Craigieburn Secondary College

Emergency and Critical Incident Management Plan 2021-2022

102 Hothlyn Drive, Craigieburn, VIC, 3064

03 9308 1144 / craigieburn.sc@education.vic.gov.au

Department of Education and Training

Date Approved: 24/08/2021

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 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
Donna Barrera	Principal Craigieburn South PS	02/09/2019	Donna.barrera@education.vic.gov.au
Doreen Brown	Business Manager Craigieburn Secondary College	02/09/2019	doreen.brown@education.vic.gov.au
Michael Beihl	Facilities Manager	02/09/2019	Biehl, Michael M Biehl.Michael.M@edumail.vic.gov.au
Craigieburn Secondary College Distribution List	All staff employed at Craigieburn Secondary College	02/09/2019	DL Craigieburn Secondary College <DLS870501@edumail.vic.gov.au>
Scheree Mularczyk	School Council President	02/09/2019	emailscheree@gmail.com
Juilian Conners	Craigieburn Secondary College Assistant Principal	02/09/2019	Julian.Conners@education.vic.gov.au
Kate Morphy	Craigieburn Secondary College Principal	02/09/2019	Kate.morphy@education.vic.gov.au
Carla Mountney	Craigieburn Secondary College Assistant Principal	02/09/2019	carla.Mountney@education.vic.gov.au
James McGavisk	Craigieburn Secondary College Assistant Principal	02/09/2019	James.mcgavisk@education.vic.gov.au
Michael Fowles	Craigieburn Secondary College Assistant Principal	31/08/2020	Michael.Fowles@education.vic.gov.au

Facility Profile

School Name/Campus Name	**Craigieburn Secondary College**
Address	102 Hothlyn Drive, Craigieburn, VIC, 3064
Phone	03 9308 1144
Email	craigieburn.sc@education.vic.gov.au
Fax	03 9308 1279
DET Region	NORTH-WESTERN VICTORIA
DET Area	Hume Moreland Area
LGA	Hume (C)
BOM/Fire District	Central District
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	
Operating Hours	8:00am - 4:30pm (Office Hours) 8:45am - 3:30pm (Student supervision provided)
Number of Students	1185
Number of Staff	164
Number of Buildings	16
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	
On-site Evacuation Location	Soccer pitch/oval
Off-site Evacuation Location	

Typical method used for communications to school community	email, SMS, Newsletter, Website, LMS, compass
Is this school has other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile
Raieburn Calisthenics	Gymnasium complex			Vickie Ryan	0408537516
Koryo Taikwando	Gymanasium complex			Russell Wood	0405659684

Building Information Summary

Telephones (landlines)

Location	Number
Administration Office	9308 1144 internal ext.0247, 0201, 0202, 0203
Assistant Principal -	internal ext. 0207, 0206, 0208
Principal Office	internal ext. 0205
Business Manager	internal ext.- 0204

Alarms

Description	Location	Monitoring Company	Number
Fire	Front Office	FES	Inside Panel
Intrusion	Administration Office/C, S, A and T wing, Middle Years Building	Wilson Security	Services main secondary building

Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	North of Secondary T wing in gas enclosure	AGL	Close Red valve - closes gas to complex- maintenance team for access
Water	Main supply Langdon Cres North Main supply Hothlyn Drive - east of Secondary gym	Yarra Valley Water	Access unrestricted
Electricity	Adjacent to Secondary S wing office	Origin Energy	Isolator switch inside main switch board maintenance team for access

Sprinkler System

Control Valve Location	
Shutoff Instructions Location	

Boiler Room

Location	**Wellbeing Office (S Wing), A and T Wing (x2) , staffroom and Gym**
Access	**Maintenance team**

Emergency Power System

Type	**N/A**
Location	
Provides power to	

Shutoff Instructions Location	

Building and Site Hazards

Location	Number
Science Labs	E Building, S wing, L2
Cleaning agents	Cleaner's cupboard- C wing
Paint	Art Storage- A Wing
Petrol	Maintenance sheds

Additional Profile Information

Additional Info	

Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
Whistle	Yes
Megaphone	Yes
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	01/03/2021
Next check date	06/12/2021

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	lockdown/evacuation of non essential personal	James Mcgavisk	03/03/2021	05/03/2021
Term 3	lockdown/evacuation of non essential personal	James Mcgavisk	10/08/2021	17/08/2021
Term 4	lockdown/evacuation of non essential personal	James Mcgavisk	01/12/2021	01/12/2021
Term 1	EMQ Training / Staff Awareness training	James McGavisk	01/03/2021	01/03/2021

First Aid Training

Staff Member	Training Completed	Date Qualified To
Rana Bakdache	Level 2	20/11/2021
Rachel Edwards	Level 2	21/11/2021
Lina Forman	Level 2	21/11/2021
Peter McMahon	Level 2	21/11/2021
Matt Milburn	Level 2	21/11/2021
David Owen	Level 2	21/11/2021
Kiara Talbot	Level 2	21/11/2021
Benjamin Weissenfeld	Level 2	21/11/2021
Terri Anne Wilson	Level 2	21/11/2021
James Woodward	Level 2	21/11/2021
Cameron Archibald	Level 2	21/11/2021
Stephen Coleman	Level 2	21/11/2021
Michael Fowles	Level 2	21/11/2021
James Mifsud	Level 2	21/11/2021
Jeremy Muir	Level 2	21/11/2021
Erin Richardson	Level 2	21/11/2021
Kylie Saccone	Level 2	21/11/2021
Belinda Sandilands	Level 2	21/11/2021
Michelle Watt	Level 2	21/11/2021
Pameela Varkey	Level 2	21/11/2021
Tyler Watt	Level 2	21/11/2021
Jessica Wilson	Level 2	21/11/2021

