

Simpson Primary School

Emergency Management Plan 2018-2019



1 Cockayne Street, Simpson, VIC, 3266
03 5594 3298 / simpson.ps@edumail.vic.gov.au

Department of Education and Training

Date Approved: November 2018

Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergency situations.

Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Officer in Charge	Cobden Police	21/11/2018	Curdie ST, COBDEN
Paul Parsell	Simpson CFA	21/11/2018	Coradjil RD, SIMPSON
Willem Van Eck	School Council President	21/11/2018	Cooriemungle Rd, SIMPSON
All School Councillors		21/11/2018	
All School Staff		21/11/2018	
Jane Bennett	Simpson Kindergarten	21/11/2018	Barramul St, Simpson
Emma Smith	Simpson Playgroup	21/11/2018	Barramul St, Simpson
Ken Unwin	Men's Shed	21/11/2018	Barramul St, Simpson
	SES	21/11/2018	Cobden

Facility Profile

School Name/Campus Name	Simpson Primary School
Address	1 Cockayne Street, Simpson, VIC, 3266
Phone	03 5594 3298
Email	simpson.ps@edumail.vic.gov.au
Fax	03 5594 3333
DET Region	SOUTH-WESTERN VICTORIA
DET Area	Wimmera South West Area
LGA	Corangamite (S)
BOM/Fire District	South West District
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Category 3
Operating Hours	8.45am - 3.30pm
Number of Students	75
Number of Staff	8
Number of Buildings	3
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Early Childhood Learning Centre Corner Baraamul & Cockayne Streets
On-site Evacuation Location	School Oval
Off-site Evacuation Location	Primary Location: Simpson Hotel Carpark

Typical method used for communications to school community	Newsletter, SMS - Skoolbag
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Simpson & District Kindergarten	Early Childhood Learning Centre	20		0355943401	0427107301
Simpson Playgroup	Early Childhood Learning Centre	12	Tuesday 10:00-1:00	0355943401	0409795583

Building Information Summary

Telephones (landlines)

Location	Number
Simpson Primary School	0355 943 298
Simpson & District Kindergarten	0355 943 401

Alarms

Description	Location	Monitoring Company	Number
Fire	N/A	Bendigo Fire Services Maintenance	Extinguishers and fire blankets located and signed throughout the buildings as shown on site map
Intrusion	Front Entrance	DET	Fob and activation panel left hand side of front door

Other			
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Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Prinetown Rd	Kleenheat	Turn off Gas Tank Also shut off valve located at South East end of main building closest to student toilets
Water	Prinetown Rd	Wannon Water	Turn off Prinetown RD
Electricity	Outside staffroom	Power Direct	Turn off Main switch board

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions Location	

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	
Provides power to	
Shutoff Instructions Location	

Building and Site Hazards

Location	Number
Gas Bulk Tank	Princetown Rd Entrance
Tractor Shed	Princetown Rd Entrance
Native Vegetation	South side boundary plantation (approx 10 ha)

Additional Profile Information

Additional Info	Fire Protection Services Hydrant System installed 2017 New hydrant pumping system -stand alone diesel powered water fire fighting facilities available on eastern boundary of school site

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
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Plastic garbage bags and ties	Yes
Sanitary products	Yes

Review Emergency kit checked date

Date emergency kit checked	19/10/2018
Next check date	01/02/2019

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Bushfire/Grassfire	Principal	06/02/2019	02/02/2018
Term 2	Building Fire	Principal	07/05/2019	01/05/2018
Term 3	Intruder/Lockdown	Principal	18/07/2019	27/07/2018
Term 4	Bushfire	Principal	09/10/2019	19/10/2018

First Aid Training

Staff Member	Training Completed	Date Qualified To
Andrea Taylor	Level 2	24/03/2019
Janine Murray	Level 2	26/05/2019
Naomi Marr-Vogels	Level 2	26/05/2019
Ashlee Carrigan-Walsh	Level 2	26/05/2019
Bronwyn Sutter	Level 2	26/05/2019
Sheryl Currie	Level 2	26/05/2019
Maria Van Rijthoven	Level 2	26/05/2019
Rhi Fuller	level 2	26/05/2019
Judith Melville	CPR	18/05/2018
Rebecca Rundle	level 2	01/08/2019
Louise Prosser	level 2	24/02/2018

Other Training Record

Staff Member	Training Type	Date
Andrea Taylor	Asbestos Awareness Training	23/05/2018
Ashlee Carrigan-Walsh	OH & S HSR Training	17/10/2017

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
Wheel Chair access	0	1
Asthma	0	12

