

# Victorian School Of Languages

## Emergency and Critical Incident Management Plan 2022-2023



**315 Clarendon Street, Thornbury, VIC, 3071**

**03 9474 0500 /**

**[victorianlanguages.sch@education.vic.gov.au](mailto:victorianlanguages.sch@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 including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education and Training.

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

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

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or [www.emergency.vic.gov.au](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 and Training web site for incident updates.

## Facility Profile

<b>School Name/Campus Name</b>	<b>Victorian School Of Languages</b>
<b>Address</b>	315 Clarendon Street, Thornbury, VIC, 3071
<b>Phone</b>	03 9474 0500
<b>Email</b>	victorianlanguages.sch@education.vic.gov.au
<b>Fax</b>	03 9416 9899
<b>DET Region</b>	NORTH-WESTERN VICTORIA
<b>DET Area</b>	North Eastern Melbourne Area
<b>LGA</b>	Darebin (C)
<b>BOM/Fire District</b>	Central District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8.00am to 4.36pm
<b>Number of Students</b>	1700
<b>Number of Staff</b>	85
<b>Number of Buildings</b>	1
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Meeting Room - Second Floor 315 Clarendon St Thornbury
<b>On-site Evacuation Location</b>	Courtyard of school grounds in front of canteen
<b>Off-site Evacuation Location</b>	John Cain Memorial Reserve - Northcote City FC carpark - Clarendon Street Thornbury

<b>Typical method used for communications to school community</b>	Website, Email, Telephone, OHS Noticeboard and Newsletter
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Virtual School Victoria (VSV)	315 Clarendon Street Thornbury	Unknown	Mon - Fri 8am to 5pm	8480 0160	0430 034 435

## Building Information Summary

### Telephones (landlines)

Location	Number
Head Office	(03) 9474 0500

### Alarms

Description	Location	Monitoring Company	Number
Fire	Ground Floor	ADT Fire Monitoring	Turn-off keys with VSV management
Intrusion	Ground Floor and Second Floor	Department of Education & Training	Turn alarm key at the lock to the left of the second floor exit door and ground floor next to the VSV reception.
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	North face near loading bay - ground floor	Tru Energy (136 707)	Instructions with VSV
Water	Shut off valve on ground floor of building near Raleigh St entrance	Yarra Valley Water (132 762)	Instructions with VSV
Electricity	Main switch for building Ground Floor storeroom in Conference room 2	Origin Energy (131 260)	Turn-off switches located in the switchboard

## Sprinkler System

<b>Control Valve Location</b>	<b>Ground floor next to reception</b>
<b>Shutoff Instructions Location</b>	<b>Turn off switch on unit</b>

## Boiler Room

<b>Location</b>	<b>Ground floor - North-East corner of the building next to carpark</b>
<b>Access</b>	<b>Via walkway into area. Use 3.17 key or Master Key.</b>

## Emergency Power System

<b>Type</b>	<b>Only the following services have battery back up - Servers, security alarm and fire alarm</b>
<b>Location</b>	<b>Second floor server room</b>
<b>Provides power to</b>	<b>Servers and VL computers</b>
<b>Shutoff Instructions Location</b>	<b>Server room</b>

## Building and Site Hazards

Location	Number
Cooling Tower	Ground Floor
Plant Room	Ground Floor - North-East Corner
Electrical Sub-station	Ground Floor - South

## Additional Profile Information

<p><b>Additional Info</b></p>	<p>The Victorian School of Languages (VSL) is a DET school. The VSL conduct classes for 14 languages from our school building at 315 Clarendon Street Thornbury (the site for this EMP) on a distance education basis. This means that generally that students are not on site apart for the occasional seminar. Classes are conducted using electronic tools such as telephone, video conferencing tools, Skype, etc.</p>

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Off-site evacuation	Stefo Stojanovski (or nominated person)	23/02/2023	
Term 2	Off-site evacuation	Stefo Stojanovski (or nominated person)	25/05/2023	
Term 3	Off-site evacuation	Stefo Stojanovski (or nominated person)	31/08/2023	
Term 4	Off-site evacuation	Stefo Stojanovski (or nominated person)	07/12/2023	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Maurice Gregorace	HLTAID003 Prodiver first aid	27/11/2022
Sophie Sahinidis	HLTAID003 Prodiver first aid	27/11/2022
Courtney Nicholson	HLTAID003 Prodiver first aid	27/11/2022
Belinda Borkowski	HLTAID003 Prodiver first aid	27/11/2022
Veonica Deren	HLTAID003 Prodiver first aid	27/11/2022
Maria Obrowski	HLTAID003 Prodiver first aid	27/11/2022
Val Del Vescovo	HLTAID003 Prodiver first aid	27/11/2022
Maja Herr	HLTAID003 Prodiver first aid	27/11/2022
Yoko Kato	HLTAID003 Prodiver first aid	27/11/2022
Namaste Gadbois	HLTAID003 Prodiver first aid	27/11/2022
Katja Schubert	HLTAID003 Prodiver first aid	27/11/2022
Sibel Bisak	HLTAID003 Prodiver first aid	27/11/2022
Marita Shepherd	HLTAID003 Prodiver first aid	27/11/2022
Annette Buchholtz	HLTAID003 Prodiver first aid	27/11/2022
Rita Peroni	HLTAID003 Prodiver first aid	27/11/2022
Michael Atkinson	HLTAID003 Prodiver first aid	22/06/2022
Holgar Nord	HLTAID003 Prodiver first aid	22/06/2024
Victoria Butterfield	HLTAID003 Prodiver first aid	22/06/2024
Jing Huang	HLTAID003 Prodiver first aid	22/06/2024
Atsuko Brown	HLTAID003 Prodiver first aid	22/06/2024
Jiazhi Chen	HLTAID003 Prodiver first aid	22/06/2024
Chris Traianou	HLTAID003 Prodiver first aid	22/06/2024
Felix Siddell	HLTAID003 Prodiver first aid	22/06/2024



