Andersons Creek Primary School

Emergency and Critical Incident Management Plan 2026-2027

36-42 Drysdale Road, Warrandyte, VIC, 3113

03 9844 2757 / andersons.creek.ps@education.vic.gov.au

Department of Education

Date Approved: 31/08/2026

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	**Andersons Creek Primary School**
Address	36-42 Drysdale Road, Warrandyte, VIC, 3113
Phone	03 9844 2757
Email	andersons.creek.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	7.00 am to 6.30 pm Monday - Friday (OHSC 7.15 am - 8.45 am & 3.30 pm - 6.30pm)
Number of Students	178
Number of Staff	23
Number of Buildings	6
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Performing Arts Theatre

Shelter-In-Place Latitude	145°12'30.3"E
Shelter-In-Place Longitude	37°44'58.4"S
Shelter-In-Place Building Name	BER Theatre Building
On-site Evacuation Location	Bat Tennis Courts
Off-site Evacuation Location	Warrandyte Reserve Oval
Typical method used for communications to school community	Compass, Email, Newsletter
Does this school have other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Operating Hours/Days	Emergency Contact	Phone	Mobile
Their Care (Out of school hours care)	Anderson's Creek Primary School	30	7am - 8:45am 3:30pm-6:30pm	9844 2757 1300 072 410	0461331856	

Building Information Summary

Telephones (landlines)

Location	Number
Front Office	9844 2757
Other Line available from first three phones	9844 0735
Principal's Office	9844 2757
Other Line available from first three phones	9844 4028 (fax)

Business Manager's Office	9844 2757
OSHC	9844 2758

Alarms

Description	Location of Control Panel	Monitoring Company	Location of shutoff instructions
Fire	Front office		
Intrusion	Front Office	Emergency Management	Fob located in cupboard immediately to the right hand side of the front door
Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Rear of Library and Theatre	Origin Energy	
Water	Front of school on Drysdale Road	Yarra Valley Water	
Electricity	Main Switchboard	Red Energy	Behind Dumpsters

Sprinkler System

Control Valve Location	**na**
Shutoff Instructions Location	**na**

Boiler Room

Location	**na**
Access	**na**

Emergency Power System

Type	**na**
Location	**na**
Provides power to	**na**
Shutoff Instructions Location	

Building and Site Hazards

Description	Location
Hazard -	Rear garage shed - storage
Chemicals (paint and cleaning chemicals)	Storeroom
Gas bottles BBQ	Garden shed

Additional Profile Information

Additional Info	

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1 2025	Bushfire Drill	Daniel Webber	21/03/2023	21/03/2023
Term 2, 2025	Onsite Evacuation	Daniel Webber	23/05/2025	23/05/2025
Term 3, 2025	Bushfire Drill	Daniel Webber	19/09/2025	17/10/2025
Term 4, 2025	Bushfire Drill	Daniel Webber	28/11/2025	28/11/2025
Term 1, 2026	Bushfire	Daniel Webber	13/02/2026	13/02/2026
Term 2, 2026	Evacuation	Daniel Webber	24/04/2026	24/04/2026
Term 3, 2026	Onsite Evacuation	Daniel Webber	17/07/2026	17/07/2026
Term 4, 2026	Bushfire	Daniel Webber	09/10/2026	
Term 4, 2024	Bushfire	Daniel Webber	28/11/2024	28/11/2024
Term 1, 2027	Shelter in Place	Daniel Webber	12/02/2027	
Term 2, 2027	Lockdown	Daniel Webber	23/04/2027	
Term 3, 2027	Evacuation	Daniel Webber	14/08/2026	
Term 4, 2027	Shelter in Place	Daniel Webber	15/10/2027	

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
Anaphylaxis	0	6
Vision impaired	0	1
Autism	0	10
Asthma	0	25
	0	1
Mobility issues	0	0
Congenital Hypopituitarism	0	1
	0	0
Heart Condition	0	1
ADHD	0	8

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
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

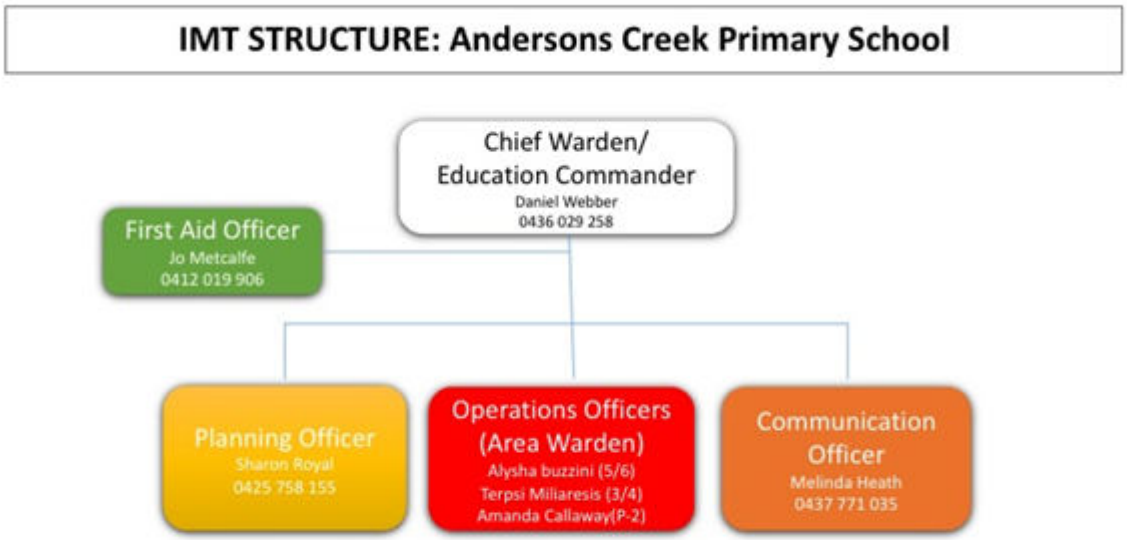
Review Emergency kit checked date

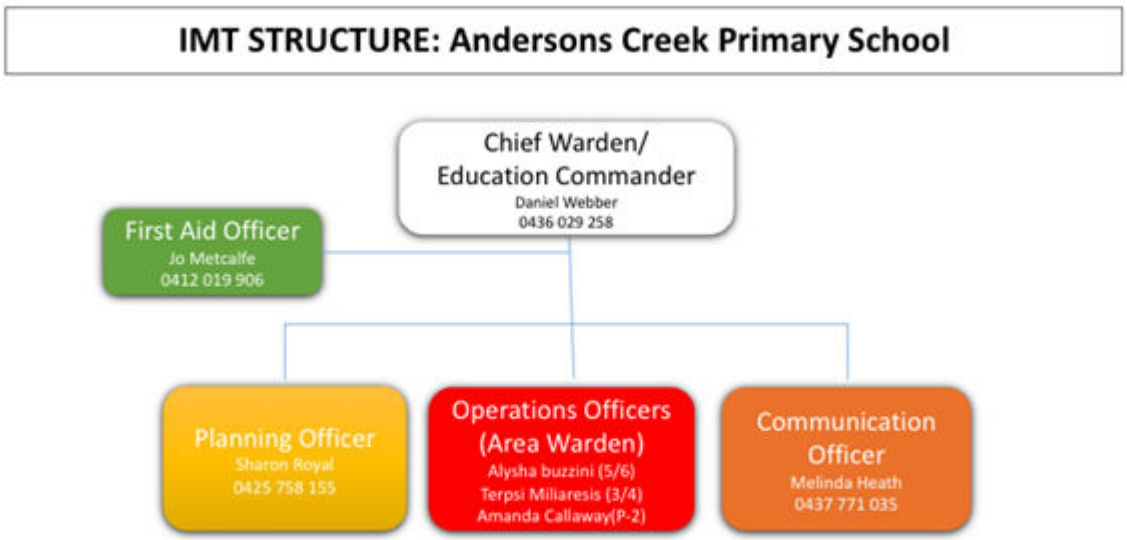
Date emergency kit checked	21/08/2026

Next check date	20/08/2027

Emergency Control Organisation (ECO)

ECO Structure





Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Daniel Webber **Phone/Mobile:** 0426 029 258	**Name:** Alysha Buzzini **Phone/Mobile:** 0407 724447
Planning Officer	**Name:** Sharon Royal **Phone/Mobile:** 0425 758 155	**Name:** Daniel Webber **Phone/Mobile:** 0436029258
Operations Officer (Area Warden)	**Name:** Daniel Webber **Phone/Mobile:** 0436 029 258	**Name:** Alysha Buzzini **Phone/Mobile:** 0407 724447
Communications Officer	**Name:** Melinda Heath **Phone/Mobile:** 0437 771 035	**Name:** Sharon Royal **Phone/Mobile:** 0425758155
Operations Officer (Warden)	**Name:** Alysha Buzzini **Phone/Mobile:** 0407 724447	**Name:** Daniel Webber **Phone/Mobile:** 0436029258
First Aid Officer	**Name:** Joanne Metcalfe **Phone/Mobile:** 0412 019906	**Name:** Daniel Webber **Phone/Mobile:** 0436029258
Out of School Hours Care	**Name:** Debra-Lee Sedgwick **Phone/Mobile:** 0461 331 856	**Name:** Daniel Webber **Phone/Mobile:** 0436029258