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfire/Grassfire	Cause: Bushfire spreading from bushland to south, east & west of school Consequences: Fatality and/or permanent disability from burns Serious injury from smoke inhalation Stress or psychological effect requiring extensive clinical support for multiple individuals	Liaison with local CFA throughout the year and ongoing partnerships for drills Conduct emergency response drills each term Monthly grounds rosters to clean & tidy site EMP reviewed before the fire season Staff & School Council aware of plan and their roles Implement Code Red Pre-emptive closure as per EMP Check CFA website, warnings bushfire alerts during season	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	Communicate school bushfire preparedness to the school community On declared day of extreme fire danger activate heightened state of readiness Alter, move or cancel scheduled programs / camps/excursions Consult with local CFA A staff member to regular monitor the horizon. Fire protection services hydrant system available on site.	Consequence Severe Likelihood Unlikely Risk Level High
Building fire	Consequences Risk of injury from burns or smoke inhalation Risk of property damage or loss Risk of Psychological injury	Fire Services Equipment (fire hose reel, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards Communication system (PA system) tested on a regular basis A fire blanket is available in all kitchen areas All electrical equipment is tested & tagged as per Australian Standards and damaged equipment disposed of	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	Practice Evacuation Drills Ensure all electrical and fire equipment is regularly checked Ensure buildings are kept free of rubbish	Consequence Severe Likelihood Unlikely Risk Level High
Severe weather event	Causes: Flying Debris Flooding Falling objects Consequences: Fatality and/or permanent disability Stress requiring extensive clinical support for multiple individuals	Regular and ongoing maintenance of grounds and buildings Review lockdown procedures as per EMP Ensure roofs/gutters/drains are clear	Effective	Consequence Severe Likelihood Possible Risk Level Extreme	Liaise with SES/local government to identify potential risks Alter, move or cancel scheduled programs/ camps/ excursions	Consequence Major Likelihood Possible Risk Level High
Intruder	Causes: Person known/unknown inappropriately engaging with staff/students Consequences: Hospital treatment Stress event requiring professional support	Ensure no one can enter office area without permission. Ensure visitors/contractors sign in & out using the Visitors register at Office Practice lockdown/lockout procedures as per EMP Ensure all staff are aware and have access to Employee Assistance Program	Ineffective	Consequence Major Likelihood Unlikely Risk Level Medium	Maintain line of vision around school Records of Court Orders Keep non visible gates locked Practice stranger danger with students Enforce rule of not playing along fence lines.	Consequence Severe Likelihood Unlikely Risk Level High
School Bus Accident/ Vehicle Incident	Cause Poor Road conditions Mechanical failure Other drivers & damp; vehicles Consequences: Injury or death Vehicle damage Stress requiring extensive clinical support for multiple individuals	Bus Coordinating School Emergency management Plan Safe bus travel guidelines distributed to all parents and students. Bus companies and drivers follow safe work procedures and complete prescribed safety check prior to driving vehicle	Acceptable	Consequence Severe Likelihood Possible Risk Level Extreme	Liaise with Bus Companies to ensure high safety standard Maintain Bus Internal communication roles for staff phoning parents & Communication Tree and distribute to all bus travellers. Internal school notification system including skoolbag SMS option for families	Consequence Severe Likelihood Possible Risk Level Extreme
Hazardous Substance Release	Causes Unauthorised access to fuel and chemicals used by	Follow DEECD's Chemical Management procedures Maintain Chemical register with safety data sheets from	Acceptable		Ensure any hazardous goods are in locked cupboards/rooms	

	facilities and grounds staff Gas leak from bulk gas tank located along Princetown Rd Consequences Fatality and/or permanent disability Stress requiring extensive clinical support for multiple individuals	Chemwatch Develop and implement safe work procedures for handling chemicals Schedule and practice emergency evacuation drills on a regular basis		Consequence Severe Likelihood Unlikely Risk Level High		Consequence Severe Likelihood Rare Risk Level Medium
Influenza pandemic	Causes Pandemic Event Flu event Consequences Stress requiring extensive clinical support for multiple individuals Fatality and/or permanent disability	Ensure staff are familiar with DEECD's Pandemic Incident Response Procedures Ensure basic hygiene measures are in place & posters displayed Ensure there is convenient access to water and soap and/or hand sanitiser Ensure staff and students are educated about covering their cough to prevent spread of germs	Effective	Consequence Severe Likelihood Rare Risk Level Medium	Ensure facility is kept clean. Promote good hygiene. Parents to be notified of illness. Parents to notify the school of any communicable diseases.	Consequence Major Likelihood Rare Risk Level Medium
Bomb Threat	Causes Bomb threat made to school or adjacent facility or organisation Consequences Stress or psychological effect requiring extensive clinical support for multiple individuals	Ensure staff are trained and aware of the Bomb Threat checklist Ensure all phones have a Bomb Threat checklist and pencil next to them Ensure all staff are aware and have access to the Employee Assistance Program	Acceptable	Consequence Severe Likelihood Rare Risk Level Medium	Practice drills to ensure all know roles in emergency situation. Scripts kept near phones	Consequence Severe Likelihood Rare Risk Level Medium
Off Site Emergencies	Causes Emergency at camp, excursion, PD Day or other off site activity	Complete Student Activity Locator Adhere to Outdoor Education Guidelines and ratios for supervision Staff to adhere to DEECD's Work related procedures.	Acceptable	Consequence Major Likelihood Possible Risk Level High	Teachers in charge of activity to complete SAL Teachers in charge of camps, excursions and off site activities to complete Risk assessments.	Consequence Major Likelihood Unlikely Risk Level Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Caution around acceptance of delivery items and monitor movement of items around the school environment. Deliveries signed and accounted for	Acceptable	Consequence Major Likelihood Unlikely Risk Level Medium	Office staff first level of good receipt alert and receptive to checking unknown deliveries	Consequence Major Likelihood Rare Risk Level 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	Frequent shorter power outages are common and handled via change in technology requirements Water supply interruption is the second issue and we have some stored drink bottles. If known prolonged outage: hire of generator or may cancel school due to hygiene services lost such as water and toilet facilities	Acceptable	Consequence Minor Likelihood Likely Risk Level	Notify students and staff of time outage expected -toilet visits held off Advance planning includes school community notified to send along extra drinks	Consequence Minor Likelihood Likely Risk Level

