where exactly is the bomb/substance located? * what time will the bomb explode/the substance be released? * what will make the bomb explode/how will the substance be released? * what does the bomb look like? * what kind of device/substance is it? * who put the bomb/substance there? Why was it put there? * what kind of substance is it (gas, powder, liquid)? How much is there? * where are you? Where do you live? * what is your name? What are your contact details? * Once the call is finished:   + **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.   + Immediately:     - inform the Chief Warden/principal if this has not yet been done     - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone     - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.   + implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above   + report the emergency to ISOC on 1800 126 126   + ensure all of the caller information has been written down and provided to police on arrival.   + ***Undertake diffusion training.***   **If a bomb/substance threat is received by letter**   * Place the letter in a clear bag or sleeve and store in a secure place * Avoid any further handling of the letter or envelope * Call 000 for police and seek and follow advice * Notify the Chief Warden/principal * If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. * Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. * Report emergency to ISOC on 1800 126 126. * **If a bomb/substance threat is received electronically e.g. by email**   + **DO NOT DELETE THE MESSAGE**   + Call 000 for police and seek and follow advice   + Notify the Chief Warden/principal   + If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.   + Report emergency to ISOC on 1800 126 126.   + **If you are at the site of an explosion**   + Direct staff to shelter students under sturdy tables or desks if objects are falling around you.   + Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.   + Help others to leave the area. Use stairs instead of elevators.   + Be aware of weakened floors and stairways and watch for falling debris.   + Once out of the affected building:     - Move students away from windows and glass doors or other potentially hazardous areas     - Use caution to avoid debris that could be hot or sharp     - Call 000 for emergency services and seek and follow advice     - Report the emergency to ISOC on 1800 126 126     - Be aware of any potential secondary explosions     - Limit use of phones as communications systems may become congested. |
| Influenza pandemic | Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/\_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default)](https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame.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. |
| Loss of essential services | **When there is a loss of essential services (power, water, communications):**   * 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, IT systems and water supply. * 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 ISOC 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. * ***Provide PD training for staff on understanding switch board and generator. Provide location of generator and instructions to staff.*** |
| School Bus Program Emergencies – Coord Schools | **Forecast Emergencies**  The coordinating school principal (or delegate) will:   * 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:   + 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 Relocation and Closure Procedures 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:   + school bus operators   + parents/guardians of affected students from the coordinating school   + other approved travellers (which could include teachers, general public, tertiary students and pre-school students)   + DET regional emergency management staff * Continue to liaise with DET regional emergency management staff to advise of the situation and actions taken.   **Rapid Onset Emergencies**  The Coordinating Principal (or delegate) will:   * 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 DET Media Unit * conduct the following actions as relevant to the situation:   + 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.   + 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 of bus route service cancellations   + *when students are en route*   + 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   + *when overnight or before school*   + determine whether the bus service is to be cancelled or not * *when students are at school* * notify the following stakeholders of the status of the school bus service:   + school bus operators   + parents/guardians of affected students from the coordinating school   + other approved travellers (which could include teachers, general public, tertiary students and pre-school students)   + DET Incident Support and Operations Centre (ISOC) on 1800 126 126   + DET regional emergency management staff * keep an accurate log of all actions/decisions in relation to the event.     No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.    **After an Emergency**    The coordinating principal will:   * 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 * update the EMP (as required) with support and advice from DET regional emergency management staff |
| Child Abuse | In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf>  ***Staff are aware of the Child Safe Standards, follow the PROTECT Protocol and complete online mandatory reporting modules.  Visitors, volunteers and contractors including bus drivers are required to have a valid WWCC.  All visitors, volunteers and contractors are required to sign in/out at the school office and wear a visitors pass.  School policies are available on the school website and at the office.***  In the event of an incident, disclosure, or suspicion of child abuse, the school will:   * Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf> * Report the incident internally to the Incident Support  and Operations Centre (ISOC) by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.   This is an abridged version of schools’ obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\_SchoolsGuide.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)pdf  For suspected student sexual offending, the school will:   * Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf>. * Report the incident internally to ISOC by calling 1800 126 126.  If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.   The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\_Policy.](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf)pdf |
| Information Security | * Contact your IT specialist technician for advice and support * If you require support from IMTD contact the Service Desk through one of the following mechanisms:   + Phone 1800 641 943   + Email servicedesk@education.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@education.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) * ***Students/parents sign an ICT agreement at the start of each year.  Staff are advised of potential scams/security risks.*** |
| Medical Emergency | If a medical emergency occurs on a school site or on a camp/excursion   * Call’ 000’ if immediate/life threatening * Administer first aid * Contact parent/guardian of affected student * Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 * Record evidence (if applicable) * Keep other students away from the emergency/incident * Provide support for students who may have witnessed early stage of emergency     ***Yard duty staff to ensure they have their mobile phone on them and carry the yard duty bag which includes the back to base walkie talkies, medical alerts folder and first aid items.  Anaphylaxis briefings held twice yearly.  Staff advised of changes to school/DET first aid policies/procedures/student health alerts.  All staff trained in first aid and anaphylaxis management.  First aid kits kept up to date and taken to events.*** |
