

Warrandyte Primary School

Emergency and Critical Incident Management Plan 2025-2026



5-11 Forbes Street, Warrandyte, VIC, 3113
03 9844 3537 / warrandyte.ps@education.vic.gov.au

Department of Education and Training

Date Approved:

Purpose

The purpose of this Emergency and Critical Incident Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergencies and critical incidents that may impact on student and/or staff health, safety and well-being and/or school operations.

Context

Schools have the authority to activate their EMPs when an event warrants a response. Schools should know how to access multiple information sources to support their preparedness for, response to and recovery from emergencies, including the VicEmergency app, <https://www.emergency.vic.gov.au>, emergency services and/or the Department of Education.

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

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

1. Call '000' for life-threatening or time critical emergencies.
2. Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126.
3. Seek support from your region/regional Manager, Operations and Emergency Management or Emergency Management Support Officer if required.
4. Check the VicEmergency app or www.emergency.vic.gov.au for up to date information on warnings and incidents.
5. Contact your Senior Education Improvement Leader.
6. Check the Department of Education web site for incident updates.

Facility Profile

School Name/Campus Name	Warrandyte Primary School
Address	5-11 Forbes Street, Warrandyte, VIC, 3113
Phone	03 9844 3537
Email	warrandyte.ps@education.vic.gov.au
Fax	
DE Region	NORTH-EASTERN VICTORIA
DE Area	Inner Eastern Melbourne
LGA	Manningham (C)
BOM/Fire District	Central
Is your school on Bushfire At- Risk Register?	Yes
Bushfire At-Risk Register Category	Your school is a Category 1 on the Bushfire At-Risk Register
Is your school on the Category 4 list?	No
Operating Hours	8:50 - 3.45pm
Number of Students	201
Number of Staff	26
Number of Buildings	9
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Bampi' Building (BER).

On-site Evacuation Location	Primary (Basketball Court in front of flag pole) and Secondary (School Oval)
Off-site Evacuation Location	Stiggants Reserve (Next to Warrandyte Community Church, 500 metres from school)
Typical method used for communications to school community	Compass, school newsletter, communication tree
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
Warrandyte Primary School Outside Hours of School Care	Old Multi-purpose Hall now known as Tobruk Hall	10-25	3:30pm-6:00pm (After)		
Instrumental Music program. Wonnies - Warrandyte & District Community Music Program	Tobruk Hall - multi purpose room	1 - 2	Tuesday 2.30- 5pm Thursdays 3.30 - 4pm		
Therapy Animals Australia	Outdoor basketball court	20-30	Saturdays 11am - 3pm		
Lucy Paris	BER building (Bampi)	20	Sunday 6pm - 8pm		

Building Information Summary

Telephones (landlines)

Location	Number
Administration	9844 3537
Principal's Office	9844 3537

Alarms

Description	Location	Monitoring Company	Number
Fire	Main office	N/A	On- RED evacuation Off- WHITE cancel
Intrusion	Main office	N/A	On- RED evacuation Off- WHITE cancel
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	See attached map	Origin Energy	Open cage at end west end of main building
Water	See attached map	Yarra Valley Water	Main shut-off valve north-west corner of school grounds
Electricity	See attached map	AGL	Main switch board located corridor near disabled toilet

Sprinkler System

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

Boiler Room

Location	N/A
Access	N/A

Emergency Power System

Type	N/A
Location	N/A
Provides power to	N/A
Shutoff Instructions Location	N/A

Building and Site Hazards

Location	Number
N/A	N/A

Additional Profile Information

Additional Info	

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 3	Lock down - intruder	Nieta Manser/Rick Griffiths	15/08/2025	15/08/2025
		Nleta Manser and Rick Griffiths	27/02/2026	
Term 1 2026	Shelter in Place - External Fire	Nleta Manser and Rick Griffiths	05/05/2025	
Term 2 2026	Bomb threat - evacuation off school site	Nieta Manser and Rick Griffiths	06/05/2026	

First Aid Training

Staff Member	Training Completed	Date Qualified To
Nieta Manser	HLTAID001 PROVIDE CPR	29/01/2026
Sally Freemantle	HLTAID001 PROVIDE CPR	31/01/2025
Rick Griffiths	HLTAID001 PROVIDE CPR	31/01/2025
Cherise Hird	HLTAID001 PROVIDE CPR	31/01/2025
Kylie Somerfield	HLTAID001 PROVIDE CPR	31/01/2025
Penny MacDonald	HLTAID001 PROVIDE CPR	31/01/2025
Kirsty Wolters	HLTAID001 PROVIDE CPR	31/01/2025
Sam Crigan	HLTAID001 PROVIDE CPR	31/01/2025
Steph Chivell	HLTAID001 PROVIDE CPR	31/01/2025
Nerole Blair	HLTAID001 PROVIDE CPR	31/01/2025
Gregory Edwards	HLTAID001 PROVIDE CPR	31/01/2025
Eliza Campanaro	HLTAID001 PROVIDE CPR	31/01/2025
Claire Lambert	HLTAID001 PROVIDE CPR	31/01/2025
Sharon Hayes	HLTAID001 PROVIDE CPR	31/01/2025
Nieta Manser	HLTAID003 PROVIDE FIRST AID	31/01/2025
Cherise Herd	HLTAID003 PROVIDE FIRST AID	31/01/2025
Penny Macdonald	HLTAID003 PROVIDE FIRST AID	31/01/2025
Sam Crigan	HLTAID003 PROVIDE FIRST AID	31/01/2025
Sharon Hayes	HLTAID003 PROVIDE FIRST AID	31/01/2025
Kirsty Wolters	HLTAID003 PROVIDE FIRST AID	31/01/2025
Eliza Campanaro	HLTAID003 PROVIDE FIRST AID	31/01/2025
Elisha McPhedran	HLTAID011 PROVIDE FIRST AID	31/01/2025
Elisha McPhedran	HLTAID001 PROVIDE CPR	31/01/2025
James Schultz	HLTAID001 PROVIDE CPR	31/01/2025

Kylie Mackay	HLTAID001 PROVIDE CPR	
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Other Training Record

Staff Member	Training Type	Date

Students or Staff with Additional Needs

To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.