Operations Officer (Warden)	**Name:** Amanda Callaway **Phone/Mobile:** 0458333391	**Name:** Daniel Webber **Phone/Mobile:** 0436029258
Operations Officer (Warden)	**Name:** Terpsi Miliaresis **Phone/Mobile:** 0412 122 404	**Name:** Daniel Webber **Phone/Mobile:** 0436029258

Emergency Control Organisation Roles & Responsibilities

ECO Roles	Responsibilities
Chief Warden/Education Commander	**Pre-Emergency** • Maintain a current register of ECO members (on the Emergency Control Organisation tab), replacing EC a position becomes vacant • Ensure ECO is conducting drills quarterly to support training and planning. • Ensure the emergency response procedures are kept up-to-date. • Ensure staff on the ECO are aware of their responsibilities. • Attend Emergency planning committee if required. • Ensure personal ECO identification is available. • Coordinate the completion of Personal Emergency Evacuation Plans (PEEP) Documentation. **During Emergency** • Respond and take control as appropriate. • Ascertain the nature of the emergency and implement appropriate action. • Ensure that emergency services (000) have been notified if required. • Ensure that floor or area wardens are advised of the situation, as appropriate. • Ensure the appropriate response has been actioned- initiate evacuation/lock-down/lock-out/shelter-in-pl specific response procedure as required. • Attend the emergency control point at . • Ensure that the communication plan has been activated (ie PA announcement, alarm) as appropriate. • Ensure any Personal Emergency Evacuation Plans have been enacted, as required. • Monitor the progress of the response procedure that has been enacted, and record any action taken in • • Notify appropriate regional staff. • Brief the incoming emergency services and respond to their requests. • Enact any other actions as considered to be necessary or as directed by Emergency Services. • Report the emergency to the ISOC 1800 126 126. **Post- Emergency** • Ensure that any students, staff or visitors with medical or other needs are supported. • When the incident is declared safe by emergency services, notify the ECO members so Area Wardens and then have staff and students return to normal operations • If determined in consultation with Regional Director that impacted staff, students or visitors should go ho requirements of the collection of students policy are met, and appropriate support is provided while stud their parents/guardians. For more information, see the Managing Trauma Guide available in the Resour *Managing and Reporting School Incidents (including Emergencies) policy* on PAL. • Organise after-action review with the ECO and, where appropriate, with any attending emergency servi • Chief Warden/Communications Officer to provide communications to students, staff and visitors and/or as required. If you require assistance with communications, please contact department's Media Unit on • Update your eduSafe Plus report or call the Incident Support and Operations Centre (24 hour, 7 days) o • For additional support, contact your regional emergency management contacts or SEIL. • Ensures all staff including ECO members are made aware of Employee wellbeing support services con

Planning Officer	Recovery Officer **Pre-Emergency** • Ensure knowledge of recovery and wellbeing resources that you may require as part of emergency reco • Participate in emergency drills and other emergency training as required by EPC. This may include com following e-learn modules: • Managing Trauma E-learns • Emergency Management – Recovery e-learning module • Emergency Management- Critical Incident Management e-learning module available on EduPay • Ensure you review and understand the 'Managing Trauma Guide' **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Minimise exposure of staff and students to the incident if safe and possible. • Act as directed by the Chief Warden. **Post- Emergency** • Deliver or coordinate the delivery of initial psychological first aid. • Support reunification of students with parents/guardians. • Support staff to access employee wellbeing services. • Work with Chief Warden/Deputy Chief Warden to support arrangements for the return to school operati considerations of calm and safe spaces, first-day operations and CRTs. • Work with Chief Warden, the department's communication division and ECO to plan recovery communi • Form a recovery team including engaging with SSS, regional staff and other allied health professionals • Collect information and assess recovery needs. • Develop a recovery plan (if required, with support from Regional/Area staff).
Operations Officer (Area Warden)	*Floor/Area Wardens provide coordination of warden activities and response within their area of responsibly. Floo activities may include the following:* **Pre-Emergency** • Understand layout and any specifics of your level/area. • Confirm sufficient wardens are identified for your area of responsibility. • Coordinate the completion of Personal Emergency Evacuation plans (PEEPS) for staff and students ne evacuate a building. • Ensure that Wardens have communicated the emergency response procedures to all staff and students nominated areas. and that all occupants know who their warden is. • Coordinate safety practices (e.g. clear egress paths) by wardens throughout their area of responsibility • Report any issues with egress paths, access to first aid equipment or any other emergency equipment • Participate in emergency drills and other emergency training as required by EPC. **During Emergency** • Upon receiving notification of an emergency, enact appropriate response procedure as directed by Chie • Ensure that emergency services have been notified if required. • Direct Wardens to check the floor or area for any abnormal situation which would impact evacuation pro • Commence evacuation if the circumstances on their floor or area warrant this. • Co-opt people as required to assist wardens during an emergency as required.

	• Communicate with the chief warden by whatever means available and act on instructions. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Confirm that the activities of wardens have been completed and report this to the chief warden. Confirm your floor have evacuated/are accounted for. • Attend the emergency control point. **Post Emergency** • Note any actions taken during the emergency for the after-action review.
Communications Officer	**Pre-Emergency** • Ensure personal proficiency of the use of the school's communication systems including PA sys other arrangements. • Maintain records and logbooks and make them available for emergency response. • Ensure ECO members understand the use of communication equipment and procedures. • Ensure emergency communication and parent contact details are up-to-date. • Participate in emergency drills and other emergency training as required by EPC **During Emergency** • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate ECO members. • Act as directed by the Chief Warden/Deputy Chief Warden. **Post- Emergency** • Collate logs of events completed by all ECO members during the emergency for the debrief and secured for future reference.
Operations Officer (Warden)	*Wardens should carry out activities as set out in the emergency response procedures and as directed by the area/ Wardens' activities may include the following:* **Pre-Emergency** • Understand logistics of your allocated areas (rooms).[• Ensure that all occupants are aware of response procedures. • Participate in emergency drills and other emergency training as required by EPC. • Carry out safety practices (e.g., clear egress paths) **During Emergency** • Operate communication systems as required • Close or open other doors in accordance with the emergency response procedures. • Search allocated rooms and the area to ensure all occupants have evacuated or have moved to assembly area (if an evacuation is required). . • Ensure orderly flow of people to the designated area.

	• Assist any person that may need support in evacuating/moving to the designated area. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the Area Warden or Chief Warden directly depending on th ECO. • Act as directed by the Chief Warden. **Post- Emergency** • Note any actions taken during the emergency for the after-action review.
First Aid Officer	**Pre-Emergency** • Ensure first aid kits have been checked, are up-to-date and restocked. • Regularly check and report on deficiencies of emergency equipment and emergency kit. • Ensure maintenance of first aid training as detailed in the *First Aid for Students and Staff* policy. • Ensure knowledge of the *First Aid for Students and Staff Guidelines* especially the procedures for medi • Participate in emergency drills and other emergency training as required by EPC **During Emergency** • Collect first aid kit. • Collect the emergency kit (this task may be allocated to another role). • Attend emergency control point. • Provide first aid as required. • Assist any person that may need support (disabilities, etc.) in moving to the designated assembly area. • Attend the emergency assembly area. • Report status of required activities to the Chief Warden on their completion. • Hand over to emergency services on arrival, i.e. ambulance responding to medical emergency incidents • Act as directed by the Chief Warden. **Post- Emergency** • Compile and enter reports of the First Aid administered to staff on eduSafe Plus on the incident record. • Compile and enter reports of First Aid administered to students on the eduSafe Plus incident record and aid reporting platform. • Ensure first aid kits are replenished.
Out of School Hours Care	

