

# Cohuna Secondary College

## Emergency and Critical Incident Management Plan 2020-2021



**6415 Murray Valley Highway, Cohuna, VIC, 3568  
03 5456 2555 / [cohuna.sc@education.vic.gov.au](mailto:cohuna.sc@education.vic.gov.au)**

**Department of Education and Training**

**Date Approved: 4/09/2020**

## Purpose

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

## Context

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

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

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

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

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Group Captain Matthew Trigg	Cohuna Country Fire Authority	01/10/2020	matty.1976@hotmail.com
	Cohuna Police Station	01/10/2020	25 Market St, Cohuna
Cohuna Secondary College	School Staff	01/10/2020	6415 Murray Valley Highway, Cohuna. 3568

## Facility Profile

<b>School Name/Campus Name</b>	<b>Cohuna Secondary College</b>
<b>Address</b>	6415 Murray Valley Highway, Cohuna, VIC, 3568
<b>Phone</b>	03 5456 2555
<b>Email</b>	cohuna.sc@education.vic.gov.au
<b>Fax</b>	03 5456 3298
<b>DET Region</b>	NORTH-WESTERN VICTORIA
<b>DET Area</b>	Mallee Area
<b>LGA</b>	Gannawarra (S)
<b>BOM/Fire District</b>	Mallee District
<b>Is your school on Bushfire At-Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8:30--4:30
<b>Number of Students</b>	200
<b>Number of Staff</b>	35
<b>Number of Buildings</b>	4
<b>Is the School a designated Neighborhood Safer Place?</b>	Yes
<b>Shelter-In-Place Location</b>	School Oval
<b>On-site Evacuation Location</b>	School Oval
<b>Off-site Evacuation Location</b>	CFA Running Track

<b>Typical method used for communications to school community</b>	SMS, Newsletter, email, phone
<b>Is this school has other services or users of the site?</b>	Yes

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Cohuna Basketball Association	ECA Centre	60	When: Term 4 only Day: Monday Time: 4:45 pm-8:30 pm		

## Building Information Summary

### Telephones (landlines)

Location	Number
Front Office	5456 2555
Front Office	5456 3363
Principal's Office	5456 2555
Assistant Principal's Office	5456 2555
Fiona Miller (Principal)	
Matthew Hawken	
Bernadette Penglase (Business Manager)	

### Alarms

Description	Location	Monitoring Company	Number
Fire	N/A	N/A	N/A

Intrusion	Safe room located between front office and Principal's Office.	DET	Front Office, Staff Office at woodwork room, Science room office, front door at 'Red Brick' building
Other			

## Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Cylinder at the end of room 19	Elgas	Gas Tank
Water	At the rear of the school near garages	Coliban Water	Water Main at rear of the school
Electricity	Main corridor near front office	Origin Energy	Main Power Box in the corridor

## Sprinkler System

<b>Control Valve Location</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Boiler Room

<b>Location</b>	Science Room
<b>Access</b>	Roller door

## Emergency Power System

<b>Type</b>	N/A
<b>Location</b>	N/A
<b>Provides power to</b>	N/A

<b>Shutoff Instructions Location</b>	N/A
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## Building and Site Hazards

Location	Number
Asbestos	Eaves of the main buildings
Asbestos	On the outside rear wall of the science rooms

## Additional Profile Information

<b>Additional Info</b>	

## 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
Traffic/emergency safety vests and tabards	No
Facility keys	No
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Torch with replacement batteries (or wind up torch)	No
Whistle	Yes
Megaphone	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	No
Sunscreen and spare sunhats	No
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	31/07/2020
<b>Next check date</b>	02/11/2020



## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Fire Drill	Sharon Payne	09/02/2018	09/02/2018
Term 2	Fire Drill	Sharon Payne	18/05/2018	24/05/2018
Term 3	Fire Drill	Sharon Payne	16/10/2018	
Term 4	Fire Drill	Sharon Payne	30/11/2018	14/12/2018
Term 1	Fire Drill	Fiona Miller	12/03/2019	12/03/2019
Term 2	Fire Drill	Fiona Miller	14/06/2019	
Term 3	Fire Drill	Sharon Payne	26/09/2019	
Term 1	Fire Drill	Fiona Miller		
Term 2	Not completed due to COVID-19	Sharon Payne		
Term 3	Not completed due to COVID-19	Sharon Payne		
Term 4	Fire Drill	Sharon Payne	14/10/2020	



# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Accident on the Murray Valley Highway	Truck or car accident in front of the school. The school is located on the busy Murray Valley Highway.	Call the police. Evacuation procedures to be enacted! Buses pick up students from the rear of the school. Text to parents that they are to pick up their student from Channel St which is at the back of the school. Ring Emergency Management 03 9589 6266	Effective	<p><b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>	Evacuation Procedures implemented. Bus collection from Channel St rather than King George St at the front of the school. Text to parents that they are to pick up their student from Channel St at the back of the school.	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>
Gas tank leak	Leaking gas from the gas tank near the Science room (rooms 18&19)	Periodic inspections of gas tank.	Acceptable	<p><b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium</p>	Evacuation Procedures implemented to off site meeting point. Evacuation to CFA Fire Track Text to parents to pick up their child from the CFA running track Ring Emergency Management on 039589 6266	<p><b>Consequence</b> Minor <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
Bus Incident	Accident involving the bus	Bus proprietor practise emergency stops Risk assessments completed by bus proprietors Cohuna Secondary College Emergency Management Plan enacted. Ring Emergency Management	Effective	<p><b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>	See risk control measures Bus proprietor practise emergency stops Risk assessments completed by bus proprietors Cohuna Secondary College Emergency Management Plan enacted.	<p><b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b> Low</p>
Chemical Spill on the Murray Valley Highway	Truck accident carrying chemicals/gas etc	Evacuation procedures practised	Acceptable	<p><b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium</p>	Evacuation procedures implemented.	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
Building fire	Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.	Emergency Management Plan enacted Dial triple 000 for Police, Fire and Ambulance Staff EAP Contact DET Emergency Management	Acceptable	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>	Emergency Management Plan enacted Dial triple 000 for all services Staff EAP Contact DET Emergency Management	<p><b>Consequence</b> Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>
Intruder	Physical or psychological injury could occur to staff, students,	Ensure all rooms lock Enact lock down procedures	Effective	<p><b>Consequence</b></p>	Ensure all rooms lock Enact lock down procedures	<p><b>Consequence</b></p>

	visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Staff aware of 'student with the red chalk' please come to the office Call the police 000		Major Likelihood Rare Risk Level Medium	Staff aware of 'student with the red chalk' please come to the office Call the police 000	Major Likelihood Rare Risk Level Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Evacuation procedures enacted Call 000 Text parents to allay fears and/or ensure they don't enter the college but pick up their student from the CFA running track	Acceptable	Consequences Moderate Likelihood Rare Risk Level Low	Evacuation procedures enacted Call 000 Call Emergency Management Text parents to allay fears and ensure they don't enter the college but pick up their student from the CFA running track	Consequences Moderate Likelihood Rare Risk Level Low
Severe weather event	Risk of roof down and flooding of building Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Isolate damaged area Call emergency services Call 000 in the event of emergency Call Emergency Management 0395986266 EAP for staff Recommend parents take their young person for a mental health assessment	Effective	Consequences Moderate Likelihood Rare Risk Level Low	Isolate damaged area Call emergency services Call 000 in the event of emergency Call Emergency Management 0395986266 EAP for staff Recommend parents take their young person for a mental health assessment	Consequences Moderate Likelihood Rare Risk Level Low
Influenza pandemic (in extreme cases)	Risk to health and possible death	<p><b>INFLUENZA PANDEMIC</b></p> <p>For comprehensive guidelines and information on emergency responses to an influenza pandemic go to: Human Influenza Pandemic Response Procedures</p> <p><b>PREPAREDNESS STAGE</b></p> <p><b>Description - No novel strain detected</b></p> <p><b>Key Actions</b></p> <p>Hygiene measures Promote basic hygiene measures including coughing into elbow, using tissues, use hand sanitizer Students stay home from school Seek support from Department of Health, Gannawarra Shire and Dr Clinic</p>	Effective	Consequences Moderate Likelihood Rare Risk Level Low	Provide students, staff and parents with information about the importance of hand hygiene Provide soap, hand sanitizer, tissues for student and staff use Hygiene education Communicate the risks to parents and community with the support of local Drs Clinic, Gannawarra Shire and the Department of Health Students stay home from school	Consequences Moderate Likelihood Rare Risk Level Low
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets Power outage	Seek DET support about a response. Text parents to send students home citing hygiene if there isn't any flushing toilets or water to wash hands For those that need to remain at school then purchase water for drinking and bulk purchase of hand sanitizer to clean hands	Effective	Consequences Minor Likelihood Unlikely	Seek DET support about a response Text parents to send students home citing hygiene if there isn't any flushing toilets or water to wash hands For those that need to remain at school then purchase water for drinking	Consequences Minor Likelihood Rare