## Other Training Record

Staff Member	Training Type	Date
VSL Staff	Various see attached	31/08/2022

## 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
Student details not applicable as language classes are generally conducted by distance.	0	0
There are no staff members with special needs.	0	0

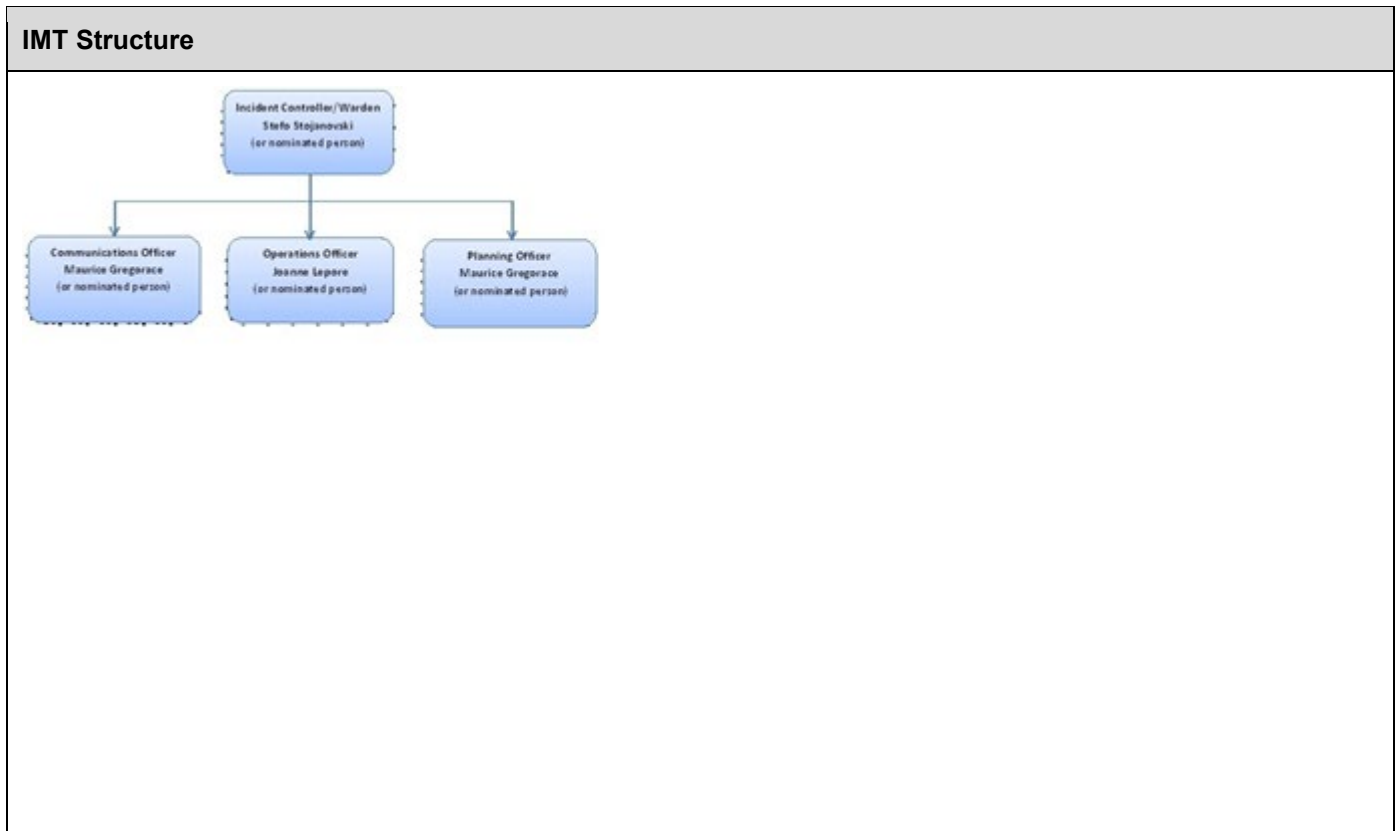
## Emergency Kit Checklist

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
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	03/08/2022
<b>Next check date</b>	02/08/2023

# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Stefo Stojanovski <b>Phone/Mobile:</b> 0419 365 067	<b>Name:</b> Maurice Gregorace <b>Phone/Mobile:</b> 0410 607 880
Planning Officer	<b>Name:</b> Maurice Gregorace <b>Phone/Mobile:</b> 0410 607 880	<b>Name:</b> Joanne Lepore <b>Phone/Mobile:</b> 0414 633 979
Operations Officer (Area Warden)	<b>Name:</b> Joanne Lepore <b>Phone/Mobile:</b>	<b>Name:</b> Maurice Gregorace <b>Phone/Mobile:</b>

