

Somers School Camp - Somers Campus

Emergency and Critical Incident Management Plan 2025-2026



**124 Lord Somers Road, Somers, VIC, 3927
03 5983 5302 / somers.camp@education.vic.gov.au**

Department of Education

Date Approved: 29/08/2025

Purpose

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

Context

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

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

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

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

Facility Profile

| | |
|---|---|
| School Name/Campus Name | Somers School Camp |
| Address | 124 Lord Somers Road, Somers, VIC, 3927 |
| Phone | 03 5983 5302 |
| Email | somers.camp@education.vic.gov.au |
| Fax | 03 5983 5950 |
| DE Region | SOUTH-EASTERN VICTORIA |
| DE Area | Bayside Peninsula |
| LGA | Mornington Peninsula (S) |
| BOM/Fire District | Central |
| Is your school on Bushfire At- Risk Register? | Yes |
| Bushfire At-Risk Register Category | Your school is a Category 3 on the Bushfire At-Risk Register |
| Is your school on the Category 4 list? | No |
| Operating Hours | 24 hour operation during school terms and varied hours during weekends and school holidays. |
| Number of Students | 160 |
| Number of Staff | 37 |
| Number of Buildings | 33 |
| Is the School a designated Neighborhood Safer Place? | No |
| Shelter-In-Place Location | Dining Rooms |

| | |
|---|------------------------|
| Shelter-In-Place Latitude | -38.389000 |
| Shelter-In-Place Longitude | 145.146300 |
| Shelter-In-Place Building Name | Dining room One |
| On-site Evacuation Location | Dining Room One |
| Off-site Evacuation Location | Coolart wetlands |
| Typical method used for communications to school community | Email, phone, websiste |
| Does this school have other services or users of the site? | Yes |

Other Services/Users of Site

| Service/User Name | Location | Number of Student or Visitor | Operating Hours/Days | Emergency Contact | Phone | Mobile |
|-----------------------|------------------------------------|------------------------------|----------------------|-------------------|------------|--------|
| Outside users groups | Somers School Camp - Somers Campus | Varied | Wednesday - Friday | 0414501336 | 0414501336 | |
| Outside User Catering | Somers School Camp - Somers Campus | Varied | Wednesday - Friday | 0414501336 | 0414501336 | |

Building Information Summary

Telephones (landlines)

| Location | Number |
|-------------|--------|
| Main Office | 4 |

| | |
|-----------------------|---|
| Sick Bay | 1 |
| Kitchen | 1 |
| Day office | 1 |
| Environmental Studies | 1 |
| Animal keepers office | 1 |
| Maintenance office | 1 |

Alarms

| Description | Location of Control Panel | Monitoring Company | Location of shutoff instructions |
|-------------|---|--------------------|----------------------------------|
| Fire | residences and dormitory, environmental studies | not monitored | at alarms |
| Intrusion | External | Coast Com | Environmental studies building |
| Other | Administratrion Office | Coast Com | Admin |

Utilities

| Description | Location | Service Provider | Location of shutoff Instructions |
|---------------|---|--------------------------------|--|
| Gas / Propane | Inside gate three on left | Tru Energy 133466 | Emergency keys with Maintenance and Principal - Turn off red valve |
| Water | Between gates two and three inside boundary fence | South East Water 139286 132812 | Turn off mains valves at gate |
| Electricity | Gate two feeder pillar near office | Origin 132461 | Switch off mains powerr supply at feeder pillar. |

Sprinkler System

| | |
|-------------------------------|--------------------------------------|
| Control Valve Location | Fire proofing for dining area |
|-------------------------------|--------------------------------------|

| | |
|--------------------------------------|---|
| Shutoff Instructions Location | Pump located behind maintenance shed. Instruction in same location |
|--------------------------------------|---|

Boiler Room

| | |
|-----------------|------------|
| Location | NIL |
| Access | NIL |

Emergency Power System

| | |
|--------------------------------------|------------------------------------|
| Type | Generator |
| Location | Maintenance Shed |
| Provides power to | Kitchen freezer and coolers |
| Shutoff Instructions Location | Maintenance shed |