<p><b>Child Abuse</b></p>	<p>Probable causes • Domestic violence • Substance abuse • Stress/isolation • Mental health problems/intellectual disability • Lack of parenting skills • Probable consequences • Physical and psychological trauma/distress/injury • Depression/apathy • Inability to concentrate • Emotional/behavioural/learning problems • Eating Disorder</p>	<p>In the event of power outage then staff would need to use a 'chalk and talk' method for teaching and use text book for research. Students can also use their phones.</p>	<p>Effective</p>	<p>Risk Level Low</p>	<p>In the event of power outage then staff would need to use a 'chalk and talk' method for teaching and use text book for research. Students can also use their phones.</p>	<p>Risk Level Low</p>
<p><b>Information Security</b></p>	<p>Probable Causes • Hacking • Malware virus • Unprotected systems/passwords • Accidental Probable consequences: • Inconvenience • Inability to access/use computer system • Loss/corruption of files/data</p>	<p>• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator</p>	<p>Acceptable</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>	<p>• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator • Mandatory Report • EAP for staff • Supports in place for student with follow up</p>	<p>Consequence Moderate Likelihood Possible Risk Level Medium</p>
<p><b>Medical Emergency</b></p>	<p>Probable causes • Accident/misadventure • Known/unknown illness Probable consequences • Ill health, recuperation, hospitalization, impact on continuity of education • Psychological distress for those witnessing incident</p>	<p>• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT</p>	<p>Effective</p>	<p>Consequence Minor Likelihood Possible Risk Level Medium</p>	<p>• Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer • Staff debrief • Student Support from within the college and outside the college including DET</p>	<p>Consequence Minor Likelihood Possible Risk Level Medium</p>
<p><b>Mental Stress</b></p>	<p>Probable causes • Exposure to distressing event • Anxiety/depression Probable consequences • Psychological trauma/distress • Attempted suicide • Suicidal</p>	<p>• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework</p>	<p>Acceptable</p>	<p>Consequence Moderate Likelihood Possible Risk Level</p>	<p>* DET support for wellbeing * EAP</p>	<p>Consequence Minor Likelihood Possible Risk Level</p>

<p>Missing person - school or school camp/excursion</p>	<p>Ideation/self-harm • Interrupted learning</p> <p>Probable causes • separated whilst on camp/excursion • Unknown - i.e. distress</p> <p>Probable consequences • Injury • Interrupted education • psychological trauma/distress</p>	<ul style="list-style-type: none"> <li>Victorian Anti-bullying and Mental Health Initiative</li> <li>School records attendance</li> <li>Student engagement policy to promote school attendance and address truancy, which is staged</li> <li>Recess and lunchtime supervision.</li> <li>Behaviour Support Plans to address individual truancy.</li> <li>Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp)</li> <li>List of students to attend camp to be held at school site and by Teacher in Charge on camp.</li> <li>School excursion/camp risk assessment</li> </ul>	<p>Effective</p>	<p>Medium</p> <p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>		<p>Medium</p>
<p>Traumatic Death/Injury/Grief</p>	<p>Probable causes: • Accident/misadventure • Existing illness • Sudden medical emergency</p> <p>Probable Consequences • Distress/anger • Disruption to school operations • Disruption to school operations • Stress, psychological injury, impact on well-being requiring support</p>	<ul style="list-style-type: none"> <li>Student Support Services</li> <li>Well-being staff in school</li> <li>Managing Trauma Guide</li> <li>Incident Support and Operations Centre referrals</li> <li>Employee Assistance Program</li> </ul>	<p>Effective</p>	<p>Consequence Moderate <b>Likelihood</b> Rare <b>Risk Level</b> Low</p>		
<p>Violence, Aggression and/or harassment</p>	<p>Probable causes: • underlying abuse or exposure to family violence • developmental factors</p> <p>Probable Consequences • physical or psychological harm • Disruption to learning/continuity of education</p>	<p><b>Site based policies and strategies</b></p> <ul style="list-style-type: none"> <li>Lunchtime and recess supervision</li> <li>School based security measures e.g. duress alarm, CCTV</li> <li>Behavioural Code of Conduct</li> <li>School social media strategies to address online harassment</li> <li>Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student</li> </ul> <p><b>School pursues specific interventions or referrals as required/appropriate:</b></p> <ul style="list-style-type: none"> <li>Trespass order</li> <li>Child Protection referral</li> <li>Family violence referral</li> </ul> <p><b>Specific supports for students with challenging behaviors and interventions:</b></p> <ul style="list-style-type: none"> <li>Referral to Student Support Services (SSS)</li> <li>School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.)</li> <li>Restraint and Seclusion procedures</li> <li>Respectful Relationships</li> <li>Health and Human Services Behaviour Support Services</li> <li>More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional</li> <li>School welfare officer/coordinator engaged</li> </ul> <p><b>Training</b></p>	<p>Effective</p>	<p>Consequence Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>		