				Medium		Medium
Snakes	Risk of injury to staff and students Stress or psychological injury requiring clinical support for multiple individuals	Areas around the school ground are well maintained and cleared to ensure fewer hiding places Staff undertaken first aid training with snake bite processes taught Students alerted to appropriate response at sighting	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	Information sessions for students around how to respond if sighting occurs are conducted with all classes in the lead up to Summer	Consequence Moderate Likelihood Possible Risk Level Medium

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
Off-site evacuation procedure code RED	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Early Childhood Learning Centre, Simpson Hotel or Recreation Reserve • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Lock-down procedure code YELLOW	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Sounding of bell 15 on 15 off cycle X2- PA announcement code YELLOW

	<ul style="list-style-type: none"> • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9603 7999. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-down procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.
<p>Lock-out procedure Code RED</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit

	<ul style="list-style-type: none"> Go to the designated assembly point/s Early Childhood learning Centre, Simpson Hotel or Recreation Reserve Check that students, staff and visitors are all accounted for. Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9603 7999. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. Maintain a record of actions/decisions undertaken and times. Contact parents as required. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> Ensure any students, staff or visitors with medical or other needs are supported. Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. Determine whether to activate your parent re-unification process. Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). Print and issue pre-prepared parent letters and give these to students to take home. Direct all Media enquiries to DET Media Unit on 9637 2871. Ensure all staff are made aware of Employee Assistance Program contact details. Contact the SSSO Network Coordinator if required. Seek support from your region/regional Manager, Operations and Emergency Management as required. Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. Complete your Post Emergency Record.
<p>Shelter-in-place procedure Code RED</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 for emergency services and seek and follow advice. Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED Chief Warden activates the Incident Management Team. Move all students, staff and visitors to the pre-determined shelter-in-place area Meeting Room or Early Childhood Learning Centre. Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). Report the emergency to the Security Services Unit (24 hour, 7 days) on 9603 7999. Check that all students, staff and visitors are accounted for. Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. Maintain a record of actions/decisions undertaken and times.

	<ul style="list-style-type: none"> • Contact parents as required. <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.
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Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfire/Grassfire	<p>CODE RED 3 minute sounding of evacuation siren or air horn, followed by announcement to identify venue for evacuation Shelter in place on-site- Early years building Risk of: injury from smoke inhalation or burns radiant heat harm property damage loss of life Cause: Bushfire spreading from bushland Consequences: Fatality and/or permanent disability from burns Serious injury from smoke inhalation Stress or psychological effect requiring extensive clinical support for multiple individuals If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Early Childhood Learning Centre, Simpson Hotel or Recreation Reserve • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Confirm bus routes impacted and cancel services if required. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details.

	<ul style="list-style-type: none"> • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Building fire	<p>CODE RED 3 minute sounding of evacuation siren or air horn, followed by announcement to identify venue for evacuation Shelter in place on-site- Early years building Off site: Simpson Hotel Car park area Risk of: injury from smoke inhalation or burns radiant heat harm property damage loss of life If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Continuous sounding of evacuation siren or air horn for 3 minutes- PA announcement code RED • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to your Early Childhood Learning Centre, Simpson Hotel or Recreation Reserve • Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after off-site evacuation procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details.

	<ul style="list-style-type: none"> • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Severe weather event	<p>CODE BROWN</p> <p>Potential risks:</p> <p>Risk of roof down flooding</p> <p>Risk of injury Risk of property damage.</p> <p>Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals</p> <ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: • Remain in the building and keep away from windows. • Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Intruder	<p>CODE BLACK</p> <p>Potential risks:</p> <p>Injury to staff and students</p> <p>Psychological health impacted</p> <ul style="list-style-type: none"> • Case by case alert all staff to keep students isolated from the intruder • stay calm and co-operate • Call 000
School Bus Accident/ Vehicle Incident	<p>If a school bus crashes on route:</p> <p>Physical injury to staff or students</p> <p>Stress or psychological injury requiring clinical support for individuals</p> <p>Response:</p> <p>Bus co-ordinating Principal will:</p> <ul style="list-style-type: none"> • Contact emergency services/ agencies to ascertain local information on status of any emergency • Report emergency to the Security Services unit on 1800 126 126 • advise emergency services of the status and location of bus services and seek assistance if required • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