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Daniel Webber	9844 2757	0436029258	0436029258
Business Manager	Sharon Royal	9844 2757	0425758155	0425758155
Year Level Coordinators	Amanda Callaway	9844 2757	0458333391	0458333391
Year Level Coordinator	Terpsi Miliaresis	9844 2757	0412122404	0412122404
Year Level Coordinator	Alysha Buzzini	9844 2757	0407 724447	0407 724447
First Aid Officer	Joanne Metcalfe	9844 2757	9844 3873	0412 019 906
School Welfare Officer	Daniel Webber	9844 2757	0436029258	0436029258
OH&S Representative	Melinda Heath	9844 2757		
School Support Services	Cooper Hamstead Psychologist	03 7505 4334	03 7505 4334	03 7505 4334
School Council President	Myles Gaffney	0407 335 602	0407 335 602	0407 335 602
Out of School Hours Care	Debra-Lee Sedgwick	0461 331 856	0461 331 856	0461 331 856

DE Contacts

	Name	Phone
Director	Karen Money	1800 338 663
Office (nevr@education.vic.gov.au)	General enquiries	1800 338 663
Operations & Emergency Management	Therese Carroll	(03) 8904 2473

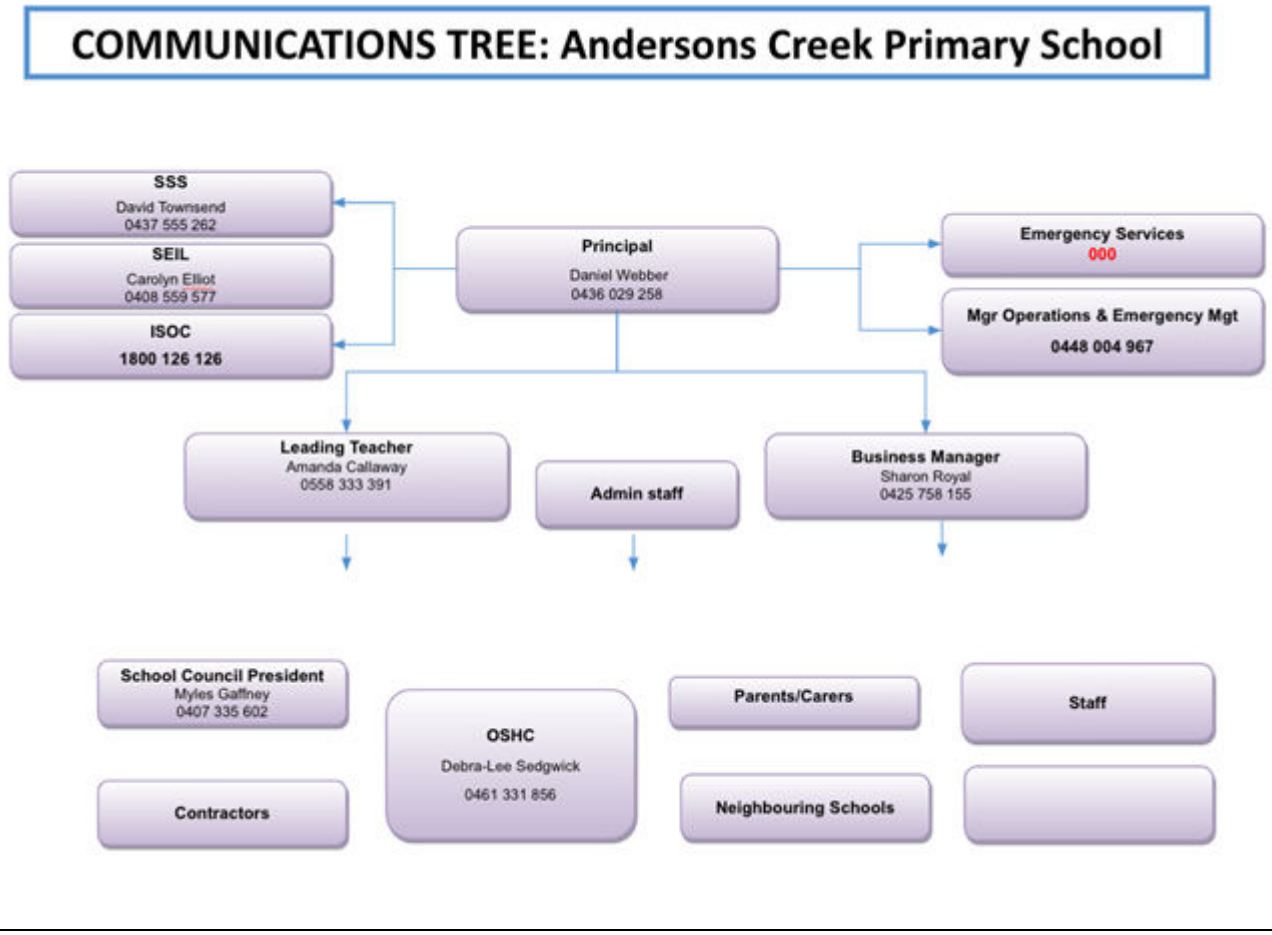
cy Management Support Officer	Kate Roberts	(03) 7022 0190
Support and Operations Centre (ISOC)		1800 126 126
e Program(VSBA)		1300 133 468
isory Service		1300 074 715
e Wellbeing Support Services (Converge)		1300 291 071
it (on call 24/7)		(03) 8688 7776
	Carolyn Elliot	040855957
ww.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx	Scroll down to Emergency Management Resources	First link is FAQs

Local Organisations/Services

Name	Phone
Police Station - Warrandyte Police	9844 3231
Hospital/s - Maroondah	9871 1800
Gas - Origin energy	1300181977
Electricity - red energy	131806
Water Corporation - Yarra Valley Water	132 762
Facility Plumber - Shane Garrick	0419 871541
Facility Electrician - Brad Curtis	0418 333 979
Local Government - Manningham	9840 9333
SES (flood, storm and earthquake)	132 500

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
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Where possible, Principal to take phone call and follow the checklist in the Emergency Management plan. Evacuation plan for internal fire in place Fire drills have been conducted as per requirement OSH: Students and staff to assemble in their safe place and adult in charge to call 000.	Effective	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		
Building Fire 2026	Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • A General Workplace Inspection Checklist is completed once per term to check that exit signs and other emergency equipment is working (per the Workplace Safety Inspections policy). • Communication systems (PA system) are tested on a regular basis. • A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. • All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. • Emergency drills scheduled and practised at least once every term. ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		
Bushfire/Grassfire - BARR and Category 4 schools 2026	Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals	• Site readiness checklist completed prior to the start of the bushfire season. • School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. • Termly drills completed. For BARR schools this includes off-site evacuation drills or shelter-in-place drills conducted in Terms 1 and 4. • EMP is reviewed and inform school communities of key EMP arrangements before fire season. • School communicates ***[relocation and/or closure]*** plans for days of elevated fire danger to school community via ***[information session, newsletter, letter]*** at the start of the school year and prior to the fire season.	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level** High	Maintenance schedule on gutter and roof cleaning and grounds maintained weekly to reduce fuel, Regular fire drills. Evacuate to Theatre. **Sheltering in Place.** If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so. Take emergency kit, a first aid kit, EMP and student and staff attendance lists. Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the *Shelter in Place*.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

		• Scheduled site maintenance occurs regularly to manage vegetation and remove materials that may be easily ignited around buildings and facilities, including vegetation management. Ensure flammable materials are stored.
		• A watch zone of ***[insert your predetermined watch zone]***kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents
		• Excursions occurring in bushfire prone areas or in areas surrounded by grassland:
		  ○ Adhere to the policy for *Excursions including camps and adventure activities* (https://www2.education.vic.gov.au/pal/excursions/policy)
		  ○ Will be reassessed if the forecast fire danger rating is Extreme, or it will be cancelled if in a Catastrophic weather district.
		  ○ Monitoring for weather forecasts, fire danger ratings, and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions.
		• Pre-determined arrangements implemented as fire danger escalates in accordance with school's category on the Bushfire at Risk Register and the Category 4 List. Refer to the Bushfire and Grassfire Preparedness policy and procedures (https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources).
		  ○ For Category 0-4 schools, closure on Catastrophic days in their fire weather district.
		  ○ For Categories 0-2 schools, ***[relocation/closure]*** on ***[relevant Fire Danger Rating]*** days in their LGA.
		As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment
					Check that all students, staff and visitors are accounted for.
					Ensure communications with emergency services are maintained.
					Advise parents that the school is sheltering in place and they should not come to pick their children up.
					If parents arrive, encourage them to stay with their children at the school.
					Check all windows and doors in the *Shelter in Place* are closed (but doors are not locked).
					Turn off gas supply
					Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
					Pre-emptive Actions:
					This school is a Category ***1*** and will relocate on Extreme FDR days in Manningham LGA. The plan is attached to this EMP.
					This school will also close on determined Catastrophic fire danger days in Manningham LGA.
					When relocating due to elevated fire danger in line with this plan, the school will use the following relocation checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx
					When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx	