<p>COVID-19</p>	<p>COVID 19 Pandemic with confirmed cases in the community</p>	<ul style="list-style-type: none"> <li>• Diffusion strategies and training for staff</li> <li>• Conflict management training</li> <li>• Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism</li> </ul> <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> <li>• Employee Assistance Program (EAP) for impacted staff</li> <li>• Principal Mentor Program</li> <li>• Proactive Wellbeing Supervision</li> <li>• Principal Health Checks</li> <li>• Early Intervention Principal Support Service</li> </ul> <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> <li>• School breakfast club (where available)</li> <li>• School wide Positive Behaviour Support</li> <li>• Koori inclusive School Wide Positive Behaviour Support</li> </ul>	<p>Effective</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>		
		<ul style="list-style-type: none"> <li>▪ Follow DET School Incident Management System Processes</li> <li>▪ Sick and ill students and staff must stay home and get tested and not return until cleared with a negative test.</li> <li>▪ Regular risk infection procedures outlined at staff meetings by First Aid/Principal staff</li> <li>▪ Parents/carers informed of school policy regarding sick children in newsletter, via Compass newfeed</li> <li>▪ Follow DHHS required reporting process as outlined in blue book (infectious diseases surveillance) <a href="https://www2.health.vic.gov.au/public-health/infectious-diseases/infectious-diseases-surveillance">https://www2.health.vic.gov.au/public-health/infectious-diseases/infectious-diseases-surveillance</a></li> <li>▪ DHHS communicable disease and epidemiology surveillance number in emergency contacts.</li> <li>▪ Follow the COVID-19 Operations Guide as communicated by DET</li> <li>▪ Implement the COVID Safety Management Plan</li> <li>▪ Wearing of face masks when not teaching</li> </ul>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>	<p>COVID-19 OHS Safe Plan Education on hand hygiene, wearing of masks, hand sanitiser before entering any classroom, extra cleaning of door handles etc Students/staff to remain home if unwell Students/staff who exhibit COVID-19 symptoms to be strongly advised to get a COVID test Confirmed case of COVID of staff or students then follow DET protocols As soon as practicable after becoming aware of a suspected case in a staff member, and that staff member has attended on a school site whilst symptomatic or 48 hours prior to the onset of symptoms, the Principal must: immediately send them home to self isolate, advise the staff member to get a COVID 19 test and self isolate, arrange for increased cleaning of area used by staff member. Emergency Management: 03 958 96 266 Contact SEIL DET: 1800 126 126 notify if there are 3 or more suspected cases of staff at school within a five-day period who have COVID. Inform all staff to be vigilant about the onset of symptoms. If unwell let the Principal know, self isolate and get tested. DHHS</p>	<p><b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium</p>

		<ul style="list-style-type: none"><li>• Wearing of appropriate PPE where possible and when dealing with unwell students or staff</li></ul>				
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# Core Emergency Response Procedures

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

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

	<ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ Lock doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• Go to the designated assembly point/s the <b><i>ECA Centre or the CFA Fire Track 200 metres from the College Grounds.</i></b></li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>

<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call 000 for emergency services and seek and follow advice.</li> <li>• Chief Warden activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area <b>ECA Centre and dependent upon the emergency rooms 5/6 can also be used.</b></li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Check that all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after shelter-in-place procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Incident Support and Operations Centre that shelter-in-place is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
<p>Accident on the Murray Valley Highway</p>	<ul style="list-style-type: none"> <li>• Call 000 for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Turn off gas supply.</li> <li>• If the gas leak is onsite, notify your gas provider.</li> <li>• If safe to do so, evacuate staff, students, visitors and contractors to ECA Centre or School Oval. This may be an off-site location.</li> <li>• Check students, staff and visitors are accounted for.</li> <li>• Report the emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</li> <li>• Direct all Media enquiries to the DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</li> </ul>
<p>Gas tank leak</p>	<p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear the area.</li> <li>• Call 000 for CFA and Police and seek and follow advice.</li> <li>• Report the gas leak to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• No staff member of student is to approach, touch or tamper with the object in an attempt to rectify the situation.</li> </ul> <p><i>Evacuation (if necessary)</i></p> <ul style="list-style-type: none"> <li>• Evacuate the canteen, science, auto shed, woodwork and electronics rooms as a priority. Evacuate the remaining school if directed by emergency services and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul>
<p>Bus Incident</p>	<p>Use this procedure for an emergency that arises involving a government school bus en route.</p>