Other Training Record

Staff Member	Training Type	Date
Malissa Allen	Cardiopulmonary Resusitation	05/08/2020
Elisa Colaluca	Cardiopulmonary Resuscitation	05/08/2020
Stephan Coleman	Cardiopulmonary Resuscitation	05/08/2020
Sonia Fenton	Cardiopulmonary Resuscitation	05/08/2020
Michael Fowles	Cardiopulmonary Resuscitation	05/08/2020
Nadia Macmeikan	Cardiopulmonary Resuscitation	05/08/2020
James Mifsud	Cardiopulmonary Resuscitation	05/08/2020
Jeremy Muir	Cardiopulmonary Resuscitation	05/08/2020
Karen Ray	Cardiopulmonary Resuscitation	05/08/2020
Kylie Saccone	Cardiopulmonary Resuscitation	05/08/2020
Belinda Sadilands	Cardiopulmonary Resuscitation	05/08/2020
Pameela Varkey	Cardiopulmonary Resuscitation	05/08/2020
Michelle Watt	Cardiopulmonary Resuscitation	05/08/2020

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Wheel chair	0	1

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Building fire	Risk of death/injury from burns or smoke inhalation.Risk of property damage or loss.Risk of psychological injury.	Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. Annual Emergency Training session for all staff members. Regular evacuation exercises conducted throughout the year. Regular practice drills.	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	Implementation of Fire Procedure - Implement Evacuation or Lock down Procedure	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Flooding	Risk of water damage to buildings.Risk of injury due to slips or falls in water.Risk of disease from contaminated water.	Maintaining building and OH&S requirements. Complete the Flood risk identification assessment. Annual Warden Training. Regular practise drills.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low	Implement Flood procedures - Implement Evacuation or Lock down Procedure	**Consequence** Minor **Likelihood** Rare **Risk Level** Low
Adverse Weather	Damage to facilitiesPersonal Injury	Monitor weather alerts Maintain trees, roofs, gutters and drains. Annual Warden Training.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Inform parents Implement Adverse Weather procedures - Implement Lock down	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Bomb Threat	Physical and Psychological damage to persons as well as death.	Implement Lock down or Evacuation depending on nature of threat. Annual Warden Training. Regular practice drills.	Acceptable	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	Implement Bomb Threat procedures - Implement Evacuation or Lock down Procedure	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Hazardous material/Gas leak	Likely disruption of classes due to Evacuation	Implement Evacuation procedure. Annual Warden Training. Regular practice drills.	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	Implement Hazardous Material procedure - Implement Evacuation or Lock down Procedure	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Earthquake	Damage to facilitiesPersonal Injury		Effective			

		Implement Lock down procedure. Annual Warden Training. Regular practice drills.		**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	Implement Earthquake procedure - Implement Lock down Procedure	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low
Medical Emergency	Possible spread emergency to others.Psychological injury to witnesses and those directly involved	Training of staff to deal with a medical emergency. Regular practice drills.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Implement Medical procedure.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Threatening behaviour/Civil Disorder	Psychological damage to persons	Training of staff to deal with threatening behaviour. Regular practice drills.	Effective	**Consequence** Moderate **Likelihood** Almost Certain **Risk Level** Extreme	Implement Threatening Behaviour / Civil Disorder procedure.	**Consequence** Minor **Likelihood** Likely **Risk Level** Medium
Armed Intrusion	Physical and psychological damage to persons	Training of staff to deal with armed intrusion. Regular practice drills.	Effective	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	Implement Armed Intrusion procedure / lockdown	**Consequence** Minor **Likelihood** Rare **Risk Level** Low
Bushfire/Grassfire	Risk of death/injury from burns or smoke inhalation.Risk of property damage or loss.Risk of psychological injury.	Maintenance of school grounds Attention to information regarding CFA alerts through department Regular practise of emergency procedures	Acceptable	**Consequence** Moderate **Likelihood** Likely **Risk Level** High	Pay attention to CFA / MFB alerts Contact emergency services Inform parents Implement appropriate procedure	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Implement Lock down procedure.	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level**	Contact emergency services Inform parents Implement appropriate procedure	**Consequence** Major **Likelihood** Unlikely **Risk Level**

				Medium		Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Implement Lock down procedure.	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	Contact emergency services Inform parents Implement appropriate procedure	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Implement Lock down procedure.	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	• move students/staff safely to unaffected area • contact emergency services • IRIS alert • contact make safe	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	Referral to DET for advice	Acceptable	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low	• Refer to DET Operational guide • Refer to Chief Health officer	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	Referral to service providers / Emergency services	Acceptable	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium	• IRIS Alert • notification to SEAL	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Child Abuse	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder	• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	• IRIS Alert • Mandatory report	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

Risk	Description	Controls	Control Effectiveness	Current Risk Rating	Further Actions	Residual Risk Rating
Information Security	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• Privacy (including DET's Schools' Privacy Policy) • Privacy, Department provided software • Privacy (requests for Information about Students) • Acceptable use of ICT Resources • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. • Examine data security arrangements • BYOD usage and guidelines • Password protocols for ICT	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	• Ensure all staff comply with DET acceptable use policy • staff professional development in IT safe use policy	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	• 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	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• College procedure regarding medical emergency • Emergency management/debrief protocols	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	• Contact SSS for support consultation/college wide intervention if impact requires counselling • Referral to Allied health • Employee assistance program	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	• Notify DET via IRIS alert	
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school operations;	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Effective	**Consequence** Major **Likelihood** Rare	• Contact SSS for support consultation/college wide intervention if impact requires counselling • Referral to Allied health • Employee assistance program	**Consequence** Minor **Likelihood** Unlikely