Building and Site Hazards

| Description | Location |
|--------------------|---|
| Fuel Storage | Maintenance workshop ventilated cabinet |
| Chemical Storage | Cleaners store/ maintenance shed |

Additional Profile Information

| | |
|------------------------|--|
| Additional Info | School is surrounded by Coolart wetlands Lord Somers camp and beach |
| | |

Drill Schedule

| School Term | Drill Type | Contact Person | Schedule Date | Actual Date |
|-------------|--|----------------|---------------|-------------|
| Term One | Emergency evacuation - Fire Lock down | Corey Green | 11/02/2026 | 11/02/2026 |
| Term two | Emergency Evacuation - Fire | Corey Green | 13/05/2026 | 13/05/2026 |
| Term three | Emergency Evacuation - Fire Lock down | Corey Green | 15/07/2026 | 15/07/2026 |
| Term four | Emergency evacuation - Fire | Corey Green | 07/10/2026 | 07/10/2026 |

First Aid Training

| Staff Member | Training Completed | Date Qualified To |
|----------------------|--------------------|-------------------|
| Malcolm Nicolson | Level 2 First Aid | 31/01/2028 |
| Corey Green | Level 2 First Aid | 31/01/2028 |
| Catherine Williamson | Level 2 First Aid | 31/01/2028 |
| Helen Coy | Level 2 First Aid | 31/01/2028 |
| Julie Campbell | Level 2 First Aid | 31/01/2028 |
| Edwina Austin | Level 2 First Aid | 31/01/2028 |
| Caitlin Moncur | Level 2 First Aid | 31/01/2028 |
| Simon Hawking | Level 2 First Aid | 31/01/2028 |
| Isaabella Down | Level 2 First Aid | 31/01/2028 |
| Robyn Kincade | Level 2 First Aid | 31/01/2028 |
| Trent Mead | Level 2 First Aid | 31/01/2025 |
| Michelle Potts | Level 2 First Aid | 31/01/2028 |
| Lars Pedersen | Level 2 First Aid | 31/01/2028 |
| Cridland, Shanah | Level 2 First Aid | 31/01/2028 |
| Willig, Heidi | Level 2 First Aid | 31/01/2028 |
| Radford, Franki | Level 2 First Aid | 31/01/2028 |
| Wilson, Tanya | Level 2 First Aid | 31/01/2028 |
| Cal Nicolson | Level 2 First Aid | 31/01/2028 |
| Bethany Batchelor | Level 2 First Aid | 31/01/2028 |
| Luke Jenkins | Level 2 First Aid | 31/01/2028 |
| Toby Murphy | Level 2 First Aid | 31/01/2028 |
| Sarah Jones | Level 2 First Aid | 31/01/2028 |
| Martin Buchanan | Level 2 First Aid | 31/01/2028 |
| Catherine Rogasch | Level 2 first aid | 31/01/2028 |

| | | |
|---------------------|-------------------|------------|
| Matthew Cook | Level 2 first aid | 31/01/2028 |
| Temay Green | Level 2 first aid | 31/01/2028 |
| Susan Wilson | Level 2 first aid | 31/01/2028 |
| Michelle Pratt | Level 2 first aid | 31/01/2028 |
| Jasmin Armstron | Level 2 first aid | 31/01/2028 |
| Crystal Klingenberg | Level 2 first aid | 31/01/2028 |

Other Emergency, Safety or Wellbeing Training Records

| Staff Member | Training Type | Date |
|----------------------|---------------|------------|
| Calum Nicolson | CPR | 28/01/2026 |
| Katinka Barggraaff | CPR | 28/01/2026 |
| Helen Coy | CPR | 02/02/2026 |
| Malcolm Nicolson | CPR | 28/01/2026 |
| Julie Campbell | CPR | 28/01/2026 |
| Ed Austin | CPR | 02/02/2026 |
| Bethany Batchelor | CPR | 28/01/2026 |
| Catherine Williamson | CPR | 02/02/2026 |
| Caitlin Moncur | CPR | 28/01/2026 |
| Toby Murphy | CPR | 28/01/2026 |
| Simon Hawking | CPR | 28/01/2026 |
| Georgia Coy | CPR | 28/01/2026 |
| Martin Buchanan | CPR | 02/02/2026 |
| Peter Dalton | CPR | 28/01/2026 |
| Luke Jenkins | CPR | 28/01/2026 |
| Adrian Carr | CPR | 28/01/2026 |