Add summary of those with additional needs or medical conditions below, without including personal details.

Category	Number of Staff	Number of Students
Several students with ASD and Anxiety needs	0	12
Several students with Asthma (20+)	0	4
Anaphylaxis	0	3

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes
Face masks	Yes

Review Emergency kit checked date

Date emergency kit checked	04/07/2025
Next check date	29/01/2026

Incident Management Team

IMT Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	Name: Nieta Manser Phone/Mobile: 	Name: Rick Griffiths Phone/Mobile:
Planning Officer	Name: Rick Griffiths Phone/Mobile: 	Name: Nieta Manser Phone/Mobile:
Operations Officer (Area Warden)	Name: Cherise Hird (Not available Friday) Elisha McPhedran (Fri only) Phone/Mobile: 	Name: Elisha McPhedran (Wed and Fri) and/or Penny McDonald Phone/Mobile:
Communications Officer	Name: Gregory Edwards Phone/Mobile: 	Name: Nerole Blair Phone/Mobile:
Logistics Officer (Warden)	Name: Greg Edwards Phone/Mobile: 	Name: Sam Crigan Phone/Mobile:
First Aid Officer	Name: Cherise Monday - Thursday Elisha Friday	Name: ES - Penny

	Phone/Mobile: C [REDACTED]	Phone/Mobile: [REDACTED]
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Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<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>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>Pre-Emergency</p> <ul style="list-style-type: none"> • Regularly check and report on deficiencies of emergency equipment and kits, including First Aid Kit • 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</p> <p>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. • Collect the First Aid Kit and Emergency Kit and take to the evacuation area. • 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>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>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.

	<ul style="list-style-type: none"> • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed • • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <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>Pre-Emergency</p> <ul style="list-style-type: none"> • Check stock in the First Aid Kit - report to the Office Manager if it needs re-stocking <p>During emergency</p> <p>Persons selected to perform as First Aid Officer will set up a first aid area as directed by the Operations Warden (Area Warden).</p> <p>Activities may include the following:</p> <ul style="list-style-type: none"> • attend the emergency control point • attend to first aid incidents as required <p>Post-Emergency</p> <p>Compile report of the actions taken during the emergency for the debrief.</p>

Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Nieta Manser	9844 3537	████████	████████
Office Manager	Cherise Hird	9844 3537	████████	████████
Business Manager	Elisha McPhedran	9844 3537	████████	████████
First Aid Officer	Cherise Hird Mon - Thurs Elisha McPhedran - Friday	9844 3537	████████	████████
OH&S Representative	Rick Griffiths	9844 3537	████████	████████
School Council President	Emma Clark	████████	████████	████████

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	████████	████████	
Regional Office (nevr@edumail.vic.gov.au)	████████ ████████	████████ ████████	
Manager, Operations & Emergency Management	████████	████████	████████
Emergency Management Support Officer	████████	████████	████████
Incident Support and Operations Centre (ISOC)		████████	
MakeSafe Program(VSBA)		████████	
OHS Advisory Service		████████	
Employee Assistance Program		████████	
Media Unit (on call 24/7)		████████	
SEIL	████████	████████	████████

SSSO Team Leader	Rose Stewart	0433736384	0433 736 384
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Local / Other Organizations

Name	Phone
Police Station	9844 3231
Manningham Council 9840 9333 - SES (flood, storm and earthquake)	132 500
Warrandyte CFA	98443375

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
2371	Warrandyte Rd to Kangaroo Ground	Warrandyte Primary	Panorama Buslines 9438 3666
2372	Warrandyte Rd to Research	Warrandyte Primary	Panorama Buslines 9438 3666

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
Bushfire/Grassfire	Risk/s There is a risk of injury due to a bushfire. There is a risk of psychological injury. Causes: Large area of natural bushland on the southern boundary of school grounds. Consequences: Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	<ul style="list-style-type: none"> Prior to bush fire season, review preparedness including identification of shelter in place and evacuation points. Fire retardant paint has been added to all wooden surfaces near the BAMPI SIP. During T&L Meetings, discuss and unpack our EMP and ensure these are fully understood and implemented entirely. Place evacuation maps up in each room/building in the school. These will show our movement to the Shelter in Place and to the basketball court. Implement Code Red Pre-emptive closure On Extreme, Severe and Very High Fire Danger days, follow the Warrandyte PS BARR 1 Relocation Process to Templestowe Heights Primary School. Implement actions for varied fire warnings as per EMP. Practise evacuation to our Shelter in Place from both classrooms and playground in Term 3 & 4. Perform ALL checks of the school alarm system as per compliance procedures. Perform checks of safety equipment as per compliance schedule. Ensure that the Shelter in Place is equipped with all the items outlined on the EMP Checklist. Liaise with local fire services, local council and state park regarding clearing trees, building safety and preparedness. Conduct 2 X scenario drills during Term 3 and 4 to ensure we can evacuate safely to our Shelter in Place or off site. Invite a local CFA member to observe and provide feedback. Ensure there is a business continuity plan in place. Eg in relation to staff availability in the event of a fire. Will anyone be at the school? Ensure ALL staff are aware and have access to the Employee Assistance Program. Update 'Communication Tree' packages for each member to the IMT. Compass is the communication tool used to inform the families of any change to school location. Review 'off site evacuation' procedures to Stiggants Reserve ensuring that we are prepared for a long period of time. 	Effective	Consequence Major Likelihood Likely Risk Level Extreme	<ul style="list-style-type: none"> Prior to bushfire season, consult with all staff and families regarding their personal Emergency plans. Survey and compile results. Communicate school bushfire preparedness and strategies to the school community within Newsletters, Website and Posters around the school. On a Catastrophic Day the school will be closed and all families will be contacted the day before. On an EXTREME FIRE DANGER day the school will be closed, families will be contacted the day before and students attending will be relocated to Templestowe Valley PS During a high fire danger period the Principal and IMT, in consultation with staff, will assess the current fire risk in the area and will decide to alter, move or cancel scheduled programs/camps/excursions. Continue to be in contact with Andersons Creek Primary School to ensure a consistent approach and message is provided to our community. If fire is sighted on the landscape, we will activate our EMP to move to our SIP and communicate with the local CFA and DET. We would then work to evacuate everyone if we are able to. Principal, Office staff and staff who live locally will download the VicEmergency app and create a watch zone to receive official warnings for the area. Principal updated by EMP team regularly during bushfire season. 	Consequence Moderate Likelihood Likely Risk Level High