				Risk Level		Risk Level
	Stress, psychological injury, impact on well-being requiring support			Medium		Low
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	Site based policies and strategies • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student School pursues specific interventions or referrals as required/appropriate: • Trespass order • Child Protection referral • Family violence referral Specific supports for students with challenging behaviors and interventions: • 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 Training • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism Specific support for teacher/staff in dealing with challenging behaviours • Employee Assistance Program (EAP) 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	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	• EDUsafe plus report • IRIS alert • staff debrief / Employee assistance service • Well being support/referral • •	
Industrial fire/chemical emissions incident	Probable Causes: Fire/chemical incident at high risk industrial site Probable Consequences: Poor air quality; Modification to programs keep staff/students indoors; health	• Lockdown & evacuation procedures documented and practiced • Existing legislation for management of Dangerous Goods • Watch Zone on VicEmergency App	Acceptable	**Consequence** Minor **Likelihood** Possible **Risk Level**	Pay attention to CFA / MFB alerts Contact emergency services Inform parents Implement appropriate procedure	**Consequence** Minor **Likelihood** Unlikely **Risk Level**

	impacts due to smoke; Traffic access/egress – disruption			Medium		Low
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	Existing controls are detailed within the following documents: DET *School Operations Guide* *https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/* *Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).	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

Core Emergency Response Procedures

Core Procedures	Procedure Instructions

On-site/off site Evacuation procedure	The below evacuation procedure applies to evacuation on or off site, as well as to lockout. All three of these situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate).
	Staff in the act of Teaching' Evacuation Procedure:
	· Turn off any equipment that may become a hazard.
	· Direct students to the nearest safe exit.
	· Make final check of room, and shut the door.
	· Lead students to the nominated or closest safe Evacuation Assembly Area.
	· Account for your current class group and report any problems to the Comms Officer.
	· Remain in control of your class group at the Evacuation Assembly Area.
	WARDENS (staff not in the act of teaching) Evacuation Procedure:
	· Report to the Chief Warden for deployment and don Red Helmet.
	· Direct Teachers to evacuate students via the closest safe exit. Assist in moving people with a disability to safety.
	· Anyone refusing to evacuate must be reported to the Chief Warden.
	· Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post-it note.
	· Once the evacuation and search is complete, report to the Chief Warden and give details of areas clear, anyone missing or requiring assistance.
	· Follow any further directions from the Chief Warden.
	
	COMMUNICATIONS OFFICER Evacuation Procedure:
	
	· Report to the Chief Warden for instructions and don White Helmet.
	Communications Officer - Emergency Control Point (ECP):
	· Manage all communications on behalf of the Chief Warden.
	· Use the 'Evacuation Checklist' to log search results.
	Communications Officer - Evacuation Assembly Area (EAA):
	· Move to the nominated Evacuation Assembly Area.
	· Use 'Evacuation Checklist' to log head count and report status to the Chief Warden.
	· Manage all communications at the Evacuation Assembly Area.
	CHIEF WARDEN Evacuation Procedure:.
	· Collect necessary keys and proceed to the Emergency Warning System/ PA Panel (Emergency Control Point (ECP)).
	· Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
	· Activate the Emergency Control Organisation by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System/ P.A. system and activating the Evacuate tone.
	· Direct the Comms Officer at the ECP to contact the appropriate Emergency Services.
	· Issue White Helmet and clipboard and deploy Comms Officer to the Evacuation Assembly Area.
	• Issue Red Helmets 'Warden Duty' cards and relevant PEEP's and deploy Wardens using the following 3 stages:
	   o Stage 1: Occupants of buildings in immediate danger
	   o Stage 2: Occupants of nearby buildings

o Stage 3: If required complete Site Evacuation

Use the 'Evacuation Checklist' to log Warden and EAA reports.

Restrict building access and vehicular movement by placing Wardens at entrances.

Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.

Consider notifying neighbouring facilities about the emergency.

Brief the Emergency Services, handover the situation and assist as required.

Notify DET.

Regularly contact the Evacuation Assembly Areas to give and receive information updates.

When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry and

Hold a debriefing session for all Wardens.

Actions After On/Off Site Evacuation Procedure	· 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 (e.g. 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. · Ensure any students, staff or visitors with medical or other needs are supported. · 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 review the on-site evacuation and procedural changes that may be required. · Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
Lockdown/Shelter in Place Procedure	The below Lockdown Procedure / Shelter-in-Place Procedures are very similar, with the main difference between the procedures being that students, staff and visitors are moved to a pre-determined location during a Shelter-In-Place. **STAFF MEMBER Lockdown / Shelter-In-Place Procedure:** · If outside class time: · Yard Duty Teachers direct students to their Home Class Rooms, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. · Grade Teachers attend Home Class Room area nominated by the Chief Warden or the pre-determined Shelter-In-Place area and account for students. · All other staff report to Chief Warden for deployment.