	0414 633 979	0410 607 880
Communications Officer	<b>Name:</b> Maurice Gregorace <b>Phone/Mobile:</b> 0410 607 880	<b>Name:</b> Joanne Lepore <b>Phone/Mobile:</b> 0414 633 979
Logistics Officer (Warden)	<b>Name:</b> Stefo Stojanovski <b>Phone/Mobile:</b> 0419 365 067	<b>Name:</b> Maurice Gregorace <b>Phone/Mobile:</b> 0410 607 880
First Aid Officer	<b>Name:</b> Maurice Gregorace <b>Phone/Mobile:</b> 0410 607 880	<b>Name:</b> Sophie Sahinidis <b>Phone/Mobile:</b> 0409 705 118

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
<p>Chief Warden/Education Commander</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
<p>Planning Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
<p>Operations Officer (Area Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practises (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p>

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• 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.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practises (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> </ul>

	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• 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.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
First Aid Officer	<ul style="list-style-type: none"> <li>• Assess what happened during incident</li> <li>• Identify hazards and risks</li> <li>• Calmly reassure injured person</li> <li>• Assess injured person and identify possible first aid solutions</li> <li>• Apply first aid if required</li> <li>• Call for appropriate assistance ie 000 Emergency</li> </ul>



# Emergency Contacts

During emergency, refer any of the emergency contacts

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Acting Principal	Judi Benney	9474 0500	0409 418 052	0409 418 052
Assistant Principal	Stefo Stojanovski	9474 0504	5222 8401	0419 365 067
Assistant Principal	Angela Natoli	9474 0506	8746 5385	0477 753 228
Assistant Principal	Joe Tasic	9474 0505	0433 314 723	0433 314 723
Business Manager	Val Del Vescovo	9474 0507	9367 7040	0408 329 355
DE Area Manager	Joanne Lepore	9474 0517	9497 1405	0414 633 979
OH&S Representative	Maurice Gregorace	9474 0547	9348 4914	0410 607 880

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Angela Singh	(03) 7022 1849	0408 745 216
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
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	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	

Area Executive Director North West Victoria Region	Stacey Gabriel	(03) 9084 9098	0400 495 564
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## Local / Other Organizations

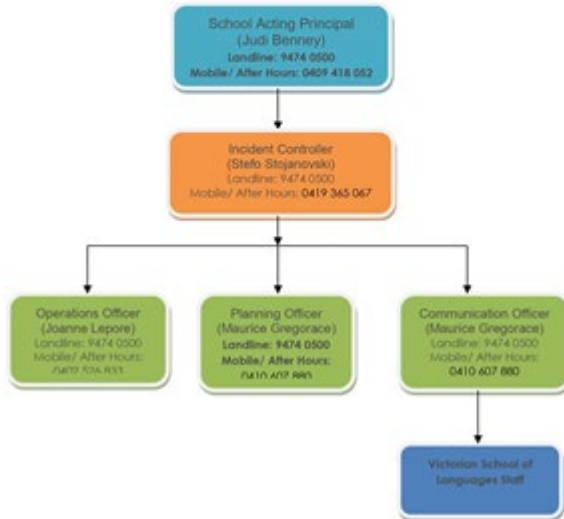
Name	Phone
Police Station - Northcote Police Station	9403 0200
Hospital - St Vincent, Fitzroy	9411 7111
Hospital - Austin, Heidelberg	9496 5000
Gas (Origin)	13 27 71
Electricity (Origin)	13 24 61
Water Corporation (Yarra Valley Water)	13 27 62
Facility Electrician (Garrett Electrics)	9703 1999
Local Government (Darebin City Council)	8470 8888
SES (flood, storm and earthquake)	132 500
Fire	000
Ambulance	000
Sam Lafferty - Plumber	0438 148 245

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Refer to the School Bus Emergency Contacts section of the Guide	Not applicable		

# 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
Intruder / Personal Threat	Cause Unknown/known person entering the school building or grounds and verbally and/ or physically causing harm. Consequences Physical and psychological injury to staff and/or students (if students are on site).	<ul style="list-style-type: none"> <li>Visitors must report to reception and sign in using the Visitor Register.</li> <li>Visitors are required to wear and display visitor pass/badge.</li> <li>Parents must make an appointment to meet with teachers/principal.</li> <li>Lock down/lockout/ evacuation procedures are regularly practised.</li> <li>Values of mutual respect and acceptable parent behaviour policy are communicated. Encourage engagement of parents in school activities</li> <li>CCTV</li> <li>Neighborhood schools share information of these type of risks</li> <li>Staff trained</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>The school will continue to provide training for staff in managing aggressive people/diffusing tense situations.</li> <li>Staff will share information on a need to know' basis concerning known aggressive people.</li> <li>The school will develop a process and pre-determined actions to discretely alert others of an intruder.</li> </ul>	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Building fire	Risk - Injury from burns or smoke inhalation. Damage to personal and school property. Causes - Flames and or smoke. Consequences - Fatality and / or permanent disability. Stress event requiring extensive clinical support for individuals. Repairs required for damaged property.	<ul style="list-style-type: none"> <li>Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants, water sprinklers) is tested and tagged as per Australian Standards.</li> <li>A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment are working.</li> <li>All fire extinguishers are tested regularly.</li> <li>A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner.</li> <li>Undertake evacuation drills (including fire drills).</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	None	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Severe weather and storms	Risk - There is a risk of injury to persons and damage to property. Causes - Flying debris Flooding Falling objects Falling power lines Lightning strike. Consequences - Fatality and / or permanent disability Stress event requiring extensive clinical support for individuals Repairs required for damaged property.	<ul style="list-style-type: none"> <li>Roofs/gutters/drains are cleared on a regular basis.</li> <li>Liaise with SES/local government to identify potential risks.</li> <li>Contingency for storage of equipment/materials if necessary.</li> <li>Test communications.</li> <li>Monitor weather conditions and initiate lock down.</li> </ul>	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	None	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Earthquake	Risk - There is a risk of injury to persons and damage to property.	<ul style="list-style-type: none"> <li>Emergency evacuation procedure implemented.</li> </ul>	Acceptable	<b>Consequence</b>		<b>Consequence</b>