| Mental Stress | * If there is immediate and/or life threatening concern for an individual’s health or wellbeing contact ‘000’ * Administer first aid (if appropriate) – keep physically and emotionally safe * Report the incident to the Incident Support and Operations Centre on 1800 126 126 * Consider whether the following supports are appropriate:   + 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 wrapround support for disengaged learners   + Suicide prevention resources from Beyond Blue and/or Headspace   + CAT Team – acute mental health triage   ***School wide positive behaviours program for students.  Staff have access to EAP.  Counselling/support provided to staff in the event of such and incident.*** |
| Missing person - school or school camp/excursion | If student/child is missing and/or cannot be accounted for:   * Search the immediate area * Contact the parent/carer * Contact ‘000’ for police to report child missing   + Provide a description, time last seen and location * Report the incident to the Incident Support and Operations Centre on 1800 126 126   ***Risk assessments completed for each camp/excursion.  Permission slips required for each event.  Camp provider protocols to be adhered to.  Social & emotional learning.  Staff must sign in/out upon arrival/departure at school.*** |
| Traumatic Death/Injury/Grief | If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):   * Contact ‘000’ for police/ambulance attendance * Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services support * Refer to the *‘Managing Trauma’* guide to support, plan for, and lead an effective recovery including: * Develop a Communications Plan – check what information can be released:   + 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   + 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   ***Support services available to staff and students.*** |
| Violence, Aggression and/or harassment | Violence, aggression, harassment, on school site:   * Intervene only if safe to do so * Contact ‘000’ if immediate/life threatening and require police/ambulance attendance * Initiate action to confine or isolate the aggressor * Determine whether evacuation, lock-down or Shelter in Place is required. * Administer first aid if required and safe to do so * Contact parent/guardian of student(s) impacted * Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 * Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan * Record evidence (if applicable) * If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place    If staff are directly impacted:   * Consider lodging an eduSafe report * Consider whether a report to WorkSafe is required * Contact Employee Assistance Program for support * Consider liaison with the Principal Early Intervention Program    If there is an allegation of reportable conduct:   * Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@education.vic.gov.au and follow their advice   ***We need the ability to lock down effectively as we're unable to lock doors from inside.  Door lock installed to doors at entry point to middle space in main building however classroom doors cannot be locked from the inside.  Relevant policies are available on the school website and at the school office.  A record of incidents is maintained.  EAP available to staff.  Emergency management procedures revisited/practised regularly.*** |
| Smoke | This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions.  **Medical**   * **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing. * Closely monitor for adverse effects of smoke on students and staff. * Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor. * Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. * Notify parents about school conditions and to ensure they cater for their child’s needs e.g. extra inhaler.   ***Activities/Indoors***   * Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. * Close windows and doors. * Switch air conditioners to 're-circulate' or 'reuse air’ (turn it off if it doesn’t have this function) * Limit prolonged or heavy physical activity relative to the conditions.   ***Notification/Information***   * As appropriate: * report the incident to the Incident Support & Operations Centre (24 hour, 7 days) 1800 126 126 * notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required * direct all Media enquiries to DET Media Unit on 8688 7776. * For health information about smoke go to: [www.betterhealth.vic.gov.au/bushfiresmoke](http://www.betterhealth.vic.gov.au/bushfiresmoke) or <http://www.betterhealth.vic.gov.au/plannedburns> * For information about planned burns in your area call 1800 226 226, download the VicEmergency app.  Detailed information about the time, location and status of planned burns for the next 10 days can be found at <http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days> * Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app. |
| Heat (Extreme) | To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures.  Actions may include the following:   * Call 000 if medical assistance is required   ***Scheduling/Activities***   * Restrict outdoor time. * Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks. * Consider using alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area). * Reschedule/move classes from classrooms with direct sunlight/no cooling. * In extreme weather conditions, schools may: * reduce midday recess to no less than thirty minutes * adjust dismissal time accordingly. * Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities. * Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program. * Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.   ***Hydration***   * Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs. * Drinks containing caffeine such as coffee and tea should be avoided. * Remind parents to provide their child with water and modified uniform * Include information on the school's arrangements for managing hot weather in the school newsletter. * Ensure staff monitor students for early signs of heat stress/dehydration.   ***Indoors***   * Ensure indoor spaces have appropriate ventilation or air conditioning. * Display dealing with heat posters in prominent locations in the school. * Review first aid kits and the need to supplement stock of ice packs and hydrolyte.   ***Notification/Information***   * Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 1800 126 126. * Seek advice from your SEIL or regional emergency management staff if required. * Direct any media enquiries to DET Media Unit on 8688 7776. |
| Flood | * **Call 000** if immediate/life threatening * Monitor the VicEmergency website and/or VicEmergency App * Contact the VicEmergency hotline on 1800 226 226 for information * Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice * Report emergency to the Incident Support and Operations Centre on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Listen to local radio or TV on battery-powered sets for weather warnings and advice. * Do not drive, ride or walk through floodwater   ***Off-site evacuation practised.*** |
| Gas Leak/Chemical Spill (on-site) | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. * Move staff and students away from the spill to a safe area and isolate the affected area. * Report emergency to the Incident Support and Operations Centre on 1800 126 126. * Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Contact parents as required * Notify Worksafe if required. * Report on *eduSafe*. * Direct all Media enquiries DET Media Unit on 8688 7776.   ***Ensure gas tank cage is locked at all times.  Chemicals are stored securely.  Ensure first aid responders aware of MSDS first aid procedures.*** |