	· Move other staff and visitors to an area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. · If during class time: · For a Lockdown, remain with the class. · For a shelter-in-place, move students to the pre-determined Shelter-In-Place Area. · Lock all doors and windows, draw blinds/curtains and remain inside for a discrete lockdown. · Direct students to sit down on the floor together. Prevent students from peering through windows or doors. · Give students reassurance to help them remain quiet & calm throughout the incident. · Wait for further instruction from a Warden or Chief Warden. **WARDEN Lockdown / Shelter-In-Place Procedure:** · Report to the Chief Warden for deployment. · Don Red Helmet if instructed to do so. · Direct Students and Teachers to their Home Class Room, area nominated by the Chief Warden or the pre-determined Shelter-In-Place area. Assist in moving people with a disability to safety. · Check designated areas are clear and secure. · Once the Lockdown / Shelter-In-Place is complete, report to the Chief Warden and give details of areas secure or anyone requiring assistance. · Follow any further directions from the Chief Warden. **COMMUNICATIONS OFFICER Lockdown / Shelter-In-Place Procedure:** · Report to the Chief Warden for instructions. · Don White Helmet if instructed to do so. · Manage all communications on behalf of the Chief Warden. **CHIEF WARDEN Lockdown / Shelter-In-Place Procedure:** · Notify Staff and Wardens via the PA system or verbally of a lockdown or Shelter-In-Place and ring school bell. · Direct the Communications Officer to contact the appropriate Emergency Services. · Issue Red Helmets and 'Warden Duty' cards and if safe to do so, deploy Wardens to confirm everyone is accounted for. · Use the 'Evacuation Checklist' to log Warden reports. · Once the Lockdown or Shelter-In-Place is complete, stop the usual school bell from sounding. · Place Wardens at locked building entrances. Only allow students and staff to re-enter. · If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the ECP. · If possible, divert parents and returning groups from the school and advise if Lockdown or Shelter-In-Place is going to extend beyond the normal hours of operation. · Consider notifying neighbouring facilities about the emergency. · Meet and brief the Emergency Services, handover the situation and assist as required. · Notify DET. · If possible, make regular contact with Teachers to give and receive updates. · When the Emergency Services declare the school safe, give the All Clear. · Hold a debriefing session for all Wardens.
Actions after lockdown/shelter in place procedure	· Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out shelter-in-place/lockdown is over. · Determine whether to activate the parent re-unification process. · Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). · Ensure any students, staff or visitors with medical or other needs are supported.

	· 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. · Prepare and maintain records and documentation. · Undertake operational debrief to review the lock-out shelter-in-place/lockdown and procedural changes that may be required. · Complete your Post Emergency Record (refer to Appendix 4 of the Guide).
Emergency response procedures for specific threats	The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants. Emergency procedures are published in a red response folder and kept at the Emergency Control Point ready for reference during a response. These red folders contain guidance for all members of the ECO, including: • Warden duty cards / area breakdowns • Emergency procedure response guidance • Personal emergency evacuation plans (PEEPs) Warden identification is also available at the Emergency Control Point, in line with the requirements of AS3745:2010, Section 5.8. Craigieburn Secondary College emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on the installed emergency equipment (eg. firefighting equipment and communication systems). Personal Emergency Evacuation Plans (PEEPs) are located at the emergency control point, as is a copy of the Emergency Procedures. Each warden has been provided with a handbook containing an excerpt of role-specific information. Evacuation Diagrams and Emergency Procedure Summary diagrams are located in areas around the facility.
Building Fire/Smoke	· Phone **000** to notify the emergency services and seek advice. · If appropriate, follow the procedure for **On-site Evacuation**. · Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary. · Extinguish the fire **(only if safe to do so).** · Evacuate to the nominated evacuation assembly area, closing all doors (but not locking) and windows. · Check that all areas have been cleared and notify the Incident Controller. · Check that all students, staff, visitors and contractors are accounted for. · Report emergency to the Incident Support and Operations Centre on 1800 126 126. · Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. · Direct all Media enquiries to DET Media Unit on 8688 7776.

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Child Abuse	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

Information Security	• 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:
	  o Phone 1800 641 943
	  o Email servicedesk@edumail.vic.gov.au
	  o Submit an IT Service Request through the Service Gateway
	• If the incident involves sensitive and/or personal information that may identify an individual without their consent
	• Phone the privacy help desk on 8688 7967
	• Email privacy@edumail.vic.gov.au
	• Consider notifying the Media Unit on 8688 7776
	• If the information security breach is considered malicious contact local police
	• Offer impacted staff option to access EAP (as applicable)
	• Offer Student Support Services support to impacted students (as applicable)

Medical Emergency	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 • Contact parent/Guardians

Mental Stress	• 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:
	  o School's student wellbeing officers
	  o Student Support Services
	  o Doctors in Secondary Schools
	  o Kids Helpline - 1800 55 1800
	  o Headspace in schools 0458 559 736
	  o Lifeline - 13 11 14
	  o Referral to the Navigator program for wrap round support for disengaged learners
	  o Suicide prevention resources from Beyond Blue and/or Head space
	  o CAT Team – acute mental health triage

Missing person - school or school camp/excursion	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 o Provide a description, time last seen and location • Report the incident to the Incident Support and Operations Centre on 1800 126 126

Traumatic Death/Injury/ Grief	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:
	  o Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert
	  o Limit exposure to ongoing trauma, distressing sights, sounds and smells
	  o Continue to identify those most at risk and triage for support
	  o Consider tribute, memorial, ritual
	• Monitor the wellbeing of staff
	• Actively implement self-care strategies
	• If the incident occurs on school premises/camp/excursion
	  o Preserve the evidence
	  o Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
	  o Contact Legal Division on 9637 3146
	  o Consider a Worksafe Notification 13 23 60
	  o Contact Communications Division/Media Unit on 8688 7776

Violence, Aggression and/or harassment	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

Building fire	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	  o make sure you close all doors and windows
	  o turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.