	<p><b>The Bus Coordinating Principal will:</b></p> <ul style="list-style-type: none"> <li>• Contact emergency services agencies to ascertain local information on status of any notified emergency.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Advise emergency services of the status and location of bus services and seek assistance if required.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm/provide instruction to driver with regard to destination.</li> <li>• Notify client school principals and any other facility with passengers on the affected service.</li> <li>• Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).</li> <li>• Keep an accurate log of all communication in relation to the event.</li> <li>• Receive confirmation of bus's arrival at destination from driver.</li> <li>• Where possible keep an accurate record of the event.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776.</li> <li>• A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your schools EMP.</li> </ul> <p>Use this procedure for an emergency that arises involving a government school bus en route.</p>
<p><b>Chemical Spill on the Murray Valley Highway</b></p>	<p><i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Call 000 for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.</li> <li>• Turn off gas supply.</li> <li>• If the gas leak is onsite, notify your gas provider.</li> <li>• If safe to do so, evacuate staff, students, visitors and contractors to ECA Centre or CFA running track. This may be an off-site location.</li> <li>• Check students, staff and visitors are accounted for.</li> <li>• Report the emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Await 'all clear' advice from emergency services or further advice before resuming normal school activities.</li> <li>• Direct all Media enquiries to the DET Media Unit on 8688 7776.</li> <li>• Contact parents as required.</li> </ul> <p><i>Evacuation (if necessary)</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school using and:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the spill site</li> <li>○ Evacuate students, staff and visitors via Channel St</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site by college employees or visitors</li> </ul>
<p><b>Building fire</b></p>	<ul style="list-style-type: none"> <li>● <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>● Activate the fire alarm.</li> <li>● If appropriate, follow the procedure for on-site evacuation.</li> <li>● Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>● Extinguish the fire (only if safe to do so).</li> <li>● Evacuate to the Cohuna Secondary College School oval, closing all doors and windows.</li> <li>● Check that all areas have been cleared and notify the Chief Warden.</li> <li>● Check that all students, staff, visitors and contractors are accounted for.</li> <li>● Report emergency to the Security Services Unit on 1800 126 126.</li> <li>● Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>● Contact parents as required.</li> <li>● Direct all Media enquiries to DET Media Unit on 8688 7776 8688 7776 8688 7776</li> </ul>
<p><b>Intruder</b></p>	<ul style="list-style-type: none"> <li>● <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>● Report the emergency immediately to the Chief Warden.</li> <li>● Do not do or say anything to the person to encourage irrational behaviour.</li> <li>● Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>● Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>● Evacuation only should be considered if safe to do so.</li> <li>● Report emergency to the Security Services Unit on 1800 126 126.sc</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> <li>• Direct all Media enquiries to DET Media Unit on 8688 7776</li> <li>•</li> </ul>
<p><b>Bomb/substance threat</b></p>	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b> <i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• Do not approach, touch, tilt or tamper with the object..</li> </ul> <p><i>Evacuation</i></p> <ul style="list-style-type: none"> <li>• Evacuate the school and:             <ul style="list-style-type: none"> <li>○ Ensure students and staff are not directed past the object</li> <li>○ Alert any other services co-located at the school site</li> <li>○ Check that all students, staff and visitors are accounted for</li> <li>○ Restrict all access to the site and ensure there are no barriers inhibiting access by police</li> </ul> </li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.</li> <li>• Contact parents when evacuation is complete and it is safe to do so.</li> <li>• Notify your regional emergency management contact and seek advice if necessary.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Await "all clear" advice from police before returning to school buildings to resume normal school activities.</li> </ul> <p><b>If a bomb/substance threat is received by telephone</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT HANG UP</b></li> <li>• Keep the person talking for as long as possible and obtain as much information as possible.</li> <li>• Without alerting the caller, signal a co-worker to:             <ul style="list-style-type: none"> <li>○ call 000 for police on a separate phone</li> <li>○ notify the Chief Warden/principal</li> <li>○ report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> </ul>



- 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
  - 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