Severe weather event	Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.	Ensure regular and ongoing maintenance program of grounds and buildings. Review lockdown procedures as per EMP. Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if necessary. Test communications. Ensure a business continuity plan is in place. Eg in relation to staff availability in the event of a severe weather event. Use the VicEmergency app for information and updates.	Effective	Consequence Major Likelihood Possible Risk Level High	If there is a severe weather warning or the upcoming forecast is predicting possible extreme weather or storms, the Principal in consultation with staff, will assess the upcoming period and may decide to alter, move or cancel scheduled programs/camps/excursions. Communication between SEIL, EMP regional staff with the principal throughout the weather event.	Consequence Moderate Likelihood Possible Risk Level Medium
Intruder	Risk/s There is a risk of physical or psychological injury due to unwelcome intruder into school grounds/buildings. Causes Parent attending front office Contractors/volunteers inappropriately engaging with staff/students Unknown person with psychological issues Consequences Hospital treatment Stress event requiring professional support	Provide PD training for staff targeting management of difficult people/situations. Promote school value of mutual respect to school community. In the school monthly newsletter, inform school community of the schools acceptable behaviour policy. Ensure reception is a secure area and that no-one can enter the office area without permission. Ensure visitors/contractors sign in and out using the compass Visitor Register in the Office. Practice lockdown/lock out procedures as per EMP. Ensure ALL staff are aware and have access to the Employee Assistance Program.	Effective	Consequence Severe Likelihood Unlikely Risk Level High	Train all staff in how to manage difficult situations using DET online resources. This is to be looked at through T&L sessions. Continue to implement 'Positive Relationships Programs' across the school community. Discuss with Office Staff what they need to do to be safe and in control. Implement Lock Down drills and ensure all staff are aware of what their responsibilities are. Visitor/contractor sign in procedures using Compass at the Office. Place Employee Assistance Program posters up in bathrooms and on the OH&S Board.	Consequence Major Likelihood Possible Risk Level High
BOMB THREAT	Risk/s There is a risk of psychological injury due to threat. There is a risk of physical and/or psychological injury due to an explosion Causes Bomb threat made direct to school Bomb threat made to an organisation adjacent to school grounds Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	Ensure staff are trained and aware of the Bomb Threat Checklist in EMP. Ensure all phones have a Bomb Threat Checklist and pen/pencil next to them. Ensure parents are aware of how they are to respond to specific threat. Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).	Effective	Consequence Severe Likelihood Rare Risk Level Medium	Place Bomb Threat Checklist beside Reception and Staff Room phones. Read through the Bomb Threat Checklist within staff T&L.	Consequence Severe Likelihood Rare Risk Level Medium
TRANSPORT	Risk/s There is a risk of injury due to transporting staff and students during school events Causes Mechanical breakdown Driver fatigue Other Drivers Road conditions Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	School policy is only to engage approved Accredited Bus Operators Drivers have and maintain driver log book/work diary as required. When transporting students in Private Vehicles for the purpose of school business, drivers must have comprehensive insurance and parent permission is obtained.	Effective	Consequence Major Likelihood Unlikely Risk Level Medium	Accredited Bus Operator 'Panorama Buses' will be our provider of Transport. Buses with seat-belts are used for transporting students. Staff and/or parents will need to check that they have comprehensive insurance through parent permission forms before being given approval to transport students. Practise emergency procedures outlined in EMP to ensure school staff, bus drivers, bus	Consequence Moderate Likelihood Unlikely Risk Level Medium