	• Report the emergency to Security Services Unit on 9603 7999. • Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. • Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Contact parents as required. •

Flooding	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    ○ make sure you close all doors and windows
	    ○ turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit on 9603 7999.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Contact parents as required.
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Adverse Weather	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    ○ make sure you close all doors and windows
	    ○ turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit on 9603 7999.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Contact parents as required.
	•

Bomb Threat	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    ○ make sure you close all doors and windows
	    ○ turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit on 9603 7999.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Contact parents as required.
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Industrial fire/chemical emissions incident	In the event of an industrial fire or chemical emissions incident at a nearby location: • Call 000 for emergency services and seek and follow any advice from Emergency Services • Report the emergency immediately to the Chief Warden • If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning. • Check staff, students and visitors are accounted for • Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school. • Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126 • Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required • Monitor the Vic Emergency website at www.emergency.vic.gov.au, or the Vic Emergency App on your mobile device, for any warnings and advice • Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day) • Await advice from emergency services or from the Department before resuming normal school activities outdoors • Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776 • Follow-up communications with parents as required. **Specific actions prior to the start of school:**

	- Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider: - Contacting families and advising them that students are not to come to the school until further notice - Follow relevant steps in the School Bus Program Emergency Management Guidelines: - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures and notify client schools - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted. **Specific actions at the end of the day:** - Await advice from emergency services or further advice before resuming normal end of day procedures - Consider contacting families and advising and not to come to the school for collection until the 'all clear' has been given - If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements and follow the relevant steps in the School Bus Program Emergency Management Guidelines: - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures for School Bus Coordinating Schools and notify client schools - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted.
Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
COVID-19	Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan): - For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for **Managing a suspected or confirmed case of coronavirus (COVID-19)** - For suspected cases in staff, refer to the advice in the Operations Guide regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** - Also see the advice in the Operations Guide regarding **Management of an unwell student or staff member** - Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
Hazardous material/Gas leak	**Call 000** for emergency services and seek and follow advice. - Report the emergency immediately to the Chief Warden who will convene the IMT if necessary. - Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible. - If evacuation is required and time permits before you leave: - make sure you close all doors and windows - turn off power and gas. - Check that all students, staff, visitors and contractors are accounted for. - Report the emergency to Security Services Unit on 9603 7999. - Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice. - Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Direct all Media enquiries to DET Media Unit on 9637 2871. - Contact parents as required.
Earthquake	- Call **000** if emergency services are needed and seek and follow advice. - The Chief Warden will convene the IMT if necessary. - Report emergency to the Security Services Unit on 9603 7999. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. **If Outside** Instruct staff and students to: - Stay outside and move away from buildings, streetlights and utility wires. - DROP, COVER and HOLD - DROP to the ground - Take COVER by covering your head and neck with their arms and hands - HOLD on until the shaking stops. **If Inside** Instruct staff and students to: - Move away from windows, heavy objects, shelves and so on - DROP, COVER and HOLD - DROP to the ground - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms - HOLD on until the shaking stops. **After the earthquake** - Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. - If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. - Arrange medical assistance where required. - Help others if you can. - Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. - Contact parents as required. - Tune in to ABC radio if you can and follow any emergency instructions.

	• If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.

Medical Emergency	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    o make sure you close all doors and windows
	    o turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit on 9603 7999.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Contact parents as required.
	•

Threatening behaviour/Civil Disorder	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    o make sure you close all doors and windows
	    o turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit on 9603 7999.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Contact parents as required.
	•

Armed Intrusion	• **Call 000** for emergency services and seek and follow advice.
	• Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
	• Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
	• If evacuation is required and time permits before you leave:
	    o make sure you close all doors and windows
	    o turn off power and gas.
	• Check that all students, staff, visitors and contractors are accounted for.
	• Report the emergency to Security Services Unit on 9603 7999.
	• Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
	• Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
	• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	• Direct all Media enquiries to DET Media Unit on 9637 2871.
	• Contact parents as required.
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Bushfire/Grassfire

Bushfire/Grassfire Specific Emergency Response Procedures.
Triggers for Action.
The need for action by the school is triggered when there is a bushfire or grassfire that;
• is observable, or
• identified via Vic Emergency App 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'.
• Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you.

Name	Role	Mobile number
Insert name	Manager Operations and Emergency Management	Insert Number
Insert name	Emergency Management Support Officer	Insert Number

• Report the incident to ISOC (1800 126 126)
• Convene your 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 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.
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	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, seek advice and then decide whether to; • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location.
Emergency Warning	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your school is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents that they should not travel at the school to pick up their children. If parents do arrive, then advise them to also shelter in place with staff and students at the school.
Prepare to Evacuate	**Prepare to Evacuate** – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice.
Evacuate Now	**Evacuate Now** – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice..

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 your emergency kit, a first aid kit, your 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.
• 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).
• If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the Shelter in Place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location.
• 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.
• Any decision to leave the Shelter in Place should only occur on advice of emergency services
• Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
• 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.
• Maintain a record of actions/decisions undertaken and times.
As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.

Intruder	• **Call 000** for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Security Services Unit on 1800 126 126. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • ‖

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:
	   o Ensure students and staff are not directed past the object
	   o Alert any other services co-located at the school site
	   o Check that all students, staff and visitors are accounted for
	   o Restrict all access to the site and ensure there are no barriers inhibiting access by police
	   o Contact Primary School regarding actions /implications for shared facilities

- 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.