Child Abuse 2026	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Inadequate financial support Probable consequences: Physical and psychological trauma/distress/injury; Depression; Inability to concentrate; Emotional/behavioural problems; Eating Disorder	• Ensure all staff are familiar with the Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse (https://www2.education.vic.gov.au/pal/protecting-children/guidance/making-report-or-referral-four-critical-actions) • Implementation of the Child Safe Standards as prescribed by Ministerial Order 1359 • PROTECT guidance for schools (https://www.vic.gov.au/child-safe-standards-schools-guidance) • Child Safety Risk Register (tailored to the school environment)	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	Annual mandatory reporting training for all staff. Child safe policies reviewed and communicated regularly through school council, newsletters and staff meetings.	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium

		• Child Safety and Wellbeing policy (tailored to the school environment) • Child Safety Responding and Reporting Policy and Procedure (tailored to the school environment) • Child Safe Standards compliance assessment (every four years) ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***				
Gas Leak/Chemical Spill (on-site) - Minor Chemical Spill 2026	Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning	• Follows Workplace Safety Inspections policy • Follows chemical management procedures outlined in Chemical Management policy • School seeks and follows advice of nominated OHS representative • All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school • School drills evacuation procedures for gas leak/chemical spill. • Preventative maintenance program (Rolling Facilities Evaluation ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low		
Heat (Extreme) 2026	Probable causes: Prolonged period of excessively hot weather Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch	• Follow Sun and UV protection policy (https://www2.education.vic.gov.au/pal/sun-protection/policy) • Follow Managing Extreme Heat (https://www2.education.vic.gov.au/pal/managing-extreme-heat/policy) • SunSmart program is implemented • Playground areas are shaded • Sufficient shelter available for students awaiting pick-up by parents/carers • Sufficient unrestricted water available • Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event • Staff are trained in identifying early signs of heat stress/dehydration • Subscribe to the heat health alerts, advisories and newsletters for regular monitoring of outdoor weather conditions through the Health Vic website • A watch zone of ***[insert your predetermined watch zone]***kms on the VicEmergency App has been established by school staff and is monitored regularly for heat health alerts and other incidents. • Monitor temperatures and local conditions throughout the heat season (October to March)				

		and stay aware of Bureau of Meteorology heatwave forecasts and warnings. • Plan for disruptions in power and water supply, breakdown of IT systems, and transportation delays and/or cancellations, and articulate these arrangements in the risk assessment and response procedures of schools' emergency and critical incident management plan • Modifying or postponing any planned vigorous activity • Consider having adequate shade on school grounds from man-made structures (tents, sails and umbrellas) and/or trees • Educate and encourage students and school staff to stay hydrated • Display heat guidelines and charts in prominent locations in the school for reminders around hydration and symptoms • Have water fountains located around the school premises • Review first aid kits and consider the inclusion of additional ice packs and hydrolytes. • School staff know the signs and symptoms of heat stress and how to respond ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***				
Infectious diseases (including flu, COVID-19 and other communicable diseases) 2026	Probable Causes: Contagious illness, vulnerability to infection Probable consequences: Spread of illness; High absenteeism, school closures	• Unwell students and staff are discouraged from being at school • Flu vaccinations offered to staff annually and COVID-19 vaccination encouraged • Students encouraged to participate in the Secondary School Immunisation Program • Regular risk infection procedures outlined at staff meetings by nursing staff • Parents/carers informed of school policy regarding sick children in newsletter • Ensure air purifiers are in use • Maximise external ventilation • Encourage good personal hygiene • Make face masks available for staff and visitors who wish to wear them. Existing controls are detailed within the following documents: • DE Infectious Diseases Policy (https://www2.education.vic.gov.au/pal/infectious-diseases/policy) • DE COVID-19 - School Operations Policy (https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice) ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Acceptable	**Consequence** Severe **Likelihood** Likely **Risk Level** Extreme	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	**Consequence** Major **Likelihood** Possible **Risk Level** High

Information Security event 2026	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	Information Security • Information Security Policy for Schools in PAL (https://www2.education.vic.gov.au/pal/information-security/policy) • Acceptable use of ICT Resources (https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview) • Examine that locally arranged suppliers have provided assurance regarding data security, business continuity and disaster recovery arrangements. • BYOD usage and guidelines • Password protocols for ICT Privacy • Schools Privacy Policy (https://www.vic.gov.au/schools-privacy-policy) • Privacy and Information Sharing resources on PAL (https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy) • 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 ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Acceptable	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		

Intruder 2026	Probable Causes: Substance abuse/drug affected; Mental health issues; Custodial/Parent dispute; Political views; Police operation
	
	Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals
		• Visitors must report to reception and sign in using the Visitor Register.
		• Visitors are required to wear and display visitor pass/badge.
		• Parents/carers must make an appointment to meet with teacher
		• Emergency evacuation, lockdown, and shelter-in-place drills scheduled and practised every term.
		• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters.
		• Encourage engagement of parents/carers in school activities.
		• In relation to court orders / custody
		  ○ the school maintains a register of current documents/concerns
		  ○ parents/carers are advised of the relevant school processes and duty of care to other students and staff.
		• For parent meetings where staff feel a need for support:
			Acceptable	**Consequence**
				Major
				Likelihood
				Rare
				Risk Level
				Medium
					Lock down in classroom. Principal to use phone line in office to ring. A coded message (Code Black) sent to all classrooms.	**Consequence**
						Minor
						Likelihood
						Possible
						Risk Level
						Medium

		○ two staff attend ○ staff use a signal to obtain support from another staff member if required ○ an appropriate room for meeting selected e.g. one with two exit points ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***				
Loss of essential services 2026	Probable Causes: Issue with supply due to storm/accident; Planned outage Probable Consequences: Lack of availability of school resources such as computers; Lack of availability of fresh drinking water and water for flushing toilets	• The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary • Alternative communication source such as charged mobile phone/satellite phone are available • Alternate lighting sources, such as a torch or battery-operated light are contained in the emergency kit • A list of emergency phone numbers is located next to all office phones • The business continuity plan is reviewed annually or after plans are enacted. ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Effective	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Student, parent and staff contact details held in secure online platform (COMPASS) for remote access. Using water from onsite tanks which is directed to the toilet block.	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Medical Emergency 2026	Probable causes: Accident/misadventure; known/unknown illnesses Probable consequences: Ill health, recuperation; hospitalisation; impact on continuity of education; Psychological distress for those witnessing incident; death	• Staff trained in first aid in line with the requirements of the First Aid for Students and Staff guidance (https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/staff-first-aid-training) • First Aid Kit available in line with the requirements of the First Aid for Students and Staff Guidance (https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/first-aid-kits) • Staff observant to signs of illness • Student health support plans for students with medical conditions are current and accessible (https://www2.education.vic.gov.au/pal/health-care-needs/policy) • Staff are familiar with the Infection and prevention control guidance document (https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/infection-and-prevention-control) • Medication Authority Forms are in place for all students requiring medication (https://www2.education.vic.gov.au/pal/medication/policy) • School has a local school-level first aid policy addressing the ways in which the school manages first aid school.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		

		As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment				
Mental Stress 2026	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning; prolonged school avoidance	• Schools Mental Health Fund and Menu (https://www.schools.vic.gov.au/schools-mental-health-menu) • Mental Health and Wellbeing Toolkit (https://www.vic.gov.au/mental-health-and-wellbeing-toolkit) • Student Support Services (SSS) • Mental Health Practitioners (MHPs) in secondary and specialist schools • Mental Health and Wellbeing Leaders (MHWLs) in primary schools (noting these are qualified teachers and not allied health professionals. Seek qualified support, as needed) • Student counselling (face-to-face or Regional Phone Counselling Service), delivered by headspace through Enhancing Mental Health Support in Schools (EMHSS) SAFEMinds • Suicide Risk Continuum Training • Skills-based Training on Risk Management (STORM) • Navigator Program Student Engagement and Inclusion Guidance Guidance on the Policy and Advisory Library (PAL) (https://www2.education.vic.gov.au/pal/navigator-program/policy) • Implementation of Behaviour Support Plan and Risk Management Plan if required • Implementation of FISO 2.0 • Responding to self-harm, including suicide attempts, in students: A guide to assist secondary schools (https://content.sdp.education.vic.gov.au/media/responding-to-self-harm-including-suicide-attempts-in-students-a-guide-to-assist-secondary) • Responding to the suicide of a student: A guide to assist secondary schools (https://content.sdp.education.vic.gov.au/media/responding-to-the-suicide-of-a-secondary-student-guidelines-2429) • Refer staff to the Map of key mental health and wellbeing supports (https://content.sdp.education.vic.gov.au/media/map-of-key-mental-health-and-wellbeing-support-pdf-1214) • Promotion of Respectful Behaviours in Schools policy (https://www.vic.gov.au/respectful-behaviours-school-community) • Protective Intervention Training is accessed • Provisions of Conflict Resolution training	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	EAP counselling offered in person and onsite, as well as remotely to individual teachers over a an extended period of weeks. Respectful Relationships curriculum implemented across the school, incorporating staff PL on health, well-being and self-care. Engagement with DET Complex Matters team.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium

		• Referral to the Complex Matters Support Team (support@education.vic.gov.au) • Security and workplace design assessment • Employee Wellbeing Support Services ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***				
Missing person - school or school camp/excursion 2026	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Behavioural issues; Mental health crisis; Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student Engagement policy to promote school attendance and address truancy, which is staged (https://www2.education.vic.gov.au/pal/student-engagement/policy) • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator (https://sal.educationapps.vic.gov.au/s/) to be completed ahead of all camps (which should include School excursion/camp risk assessment) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Acceptable	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	Online administration system COMPASS implemented, allowing remote access to student absence and personal contact details.	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Feral dog in the playground	As our school is a very open space and used as a thoroughfare for the local community, there is a large dog population that enters the school grounds.	All dogs need to be on a leash when entering the playground. Signage to alert the community of this rule is placed at the entrance to the school.	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Regular reminders of dogs being on leashes to be published in the newsletter. Staff on yard duty before and after school to monitor any dogs and approach dog owners to ensure that leashes are being used.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Snakebite	There is a risk of snakebite during Term 1 and Term 4. Snake bite can cause severe sickness or death.	School grounds are cleared of all refuse and grass is cut. Staff wear protective footwear when on yard duty. Snake catcher phone number: Ken Herweynen (045 925 5173) Raymond Hoser (0412 777 211)	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	School grounds are cleared of all refuse and grass is cut. Staff and students are educated about snake sightings and what to do. Staff receive refresher training in Term 4 and Term 1 about treating snake bite. Snake sightings are communicated in the school newsletter. Food in chicken coop is kept in rodent proof containers.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Anaphylactic reaction and asthma	A number of students and staff have severe allergies and require immediate first aid including the use of an EpiPen. We have a high number of students with asthma.	All staff are trained in anaphylaxis and asthma management. Students' asthma plans and anaphylaxis plans are stored in the first aid room room. Details of students are kept up to date.	Effective	**Consequence** Severe **Likelihood**	All staff are trained in anaphylaxis and asthma management. There are two e-	**Consequence** Major **Likelihood**

				Possible **Risk Level** Extreme	trainers on staff to regularly test staff on the use of EpiPens. Epipens are stored in clearly labelled pouches and housed in the first aid room. All students who have these allergies have current plans stored in the first aid room and with class teachers and in shared spaces. We have multiple asthma puffers and spacers that can utlised in an emergency. When leaving the school for camps and excursions, the school will have a supply of asthma medication and an EpiPen in case of emergency.	Possible **Risk Level** High
Severe weather event 2026	Probable Causes: Weather pattern Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals; Electrical storm causing fire; High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows; Rain inundation resulting in unsafe electrical wiring/loss of power and communications.	• Maintenance to roofs/gutters/drains as well as buildings and grounds scheduled regularly. • School liaises with SES/local government to identify potential local risks. • Students and staff are familiar with the shelter-in-place procedure, with drills to practice. • School has a contingency for storage of equipment/materials if necessary. • Secures loose objects in open areas (e.g. garbage bins, play equipment) when severe weather is forecast. • Communications are tested quarterly. • Utility shut-off instructions/points are known. • Back up communications and contact lists maintained in case power fails. • Condition of large trees regularly checked. • Shade sail structures regularly checked. • A watch zone of ***[insert your predetermined watch zone]***kms on the VicEmergency App has been established by school staff and is monitored regularly for severe weather and other incidents. ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	Monitor the BOM site for changing weather patterns. Staff briefings where required. In the event of a extreme weather event, bring all students and staff into the safe place, the PAC.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium

Traumatic Death/Serious Injury at school or at another location authorised by the school 2026	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 student and staff well-being requiring support	• Student Support Services • Well-being staff in school • Managing Trauma Guide (https://eduvic.sharepoint.com/:b:/r/sites/SchoolsSecure/Shared%20Documents/Managing-trauma.pdf) • Managing Trauma online modules • Postvention plan (for suicide incidents in secondary schools) • Incident Support and Operations Centre referrals (ISOC – 1800 126 126) • Employee Wellbeing Support Services (search DE intranet. For immediate support call 1300 291 071, or call 000 if in crisis) ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk***	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium		
Violence, Aggression and/or harassment 2026	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 risk minimisation strategies</u> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioural Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviours and interventions:</u> • Behaviour – Students policy • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <u>Training</u> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low	Engagement with School Wide Positive Behaviour Support program to develop, implement and refine whole school approaches to student safety, wellbeing and behaviour management.	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low

		Specific support for teacher/staff in dealing with challenging behaviours • Employee Wellbeing Support Services for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service Refer to additional resources for impacted persons • School breakfast club (where available) • School-wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support ***As appropriate, insert any additional mitigation steps relevant to your facility or cohort that you have identified in your risk assessment***				

Bushfire Preparedness and Readiness

Bushfire Preparedness

1. Site readiness

School site bushfire/grassfire readiness review checklist	Date completed	Follow up actions identified?	Files uploaded
	30/08/2026	No	

2. Vegetation management

Vegetation management plan	Date completed	Date of next review	Comments	Files uploaded
	01/10/2022	01/10/2025	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 next 3-year VMP for this school site will be scheduled for late 2025.	

3. Communication

Communication product/method	Date of distribution	Details	Responsible Person	Files uploaded
communications-to-parents-on-fire-preparation.docx			Daniel Webber	communications-to-parents-on-fire-preparation.docx

communications-to-parents-on-fire-preparation.docx			Daniel Webber	confirmation-of-activation-of-pre-emptive-actions-letter.docx
ensuring-our-school-is-bushfire-ready-presentation.pptx			Daniel Webber	ensuring-our-school-is-bushfire-ready-presentation.pptx
confirmation-of-activation-of-pre-emptive-actions-letter.docx			Daniel Webber	confirmation-of-activation-of-pre-emptive-actions-letter.docx
confirmation-of-school-closure-on-catastrophic-fdr-day-letter-1342			Daniel Webber	confirmation-of-school-closure-on-catastrophic-fdr-day-letter-1342 (1).docx
potential-school-closure-catastrophic-fdr-day-letter-2407 (1).docx			Daniel Webber	potential-school-closure-catastrophic-fdr-day-letter-2407 (1).docx
cancellation-off-site-activities-elevated-catastrophic-fire-danger-day-letter-1312 (1).docx			Daniel Webber	cancellation-off-site-activities-elevated-catastrophic-fire-danger-day-letter-1312 (1).docx
communications-to-parents-on-fire-preparation.docx			Daniel Webber	communications-to-parents-on-fire-preparation.docx

Bushfire Readiness

1. Pre-emptive actions

Category	Trigger for action	LGA and BOM District details

Category 1	Relocate/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 Heights Primary School	
Regional director approval	**Name**	**Date**
	Karen Money	20/12/2024
Files uploaded	ACPS pre-emptive-relocation-plan Rhys signed (003) (1).docx	

2. Triggers for response and monitoring arrangements

Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms)	1 km from the school
Staff responsible for monitoring VicEmergency watch zone	Daniel Webber

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	

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors to the fenced tennis court at driveway entry to school. • 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. **Actions after on-site evacuation/relocation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to Warrandyte Reserve. • 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.

	• Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after off-site evacuation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Lock-down procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after lock-down procedure** • Ensure any students, staff or visitors with medical or other needs are supported.

	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.

Lock-out procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	  ○ Lock doors to prevent entry
	  ○ Check the premises for anyone left inside
	  ○ Obtain Emergency Kit
	• Go to the designated assembly point/s ***Warrandyte Reserve.***
	• Check that students, staff and visitors are all accounted for.
	• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
	• Maintain a record of actions/decisions undertaken and times.
	• Contact parents as required.
	Actions after lock-out procedure
	• Ensure any students, staff or visitors with medical or other needs are supported.
	• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
	• Determine whether to activate your parent re-unification process.
	• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).
	• Print and issue pre-prepared parent letters and give these to students to take home.
	• Direct all Media enquiries to DET Media Unit on 8688 7776.
	• Ensure all staff are made aware of Employee Assistance Program contact details.
	• Contact the SSSO Network Coordinator if required.
	• Seek support from your region/regional Manager, Operations and Emergency Management as required.
	• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
	• Complete your Post Emergency Record.