	<ul style="list-style-type: none"> • Confirm/provide instruction to driver with regard to destination. • Notify client school principals and any other facility with passengers on the affected service. • Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver. • Where possible keep an accurate record of the event. • Direct all Media enquiries to DEECD Media Unit on 9637 2871. • A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP. • Liaise with Bus Companies to ensure high safety standard Maintain Bus Internal communication roles for staff phoning parents & Communication Tree and distribute to all bus travellers. Internal school notification system including skoolbag SMS option for families
Hazardous Substance Release	<p>CODE ORANGE</p> <p>One minute sounding of alarm followed by announcement for CODE ORANGE</p> <p>Enact evacuation procedure on-site to oval or off site to hotel car park (town safer place)</p> <p>When there is a gas leak or smoke in building:</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Turn off all safety valves for gas and power supply • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Influenza pandemic	<p>Where there is an outbreak of influenza the school will notify communicable diseases of the reportable diseases and communicate with the community as appropriate.</p> <p>To reduce the risk of an outbreak:</p> <ul style="list-style-type: none"> • Ensure staff are familiar with DEECD's Pandemic Incident Response Procedures • soap is available to all members and visitors of the school community

	<ul style="list-style-type: none"> • Ensure facility is kept clean. • promote good hygiene • parents notified of illness • Health and hygiene lessons are conducted with students such as 'Sneeze Safe'
Bomb Threat	<p>CODE PURPLE</p> <p>Phone call checklist available at all phones</p> <ul style="list-style-type: none"> • do not hang up • keep caller talking • record exact threat <p>Call 000</p> <p>Enact search procedures.</p> <p>Based on findings evacuation required</p> <p>Bell sounds for one minute followed by CODE PURPLE announcement</p>
Other Emergencies	<p>HEAT HEALTH:</p> <p>Risks include:</p> <p>Hypothermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke.</p> <p>Dehydration exacerbating existing medical conditions</p> <p>Power outages due to high use of air-con, refrigeration Failure of public transport (rail)</p> <p>Food poisoning due to unrefrigerated school lunch</p> <p>To minimise the risks associated with extreme hot weather, schools must develop appropriate strategies and measures. Actions may include the following:</p> <ul style="list-style-type: none"> • Call 000 if medical assistance is required <p>Scheduling/Activities</p> <p>Restrict outdoor time.</p> <p>Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.</p> <p>Use alternative venues to modify and relocate activities when temperatures exceed 30C and humidity levels exceed 60 per cent (e.g. indoor recess and lunch, sports programs moved to gym/indoor area).</p> <p>Reschedule/move classes from classrooms with direct sunlight/no cooling.</p> <p>In extreme weather conditions, schools may:</p> <p>reduce midday recess to no less than thirty minutes</p> <p>adjust dismissal time accordingly.</p> <p>Ensure students make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.</p> <p>Implement sun and UV protection policy as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program.</p> <p>Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.</p> <p>Hydration</p> <p>Ensure students and staff continue to hydrate and monitor the hydration of children with additional needs.</p> <p>Drinks containing caffeine such as coffee and tea should be avoided.</p> <p>Remind parents to provide their child with water and modified uniform</p>

	<p>Include information on the school's arrangements for managing hot weather in the school newsletter.</p> <p>Ensure staff monitor students for early signs of heat stress/dehydration.</p> <p>Indoors</p> <p>Ensure indoor spaces have appropriate ventilation or air conditioning.</p> <p>Display dealing with heat posters in prominent locations in the school.</p> <p>Review first aid kits and the need to supplement stock of ice packs and hydrolyte.</p> <p>Notification/Information</p> <p>Report any heat health impacts to the Security Services Unit (24 hour, 7 days) on 9603 7999.</p> <p>Seek advice from your SEIL or regional emergency management staff if required.</p> <p>Direct any media enquiries to DET Media Unit on 9637 2871.</p>
Bomb/substance threat	<p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Await "all clear" advice from police before returning to school buildings to resume normal school activities. • As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by telephone</p> <ul style="list-style-type: none"> • DO NOT HANG UP • Keep the person talking for as long as possible and obtain as much information as possible. • Without alerting the caller, signal a co-worker to: <ul style="list-style-type: none"> ○ call 000 for police on a separate phone ○ notify the Chief Warden/principal ○ report emergency to the Security Services Unit on 9589 6266. • Fill out the <i>Bomb Threat Checklist</i> and record the following details while you are on the phone to the caller (The <i>Bomb Threat Checklist</i> is provided in the "Related