- **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.

- 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.

  - **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.

Severe weather event	

	- **Call 000** if emergency services are needed and seek and follow advice.
	- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
	- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
	- During a severe storm:
	  o Remain in the building and keep away from windows.
	  o Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
	- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
	- Disconnect electrical equipment - cover and/or move this equipment away from windows.
	- Report emergency to the Security Services Unit on 1800 126 126.
	- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
	- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

	• •
Loss of essential services	**When there is a loss of essential services (power, water, communications):** • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • **Call 000** if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. • Contact parents as required. • Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Kate Morphy	9308 1144		0425807016
Assistant Prin. 1	James Mcgavisk	9308 1144		
Assistant Prin. 3	Carla Mountney	9308 1144		0427732696
Junior School	Rebecca Pelechaty	9308 1144		
Middle School	Rachel Giarrusso	9308 1144		
Senior School	Mathew Milburn	9308 1144		
First Aid Officer in charge	Mallissa Allen	9308 1144		
OHS Officer	Sushil Kumari	9308 1144		
School Council President	Scheree Mularczyk	0413447730		
Groundsman/ Secondary Maintenance	Michael Biehl	9308 1144		0409214893
Assistant Principal 4	Michael Fowles	93081144		0431 777 824
Assistant Principal 5	Julian Conners	93081144		0412936533

DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Angela Singh	(03) 7022 1849	0408 745 216
Regional Office(nwvr@edumail.vic.gov.au)	Bendigo, Coburg	(03) 1300 338 691	
Manager, Operations & Emergency Management	TBC		
Emergency Management Support Officer	David Browne		0436 819 074

Incident Support and Operations Centre (ISOC)		1800 126 126	
Programmed Maintenance Services		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Jonathan Lowe	0417354805	
SSSO Team Leader	Sharon Marsden		0455063327

Local / Other Organizations

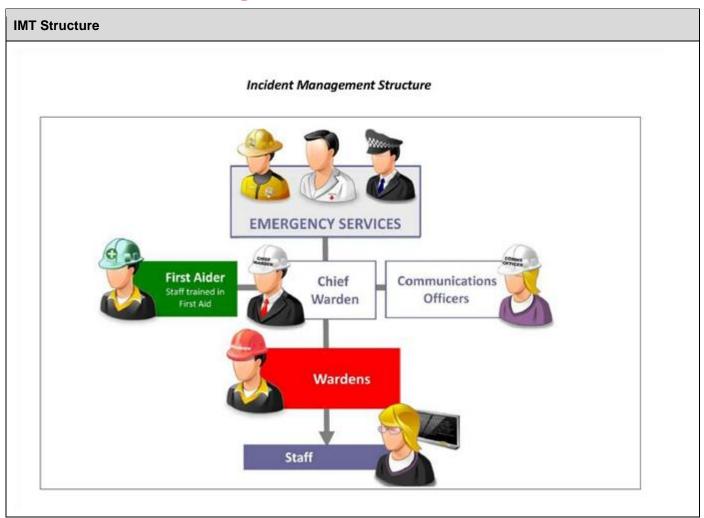| Name	Phone
Police Station - Emergency Craigieburn Police Station	000
Hospital/s - Northern Hospital Epping Craigieburn Medical Centre	8405 8000 8338 3000
133 466 1800 676 300 132 083 - Electricity - Origin	132 461
Water Corporation - Yarra Valley Water	132762
Facility Plumber - Mick Kilkenny	0409 362 731
Facility Electrician - Michael Gavlakis	0411 755 944
Local Government - Hume City Council	93090109
SES (flood, storm and earthquake)	132 500
Fire	000
Ambulance	000

School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details
|Refer to the School Bus Emergency Contacts section of the Guide|			

Incident Management Team

IMT Structure

Incident Management Structure

Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Kate Morphy **Phone/Mobile:** 0425807016	**Name:** James McGavisk **Phone/Mobile:** 0415574912
Planning Officer	**Name:** James McGavisk **Phone/Mobile:** 0415574912	**Name:** Carla Mountney **Phone/Mobile:** 0438079302

Operations Officer (Area Warden)	**Name:** James Mc Gavisk **Phone/Mobile:** 0415574912	**Name:** Kate Morphy, Micheal Fowles, James McGavisk, Carla Mountney & Julian Conners **Phone/Mobile:** 93081144
Communications Officer	**Name:** Kate Morphy,Micheal Fowles, James McGavisk, Carla Mountney & Julian Conners, **Phone/Mobile:** 93081144	**Name:** Kate Morphy, Micheal Fowles, James McGavisk, Carla Mountney & Julian Conners **Phone/Mobile:** 93081144
Logistics Officer (Warden)	**Name:** Micheal Beihl **Phone/Mobile:** 0409214893	**Name:** David Macpherson **Phone/Mobile:** 0438 057 336
First Aid Officer	**Name:** Karen Ray **Phone/Mobile:** 93081144	**Name:** Shirley Wain **Phone/Mobile:** 93081144