| | | |
|---------------------|-----|------------|
| Matthew Cook | CPR | 02/02/2026 |
| Temay Honey | CPR | 28/01/2026 |
| Tanya Shannon | CPR | 02/02/2026 |
| Emma Morris | CPR | 28/01/2026 |
| Laila Contini | CPR | 02/02/2026 |
| Brittany Wooldridge | CPR | 02/02/2026 |
| Shanah Cridland | CPR | 02/02/2026 |
| Robyn Kincade | CPR | 02/02/2026 |
| Shalon Mead | CPR | 02/02/2026 |
| Trent Mead | CPR | 02/02/2026 |
| Lars Pederson | CPR | 02/02/2026 |
| Michelle Potts | CPR | 02/02/2026 |
| Rick Semple | CPR | 02/02/2026 |
| Sarah Jones | CPR | 02/02/2026 |
| Ros Turton | CPR | 02/02/2026 |
| Suzanne Wilson | CPR | 02/02/2026 |
| Tanya Wilson | CPR | 02/02/2026 |
| Michelle Pratt | CPR | 02/02/2026 |
| Maylene Zylstra | CPR | 02/02/2026 |
| Isabella Down | CPR | 02/02/2026 |
| Crystal Klingenberg | CPR | 02/02/2026 |
| Corey Green | CPR | 28/01/2026 |
| Heidi Willig | CPR | 28/01/2026 |
| Matilda Shannon | CPR | 28/01/2026 |
| Fiona Stevens | CPR | 28/01/2026 |
| Jasmin Armstrong | CPR | 02/02/2026 |
| Lauren Kidgell | CPR | 02/02/2026 |

| | | |
|--------------|-----|------------|
| Cate Rogasch | CPR | 02/02/2026 |
| Katie Coeli | CPR | 02/02/2026 |

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 |
|----------|-----------------|--------------------|
| NIL | 0 | 0 |