| Major external emissions/spill | * **Call 000** for emergency services and seek and follow advice. * Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. * Turn off gas supply. * If the gas leak is onsite, notify your gas provider. * If safe to do so, evacuate staff, students, visitors and contractors to ***the project space or Newham Mechanics Institute (dependant on where the threat is)***. This may be an off-site location. * Check students, staff and visitors are accounted for. * Report the emergency to the Incident Support and Operations Centre on 1800 126 126. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Await ‘all clear’ advice from emergency services or further advice before resuming normal school activities. * Direct all Media enquiries to the DET Media Unit on 8688 7776. * Contact parents as required.   ***Modifications to programs to keep staff and students indoors.*** |
| Bushfire/Grassfire | **Bushfire/Grassfire Specific Emergency Response Procedures.**  **Triggers for Action.**  The need for action by the school is triggered when there is a bushfire or grassfire that;   * is observable, or * identified via Vic Emergency App within 20km from the school. * there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School.   **Immediate Actions / Seek Advice .**   * If immediate emergency services assistance is required phone '000'. * 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.  |  |  |  | | --- | --- | --- | | **Name** | **Role** | **Mobile number** | | Allison Hughes | Manager Operations and Emergency Management | 0477 763 238 | | David Browne | Emergency Management Support Officer | 0436 819 074 |  * 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** | | **Advice Warning** | 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. | | **Watch and Act Warning** | 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 to;   * remain on site, shelter in place (if required) and monitor the situation * call parents to pick up their children * evacuate the school to your offsite bushfire evacuation location. | | **Emergency Warning** | 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. | | **Prepare to Evacuate** | **Prepare to Evacuate** – 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. | | **Evacuate Now** | **Evacuate Now** – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities. | If your school is in an Evacuation area;comply with evacuation instructions provided and seek advice.. |   **Sheltering in Place.**  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.   * Take the emergency kit, a first aid kit, your EMP and student and staff attendance lists. * 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 Middle*Space*. * Check that all students, staff and visitors are accounted for. * Staff to check that students have their shoes on and drink bottles with them.  Staff will endeavour to keep students as calm and hydrated as possible. * Ensure communications with emergency services are maintained. * Advise parents that the school is sheltering in place and they should not come to pick their children up. * If parents arrive, encourage them to stay with their children at the school. * Check all windows and doors in the Middle*Space* are closed (but doors are not locked). * Turn off gas supply * If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Middle*Space* and the evacuation path between the Middle*Space* and *Asphalt/Soccer Field* and *Newham Mechanics Institute.* * 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. * The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained. * Wait for emergency services to arrive or provide further information. * Any decision to leave the Shelter in Place should only occur on advice of emergency services * Continually monitor Middle*Space* 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. * If the building has ignited and is not safe to extinguish – evacuate to the >*Asphalt/Soccer Field* or *Newham Mechanics Institute*, via the defined route. * Maintain a record of actions/decisions undertaken and times.   *Ensure roofs/gutters/drains are clear; grass on school grounds is mowed regularly; emergency drills performed; emergency plans and contact details/communication system is up to date; school PA system checked; communicate school bushfire preparedness and strategies to the school community; checks of safety equipment; camps/excursions may be cancelled during high fire danger periods.*  **Pre-emptive Actions:**  This school is a Category 3 and will close on determined Code Red fire danger days in the ***Central District***.  This school will also close on determined Catastophic fire danger days in Central District.  When relocating due to elevated fire danger in line with this plan, the school will use the following relocation checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx>  When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx> |
| Asbestos | * Report the incident to the 24/7 ‘Asbestos Make Safe’ line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation * Isolate the area:   + Vacate everyone from the affected area   + Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area * Erect signage at entrances to affected area indicating unauthorised personnel must not enter * Report the incident on eduSafe * Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715. * Seek advice from the VSBA Asbestos Reform Unit on asbestos.reform@education.vic.gov.au   ***Contractors are inducted and advised of areas containing asbestos prior to commencement of works.*** |
| COVID-19 | Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the [Safety Management Plan for COVID-19 (COVIDSafe Plan):](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx%20)   * For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) for **Managing a suspected or confirmed case of coronavirus (COVID-19)** * For suspected cases in staff, refer to the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** * Also see the advice in the [Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) regarding **Management of an unwell student or staff member** * Principals are also to implement the actions outlined within the [action checklist for principals PDF](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.pdf) or in a [word accessible version](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/Return%20to%20school/Checklist_for_Principals.docx). |
| Bus/vehicle emergencies during offsite activities | * Call 000 to request emergency assistance, if required * Contact emergency services agencies to ascertain local information on status of any notified emergency. * Report emergency to the Security Services Unit on 1800 126 126. * Advise emergency services of the status and location of bus services and seek assistance if required. * Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. * Confirm/provide instruction to driver with regard to destination. * Notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). * Keep an accurate log of all communication in relation to the event. * Receive confirmation of bus’s arrival at destination from driver and/or supervising staff * Direct all Media enquiries to DET Media Unit on 8688 7776. |
| School Bus Program Emergencies – Client School | **Forecast Emergencies**  The client school principal (or delegate) will:   * 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.   **Rapid Onset Emergencies**  The client school principal (or delegate) will:   * 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.   **After an Emergency**  The client school principal will:   * 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 * update the EMP (as required) with support and advice from DET regional emergency management staff |