	<ul style="list-style-type: none"> <li>• If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.</li> <li>• Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.</li> <li>• Report emergency to the Security Services Unit on 9589 6266.</li> <li>• <b>If a bomb/substance threat is received electronically e.g. by email</b> <ul style="list-style-type: none"> <li>○ <b>DO NOT DELETE THE MESSAGE</b></li> <li>○ Call 000 for police and seek and follow advice</li> <li>○ Notify the Chief Warden/principal</li> <li>○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.</li> <li>○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.</li> <li>○ Report emergency to the Security Services Unit on 9589 6266.</li> </ul> </li> </ul> <p><b>If you are at the site of an explosion</b></p> <ul style="list-style-type: none"> <li>○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you.</li> <li>○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above.</li> <li>○ Do not retrieve personal belongings or make phone calls when evacuating.</li> <li>○ Help others to leave the area. Use stairs instead of elevators.</li> <li>○ Be aware of weakened floors and stairways and watch for falling debris.</li> <li>○ Once out of the affected building:             <ul style="list-style-type: none"> <li>▪ Move students away from windows and glass doors or other potentially hazardous areas</li> <li>▪ Use caution to avoid debris that could be hot or sharp</li> <li>▪ Call 000 for emergency services and seek and follow advice</li> <li>▪ Report the emergency to the Security Services Unit on 9589 6266</li> <li>▪ Be aware of any potential secondary explosions</li> <li>▪ Limit use of phones as communications systems may become congested.</li> </ul> </li> </ul>
<p><b>Severe weather event</b></p>	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm:             <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> </ul>
<p>Influenza pandemic</p>	<p>Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.</p>
<p>Loss of essential services</p>	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> </ul>
<p>Child Abuse</p>	<p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul>

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](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](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](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](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](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](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](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:

	<ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf</a></li> <li>• Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.</li> </ul> <p>This is an abridged version of schools' obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</a></p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> <li>• Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf</a>.</li> <li>• Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.</li> </ul> <p>The <i>Four Critical Actions</i> is a summary of schools' obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at <a href="https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</a></p>
<p>Information Security</p>	<ul style="list-style-type: none"> <li>• Contact your IT specialist technician for advice and support</li> <li>• If you require support from IMTD contact the Service Desk through one of the following mechanisms:             <ul style="list-style-type: none"> <li>◦ Phone 1800 641 943</li> <li>◦ Email <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></li> <li>◦ Submit an IT Service Request through the Service Gateway</li> </ul> </li> <li>• If the incident involves sensitive and/or personal information that may identify an individual without their consent</li> <li>• Phone the privacy help desk on 8688 7967</li> <li>• Email <a href="mailto:privacy@edumail.vic.gov.au">privacy@edumail.vic.gov.au</a></li> <li>• Consider notifying the Media Unit on 8688 7776</li> <li>• If the information security breach is considered malicious contact local police</li> <li>• Offer impacted staff option to access EAP (as applicable)</li> <li>• Offer Student Support Services support to impacted students (as applicable)</li> </ul>

<p>Medical Emergency</p>	<p>If a medical emergency occurs on a school site or on a camp/excursion</p> <ul style="list-style-type: none"> <li>• Call '000' if immediate/life threatening</li> <li>• Administer first aid</li> <li>• Contact parent/guardian of affected student</li> <li>• Contact Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Record evidence (if applicable)</li> <li>• Keep other students away from the emergency/incident</li> <li>• Provide support for students who may have witnessed early stage of emergency</li> </ul>
<p>Mental Stress</p>	<p>If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'</p> <ul style="list-style-type: none"> <li>• Administer first aid (if appropriate) – keep physically and emotionally safe</li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> <li>• Consider whether the following supports are appropriate:             <ul style="list-style-type: none"> <li>○ School's student wellbeing officers</li> <li>○ Student Support Services</li> <li>○ Doctors in Secondary Schools</li> <li>○ Kids Helpline - 1800 55 1800</li> <li>○ Headspace in schools 0458 559 736</li> <li>○ Lifeline - 13 11 14</li> <li>○ Referral to the Navigator program for wraparound support for disengaged learners</li> <li>○ Suicide prevention resources from Beyond Blue and/or Headspace</li> <li>○ CAT Team – acute mental health triage</li> </ul> </li> </ul> <p><b><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></b></p>
<p>Missing person - school or school camp/excursion</p>	<p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• Search the immediate area</li> <li>• Contact the parent/carer</li> <li>• Contact '000' for police to report child missing             <ul style="list-style-type: none"> <li>○ Provide a description, time last seen and location</li> </ul> </li> <li>• Report the incident to the Incident Support and Operations Centre on 1800 126 126</li> </ul>