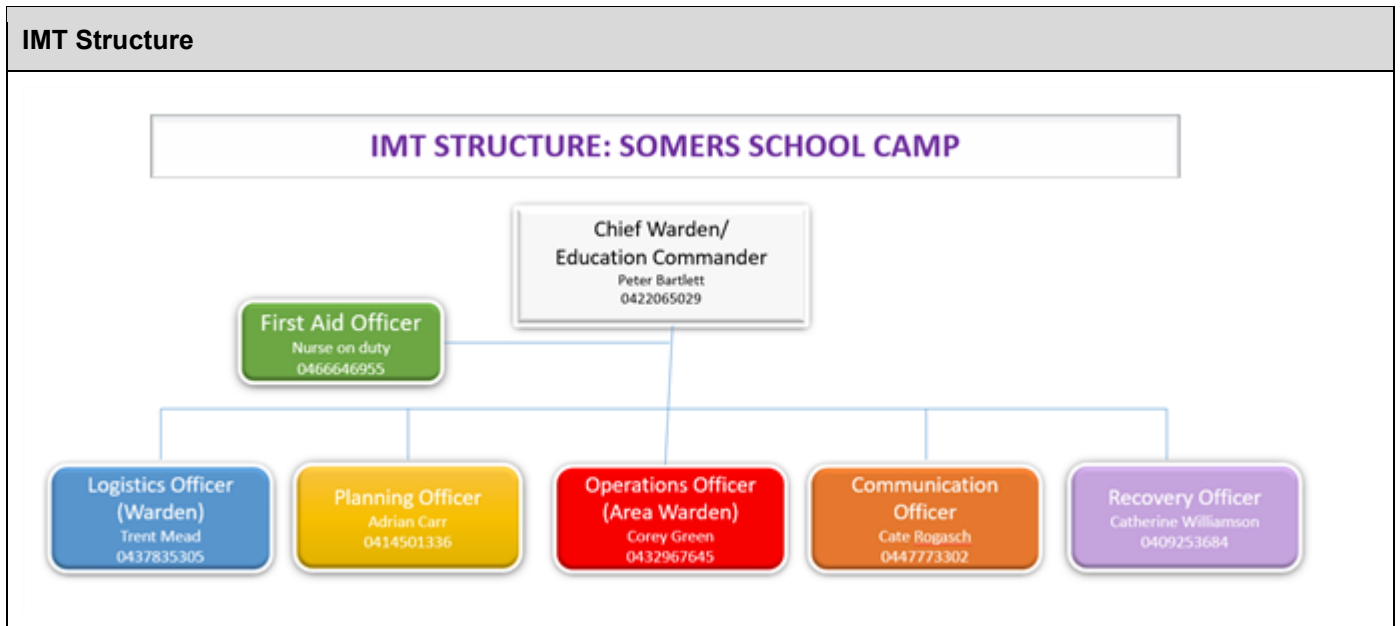
Emergency Kit Checklist

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

Review Emergency kit checked date

| | |
|-----------------------------------|------------|
| Date emergency kit checked | 17/09/2025 |
| Next check date | 01/12/2026 |

Incident Management Team



| Roles | Primary Contact | Secondary Contact |
|----------------------------------|--|--|
| Chief Warden/Education Commander | Name: Peter Bartlett Phone/Mobile: 0422065029 | Name: Corey Green Phone/Mobile: 0432967654 |
| Planning Officer | Name: Corey Green or staff working at time of incident Phone/Mobile: 0432967654 | Name: Luke Jenkins or staff working at time of emergency Phone/Mobile: 0400330230 |
| Operations Officer (Area Warden) | Name: Catherine Williamson - Allocated to staff working at time of emergency Phone/Mobile: 0409 253 684 | Name: Luke Jenkins or staff working at time of emergency Phone/Mobile: 0400330230 |
| Communications Officer | | |

| | | |
|----------------------------|---|---|
| | <p>Name: Catherine Rogasch</p> <p>Phone/Mobile: 0447773302</p> | <p>Name: Luke Jenkins</p> <p>Phone/Mobile: 0400330230</p> |
| Logistics Officer (Warden) | <p>Name: Trent Mead</p> <p>Phone/Mobile: 0437835305</p> | <p>Name: Corey Green or Task Allocated -to staff working at time of emergency</p> <p>Phone/Mobile: 0432967654</p> |
| First Aid Officer | <p>Name: Isabella Down or Task Allocated -to staff working at time of emergency</p> <p>Phone/Mobile: 0468965728</p> | <p>Name: Task Allocated -to staff working at time of emergency</p> <p>Phone/Mobile: 0466646955</p> |

Incident Management Team Roles & Responsibilities

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

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

| | |
|--------------------------|--|
| | <p>Activities may include the following:</p> <ul style="list-style-type: none"> • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed • • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. <p>Post- Emergency</p> <ul style="list-style-type: none"> • Compile report of the actions taken during the emergency for the debrief. |
| <p>First Aid Officer</p> | <ul style="list-style-type: none"> • ensure student medication is collected • ensure student medical information is collected • retrieve first aid kits • administer first aid if necessary • call 000 if warden or logistics officer is unavailable • contact parents of students with medical conditions |

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

| Key Roles | Name | Phone | Phone (After Hours) | Mobile |
|--------------------------|----------------|--------------|---------------------|--------------|
| Principal | Peter Bartlett | 59835302 | 0422065029 | 0422065029 |
| Campus Principal | Corey Green | 59835302 | 0432 967 654 | 0432 967 654 |
| Leading Teacher | Adrian Carr | 59835302 | 0414501336 | 0414501336 |
| School Bus Coordinator | Adrian Carr | 59835302 | 0414501336 | 0414501336 |
| First Aid Officer | Isabella Down | 59835302 | 0468965728 | 0466646955 |
| OH&S Representative | Trent Mead | 59835302 | 0437835305 | 0437835305 |
| School Council President | Frank Hnatjuk | 0480 199 129 | 0480 199 129 | 0480 199 129 |