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 | Whole site unavailable: - Parents notified by Compass notification and email/ Facebook/ newsletter that school site is not accessible and kept updated - Student Bus Services would be notified as soon as issue is known. - Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. - Confirm possible accommodation availability with local schools Hesket, Lancefield, Woodend. Consider student transport arrangements. - Notify site users- cleaning contractors, OSHC provider - Redirect suppliers to alternate site - Determine options for remote learning Partial site unavailable: - Revise timetable to relocate students and staff to other facilities on site - Portables, Music Room, Main Building. - Relocate admin and staff facilities to other networked space within school. i.e. Portables, Music Room, Main Building Classrooms, Library, OSHC. - Admin staff may need to work remotely from home. - Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. - Provide regular updates to the school community via Compass notification and email/ Facebook/ newsletter - Notify site cleaners and OSHC provider IT Resources required •CASES admin network • Access to wireless network. • OH&S issues in relocating school equipment and resources. |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Stephen Brain | 0419 487 127 | SEIL |

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

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| --- | --- |
| Details of arrangements | Telephone system failure: - School emergency mobile phone is available. Most parents have access to this phone number. - If internet is available Parents notified by Compass notification and email/ Facebook school phone is down and provide school mobile phone number. - Staff members have mobile phones that can be used in emergency. - Admin team to notify staff on excursion of school access numbers to call if support is necessary. - Hard copy of student emergency contact information available Internet /Data/technology failure. - Classrooms would be restricted to programs which did not require internet use. Power: - Ensure that battery back up for servers is turned on - UPS have one hour capacity. - Restructure program due to lack of power. - All cooling is provided by electricity so depending on the temperature, notify parents to collect student from school e.g. 30 degrees plus. - Water pumps use electricity, no running water. Water: - Determine cause, contact plumber or electrician (if water pumps not working) - Determine potential period of outage, if outage for a long period (over an hour) consider notifying parents and need to collect students. - If tanks are empty water delivery require. - Notify Emergency Management & Region. Key contacts. Gas: - Heating and stove/oven run off gas. - Determine the cause, is it empty, contact Elgas for refill if tanks empty. - If tank is full, contact Gas plumber. |