					operators, DTP, and DE (regional staff and SEMD) are familiar with these procedures.	
PANDEMIC and COMMUNICABLE DISEASES	Risk/s There is a risk injury due to ill-health. Causes Pandemic event Flu event Consequences Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April). Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. Ensure staff and children are educated about covering their cough to prevent the spread of germs. Follow all directives from Department of Health.	Effective	Consequence Moderate Likelihood Likely Risk Level High	Toilets are provided with liquid soap and students and staff are educated about how to minimise the transfer of common diseases across the year. Implement campaigns which educate. Eg; cover your mouth, wash your hands, move away to sneeze/cough/wipe. Stay informed through the media/DET Adhere to school pandemic plan as directed by Health Department (in line with DET)	Consequence Moderate Likelihood Possible Risk Level Medium
CAMPS	Risk/s There is a risk of injury during camps and excursions. Causes Transportation of group. Incident involving an adventure activity. Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals	Implement controls outlined in the risk of injury due to transporting staff and students during school events above. All camps and excursions are approved by School Council/Principal as per DET policy and procedures. All adventure activities will follow DET Safety Guidelines for Education Outdoors Appropriate details entered into Student Activity Locator when required. All Staff PD approved by School Council/Principal or PD Coordinator. All staff to follow DET's Work-related driving procedure. All camp sites attended provide 'Risk Assessment' documents.	Effective	Consequence Major Likelihood Possible Risk Level High	Implement DET and School Policy with regards to Bus Transportation and Personal Car Transportation. Camps will be approved 10 weeks before the date of the camp (minimum). Staff will upload all Camps and Excursions onto the Student Activity Locator before the activity. Leadership will approve Staff PD activities away from school and staff are to be aware of the Work Related Driving Procedure. Accredited Camps will only be attended by WPS and they are expected to provide 'Risk Assessment' documents for all activities. These will be presented to School Council as part of the approval process. All significant documentation including Parent Permission, Family Contact Details, Medical Details and Student Agreements are completed and taken on camps/excursions.	Consequence Major Likelihood Possible Risk Level High
SNAKE BITES	The school grounds are cleared of all refuse and grass is cut. Staff, students and parents are educated about the measures taken to reduce the risk. Staff are trained by a First Aid Officer on staff about 'Snake Bite' and what to do in this emergency. This is done in Term 1 and 4. Staff are asked to wear protective footwear whilst on yard duty. Snake sightings are communicated to the community using the school Newsletter and Compass Contact details for a Snake Handler - remover are located in the office and in the staffroom.	Long grass is mowed and slashed. All refuse is removed and disposed of. T&L Meetings in Term 1 and 4 focus on educating staff about 'snake bite' and the first aide necessary. Articles about 'Snake Safety' are a standing agenda in our school newsletter. Staff wear appropriate clothing during this time of the year on yard duty. Community is informed about sightings.	Effective	Consequence Moderate Likelihood Unlikely Risk Level Medium	Hire company to slash grass around school, especially down the bottom half of the school. All refuse is removed and disposed of. This includes mulch piles. T&L Meetings in Term 1&4 focus on educating/revising staff about snakes and snake bite first aide. Posters on the OH&S Board, in rooms and First Aid Room. Staff wear appropriate clothing during this time of the year on yard duty. They are also to take their mobile phone on duty. Community is informed of sightings.	Consequence Minor Likelihood Unlikely Risk Level Low

Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	Fire extinguishers and hoses are in all of our buildings. Staff practise how to use fire extinguishers and hoses. Fire drills are practised each term with one committed to the event of a building fire. Provide face masks for smoke inhalation.	Effective	Consequence Moderate Likelihood Rare Risk Level Low	Invite the local CFA to our school to educate staff about what to do and ask them to review our 'Emergency Drill/Evacuation' plans. Discuss how to minimise the risk of smoke inhalation with the CFA in terms of bushfires and building fires.	Consequence Minor Likelihood Unlikely Risk Level Low
Loss of essential services	Loss of fresh drinking water and water for flushing toilets. Loss of power to school.	Call service providers immediately to ensure that the service is restored. Inform the school community and parents using our communication systems.	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	List of Service Providers is accessible at all times within the Reception/Office. Various modes of communication are utilised across the school and the broader school community.	Consequence Moderate Likelihood Possible Risk Level Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	<ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator Working with Children Check needs to be provided to the Office for record by all visitors and people working with children at our school. VIT Registrations are on record at our Office Child Safe Policies are approved by School Council and communicated to the school community to staff, parents and students. Students are educated about this. 	Effective	Consequence Severe Likelihood Rare Risk Level Medium	Refer to responsibilities section of key Child Safe Policies including; 1. Child Safety Responding And Reporting Policy and Procedures. 2. Child Safe Policy And Code of Conduct. 3. Working With Children Check Guidelines.	Consequence Severe Likelihood Rare Risk Level Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	<ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT 	Effective	Consequence Major Likelihood Rare Risk Level Medium	Refer to the responsibilities section of our ICT Policies including; 1. Acceptable Use of ICT Policy 2. ICT Security Incident Guidelines and Policy We would also refer to the DET ICT Disaster Recovery Framework.	Consequence Severe Likelihood Rare Risk Level Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education;	<ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure 	Effective	Consequence Moderate Likelihood Possible	Refer to roles and responsibilities in the School First Aid Policy. Staff are aware of the medical procedures: Call 000 ISOC	Consequence Minor Likelihood Possible

	Psychological distress for those witnessing incident	<ul style="list-style-type: none"> Medication Authority Form and authority to administer 		Risk Level Medium		Risk Level Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	<ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative 	Acceptable	Consequence Moderate Likelihood Possible Risk Level Medium	School is utilizing Wellbeing leader. Offer wellbeing support through the DET wellbeing support program. Implementing the SWPBS framework. Referring staff to the EAP where needed.	Consequence Minor Likelihood Possible Risk Level Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	<ul style="list-style-type: none"> School records attendance Student engagement policy to promote school attendance and address truancy, which is staged Recess and lunchtime supervision. Behaviour Support Plans to address individual truancy. Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) List of students to attend camp to be held at school site and by Teacher in Charge on camp. School excursion/camp risk assessment 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Follow the EMP Follow School Incursion/Excursion policy SWPBS Framework Respectful Relationships program Follow DET policy and procedures to implement an IRIS alert.	Consequence Minor Likelihood Possible Risk Level Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	<ul style="list-style-type: none"> Student Support Services Well-being staff in school Managing Trauma Guide Incident Support and Operations Centre referrals Employee Assistance Program 	Effective	Consequence Moderate Likelihood Possible Risk Level Medium	Refer staff to the DET Wellbeing policy. Refer case onto the Complex Case Manager at the region Follow DET policy procedures: <ul style="list-style-type: none"> report on Edusafe+ Respectful Relationship program SWPBS framework 	Consequence Moderate Likelihood Possible Risk Level Medium
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and strategies</u> <ul style="list-style-type: none"> Lunchtime and recess supervision School based security measures e.g. duress alarm, CCTV Behavioral Code of Conduct School social media strategies to address online harassment Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> <ul style="list-style-type: none"> Trespass order Child Protection referral Family violence referral <u>Specific supports for students with challenging behaviors and interventions:</u> <ul style="list-style-type: none"> Referral to Student Support Services (SSS) 	Acceptable	Consequence Moderate Likelihood Likely Risk Level High	Refer to the DET Work Related Violence in Schools policy. Refer to SWPBS framework. Refer to Respectful Relationships Program Follow DET requirements to manage and report school incidents via Edusafe+ Emergency and Critical incidents planning All staff trained in the appropriate LearnEd module Refer to DET Mental Health and Wellbeing supports policy	Consequence Moderate Likelihood Possible Risk Level Medium