	Causes - Flying debris Falling objects Falling power lines Sinking of ground and roads. Consequences - Fatality and / or permanent disability Stress event requiring extensive clinical support for individuals. Repairs required for damaged property	<ul style="list-style-type: none"> <li>Initiate lock down procedure</li> </ul>		Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium		Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Bomb Threat	Risk - There is a risk of psychological injury due to threat. There is a risk of physical and or psychological harm due to an explosion. Causes - Bomb threat made directly or next to the school. Consequences - Physical and psychological injury to staff and/or students (if on site)	<ul style="list-style-type: none"> <li>Bomb Threat Checklist located next to each phone.</li> <li>Emergency evacuation drills scheduled and practised on a regular basis.</li> <li>Evacuate only on instruction from emergency warden.</li> </ul>	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	<ul style="list-style-type: none"> <li>Provide staff with training on what to do in case of a bomb threat. Practice Checklist.</li> </ul>	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Influenza pandemic	Risk - Effects health and possible death (in extreme cases).	<ul style="list-style-type: none"> <li>Basic hygiene measures are in place such as washing hands after use of toilet. Hygiene information on display.</li> <li>There is convenient access to water and liquid soap.</li> <li>Yearly flu immunisation shots.</li> <li>Floor surfaces are cleaned daily.</li> <li>Rubbish (including food scraps) disposed of daily.</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium	None	<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Refer to intruder/personal threat section above	Effective	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium	Refer to intruder/personal threat section above	<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Refer to bomb threat section above	Effective	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium	Refer to bomb threat section above	<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Refer to severe weather and storm section above	Acceptable	<b>Consequence</b> Major <b>Likelihood</b> Unlikely	None	<b>Consequence</b> Major <b>Likelihood</b> Unlikely

				<b>Risk Level</b> Medium		<b>Risk Level</b> Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets.	<p>School Resources</p> <ul style="list-style-type: none"> <li>• <b><u>Migrate web based services to off site Data Centre in Port Melbourne. This action to be completed by 31 January 2019.</u></b></li> <li>• Date backed up on a daily basis and stored off site.</li> <li>• Computers for key personnel can be acquired and set up in 3 days. Data can be reload from back up tapes.</li> <li>• Key Personnel (Principal Team, Business Manager, IT and enrolments) to operate from an external location (VSV or Thornbury High School)</li> <li>• Teachers can continue phone lessons using mobile phones. Data can be loaded onto personal computers on a temporary basis.</li> </ul> <p>School Amenities</p> <ul style="list-style-type: none"> <li>• Power outage - call Origin Energy if it is a mains issue or Garrett (Electrician) for office issues</li> <li>• Water issues - call Yarra Valley Water if it is a mains issue or Sam Lafferty (Plumber) for office issues</li> </ul>	Acceptable	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	None	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> <li>• Recognise indicators of Child Abuse ie change in behaviour, physical injury,etc</li> <li>• Abuse reported by child or someone associated with the child to teacher/school</li> <li>• Implement Child Safe Standards and policy</li> <li>• PROTECT protocol</li> <li>• Student Critical Incident Advisory Line</li> <li>• Student Support Services/Student Welfare Coordinator</li> </ul>	Needs Improvement	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>	<ul style="list-style-type: none"> <li>• Brief staff twice yearly to ensure understanding of current child safety standards and mandatory report obligations</li> <li>• Recognise indicators of Child Abuse ie change in behaviour, physical injury,etc</li> <li>• Liaise with students home school student welfare co-ordinator</li> <li>• Implement Child Safe Standards and policy</li> <li>• PROTECT protocol</li> <li>• Student Critical Incident Advisory Line</li> <li>• Student Support Services/Student Welfare Coordinator</li> </ul>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> <li>• The school implements a Privacy Policy</li> <li>• IT Systems Manager manages and reviews school's privacy and system security procedures and practices</li> <li>• Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared.</li> <li>• Password protocols for ICT</li> <li>• The school uses Department approved software and systems</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>