	<p>forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):</p> <ul style="list-style-type: none"> ○ gender of caller ○ age of caller ○ accents and speech impediments ○ background noises ○ key phrases used ○ whether the threat is automated/taped/recorded. <p>Ask the caller:</p> <ul style="list-style-type: none"> ● where exactly is the bomb/substance located? ● what time will the bomb explode/the substance be released? ● what will make the bomb explode/how will the substance be released? ● what does the bomb look like? ● what kind of device/substance is it? ● who put the bomb/substance there? Why was it put there? ● what kind of substance is it (gas, powder, liquid)? How much is there? ● where are you? Where do you live? ● what is your name? What are your contact details? ● Once the call is finished: <ul style="list-style-type: none"> ○ DO NOT HANG UP - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up. ○ Immediately: <ul style="list-style-type: none"> ▪ inform the Chief Warden/principal if this has not yet been done ▪ call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone ▪ o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object. ○ implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above ○ report the emergency to the Security Services Unit on 9589 6266 ○ ensure all of the caller information has been written down and provided to police on arrival. ○ As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received by letter</p> <ul style="list-style-type: none"> ● Place the letter in a clear bag or sleeve and store in a secure place ● Avoid any further handling of the letter or envelope ● Call 000 for police and seek and follow advice ● Notify the Chief Warden/principal ● If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object. ● Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ● Report emergency to the Security Services Unit on 9589 6266. ● As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment. <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
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	<ul style="list-style-type: none"> ○ 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. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i>
Loss of essential services	<p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Snakes	<ul style="list-style-type: none"> • Regular student and staff education sessions regarding snake season issues and responses • Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.

	<ul style="list-style-type: none"> • Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. • If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. • If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. • If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. • If the snake is located inside a building, consider the need to evacuate the classroom or building. • Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. • If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. • Report the incident to SSU.
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Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Andrea Taylor	0355943298	0355950286	0458943298
Business Manager (Part time)	Louise Prosser	0355943298	03 5232 5368	0429 210 354
Year Level Coordinators	Janine Murray	0355943298	0352353305	0417327759
Year Level Coordinators	Ashlee Carrigan-Walsh			0437 567 635
School Bus Coordinator	Andrea Taylor	0355943298	0355950286	0458943298
Cleaner	Anne Banks	0355943417	0355943417	
School Council President	Wilko Van Eck	0428 362 888	0428 362 888	0428 362 888

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Stephen Fraser	8397 0301	
Regional Office (swvr@edumail.vic.gov.au)	General enquiries, Footscray, Ballarat, Geelong	1300 333 232, 8397 0300, 5337 8444, 5225 1000	
Manager, Operations & Emergency Management	Andrea Cox	(03) 4334 0509	0407 861 841
Emergency Management Support Officer	Peter Woodman	03 5215 5220	0436 678 268
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Anthony Fowler	55643520	0475823445

SSSO Team Leader	David Newman	52343601	
Neighbouring School Cobden PS	Peter Lee	03 5595 1087	
Neighbouring School Timboon P-12 School	Cheryl Cooper	03 5598 3381	

Local / Other Organizations

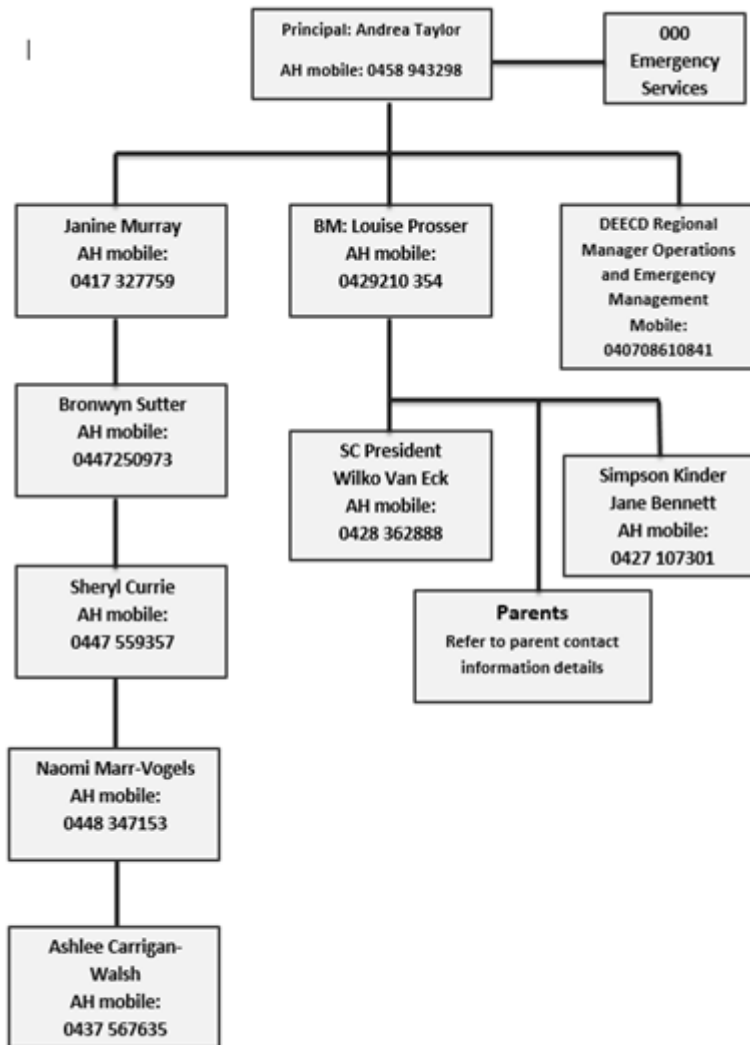
Name	Phone
Timboon 55586000 Colac 52300100 - Gas - Kleenheat	132180 1800093336
Electricity - RED energy	133466 Powercor 132412
Water Corporation - Wannon Water	1300 926 667 55647600
Facility Plumber - Greg McQuinn	55951061 0408583738
Facility Electrician - Zac Tesselaar	0408138428
Local Government - Corangamite	0355 937100
Glazier - Andrew Johnson	0427625082