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

		<ul style="list-style-type: none"> School maintains accurate bus rolls to determine who is travelling on a school bus each day. School maintains emergency contact records for all students travelling on buses. School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled. 				
School Bus Program Emergencies – Coord Schools	<p>Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption Rural bus service for students every morning and after school. This route takes students from Warrandyte through to Reseach or visa versa. No adult supervision on bus raises risk of student misbehaviour, injury and incidents of violence on the bus, accidents getting on and off bus.</p>	<ul style="list-style-type: none"> Compliance with School Bus Program Emergency Management Operational Guidelines or Students with Disabilities Transport Program Emergency Management Operational Guidelines <i>[select relevant program guidelines and remove other]</i> School EMP contains accurate bus route information, route maps and emergency contact details A copy of the school's EMP is provided to Bus operators Regular meetings held with Bus operators to support consistency of procedures. School Bus Program emergency management procedures are socialised with the school, client schools Students are supervised during bus arrivals and departures Bus coordinator appointed School maintains accurate bus rolls to determine who is travelling on a school bus each day School maintains emergency contact records for all students travelling on buses School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled. As per the SBP contract, bus drivers must carry an appropriate communication device to contact emergency services, schools and bus operators in the event of an emergency. This device must be maintained in working order at all times. Bus operators and drivers should also have up-to-date emergency contact information prominently displayed on buses at all times. Use of Rapid Onset Emergency flowchart in the event of an emergency (outlined in Bus EMP) 	Effective	<p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>	<p>Daily bus log and supervision getting off and on the bus at the schools end. Parents responsibility at the bus stop.</p> <p>out of hours contact details for the coordinating school principal (or their delegate), client school principals (or their delegates), bus operator(s) or driver(s) (subject to operator's own EMP and preferred contact protocols) and DTP's Incident Response Team .</p>	<p>Consequence Minor</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p>

Bushfire Preparedness and Readiness

Bushfire Preparedness

1. Site readiness

School site bushfire/grassfire readiness review checklist	Date completed	Follow up actions identified?	Files uploaded
		Yes	bushfire checklist completed sept 2024.pdf, bushfire preparedness survey.pdf

2. Vegetation management

Vegetation management plan	Date completed	Date of next review	Comments	Files uploaded
	01/10/2022	01/10/2025	Vegetation management includes regular slashing of grass in school grounds and externally around the carparks and footpaths. Management of vegetation is ongoing and part of the bushfire management plan. VSBA notes: The VMP has been uploaded here by the VSBA in August 2024. (Your school will have received a copy of this VMP previously via email from Fireguard Australia, the bushfire planning practitioner.) This VMP applies to the summers 22-23, 23-24 and 24-25 The	Bushfire Preparedness Vegetation Program nominal allocation letter.pdf, Warrandyte Primary School VMP - Round 2 email.pdf

			next 3-year VMP for this school site will be scheduled for late 2025.	
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3. Communication

Communication product/method	Date of distribution	Details	Responsible	Files uploaded
School Compass to all parents	21/07/2025	post with slides and graphic for WPS bushfire preparedness and management	Principal - Nieta Manser	enacting-catastrophic-fdr-school-closure-checklist-docx 2025 26.docx, ensuring-our-school-is-bushfire-ready-presentation.pdf, letter to community communicating plan 2025 26 emp.docx, Warrandyte Primary (Infographics) 2025.png
Updated comms to parents related to change in relocation plans	21/07/2025	New graphic to go to parents regarding TVPS as new relocation site	Nieta	enacting-catastrophic-fdr-school-closure-checklist-docx 2025 26.docx, Warrandyte Primary (Infographics) 2025.png

Bushfire Readiness

1. Pre-emptive actions

Category	Trigger for action	Details
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Category 1	Relocate/learn from home/close on Extreme fire danger rating in LGA, Close on Catastrophic fire danger rating in fire weather district	LGA: Manningham (C), BOM: Central
For schools in Category 0, 1 and 2 only, name of approved host school for relocation?	Templestowe Valley PS	
Regional director approval	Name	Date
	Karen Money	08/11/2024
Files uploaded	pre-emptive-action-or-catastrophic-closure-phone-script 2526.docx, relocation plan 2025 26.docx	

2. Triggers for response and monitoring arrangements

Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms)	30 km from the school
Staff responsible for monitoring VicEmergency watch zone	Principal and/or Leadership staff

Other bushfire/grassfire preparedness or readiness information and documents

Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check here	No
Is your school a designated Community Fire Refuge? Check here	No
Additional information	
Files uploaded	enacting-catastrophic-fdr-school-closure-checklist-docx 2025 26.docx, ensuring-our-school-is-bushfire-ready-presentation.pdf, letter to community

	communicating plan 2025 26 emp.docx, Warrandyte Primary (Infographics) 2025.png
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Core Emergency Response Procedures

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

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

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfire/Grassfire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Check the VIC Emergency app for information. • Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. • Determine appropriate response strategy (evacuate or shelter-in-place: BAMPI BER building) in consultation with emergency services, if possible. • If evacuation is required and time permits before you leave: <ul style="list-style-type: none"> ○ make sure you close all doors and windows ○ turn off power and gas. • Check that all students, staff, visitors and contractors are accounted for. • Report the emergency to Incident Support Management Centre on 1800 126 126 • Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact parents as required.
Severe weather event	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and seek and follow advice. • Check the VIC Emergency app for information. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • During a severe storm: <ul style="list-style-type: none"> ○ Remain in the building and keep away from windows. ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. • Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Disconnect electrical equipment - cover and/or move this equipment away from windows. • Report emergency to the Incident Support and Operations Centre (ISOC) 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and the Incident Support and Operations Centre if required. • Listen to local radio or TV on battery-powered sets for weather warnings and advice. <p>After the severe weather event</p> <ul style="list-style-type: none"> • After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. • Direct all media enquiries to DET Media Unit on 8688 7776 • Contact parents as required.

Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support and Operations Centre 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776
BOMB THREAT	<p>* Bomb Threat Checklist located next to each phone.</p> <p>* Call 000 for emergency services and seek and follow advice.</p> <p>* Emergency evacuation drills scheduled and practiced on a regular basis.</p> <ul style="list-style-type: none"> • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support and Operations Centre (ISOC) 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776.
TRANSPORT	<ul style="list-style-type: none"> • respond to the immediate needs of the students, staff or any other parties • contact emergency services 000 if required • enact school's Emergency Management Plan if required • contact nominated family and carers • notify the region and seek advice from the regional Manager • report incident to the Incident Support and Operations Centre (ISOC) 1800 126 126 for immediate advice and the coordination of area based support • record incident on Cases 21 • direct all media enquiries to the DET Media Unit on 8688 7776
PANDEMIC and COMMUNICABLE DISEASES	<ul style="list-style-type: none"> • report any medically confirmed cases of pertussis, measles, mumps, rubella, meningococcal disease, or polio to the Incidents Support and Operations Centre (ISOC) 1800 126 126 • exclude any students who have a disease listed on the Department of Health exclusion table • contact parents/carers to collect student as soon as possible

	<ul style="list-style-type: none"> • contain the student in the sick bay, on the deck or in the AP office until the student can be collected • use appropriate personal protective equipment when involved with the student. • during an influenza pandemic use the DET Human Influenza Pandemic Incident Response Procedure available on the website
CAMPS	<ul style="list-style-type: none"> • Respond to the immediate needs of the student, staff or parent/carer • Call 000 for Emergency services Ambulance • Contact Leadership • Contact parent/carer • Notify the region and seek advice • Report the incident to the Incident Support and Operations Centre 1800 126 126 • direct all media enquiries to the DET Media unit 8688 7776
SNAKE BITES	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Activate lockdown if required. • Check that all students, staff, visitors and contractors are accounted for. • Report incident 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. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776
Building fire	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the BASKETBALL COURT, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 8688 7776.
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.

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

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

<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ◦ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
<p>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"> • For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) • For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools • Also see the advice in the Operations Guide regarding Management of an unwell student or staff member • Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> • Contact '000' for police/ambulance attendance • Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services support • Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: • Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> ◦ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert ◦ Limit exposure to ongoing trauma, distressing sights, sounds and smells ◦ Continue to identify those most at risk and triage for support ◦ Consider tribute, memorial, ritual • Monitor the wellbeing of staff • Actively implement self-care strategies • If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> ◦ Preserve the evidence ◦ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management ◦ Contact Legal Division on 9637 3146

	<ul style="list-style-type: none"> ○ Consider a Worksafe Notification 13 23 60 ○ Contact Communications Division/Media Unit on 8688 7776
Violence, Aggression and/or harassment	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
School Bus Program Emergencies – Client School	<p>Forecast Emergencies</p> <p>The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. <p>Rapid Onset Emergencies</p> <p>The client school principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's EMP • call 000 to request emergency assistance if required • use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings

	<ul style="list-style-type: none"> • receive notification of impacts to the school bus service from the coordinating principal • hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal • notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up • notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. <p>After an Emergency The client school principal will:</p> <ul style="list-style-type: none"> • participate in post-event debriefs led by either DET or DOT as appropriate • document learnings from the event • receive and provide feedback from/to stakeholders as appropriate • update the EMP (as required) with support and advice from DET regional emergency management staff
School Bus Program Emergencies – Coord Schools	<p>Forecast Emergencies The coordinating school principal (or delegate) will:</p> <ul style="list-style-type: none"> • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • enact the school's Emergency Management Plan • complete the following by 3.30pm the day prior to the forecast emergency event: <ul style="list-style-type: none"> ◦ utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Procedures for Education Facilities for Fire Danger Rating (FDR) forecasts) ◦ seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast) • notify the following stakeholders of the status of the school bus service: <ul style="list-style-type: none"> ◦ school bus operators ◦ client school principals ◦ early childhood services (if applicable) ◦ parents/guardians of affected students from the coordinating school ◦ other approved travellers (which could include teachers, general public, tertiary students and pre-school students) ◦ DE regional emergency management staff ◦ Continue to liaise with DE regional emergency management staff to advise of the situation and actions taken. <p>Rapid Onset Emergencies The Coordinating Principal (or delegate) will:</p> <ul style="list-style-type: none"> • enact the school's Emergency Management Plan • call 000 to request emergency assistance, if required

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

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	In the event of electricity cut-off Principal to liaise with
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Name	Contact Details	Support Role
David Jenés		Relocation

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	Back up generator available and connected in the event of a power outage. Staff communicated to revert to paper/offline teaching tools. Emergency lighting available with back up generator Contact schools IT support staff to assist school in retrieval of data and management of any outages to the internet servic. Phone services have a message recorded to be used in the event of any outages that impact communication into the school. School to message all families using Compass to alert them to issues related to power and technology or phones.
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Name	Contact Details	Support Role
Alain Farabi	Alain.Farabi2@education.vic.gov.au	School Technician.