		<ul style="list-style-type: none"> <li>IT Systems Manager communicates with VSL staff regarding potential security matters such as hacking, viruses, etc</li> </ul>				
Medical Emergency	<p>Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident</p>	<ul style="list-style-type: none"> <li>Staff trained in first aid</li> <li>Numerous First Aid Kit available in the building</li> <li>Staff observant to signs of illness</li> <li>Medical history – staff/students available</li> <li>School implements all related medical policies including Anaphylaxis, Asthma, Infectious Diseases and Medication</li> </ul>	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>		<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
Mental Stress	<p>Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning</p>	<ul style="list-style-type: none"> <li>The VSL implements a number of policies to assist in managing mental stress. They include Bullying (including cyber), Gender Equality, Suicide Prevention, Anti-Discrimination and Multi-Cultural Diversity.</li> <li>The VSL has also adopted and implemented the Department's Child Safety Standards</li> </ul>	Needs Improvement	<p><b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>
Missing person - school or school camp/excursion	<p>Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress</p>	<ul style="list-style-type: none"> <li>School records attendance</li> <li>Head count morning, noon, bedtime and after each activity</li> <li>Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>Teachers to supervise students at all times except for bedtime</li> <li>Behaviour Support Plans to address individual truancy.</li> <li>Student Activity Locator to be completed ahead of all excursions</li> <li>List of students to attend excursions to be held at school site and by Teacher in Charge on excursion.</li> <li>Conduct, execute and communicate excursion risk assessment</li> <li>Implement emergency plan is a student goes missing: i) Confirm person lost, ii) Contact and assist emergency services, iii) Contact parent/guardian, iv) Contact DET</li> <li>Ensure students and teachers have mobile phones</li> </ul>	Effective	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>	None	<p><b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>
Traumatic Death/Injury/Grief	<p>Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> <li>Staff trained in First Aid</li> <li>The VSL implements a number of policies in relation to injury</li> <li>The VSL adheres to OHS policies and practices for the prevention of injury and death.</li> <li>The VSL seeks assistance of Counsellors from the Regional Office</li> </ul>	Needs Improvement	<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>		<p><b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>



Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<p><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> <li>• School based security measures e.g. CCTV</li> <li>• Behavioral Code of Conduct</li> <li>• School social media strategies and policies to address online harassment</li> <li>• The VSL implements a number of policies such as Anti-Discrimination, Anti-Harassment, Bullying and Gender Equality</li> <li>• The VSL promotes Multiculturalism and Diversity which is the cornerstone of our teaching of languages</li> <li>• Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> <li>• Follow CSS strategy</li> </ul> <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> <li>• Trespass order</li> <li>• Child Protection referral</li> <li>• Family violence referral</li> </ul> <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> <li>• Child Safety Standards</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• School in-house PD's</li> </ul>	Needs Improvement	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Low</p>
COVID-19	Contagious illness - Flu like symptoms that effects health. Probable consequences: Spread of illness; High absenteeism, school closures. Staff may need hospitalisation and placed on a ventilator. Death my result in extreme circumstances.	<p>Implementation of School Covid-19 Safety Plan. Main points are</p> <ul style="list-style-type: none"> <li>• Extensive school cleaning</li> <li>• use of hand sanitisers and PPS equipment</li> <li>• Implementation of social distancing guidelines</li> <li>• wearing of face covering according to Government recommendation</li> <li>• Follow contact tracing guidelines</li> <li>• Adhere to DET school guidelines</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>	<p>The Principal and Leadership Team will continue to monitor DET Covid-19 update and implement changes as required. Continue to promote School Covid-19 Safety Plan. Promote vaccination where appropriate and the use of recommended face covering</p> <p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
COVID-19	.		Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Almost Certain</p> <p><b>Risk Level</b> Extreme</p>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>



# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors to <b>the meeting room on the second floor of school building.</b></li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to <b>John Cain Memorial Park, Clarendon Street Thornbury side (on the side of the park) in front of school building or alternative location on John Cain Memorial Park - near the playground (refer to evacuation diagram).</b></li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> </ul>

	<ul style="list-style-type: none"> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.</li> <li>• Check that all external doors (and windows if appropriate) are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-down procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ Lock doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• Go to the designated assembly point/s to <b>John Cain Memorial Park, Clarendon Street Thornbury side (on the side of the park) in front of school building or alternative location on John Cain Memorial Park - near the playground (refer to evacuation diagram).</b></li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to <b>the meeting room on the second floor of school building.</b></li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre that shelter-in- place is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>

## Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Missing person - school or school camp/excursion	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing <ul style="list-style-type: none"> <li>◦ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>
Traumatic Death/Injury/Grief	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> <li>◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>◦ Continue to identify those most at risk and triage for support</li> <li>◦ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> <li>◦ Preserve the evidence</li> <li>◦ Contact Region – i.e. Senior Education Improvement Leader, Regional Area Executive Director, Operations and Emergency Management</li> <li>◦ Contact Legal Division on 9637 3146</li> <li>◦ Consider a Worksafe Notification 13 23 60</li> <li>◦ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul>
Violence, Aggression and/or harassment	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or <a href="mailto:employee.conduct@edumail.vic.gov.au">employee.conduct@edumail.vic.gov.au</a> and follow their advice</li> </ul>
Intruder / Personal Threat	<p><b>Call 000</b> for emergency services and seek and follow advice.</p> <ul style="list-style-type: none"> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to <b>John Cain Memorial Park, Clarendon Street Thornbury side (on the side of the park) in front of school building or alternative location on John Cain Memorial Park - near the playground (refer to evacuation diagram).</b></li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>