Shelter-in-place procedure	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area in the Performing Arts Centre. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after shelter-in-place procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions

Bomb/substance threat	**If a suspicious object is found (or the threat identifies the location of a bomb)**
	Immediate response
	• Immediately clear and cordon off the area in the vicinity of the object.
	• Call **000** for police and seek and follow advice.
	• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
	• Report the emergency to the Security Services Unit on 9603 7999.
	• Do not approach, touch, tilt or tamper with the object.
	Evacuation
	• Evacuate the school and:
	  ○ Ensure students and staff are not directed past the object
	  ○ Alert any other services co-located at the school site
	  ○ Check that all students, staff and visitors are accounted for
	  ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police
	Communication
	• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
	• Contact parents when evacuation is complete and it is safe to do so.
	• Notify your regional emergency management contact and seek advice if necessary.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Await "all clear" advice from police before returning to school buildings to resume normal school activities.
	If a bomb/substance threat is received by telephone
	• **DO NOT HANG UP**
	• Keep the person talking for as long as possible and obtain as much information as possible.
	• Without alerting the caller, signal a co-worker to:
	  ○ call 000 for police on a separate phone
	  ○ notify the Chief Warden/principal
	  ○ report emergency to the Security Services Unit on 9589 6266.
	• Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
	  ○ gender of caller
	  ○ age of caller
	  ○ accents and speech impediments
	  ○ background noises
	  ○ key phrases used
	  ○ whether the threat is automated/taped/recorded.
	Ask the caller:
	• where exactly is the bomb/substance located?
	• what time will the bomb explode/the substance be released?
	• what will make the bomb explode/how will the substance be released?
	• what does the bomb look like?
	• what kind of device/substance is it?
	• who put the bomb/substance there? Why was it put there?

- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
    - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
    - Immediately:
        - inform the Chief Warden/principal if this has not yet been done
        - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
        - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
    - implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
    - report the emergency to the Security Services Unit on 9589 6266
    - ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter

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

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

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

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
    - Move students away from windows and glass doors or other potentially hazardous areas
    - Use caution to avoid debris that could be hot or sharp
    - Call 000 for emergency services and seek and follow advice
    - Report the emergency to the Security Services Unit on 9589 6266
    - Be aware of any potential secondary explosions
    - Limit use of phones as communications systems may become congested.

Building Fire 2026	• Extinguish the fire (only if safe and trained to do so). • Follow the steps listed in core response procedure for *on-site evacuation*. In addition: ○ When leaving buildings, staff should close all doors and windows. Do not lock doors. • If the on-site assembly area is not safe, follow the off-site evacuation procedure.

Bushfire/Grassfire - BARR and Category 4 schools 2026	The need for action by the school is triggered when:
	• A bushfire or grassfire is observable, or
	• A bushfire or grassfire is identified via VicEmergency within ***[insert your pre-determined watch zone]*** km from the school.
	• There is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your school.
	Immediate Actions / Seek Advice:
	• If immediate emergency services assistance is required, phone '000'.
	• Activate your Emergency Control Organisation (ECO)/Incident Management Team (IMT)
	  ○ Continue to monitor conditions such as wind change, size of fire, direction of travel.
	  ○ Continue to monitor warnings and advice messages through the VicEmergency App or website.
	• If shelter-in-place is required, follow the steps listed in the *Shelter-in-place* core emergency response procedure. In addition:
	  ○ Check all windows and doors in the *Shelter in Place* are closed (but doors are not locked).
	  ○ Turn off gas supply
	  ○ Any sprinkler system around the school grounds to be turned on (if this does not compromise other water-based defence systems).
	  ○ If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *Shelter in Place.*
	  ○ If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the evacuation path between the Shelter in Place and Onsite/Offsite Bushfire Evacuation locations.
	  ○ Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.
	  ○ The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
	  ○ Wait for emergency services to arrive or provide further information.
	  ○ It is recommended staff continually monitor *Shelter in Place* for embers or building ignitions and immediately put them out, if safe to do so.
	  ○ Any decision to leave the Shelter in Place should only occur on advice of emergency services, unless the building becomes untenable.
	  ○ If the building has ignited and is not safe to extinguish – evacuate to the *Onsite Evacuation Location* or *Offsite Bushfire Evacuation Location*, via the defined route.
	• If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.

- Once confirmation has been provided by emergency services, or the threat has passed and it is safe to return to normal operations, follow the steps listed under *Immediate actions to take after an emergency*

Other sources of information

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

Actions for the School when it is within a VicEmergency warning area

VicEmergency Warning	What it means	School Actions
Advice Warning Action statements: • Stay informed • Threat is reduced	An incident is occurring or has occurred in the area. Access information and monitor conditions. Can also be used as a notification that activity in the area has subsided and is no longer a danger.?	Monitor warnings and weather conditions as they may change and seek advice by emergency services and the department if concerned.
Watch and Act Warning Action statements: • Prepare to leave/evacuate • Leave/evacuate now (if you are not prepared) • Prepare to take shelter • Stay near shelter • Walk two or more streets back • Monitor conditions as they are changing • Not safe to return	An emergency is developing nearby. Take action now to protect yourself and others.	Seek advice from emergency services and DE and determine course of action, such as: • Remain on site, shelter in place (if required) and monitor the situation. • Evacuate the school to your offsite evacuation location. • Contact carers and let them know what actions you are taking and any actions they should take, such as picking their children up early (must be approved by the RD[AG3]).
Emergency Warning Action statements: • Leave Immediately • Take Shelter Now	Issued when the community is in imminent danger and needs to take action now.	**Before school day:** Assess the situation and seek additional advice from emergency services and the department. Consider forecast weather, confidence of emergency services to control the fire, and recommendations from emergency services. Closure is likely to be recommended. **During school day:** Enact your emergency management plan. Check

	• Shelter Indoors Now • Evacuate Immediately in with emergency services and the department about recommended course of action to keep students, staff, and the community safe. Evacuation or sheltering in place is likely to be recommended. ***As appropriate insert any additional steps relevant to your facility or cohort***
Child Abuse 2026	In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

	For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf In the event of an incident, disclosure, or suspicion of child abuse, the school will: • Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf For suspected student sexual offending, the school will: • Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf
Gas Leak/Chemical Spill (on-site) - Minor Chemical Spill 2026	Dangerous goods or hazardous substance spills should be cleaned up immediately. Follow instructions and precautions for clean up in the SWP (Safe Work Procedure) or the products' SDS (Safety Data Sheet). • **Assess safety and stop the source of the spill:** This may involve righting an overturned container or placing the source (e.g. cracked container) in a larger container to contain the spill. Limit access to the area so that only personnel with the appropriate training and equipment (providing it is safe to do so) deal with the spill.

	• **Review safety precautions and risk controls:** Review SWP or relevant SDS. The SDS will have specific instructions on how to deal with chemical spills as well as first aid information • **Clean up the spill:** Using appropriate PPE, cover the spill with absorbent material taking care not to spread the spill further. Using a dustpan or spade, collect the absorbent material and waste and place into a chemical resistant bag or bin which is suitably labelled. The waste disposal method will depend on the amount and the type of chemical that was spilt. Disposal should be in accordance with the products SDS. • **Notify the appropriate authority:** The principal or OHS delegate should be notified immediately and the incident logged on eduSafe Plus. • **Restock the chemical spill kit:** Restock the spill kit and return it to its designated storage location. Additional PPE and absorbent materials may need to be repurchased.
Heat (Extreme) 2026	During a period of extreme heat schools should actively consider: • Utilising large industrial fans and/or ensuring indoor spaces have open doors and windows or air conditioning access during activities, especially during activity rest periods • Modifying or postponing any planned vigorous activity • Rescheduling/moving classes from classrooms with direct sunlight/no cooling • Closing any internal and external blinds • Selecting suitable uniform options • Measures to reduce risk to students in school council operated outside school hours care (OSHC) • Varying school hours by reducing midday recess to no less than 30 minutes and adjusting the dismissal time accordingly. Upon receiving advice of a heat health alert schools must brief staff: • On the school's expectations in regard to management of the risks associated with extreme hot weather • To be extra vigilant during periods of prolonged heat. Schools are also encouraged to: • Notify parents/carers about school heat conditions and remind them to provide their child with water and apply SPF 50 sunscreen • Include information on the school's heat protective procedures and processes in a school newsletter or communication. If a student, staff member or visitor shows any sign of heat exhaustion or heatstroke schools must apply first aid and seek medical assistance immediately. • If medical assistance is required, **call 000** for emergency services. • Report any heat health impacts on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. • Notify your region and seek advice from your regional emergency management staff, if required. During the emergency, keep accurate notes of the actions taken for compliance purposes. After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements. ***As appropriate insert any additional steps relevant to your facility or cohort***
Infectious diseases (including flu, COVID-19 and other communicable diseases) 2026	• **Call 000** if emergency medical assistance is required