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	<p>Staff shortages: * Office manager to contact all CRT contacts and agencies. If no success; * Suspend specialist classes and/or tutoring classes (if available) to redirect to classrooms. * Classrooms split. Start with Grade 6 class split across the school and the redirection of the Grade 6 teacher. Thereafter; * Combine the two prep classes and redirect one classroom teacher to where required. * split Grade 1/2 classes to free up one teacher and redirect where required. * Consideration of where PSD funded students and their ES support staff must be given and based on the circumstances. * Principal able to step in to relieve in emergencies.,</p>
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Name	Contact Details	Support Role
Cherise Hird	0409147355	Office Manager

Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery 	Yes
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 	Yes

<ul style="list-style-type: none"> • 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 	Yes
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes
<p>Secure resources for continuity/recovery including:</p> <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	Yes
<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) 	Yes

Area Map

Area Map

Warrandyte Primary School Area Map



Legend:

- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- Route to Secondary off-site assembly point
- Emergency services access point


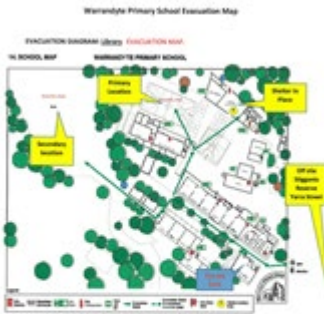
Distance to Primary off-site assembly point:
Stiggants Reserve - 500m

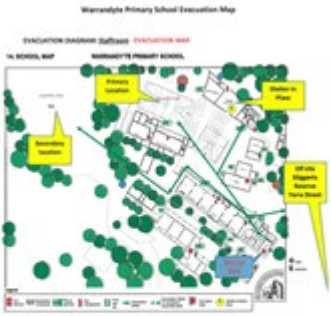
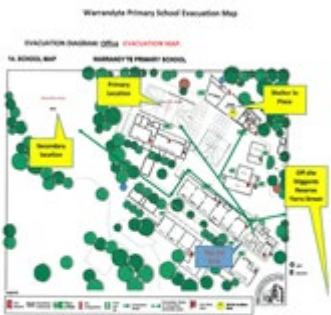
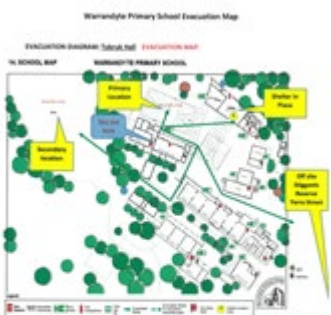
Approx. time to reach Primary off-site assembly point: Stiggants Reserve - 10 mins

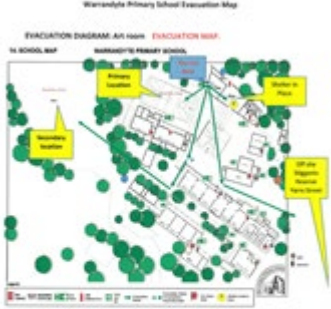
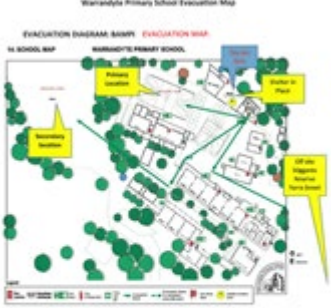
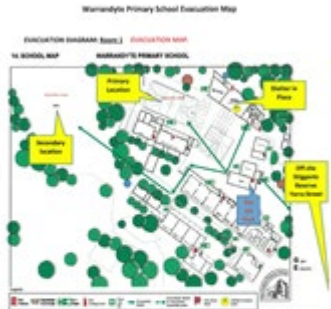
Distance to Secondary off-site assembly point:
Football Oval - 1 km

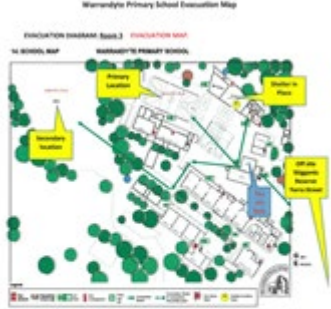


Approx. time to reach Secondary off-site assembly point: Football Oval - 15 mins

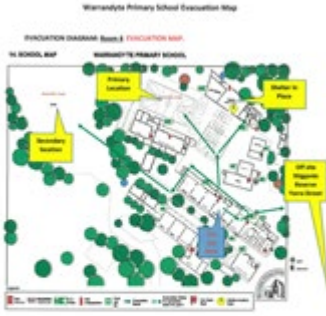

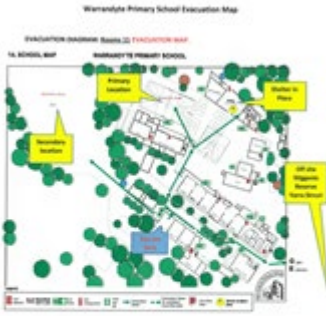
Evacuation Map

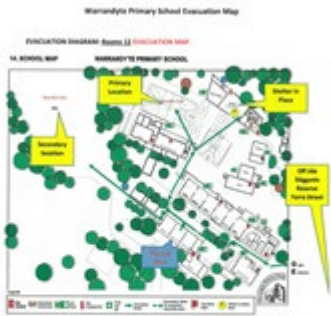
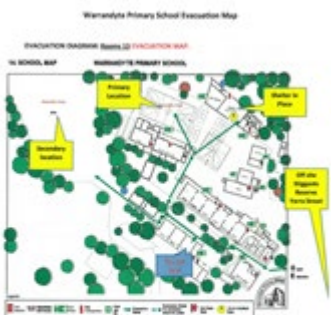
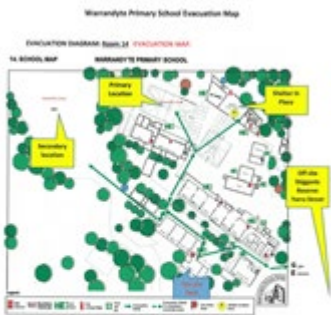
Building name and evacuation diagram location	Evacuation Procedures	
School Map	Upon the hearing of the siren all staff and visitors on site will exit the buildings and follow the directions on the evacuation map.	
Library evacuation map	<ul style="list-style-type: none"> • Close Library windows and doors • • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • • Bring your mobile phone, evacuation class roll which is contained in the Library Emergency Management Evacuation Folder. • • Do not allow any student to leave the class group during the evacuation/lockdown situation • • Confirm numbers of students present and report missing students • • Focus on safety and well being of students and staff. 	