Incident Management Team Roles & Responsibilities

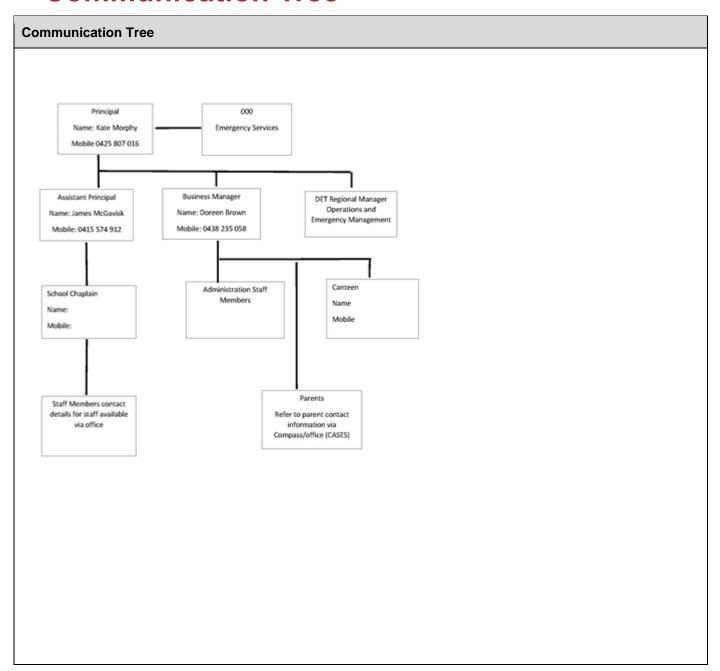| Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests. • Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region. **NOTE//** Under the structure adopted by Craigieburn Secondary College, the Chief Warden would be responsible for the Incident Controller, Operations Officer and Planning Officer IMT roles under the AIMS model
Planning Officer	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).

Operations Officer (Area Warden)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. **During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will: • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. **Post Emergency** • Compile report of the actions taken during the emergency for the debrief.
Communications Officer	**Pre-Emergency** • Assist the Chief Warden. • Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. **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 IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.

	NOTE// Under the structure adopted by Craigieburn Secondary College, the Communications Officer would be responsible for the same role in the IMT under the AIIMS model.
Logistics Officer (Warden)	**Pre-Emergency** • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. **During Emergency** 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: • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed . • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. **Post- Emergency** • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	The First Aiders' duties include: • Being prepared to take on the role and responsibilities of a First Aider within the ECO. • Knowing the evacuation procedure and the emergency plans. • Wearing correct identification and return items ready for re-use. • Maintaining competency by participating in First Aider Training. • Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards. • Acting under the direction of the Chief Warden and emergency services. • Being ready to offer First Aid assistance when required. • Being able to operate the methods of communication used at the school. • Referring all media comment to an authorised nominated person. • Participating in post-incident debriefs.

Communication Tree

Communication Tree

Principal
Name: Kate Morphy
Mobile 0425 807 016

000
Emergency Services

Assistant Principal
Name: James McGavisk
Mobile: 0415 574 912

Business Manager
Name: Doreen Brown
Mobile: 0438 235 058

DET Regional Manager Operations and Emergency Management

School Chaplain
Name:
Mobile:

Administration Staff Members

Canteen
Name
Mobile

Staff Members contact details for staff available via office

Parents
Refer to parent contact information via Compass/office (CASES)

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Craigieburn South PS

Name	Contact Details	Support Role
Donna Barerra	0438 920 833	PS Principal

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

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

Details of arrangements	Zero # Communication

Name	Contact Details	Support Role
Zero Three Communications	1300 010303	Telecommunication

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

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

Details of arrangements	Trade Wind & ANZUK

Name	Contact Details	Support Role

Business Continuity Checklist

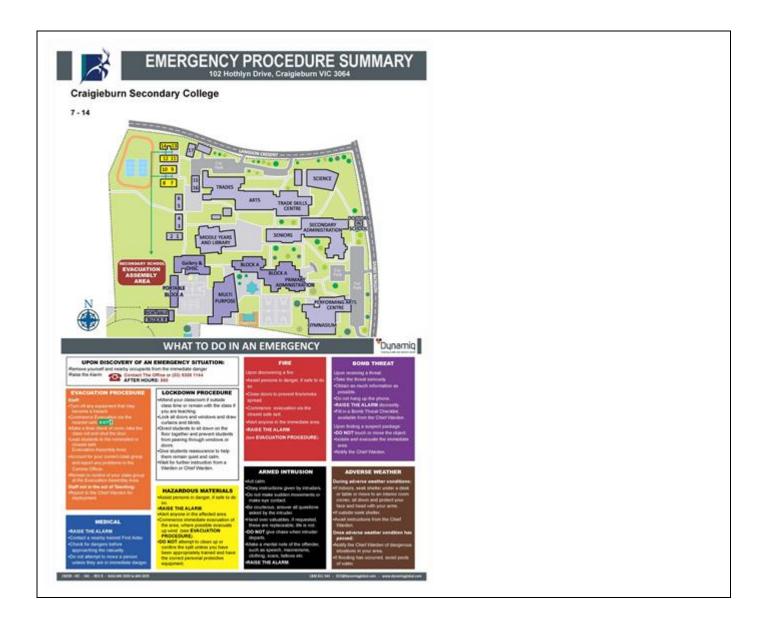| Action	Actioned?
Activate the school's Incident Management Team	No
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual 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	
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	