	<p><b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></p>
<p>Traumatic Death/Injury/Grief</p>	<p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> <li>• Contact '000' for police/ambulance attendance</li> <li>• Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services support</li> <li>• Refer to the 'Managing Trauma' guide to support, plan for, and lead an effective recovery including:</li> <li>• Develop a Communications Plan – check what information can be released:             <ul style="list-style-type: none"> <li>○ Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert</li> <li>○ Limit exposure to ongoing trauma, distressing sights, sounds and smells</li> <li>○ Continue to identify those most at risk and triage for support</li> <li>○ Consider tribute, memorial, ritual</li> </ul> </li> <li>• Monitor the wellbeing of staff</li> <li>• Actively implement self-care strategies</li> <li>• If the incident occurs on school premises/camp/excursion             <ul style="list-style-type: none"> <li>○ Preserve the evidence</li> <li>○ Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management</li> <li>○ Contact Legal Division on 9637 3146</li> <li>○ Consider a Worksafe Notification 13 23 60</li> <li>○ Contact Communications Division/Media Unit on 8688 7776</li> </ul> </li> </ul> <p><b>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</b></p>
<p>Violence, Aggression and/or harassment</p>	<p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> <li>• Intervene only if safe to do so</li> <li>• Contact '000' if immediate/life threatening and require police/ambulance attendance</li> <li>• Initiate action to confine or isolate the aggressor</li> <li>• Determine whether evacuation, lock-down or Shelter in Place is required.</li> <li>• Administer first aid if required and safe to do so</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact parent/guardian of student(s) impacted</li> <li>• Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126</li> <li>• Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan</li> <li>• Record evidence (if applicable)</li> <li>• If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place</li> </ul> <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> <li>• Consider lodging an eduSafe report</li> <li>• Consider whether a report to WorkSafe is required</li> <li>• Contact Employee Assistance Program for support</li> <li>• Consider liaison with the Principal Early Intervention Program</li> </ul> <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> <li>• Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice</li> </ul> <p><b><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></b></p>
COVID-19	



# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Mrs Fiona Miller	5456 2555		
Assistant Principal	Sharon Payne	5456 2555		
Business Manager	Bernadette Penglase	5456 2555		
Year 12 Coordinator	Alexis Cowan	5456 2555		
Year 11 Coordinator	Chris Hill	5456 2555		
Year 10 Coordinator	Sallie Hawken	5456 2555		
Year 9 Coordinator	Gabrielle Fitzpatrick	5456 2555		
Year 8 Coordinator	Fiona Miller	5456 2555		
Year 7 Coordinator	Brad Murray	5456 2555		
School Bus Coordinator	Sharon Payne	5456 2555		
First Aid Officer	Tina Prout	5456 2555		
School Welfare Officer	Fiona Miller/Sallie Hawken	5456 2555		
OHS Representative	Gabrielle Fitzpatrick	5456 2555		
School Chaplain	Phil Day	5456 2555		
School Council President	Matthew Hawken			

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Jeanette Nagorcka	(03) 8468 9223	

Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	John Brownstein	(03) 4433 7585	
Emergency Management Support Officer	Caragh Robinson	(03) 9084 9032	
Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Graeme Scoberg		
SSSO Team Leader	Sue Inglis		

## Local / Other Organizations

Name	Phone
Police Station--Cohuna	5456 4150
Police Station--Swan Hill	5036 4444
Hospital/s-Cohuna	5456 5300
Cohuna Drs Clinic	54562 609
Gas--Elgas	131 161
Electricity--Origin Energy	13 24 61
Water Corporation--Coliban Water	1300 363 200
Facility Plumber--Paul Reid	0428 562 573
Facility Electrician--Shannon Dehne	0438 567 735
Local Government--Gannawarra Shire	5450 9333
Northern Tree Fellas	0429 843 992 or 54531 827

## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
Patho to Cohuna (Locally known as Gunbower No 1) 1329-001	Cohuna, Leitchville and Gunbower area	Cohuna Secondary College	
Gunbower to Cohuna (Locally known as Gunbower No 2) 1329-002	Cohuna, Leitchville, Gunbower	Cohuna Secondary College	
Horfield 1329-003	Horfield District	Cohuna Secondary College	
Gannawarra 1947-002	Gannawarra District	Cohuna Secondary College	
Mead-McMillans 1947-001	Mead&McMillans District	Cohuna Secondary College	

Island 1958-001	Cohuna	Cohuna Secondary College	
Pyramid Hill to Cohuna 3280-001	Pyramid Hill, Leitchville District and Cohuna	Cohuna Secondary College	3

# Incident Management Team Roles & Responsibilities

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

	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> </ul>

	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p><b>Pre Emergency</b></p> <ul style="list-style-type: none"> <li>• All staff are trained in Level 2 First Aid</li> <li>• Fire Drills enacted each term</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• 000 Ambulance, Police and Fire</li> <li>• Emergency Management contacted</li> <li>• Retrieve First Aid kits from First Aid room and staff room(if possible)</li> <li>• Retrieve First Aid kits from classrooms (if possible)</li> <li>• Ensure area is safe</li> <li>• Designated First Aid Officer with staff support to address any issues</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Emergency Management contacted</li> <li>• Communication Tree and parent contact (dependent upon the circumstance)</li> <li>• DET Counsellors available for students</li> <li>• staff debrief and EAP support</li> </ul>