<p>Staffroom evacuation map</p>	<ul style="list-style-type: none"> • Close windows and door • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone 	 <p>The map shows the school layout with green lines indicating evacuation routes from the staffroom area to the assembly area. Key locations like the staffroom, playground, and assembly area are labeled.</p>
<p>Office evacuation map</p>	<p>Follow instructions on the Incident Management Team Roles and Responsibilities. Check toilets. Lock office doors.</p>	 <p>The map shows the school layout with green lines indicating evacuation routes from the office area to the assembly area. Key locations like the office, playground, and assembly area are labeled.</p>
<p>Tobruk Hall evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll which is contained in the Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with green lines indicating evacuation routes from the Tobruk Hall area to the assembly area. Key locations like the hall, playground, and assembly area are labeled.</p>

<p>Art room evacuation plan</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll which is contained in the Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	
<p>BAMPI building evacuation map</p>	<ul style="list-style-type: none"> • Close doors • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	
<p>Room 1 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	

<p>Room 3 evacuation plan</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 3 highlighted in yellow. A red line indicates the evacuation route from Room 3, passing through the playground and exiting the school grounds towards the assembly area. Other rooms and buildings are labeled in yellow, and green trees represent the surrounding landscape.</p>
<p>Room 4 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 4 highlighted in yellow. A red line indicates the evacuation route from Room 4, passing through the playground and exiting the school grounds towards the assembly area. Other rooms and buildings are labeled in yellow, and green trees represent the surrounding landscape.</p>
<p>Room 5 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 5 highlighted in yellow. A red line indicates the evacuation route from Room 5, passing through the playground and exiting the school grounds towards the assembly area. Other rooms and buildings are labeled in yellow, and green trees represent the surrounding landscape.</p>

<p>Room 6 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 6 highlighted in yellow. A red line indicates the evacuation route from Room 6, passing through the playground and exiting the school grounds towards the assembly area. Other rooms and buildings are labeled in yellow, and green trees represent the surrounding landscape.</p>
<p>Room 7 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 7 highlighted in yellow. A red line indicates the evacuation route from Room 7, passing through the playground and exiting the school grounds towards the assembly area. Other rooms and buildings are labeled in yellow, and green trees represent the surrounding landscape.</p>
<p>Room 11 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 11 highlighted in yellow. A red line indicates the evacuation route from Room 11, passing through the playground and exiting the school grounds towards the assembly area. Other rooms and buildings are labeled in yellow, and green trees represent the surrounding landscape.</p>

<p>Room 12 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 12 highlighted. A yellow arrow indicates the evacuation route from Room 12, passing through a corridor and exiting the building to an assembly area. The map includes labels for various rooms and outdoor areas, and a legend at the bottom.</p>
<p>Room 13 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 13 highlighted. A yellow arrow indicates the evacuation route from Room 13, passing through a corridor and exiting the building to an assembly area. The map includes labels for various rooms and outdoor areas, and a legend at the bottom.</p>
<p>Room 14 evacuation map</p>	<ul style="list-style-type: none"> • Close classroom windows • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with Room 14 highlighted. A yellow arrow indicates the evacuation route from Room 14, passing through a corridor and exiting the building to an assembly area. The map includes labels for various rooms and outdoor areas, and a legend at the bottom.</p>

<p>Sick Bay evacuation map</p>	<ul style="list-style-type: none"> • Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed assembly area • Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket. • Do not allow any student to leave the class group during the evacuation/lockdown situation • Confirm numbers of students present and report missing students • Focus on safety and well being of students and staff. 	 <p>The map shows the school layout with green trees and yellow buildings. A yellow callout points to the 'Sick Bay' area. The title is 'Warrandyte Primary School Evacuation Map' and the subtitle is 'EVACUATION DIAGRAM - Sick Bay'.</p>
<p>Principal's Office evacuation map</p>	<p>Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket.</p>	 <p>The map shows the school layout with green trees and yellow buildings. A yellow callout points to the 'Principal's Office' area. The title is 'Warrandyte Primary School Evacuation Map' and the subtitle is 'EVACUATION DIAGRAM - Principal's Office'.</p>
<p>AP Office evacuation map</p>	<p>Bring your mobile phone, evacuation class roll and Emergency Management Evacuation Folder and wear your fluoro jacket.</p>	 <p>The map shows the school layout with green trees and yellow buildings. A yellow callout points to the 'AP Office' area. The title is 'Warrandyte Primary School Evacuation Map' and the subtitle is 'EVACUATION DIAGRAM - AP Office'.</p>

Distribution List

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CFA Warrandyte	Warrandyte CFA	16/07/2025	secretary@warrandytecfa.org.au
Warrandyte Police Station	Warrandyte Police	16/07/2025	Police Street Warrandyte
SES service	Melbourne Metropolitan SES	16/07/2025	168 Sturt Street Southbank
Emma Clark	School Council President	16/07/2025	c/o Warrandyte Primary School
All School Staff	Warrandyte Primary School	21/07/2025	Forbes Street Warrandyte