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Bus 1	Tomahawk Ck - Williams Rd, Simpson	Simpson PS	David Pope 55983031
Bus 2	Centre Rd - Princetown	Simpson PS	David Pope 55983031
Bus 4	Kennedy's Creek	Simpson PS	David Pope 55983031
Bus 5	Colac Rd	Simpson PS	Coles Coaches 52314656

Incident Management Team

IMT Structure



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Andrea Taylor	Name: Janine Murray

	Phone/Mobile: 0458943298	Phone/Mobile: 0417 327 759
Planning Officer	Name: Andrea Taylor Phone/Mobile: 0458 943 298	Name: Janine Murray Phone/Mobile: 0417 327 759
Operations Officer (Area Warden)	Name: Louise Prosser (until Dec 21st 2018) Phone/Mobile: 0429 210 354	Name: Janine Murray Phone/Mobile: 0417 327 759
Communications Officer	Name: Andrea Taylor Phone/Mobile: 0458 943 298	Name: Louise Prosser Phone/Mobile: 0429 210 354
Logistics Officer (Warden)	Name: Janine Murray Phone/Mobile: 0417 327 759	Name: Ashlee Carrigan-Walsh Phone/Mobile: 0437 567 635
First Aid Officer	Name: Naomi Marr-Vogels Phone/Mobile: 0448 347 153	Name: Jannique Hanegraaf Phone/Mobile: 0447 250 973

Incident Management Team Roles & Responsibilities

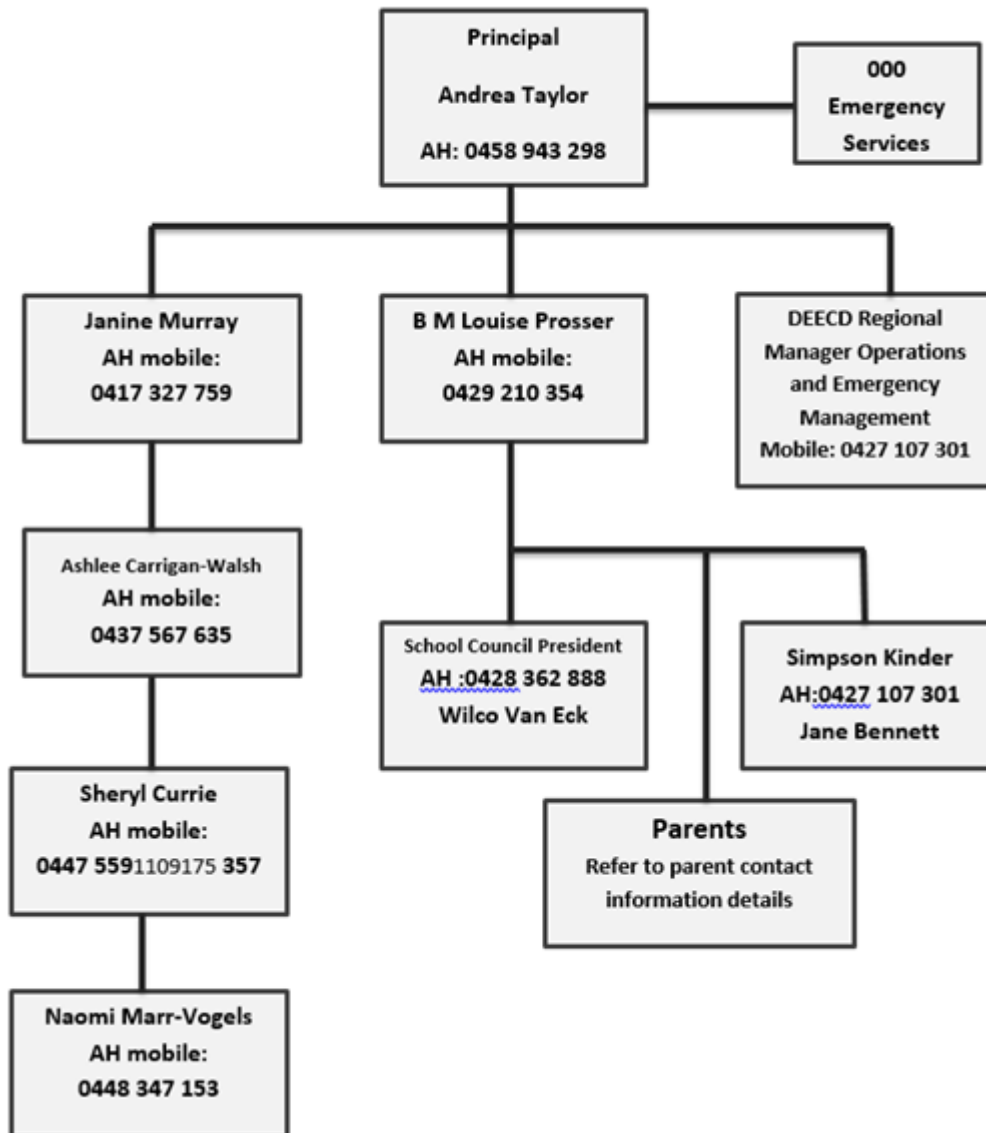
Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p>The Principal</p> <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained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