<p>Severe weather and storms</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice</li> </ul>
<p>Earthquake</p>	<ul style="list-style-type: none"> <li>• Call <b>000</b> if emergency services are needed and seek and follow advice.</li> <li>• The Chief Warden will convene the IMT if necessary.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>•</li> </ul> <p><b>If Outside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Stay outside and move away from buildings, streetlights and utility wires.</li> <li>• DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by covering your head and neck with their arms and hands</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>If Inside</b> Instruct staff and students to:</p> <ul style="list-style-type: none"> <li>• Move away from windows, heavy objects, shelves and so on</li> <li>• DROP, COVER and HOLD             <ul style="list-style-type: none"> <li>○ DROP to the ground</li> <li>○ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms</li> <li>○ HOLD on until the shaking stops.</li> </ul> </li> </ul> <p><b>After the earthquake</b></p> <ul style="list-style-type: none"> <li>• Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.</li> <li>• If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.</li> <li>• Arrange medical assistance where required.</li> <li>• Help others if you can.</li> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> </ul>



	<ul style="list-style-type: none"> <li>• Contact parents as required.</li> <li>• Tune in to ABC radio if you can and follow any emergency instructions.</li> <li>• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
<p>Bomb Threat</p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> <li>• Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):             <ul style="list-style-type: none"> <li>○ gender of caller</li> <li>○ age of caller</li> <li>○ accents and speech impediments</li> <li>○ background noises</li> <li>○ key phrases used</li> <li>○ whether the threat is automated/taped/recorded.</li> </ul> </li> </ul>



	<p><b>Ask the caller:</b></p> <ul style="list-style-type: none"> <li>• where exactly is the bomb/substance located?</li> <li>• what time will the bomb explode/the substance be released?</li> <li>• what will make the bomb explode/how will the substance be released?</li> <li>• what does the bomb look like?</li> <li>• what kind of device/substance is it?</li> <li>• who put the bomb/substance there? Why was it put there?</li> <li>• what kind of substance is it (gas, powder, liquid)? How much is there?</li> <li>• where are you? Where do you live?</li> <li>• what is your name? What are your contact details?</li> <li>• Once the call is finished:             <ul style="list-style-type: none"> <li>○ <b>DO NOT HANG UP</b> - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.</li> <li>○ Immediately:                 <ul style="list-style-type: none"> <li>▪ inform the Chief Warden/principal if this has not yet been done</li> <li>▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone</li> <li>▪ 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.</li> </ul> </li> <li>○ implement evacuation and communication procedures as indicated in section "<b>If a suspicious object is found</b>" above</li> <li>○ report the emergency to the Security Services Unit on 9589 6266</li> <li>○ ensure all of the caller information has been written down and provided to police on arrival.</li> </ul> </li> </ul> <p><b>If a bomb/substance threat is received by letter</b></p> <ul style="list-style-type: none"> <li>• Place the letter in a clear bag or sleeve and store in a secure place</li> <li>• Avoid any further handling of the letter or envelope</li> <li>• Call 000 for police and seek and follow advice</li> </ul>
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	<ul style="list-style-type: none"> <li>• Notify the Chief Warden/principal</li> <li>• 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.</li> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b></li> <li>• Report emergency to the Security Services Unit on 9589 6266</li> </ul> <p><b>If a bomb/substance threat is received electronically e.g. by email</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT DELETE THE MESSAGE</b></li> <li>• Call 000 for police and seek and follow advice</li> <li>• Notify the Chief Warden/principal</li> <li>• 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.</li> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b></li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>• Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>• Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>• Help others to leave the area. Use stairs instead of elevators.</li> <li>• Be aware of weakened floors and stairways and watch for falling debris.</li> <li>• Once out of the affected building:             <ul style="list-style-type: none"> <li>○ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>○ Use caution to avoid debris that could be hot or sharp</li> <li>○ Call 000 for emergency services and seek and follow advice</li> <li>○ Report the emergency to the Security Services Unit on 9589 6266</li> <li>○ Be aware of any potential secondary explosions</li> <li>○ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions  <a href="https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default">https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&amp;action=default</a>            for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>

<p>Intruder</p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> </ul>
<p>Bomb/substance threat</p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b></p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> <li>• Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "<b>Related forms</b>" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):</li> </ul>

- 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
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
  - report the emergency to the Security Services Unit on 9589 6266
  - ensure all of the caller information has been written down and provided to police on arrival.

**If a bomb/substance threat is received by letter**

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.

**If a bomb/substance threat is received electronically e.g. by email**

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.
- Report emergency to the Security Services Unit on 9589 6266.