# Business Continuity

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

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

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

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

<p><b>Details of arrangements</b></p>	<p>Temporary arrangements can be made with Cohuna Consolidated School and Cohuna Memorial Hall Workaround Partial site unavailable:</p> <ul style="list-style-type: none"> <li>• Revise timetable to relocate students and staff to other facilities on site</li> <li>• Relocate admin and staff facilities to other networked space within school. ie Library Office, work from home or work at Cohuna Consolidated School</li> <li>• Admin staff may need to work remotely from Cohuna Consolidated School</li> </ul> <p>Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</p> <ul style="list-style-type: none"> <li>• Confirm possible accommodation availability with local State Government School (Cohuna Consolidated) for students if necessary</li> <li>• Provide regular updates to the school community via SMS, emails, social media and newsletter</li> <li>• Notify site users. Eg Basketball Association if this happens in term 4</li> </ul> <p>Whole site unavailable:</p> <ul style="list-style-type: none"> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Confirm possible accommodation availability with local schools Sunny Side South and Sunny Side North for admin team and student groups</li> <li>• Provide regular updates to the school community via SMS, emails, social media and newsletter</li> <li>• Consider student transport arrangements</li> <li>• Notify site users. E.g. Basketball Association if occurs in term 4</li> <li>• Redirect suppliers to alternate site. IT Resources required</li> <li>• CASES admin network</li> <li>• Access to wireless network.</li> <li>• School curriculum network</li> <li>• Considerations</li> <li>• OH&amp;S issues in relocating school equipment and resources</li> <li>• Transport arrangements for students to access other schools</li> <li>• Separation of family groupings if spread across multiple sites</li> <li>• Demands placed on staff due to loss of resources, relocation, etc</li> <li>• Students' access to out of school hour's care. Key Contacts can be found in the Contacts section of the Emergency Management Plan.</li> </ul>
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Name	Contact Details	Support Role
Cohuna Consolidated School	Valerie Lobrey	other local support
Gannawarra Shire Office	Main Office	Access to the building

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

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

<b>Details of arrangements</b>	<p>Go the old fashioned method of chalk and talk. Use mobile phones to call out. Workarounds Data/technology:</p> <ul style="list-style-type: none"> <li>• Relocate admin and staff facilities to other networked space within school</li> <li>• Admin staff may need to work remotely from Cohuna Consolidated School or work from home to access Cases network</li> <li>• Utilise laptops where available to provide access to network</li> </ul> <p>Telephony:</p> <ul style="list-style-type: none"> <li>• Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location.</li> <li>• Utilise mobile phones to contact staff.</li> <li>• Place message on CSC Website/Facebook, referring callers to an emergency contact number either on site or at alternative location.</li> </ul> <p>Power:</p> <ul style="list-style-type: none"> <li>• Determine the requirement for the operation of the school. ie water pump for toilet operation.</li> <li>• Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.</li> <li>• Restructure school program to account of the lack of power. Considerations</li> <li>• Ensure OH&amp;S issues are considered when using back up power and water pumps</li> <li>• Review and update staff contact details to include mobile phone numbers.</li> <li>• Staff Communications Tree to include details of messaging systems</li> </ul> <p>Key contacts</p> <ul style="list-style-type: none"> <li>• Cases 21 support – 03 11111111</li> <li>• DET IT support - contact number</li> <li>• Phone provider – contact number</li> </ul>
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Name	Contact Details	Support Role

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

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

<b>Details of arrangements</b>	<p>Workarounds • Prioritise work allocations for remaining staff, staff working above load to be recompensed for time in lieu • Determine the number of Casual Relief Teachers (CRTs) required. • CRTs to be called from CSC CRT list • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e. Daily organiser, AP, Business Manager, ICT, VCE teachers • Inform school community of issues via social media, newsletter or note home with students.</p> <p>Considerations • Workload of staff and emergency teachers</p>
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Name	Contact Details	Support Role

## Business Continuity Checklist

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

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

# Area Map

## Area Map



# Evacuation Map

Building Name	Evacuation Procedures
Cohuna Secondary College School Evacuation Map	1. Fire alarm sounds 2. Principal notify's Emergency Management 3. Office staff take the rolls including the visitor book to the oval 4. Staff and students make their way to the oval using nearest and safest exit 5. Form teachers mark the roll