	<ul style="list-style-type: none"> • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. <p>During Emergency On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. <p>Post Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief.
Communications Officer	<p>The Principal (Business Manager on work days)</p> <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. <p>During Emergency</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
Logistics Officer (Warden)	<p>Senior Teacher Infant Department</p> <p>Pre-Emergency</p> <ul style="list-style-type: none"> • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. <p>During Emergency</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"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed. • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Close all doors after inspected on way past • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief
First Aid Officer	<p>Qualified First Aid Staff Member</p> <p>Pre-Emergency Ensure first aid kit is current and items in date</p> <p>During Emergency Provide first aid and support as required Document any treatments undertaken Communicate with carers/ ambulance around follow-up requirements</p> <p>Post- Emergency Compile report of actions taken during emergency for debrief Seek counselling if required</p>

Communication Tree

Communication Tree



Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	If school site requires short term relocation we have potential to use both the Simpson & District Hall or the Football Club rooms temporarily. Longer term loss of site access will be to transport students to other neighbouring schools Cobden Primary School, Timboon P-12 School.
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Name	Contact Details	Support Role
Debra Smith	Simpson District Community Centre	Hall facility co-ordinator

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

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

Details of arrangements	Frequent shorter power outages are common and handled via change in technology requirements Paper copies of attendance and bus rolls are maintained Fire system has diesel motor and power back up Server has limited emergency power back up Water supply interruption is the second issue and we have some stored drink bottles. If known prolonged outage: hire of generator or may cancel school due to hygiene services lost such as water and toilet facilities Notify students and staff of time outage expected -toilet visits held off Advance planning includes school community notified to send along extra drinks
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Name	Contact Details	Support Role
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3. Arrangements to manage a loss or shortage of staff or skills

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

Details of arrangements	Use Teacher Replacement Policy to decide arrangements on case by case basis
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Name	Contact Details	Support Role