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| --- | --- | --- |
| Name | Contact Details | Support Role |
| Aaron Royal Plumbing and Gasfitting | 0408 990 253 | Plumber |
| Coach Electrical | 0439 026 737 | Electrician |
| Red Energy | 1300 322 067 | Electricity Provider |
| Optus | 1300 659 746 | Data and Communications Provider |
| Elgas | 1800 626 988 | Gas provider (LPG) |

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 | In the case of staff shortages, non-essential excursions and activities would be suspended and the Principal Team would meet to triage the need to suspend specialist classes if specialist teachers were not available. The Macedon Ranges Network of schools would be approached via school Principal's to support the school in maintaining appropriate ratios in the instance that there was a shortage of staff. Access to CRT providers would also be sought. Staffing Shortfalls: Contact regular School Local Payroll CRT's or ANZUK agency as soon as absences are known. Ensure each class has a teacher - combine classes if necessary and student numbers are low. Members of leadership will supervise classes if necessary. Re-deploy teacher aides to share support and expertise around the school. Long term shortages Advertise positions through RoL. Advise and seek support through Networks, Advise community through social media during the period of high absences, there will be: No offsite excursions. Evaluation of all planned Incursions prior to enacting. No scheduled meetings after school except for staff briefings. Maintain constant communication & updates to staff and school community |

|  |  |  |
| --- | --- | --- |
| Name | Contact Details | Support Role |
| Tim Furphy | 0432973549 | Principal |

Business Continuity Checklist

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

Area Map

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| **Area Map** |
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Evacuation Map

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| --- | --- | --- |
| **Building name and evacuation diagram location** | **Evacuation Procedures** |  |
| Admin Building | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Music Room | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Small Office / Reading Room | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 1 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 2 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 3 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 4 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 5 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 6 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |
| Room 7 | Follow evacuation route to appropriate designated assembly point CODE GREEN Line up at your nearest and safest exit point. Evacuate to the SOCCER FIELD. If the teacher in the room next door is a warden, their class will follow behind your class to the SOCCER FIELD. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE PINK Line up at your nearest and safest exit point. Evacuate to the MAIN SCHOOL BUILDING. If the teacher in the room next door is a warden, their class will follow behind your class to the MAIN SCHOOL BUILDING. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. CODE YELLOW Line up at your nearest and safest exit point. Evacuate to the NEWHAM MECHANICS INSTITUTE. If the teacher in the room next door is a warden, their class will follow behind your class to the NEWHAM MECHANICS INSTITUTE. Wardens sweep their space and catch up with their class when it's convenient. If safe to do so, scan the QR code. Take your class roll folder, electronic device and wear your high vis vest. Where possible, close windows and doors before evacuating. Evacuate to the NEWHAM MECHANICS INSTITUTE Exit school grounds via your nearest and safest external gate. Turn left on to Rochford Rd and then left again at the intersection, the continuation of Rochford Rd. The Newham Mechanics Institute is on your right, use the crossing to cross over and enter the gate. Await further instructions. |  |

Distribution List

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| --- | --- | --- | --- |
| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
| All school staff | All school staff | 07/08/2025 | Hard copy/Email |
| Organs Coaches | Organs Coaches | 07/08/2025 | enquiries@organscoaches.com.au |
| Kirsten Tanner | Emergency Management Co-ordinator, Macedon Ranges Shire Council | 07/08/2025 | ktanner@mrsc.vic.gov.au |
| Christabel Douglas | Library support | 07/08/2025 | christabel.douglas@education.vic.gov.au |
| Steve Flounders | Newham CFA Captain | 07/08/2025 | steveflounders@gmail.com |
| Alice Beveridge | Keyboard Instructor | 07/08/2025 | music.foundations.keyboard@gmail.com |
| Schools Out | OSHC provider | 07/08/2025 | brett@schoolsout.net.au |
| Shey Newitt | School Council President | 07/08/2025 | shey@respectx.com.au |