	• Staff members, students or visitors who are ill do not attend school, or go home as soon as possible after becoming unwell at school. Parents/carers of symptomatic students are asked to collect their child from school. • The Department of Health recommends that staff and students who test positive for COVID-19 isolate for a minimum of 5 days and do not attend school until their symptoms resolve. Refer to the department's COVID-19 – School Operations policy (https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice) • Follow advice in the Infectious Diseases Policy (https://www2.education.vic.gov.au/pal/infectious-diseases/policy), including in relation to exclusion of a child with an infectious disease. ***As appropriate insert any additional steps relevant to your facility or cohort***

Information Security event 2026	• Contact your IT specialist technician for advice and support
	• If you require support from IMTD contact the Service Desk through one of the following mechanisms:
	  ○ Phone 1800 641 943
	  ○ Email servicedesk@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)

Intruder 2026	• Determine whether *evacuation*, *lock-down* or *shelter-in-place* is required and follow the steps listed in the respective core response procedure.
	  ○ Do this in consultation with the Police where possible.
	  ○ Evacuation should only be considered if safe to do so.
	  ○ Do not do or say anything to the person to encourage irrational behaviour.
	As appropriate insert any additional steps relevant to your facility or cohort

Loss of essential services 2026	• 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.
	• If required, follow the steps listed in the *evacuation*, *shelter-in-place* or *lockdown* core response procedures
	• If no core emergency response procedure is required to be enacted:
	  ○ **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. ○ Report the emergency immediately to the Chief Warden, who will activate your Emergency Control Organisation (ECO)/Incident Management Team if necessary. ○ Contact your Senior Education Improvement Leader or regional emergency management staff for advice and support if necessary. ○ Report the loss of essential services on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. ○ Contact parents/carers as required. ○ Refer to the school's Business Continuity Management Plan if the essential services are likely to extend beyond 24 hours. ○ During the emergency, keep accurate notes of the actions taken for compliance purposes. **Actions after the emergency** • 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 situation 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. • Meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional emergency management staff if required. ***As appropriate insert any additional steps relevant to your facility or cohort***
Medical Emergency 2026	If a medical emergency occurs on a school site or on a camp/excursion • Call' 000' if immediate/life threatening • Administer first aid • Contact parent/guardian of affected student • Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 • Record evidence (if applicable) • Keep other students away from the emergency/incident • Provide support for students who may have witnessed early stage of emergency
Mental Stress 2026	• If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800

	○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage
Missing person - school or school camp/excursion 2026	If student/child is missing and/or cannot be accounted for: • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing ○ Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126
Feral dog in the playground	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9603 7999. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free. • Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after lock-down procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process.

	• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.
Snakebite	When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Security Services Unit (24 hour, 7 days) on 9603 7999. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Security Services Unit that shelter-in- place is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 9637 2871. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required. • Complete your Post Emergency Record.
Anaphylactic reaction and asthma	When students have an anaphylactic reaction schools must: • ask students whether they have self-administered an adrenaline auto-injector (such as EpiPen®) • if the student has not already done so, administer an adrenaline auto-injector (such as EpiPen®)

- call 000
- contact the student's emergency contact person and then the Department's Security Services Unit on **9589-6266**.

ADMINISTERING AN EPIPEN

The table describes:

- how to administer an EpiPen®
- steps to follow up treatment.

Note: Where possible these devices should only be used by staff trained to use it. However, in an emergency they may be administered by any person following instruction from the student's ASCIA Action Plan for Anaphylaxis.

Prior to use:

- Confirm the expiry date to ensure it is 'in-date' (not expired). If the device has expired, use an alternative device if easily accessible. If no other option is available or easily accessible, then USE the expired device.
- Check the viewing window to ensure the adrenaline is not cloudy or discoloured. If the device is cloudy or discoloured, use an alternative device if easily accessible. If no other option is available or easily accessible, then USE the cloudy or discoloured device.
- Ensure the device is the correct medication for the individual being treated, or the device is the school adrenaline auto-injector for general use.

EpiPen

Stage	Description
1	Remove the EpiPen® from the plastic container. **Note:** Children under 20kg are prescribed an EpiPen Junior® which has a smaller dose of adrenaline.
2	Form a fist around the EpiPen® and pull off the **blue** safety cap.
3	Place the **orange** end against the outer mid-thigh and (with or without clothing).
4	Push down hard until a click is heard or felt and hold for 3 seconds.
5	Remove the EpiPen®, being careful not to touch the needle, and return it to its plastic container.
6	Note the time you gave the EpiPen®.
7	Call an ambulance on **000** as soon as possible.
8	The used auto-injector must be handed to the ambulance paramedics along with the time of administration.
9	Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened. Do not move the student.
10	Ask another staff member to move other students away and reassure them separately.
11	Watch the student closely in case of repeat reaction.

Important: Where there is no marked improvement and severe symptoms, as described in the student's ASCIA Action Plan for Anaphylaxis, are present, a second injection of the same dose may be administered after 5 to 10 minutes.

- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.

Severe weather event 2026	• Before the storm, store or secure loose items external to the building including 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:
	  ○ Enact your *shelter-in-place or lockdown* Refer to Core Emergency Response Procedures.
	  ○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
	  ○ Disconnect electrical equipment - cover and/or move this equipment away from windows.
	  ○ Listen to local radio or TV on battery-powered sets for weather warnings and advice.
	• During the emergency, keep accurate notes of the actions taken for compliance purposes.
	• After the emergency:
	  ○ Meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.
	  ○ If any buildings or structures have been damaged, cordon off the area and notify Makesafe on 1300 133 468. Notify your regional emergency management staff and submit an EduSafe report.
	As appropriate insert any additional steps relevant to your facility or cohort

Traumatic Death/Serious Injury at school or at another location authorised by the school 2026	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):
	• Contact '000' for police/ambulance attendance
	• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
	• Seek Student Support Services support
	• Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including:
	• Develop a Communications Plan – check what information can be released:
	  ○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	  ○ Limit exposure to ongoing trauma, distressing sights, sounds and smells
	  ○ Continue to identify those most at risk and triage for support
	  ○ Consider tribute, memorial, ritual
	• Monitor the wellbeing of staff
	• Actively implement self-care strategies
	• If the incident occurs on school premises/camp/excursion
	  ○ Preserve the evidence
	  ○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	  ○ Contact Legal Division on 9637 3146
	  ○ Consider a Worksafe Notification 13 23 60
	  ○ Contact Communications Division/Media Unit on 8688 7776

Violence, Aggression and/or harassment 2026	Violence, aggression, harassment, on school site: • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place If staff are directly impacted: • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program If there is an allegation of reportable conduct: • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice

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

Consider any mutual support agreements with other schools/other local premises; virtual learning; adjusting timetables and room allocations; scheduling offsite excursions; and including key stakeholders that may need to be contacted should you experience partial or complete site inaccessibility.

Details of arrangements	Arrangements to use Templestowe Heights Primary School during relocation on EXTREME fire rating day have been pre-emptively agreed with the relevant stakeholders and documented in EMP.

Name	Contact Details	Support Role
Daniel Webber	0436 029 258	Principal

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

Consider noting any interdependencies with other systems; knowing your essential services provides and support contacts; propositioning of water, charged power banks and/or portable emergency lighting; alternative communication options; generators; backing up school data so that it is isolated from production systems; access to paper-based systems including student and family contact details and hard copies of curriculum content; flexible lesson plans that can be completed without the use of technology.

Details of arrangements	Power: • Battery lighting/torches are available in SIP in case of a bushfire emergency occurring • Battery back-up (UPS) on servers – time limit of UPS and back up servers recorded (Note: UPS is for short term disruption to power supply – typically 1-5 minutes and maximum of 15 minutes) Back up of school database takes place daily • Initiate appropriate contacts on EMP Communications Tree • Moving of classes to areas with natural light or (weather permitting) outdoor learning spaces • Portable lighting (USB lights, torches etc.) for toilets or other key areas which tend to have no natural light • Access to

	generators from local hire companies for essential items (freezers, fridges etc.) Note: If you receive a notification of an upcoming planned power outage, contact your EMSO immediately as it is sometimes possible to have these moved to school holidays or weekends. Technology: • Latest version of software, malware and antivirus software installed • Staff and students educated on their cyber security responsibilities and to report IT data breaches in line with department policies • Up to date, printed, hard copy list of all student and staff contact details in an accessible yet secure location • Alternative content options which do not rely on access to computers/ network/internet such as paper-based, flexible lessons plans Communications: • School mobile phone available for emergency use and charged at all times • Power banks available for mobiles • School landline forwarded to school mobile phone for duration of outage. • Families know the emergency arrangements and where to find information from the school when communications may be impacted. Water Supply: • Water tanks installed with taps so that buckets can be filled • Supply of bottled drinking water kept onsite at all times • Students and staff encouraged to bring water bottles to school • Offsite evacuation area has water supply and can accommodate scheduled toilet breaks • If offsite, contact water provider. If the outage is across a wider area, the water supplier may provide a tanker or bottled water. Note: If you receive a notification of an upcoming planned water outage, contact your EMSO immediately as it is sometimes possible to have these moved to school holidays or weekends.