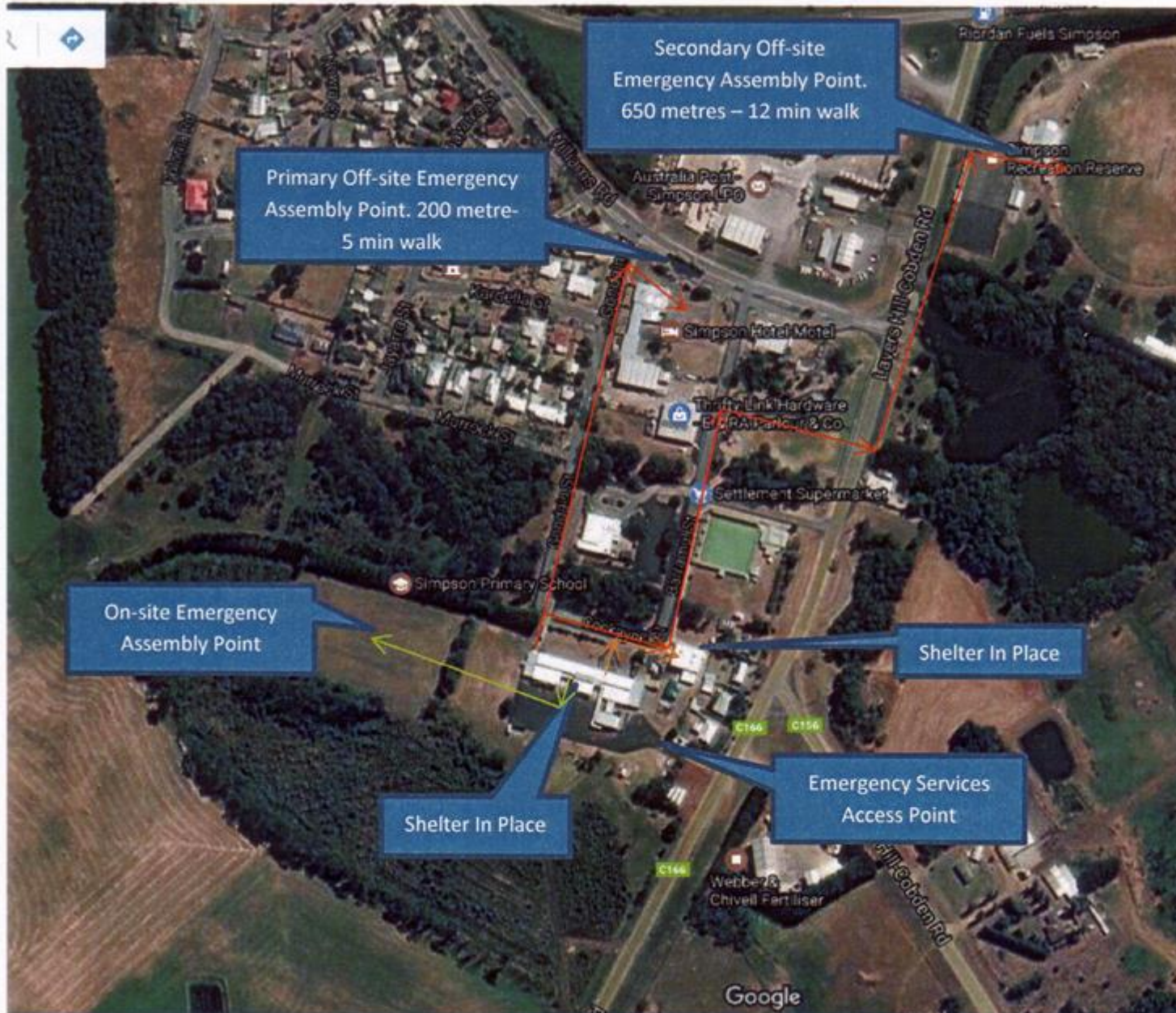
Business Continuity Checklist

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

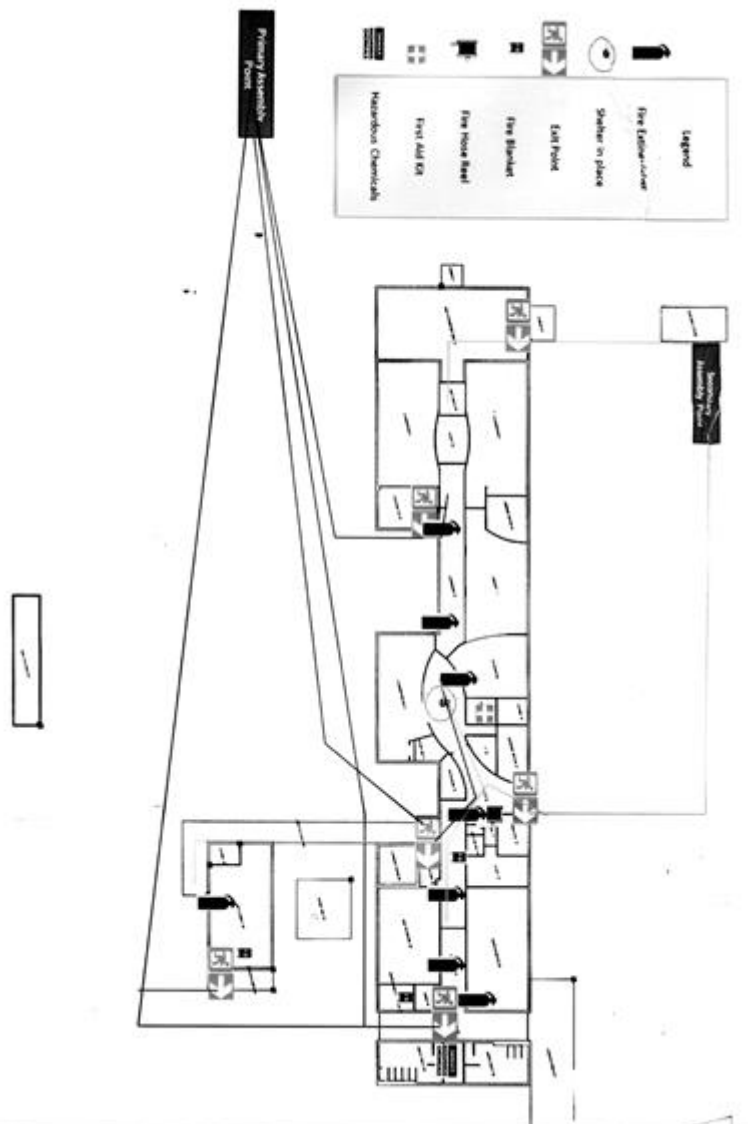
<p>Produce an Action Plan for maintaining critical activities that includes:</p> <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	
<p>Establish a register to log all decisions and actions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

Area Map

Area Map



Evacuation Map

Building Name	Evacuation Procedures
Main Building	<p>Close classroom windows, turn off heater, lights, computers if safe to do so. Instruct students to leave books, etc. to walk briskly in a calm, orderly manner to the instructed assembly site. Take your class roll with you. Once at Assembly Area, check all children and staff are accounted for and follow instructions of incident control person. Focus on safety and wellbeing of all students and staff.</p>
 <p>The map shows the layout of the Main Building with various rooms and corridors. A legend in the top right corner identifies symbols for: Exit, Fire Blanket, Fire Hose Reel, First Aid Kit, Hazardous Chemicals, Shelter in place, Fire Extinguisher, and Exit. A Primary Assembly Point is marked outside the building, with lines indicating evacuation routes from different parts of the building. A Secondary Assembly Point is also marked on the right side of the building.</p>	