**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.

	<ul style="list-style-type: none"> <li>○ Implement evacuation and communication procedures as indicated in section <b>"If a suspicious object is found"</b> above. Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p>Severe weather event</p>	<ul style="list-style-type: none"> <li>● <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>● Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>● Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>● During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> <li>● Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>● Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>● Report emergency to the Security Services Unit on 1800 126 126.</li> <li>● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>● Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>● Determine which services are affected and the extent of the impact.</li> <li>● Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>● <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>● Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>● Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>● Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>● Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>● Contact parents as required.</li> <li>● Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at</li> </ul>

	<p><a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</p> <ul style="list-style-type: none"> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
Information Security	<ul style="list-style-type: none"> <li>• Contact your IT specialist technician for advice and support</li> <li>• If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> <li>○ Phone 1800 641 943</li> <li>○ Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> <li>○ Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>• If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>• Phone the privacy help desk on 8688 7967</li> <li>• Email <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a></li> </ul>

	<ul style="list-style-type: none"> <li>• Consider notifying the Media Unit on 8688 7776</li> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>
<p>COVID-19</p>	<p>The Victorian School of Languages has implemented a COVID-19 Safety Management Plan. In relation to this item the plan specifies the following</p> <ul style="list-style-type: none"> <li>• Limiting number of staff in common areas such as kitchen and meeting rooms.</li> <li>• Ensuring all work areas are at least 1.5m apart. Markings have been taped to the floor indicating the appropriate safe distance.</li> <li>• Installation of Perspex screens between some workstations</li> <li>• Provision of additional spaces where staff can have breaks and lunch including meeting room, conference rooms on the ground floor and their desks/workstations.</li> <li>• Masks recommended</li> <li>• Vaccination of staff is recommended</li> <li>• Hand sanitisers, hand wipes, gloves and face masks have been provided. Sanitisers are located at numerous places around the office including exit and entering stations next to the lift and stairs. We carry an adequate supply of stock at all times which is closely monitored. We place new orders when stock is below a safe level.</li> <li>• Staff are instructed only to touch their own workstations and use their own equipment and work supplies.</li> <li>• The Principal and OHS personnel will follow the requirements of DET Operations Guidelines.</li> <li>• Staff members who are unwell and show symptoms (fever, cough, shortness of breath, sore throat, loss of smell or taste) must stay home and get tested (RATS). If positive Isolate for 7 days.</li> <li>• The Principal and Leadership Team will continually follow up with staff on how they are feeling with the current situation, discuss challenges in delivering services from home and encourage managers to be flexible. Where working from home is required, refine communication processes and stay connected.</li> <li>• Line managers have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered.</li> <li>• Allow time for staff to access the relevant information, instruction and training, such as the wellbeing webinars.</li> <li>• Encourage staff to use employee assistance programs (EAP) and other support and resources available.</li> </ul>



<p>COVID-19</p>	<p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> <li>• For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for <b>Managing a suspected or confirmed case of coronavirus (COVID-19)</b></li> <li>• For suspected cases in staff, refer to the advice in the Operations Guide regarding <b>Required actions for suspected cases of coronavirus (COVID-19) in staff in schools</b> and <b>Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools</b></li> <li>• Also see the advice in the Operations Guide regarding <b>Management of an unwell student or staff member</b></li> <li>• Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.</li> </ul>
<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>
<p>Mental Stress</p>	<ul style="list-style-type: none"> <li>• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</li> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul>

# Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

## 1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

<b>Details of arrangements</b>	1. Virtual School Victoria - 315 Clarendon Street, Thornbury VIC 2. Thornbury High School - 238 Collins Street, Thornbury VIC
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Name	Contact Details	Support Role
Fiona Webster, Principal of Virtual Schools Victoria	8480 0000	Host VSL staff in the short term
2. Michael Keenan, Principal Thornbury HS	9480 4066	Host VSL staff in the short term

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

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

<b>Details of arrangements</b>	1. TEACHING: Can be maintained through an individual phone call to students from the responsible teacher, or using online classroom using services such as WebEx, Teams or Zoom to deliver teaching to a group of students. 2. MANAGEMENT/ADMIN STAFF: Access can be made remotely using existing VPN services and Remote Desktop services. 3. RECOVERY TIME OBJECTIVE (RTO): three business days for key VSL personnel. 4. RECOVERY POINT OBJECTIVE (RPO): one business day, data resides virtual servers and is backed up to multiple locations. 5. POWER ARRANGEMENTS: Thornbury site and remote datacenter has
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	uninterruptable power supplies (UPS) and backup power generator in case of loss of power.
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Name	Contact Details	Support Role
David Tancredi	0423 016 787	IT Manager in relation to data security

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

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

<b>Details of arrangements</b>	Where possible IT staff are cross skilled. Should the need arise, we have arrangements with multiple IT managed service organisations to provide short term backfill while the VSL hiring for a position. Teaching staff (such as CRT's) will be employed as required.
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Name	Contact Details	Support Role
David Tancredi	(03) 9474 0500 or 0423 016 787	IT Manager in relation to data security
Maurice Gregorace	(03) 9474 0547 or 0410 607 880	HR Officer
Centorrino Technologies Pty Ltd	David Brown	IT staff backfill
Thomas Peer Solutions Pty Ltd	Nish Wijesuriya nish.wijesuriya@thomaspeer.com.au	IT staff backfill