Name	Contact Details	Support Role
Daniel Webber	0436 029 258	Principal

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

Consider temporary staff arrangements; multi-skilling/cross training; alternate operational arrangements, such as suspending non-critical activities and/or mutual support with other school(s); and factors that may impact the ability of staff to attend the school such as travelling significant distances, household fire plans or susceptibility to other emergencies, and document suitable contingencies.

Details of arrangements	• Consider alternate operational arrangements, suspending non-essential activities. Teachers arrange class splits across their grade in the event their class cannot be covered in an emergency. Cancel specialists classes to cover grades and provide adequate supervision. • Maintain awareness of factors that may impact staff attendance, including distance travelled, living in or travelling

	through a bushfire or flood prone area, arrangements of household fire plans, or if they are a volunteer for CFA/VICSES.

Name	Contact Details	Support Role
Daniel Webber	0436 029 258	Principal

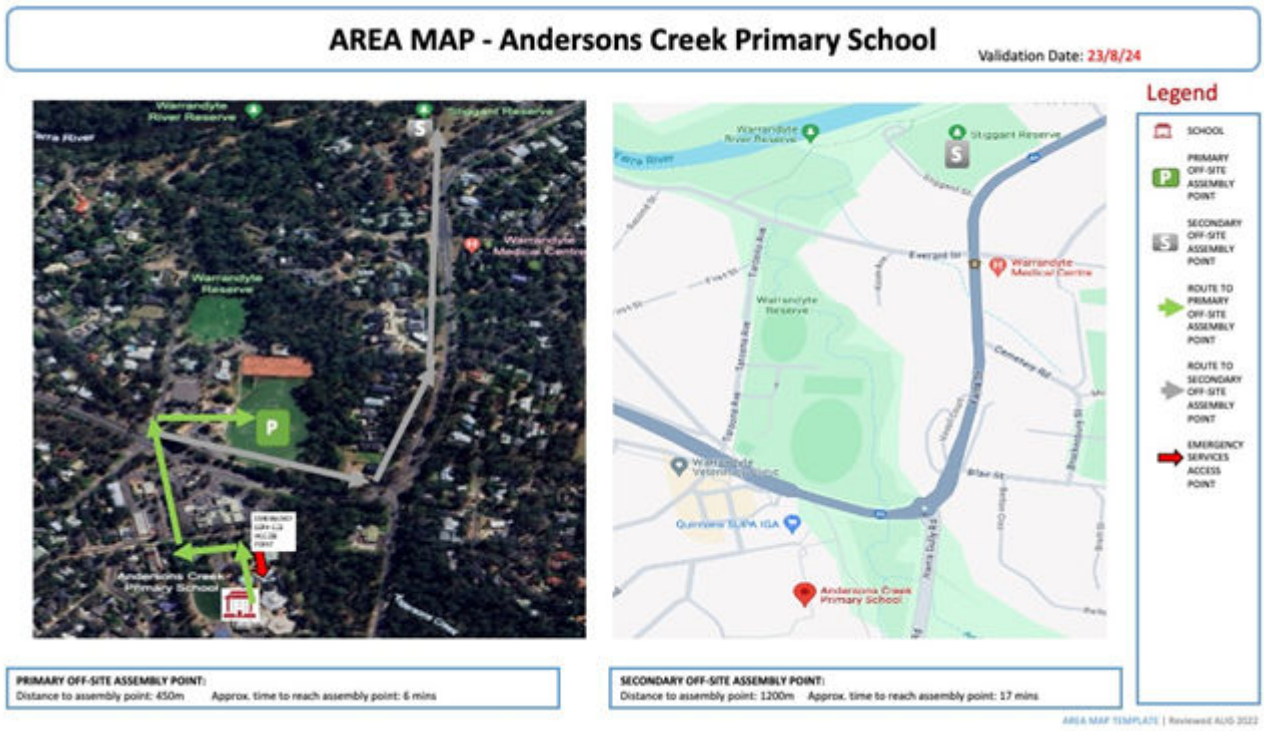
Business Continuity Checklist

Action	Actioned?
Activate the school's Emergency Control Organisation	Yes
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	Yes
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key school data • Using paper based systems • Flexible lesson plans • Using generators, portable lighting	Yes
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	Yes
Establish a register to log all decisions and actions	Yes
Establish a register to log all financial expenditure incurred	Yes

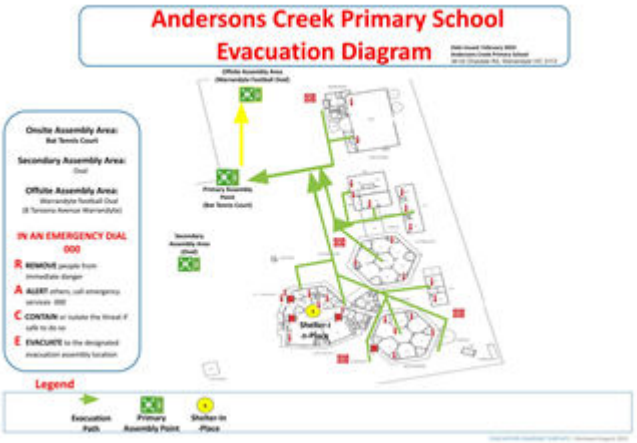
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	Yes
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	Yes

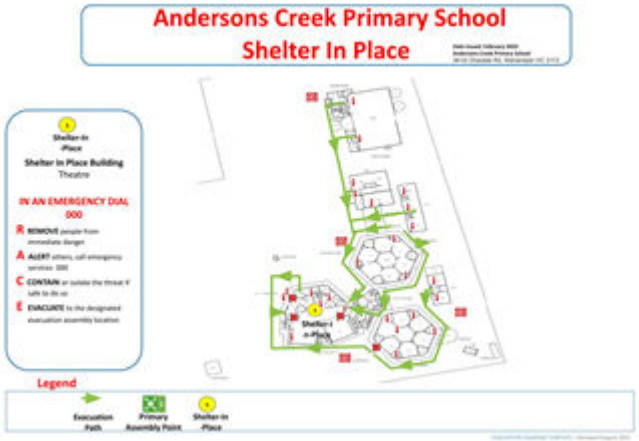
Area Map

Area Map



Evacuation Map

Building name and evacuation diagram location	Evacuation Procedures	
Internal Fire Evacuation	Onsite Evacuation When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. Upon hearing the Evacuation Signal:? 1.Leave all belongings in the classroom? 2.Calmly lead all students to the onsite evacuation point 'Bat Tennis Courts' 3.Facilitate the organisation of students into Class Groups at the evacuation point 4.Collect and Mark Roll 5.Actively supervise students and carry out any additional tasks as directed by the Incident Management Team 6.Await further instructions from Incident Management Team 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.? ? Offsite Evacuation Upon hearing the Evacuation Signal:? 1.Leave all belongings in the classroom? 2.Calmly lead all students to the offsite evacuation point 'Warrandyte Football Oval'? 3.Facilitate the organisation of students into Class Groups at the evacuation point? 4.Collect and Mark Roll? 5.Actively supervise students and carry out any additional tasks as directed by the Incident Management Team ? 6.Await further instructions from Incident Management Team	

Bushfire	A Shelter-in-Place building is used to provide a last resort temporary sheltering option in the event that evacuation from the site is no longer a viable option until either the emergency has passed, or a more suitable alternative is available or as an assembly point prior to evacuation. ?Upon hearing the Shelter-in-Place Signal:? 1.Leave all belongings in the classroom? 2.Calmly lead all students to the Shelter-in-Place building 'Theatre' 3.Facilitate the organisation of students into Class Groups. 4.Mark Roll? 5.Actively supervise students and carry out any additional tasks as directed by the Incident Management Team ? 6.Await further instructions from Incident Management Team	
Evacuation plans to the oval - updated		

Distribution and Consultation List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Stuart Henderson	Warrandyte Police	30/01/2024	9844 3231 / 0409 234046
Duty Officer	Warrandyte CFA	30/01/2024	9844 3375 / 9844 3650
Duty Officer	South Warrandyte CFA	30/01/2024	9844 4412
Duty Officer	North Warrandyte CFA	30/01/2024	9844 3968
All school staff	all staff	30/01/2024	9844 2757
School FAMILIES	FAMILIES	30/01/2024	