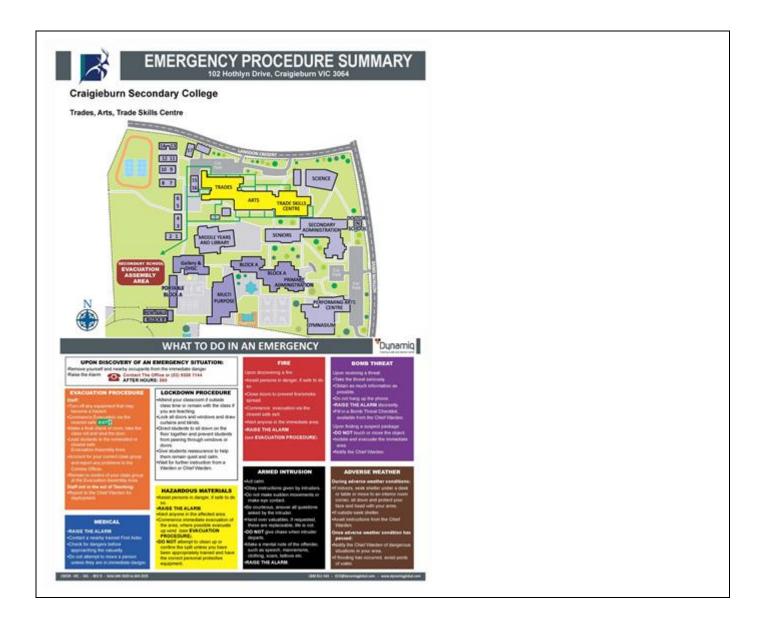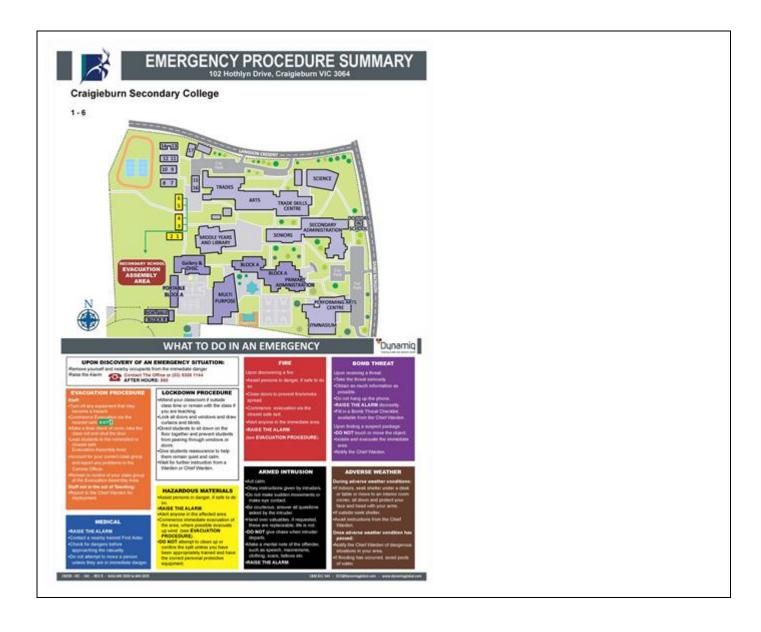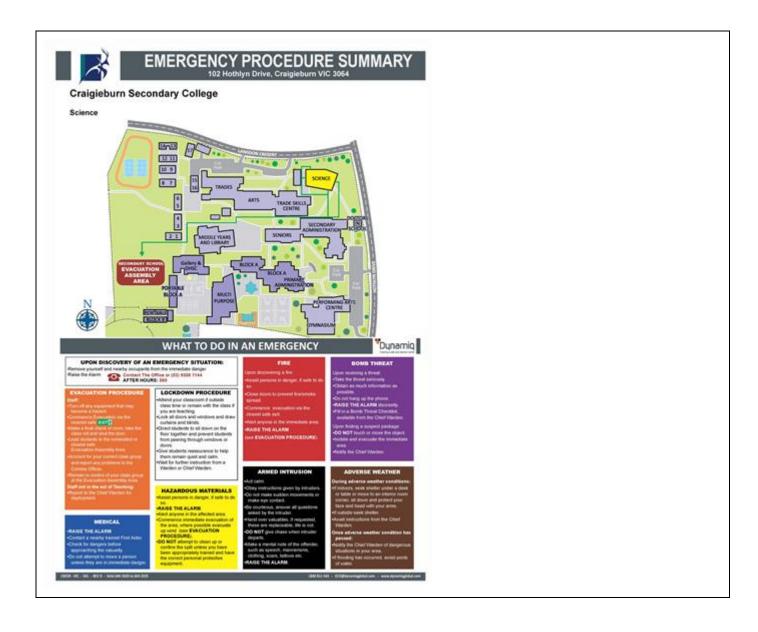|	
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider •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

Area Map

EMERGENCY PROCEDURE SUMMARY
102 Hothlyn Drive, Craigieburn VIC 3064

Craigieburn Secondary College

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EMERGENCY PROCEDURE SUMMARY
102 Hothlyn Drive, Craigieburn VIC 3064

Craigieburn Secondary College

Trades, Arts, Trade Skills Centre

WHAT TO DO IN AN EMERGENCY

EMERGENCY PROCEDURE SUMMARY
102 Hothlyn Drive, Craigieburn VIC 3064

Craigieburn Secondary College

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Emergency Procedure Summary — Craigieburn Secondary College, 102 Hothlyn Drive, Craigieburn VIC 3064 (Science)

EMERGENCY PROCEDURE SUMMARY
102 Hothlyn Drive, Craigieburn VIC 3064

Craigieburn Secondary College

Seniors, Secondary Administration

EMERGENCY PROCEDURE SUMMARY
102 Hothlyn Drive, Craigieburn VIC 3064

Craigieburn Secondary College

Middle Years and Library

Emergency Procedure Summary — Craigieburn Secondary College, Performing Arts Centre, Gymnasium

Evacuation Map

Building Name	Evacuation Procedures

EVACUATION ASSEMBLY AREA
*See reverse for map detailing Evacuation Assembly Area location