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> </ul>	


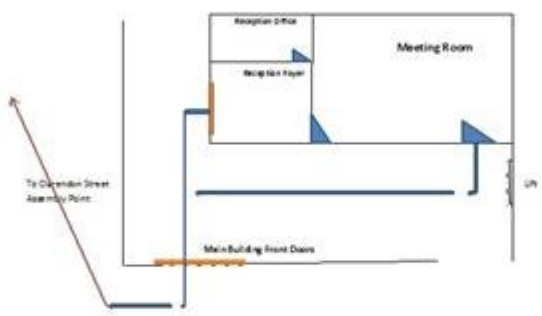
<ul style="list-style-type: none"> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	
<p>Identify actions to mitigate impact, including:</p> <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other schools</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key school data</li> <li>• Using paper based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
<p>Establish a register to log all decisions and actions</p>	
<p>Establish a register to log all financial expenditure incurred</p>	
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	

# Area Map

## Area Map

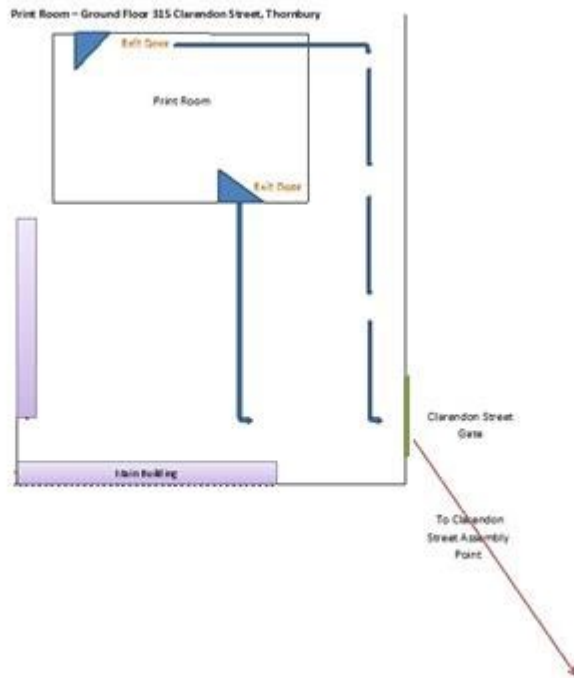


# Evacuation Map

Building Name	Evacuation Procedures
<p>VSL Head Office - Second Floor</p>	<p>? ALARM: The alarm system should sound automatically. If power fails, a hand held device will sound a siren. DEPARTURE INSTRUCTIONS: Leave under the direction of the warden(s) Leave bags, books, other belongings, etc. Leave via the nearest exit – Second Floor exit through North and South Stair Wells down to the ground floor Once outside the building proceed under the warden(s) direction to the Assembly Area in front of John Cain Memorial Park on Clarendon Street Follow the routes shown on the attached map (Item 13) Once in the assembly area, stay with other VSL colleagues and await instructions Warden(s) will do a name check</p>
	
<p>VSL Head Office - Reception</p>	<p>? ALARM: The alarm system should sound automatically. If power fails, a hand held device will sound a siren. DEPARTURE INSTRUCTIONS: Leave under the direction of the warden(s) Leave bags, books, other belongings, etc. Leave via the nearest exit – Reception exit through front doors of the main building and right towards John Cain Memorial Park on Clarendon Street Once outside the building proceed under the warden(s) direction to the Assembly Area in front of John Cain Memorial Park on Clarendon Street Follow the routes shown on the attached map (Item 13) Once in the assembly area, stay with other VSL colleagues and await instructions Warden(s) will do a name check</p>
	

VSL Head Office - Printroom

?ALARM: The alarm system should sound automatically. If power fails, a hand held device will sound a siren. DEPARTURE INSTRUCTIONS: Leave under the direction of the warden(s) Leave bags, books, other belongings, etc. Leave via the nearest exit – Print Room exit through front or back doors towards John Cain Memorial Park on Clarendon Street Once outside the building proceed under the warden(s) direction to the Assembly Area in front of John Cain Memorial Park on Clarendon Street Follow the routes shown on the attached map (Item 13) Once in the assembly area, stay with other VSL colleagues and await instructions Warden(s) will do a name check



## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Angela Singh	Regional Director, North Western Region - DET	01/09/2022	angela.singh@education.vic.gov.au
David Browne	Acting Senior Emergency Management Support Officer - NWVR - DET	01/09/2022	Postal Address: 161 Langtree Ave Mildura 3500 E: david.browne@education.vic.gov.au
Judi Benney	Acting Principal - Victorian School of Languages	01/09/2022	Postal Address: 315 Clarendon Street Thornbury, VIC, 3071 Email: judib@vsl.vic.edu.au
Stefo Stojanovski	Assistant Principal - Victorian School of Languages	01/09/2022	Postal Address: 315 Clarendon Street Thornbury, VIC, 3071 Email: stefos@vsl.vic.edu.au
Bruna Pasqua	School Council President - Victorian School of Languages	01/09/2022	Postal Address: Email: bruna.pasqua@homeaffairs.gov.au
All school staff	All School Staff	01/09/2022	Postal Address: 315 Clarendon Street Thornbury, VIC, 3071 OHS Noticeboard
David Richardson	Facilities - Virtual Schools Victoria	15/09/2020	Postal Address: 315 Clarendon Street Thornbury Email: drichard@distance.vic.edu.au>
Stacey Gabriel	Area Executive Director North West Victoria Region	15/09/2020	Postal Address: L1, 1 Flintoff Street, Greensborough, VIC, 3088