DE Contacts

| Roles | Name | Phone | Mobile |
|--|---|---|--------------|
| Regional Director | Ian Burrage | (03) 8904 2437 | 0407 361 504 |
| Regional Office (sevr@education.vic.gov.au) | General Enquiries Dandenong, Moe, Sale, & Frankston | 1300 338 738 emergency.sevr@education.vic.gov.au | 03 8904 2444 |
| Manager, Operations & Emergency Management | Sean Holland | (03) 8906 3017 | 0499 745 294 |
| Emergency Management Support Officer | Richard Field | (03) 8904 2502 | 0438 018 269 |
| Incident Support and Operations Centre (ISOC) | | 1800 126 126 | |
| MakeSafe Program(VSBA) | | 1300 133 468 | |
| OHS Advisory Service | | 1300 074 715 | |
| Employee Wellbeing Support Services (Converge) | | 1300 291 071 | |

| | | | |
|---------------------------|---------------------------|-----------------|--------------|
| Media Unit (on call 24/7) | | (03) 8688 7776 | |
| SEIL 9ACTING) | Jodie Bray | (03) 8765 5600, | 0419 317 032 |
| SSSO Team Leader | Skye Sutherland Heally | 0477 354 536 | 0477 354 536 |

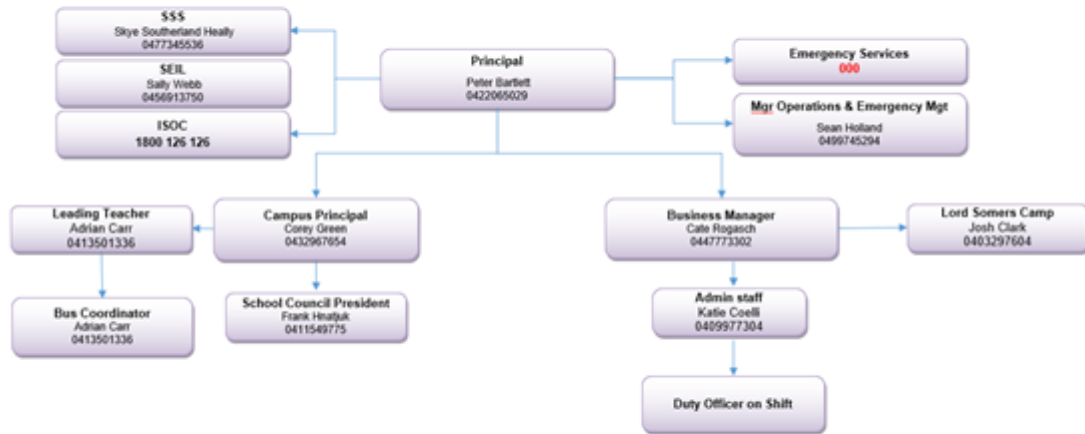
Local Organisations/Services

| Name | Phone |
|------------------|--|
| Police Station | Hastings - 59707800 |
| Gas | Tru Energy 133466 Lloydco 5976 1581 |
| Electricity | Origin 132461 |
| Facility Plumber | Andrew Johnstone 0431390933 |
| Local Government | Mornington Peninsula Shire 1300 850600 |

Communication Tree

Communication Tree

COMMUNICATIONS TREE: SOMERS SCHOOL CAMP



COMMUNICATIONS TREE TEMPLATE | Reviewed June 2021

Risk Assessment

| Identified Hazards | Description of Risk | Existing Controls | Effectiveness of existing controls | Risk Rating | Controls to be implemented | Revised Risk Rating |
|-------------------------------------|--|---|------------------------------------|--|---|--|
| Bush Fire Grass Fire | Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury. | -Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. - Ensure Emergency Management Plan is up-to-date including identification of evacuation points. - Check CFA website, alerts during the bushfire season. -Schedule and practise emergency evacuation drills on a regular basis. - Tune in to ABC Local radio for threat warnings and updates | Acceptable | Consequence Moderate Likelihood Possible Risk Level Medium | Maintain fire breaks and maintain ground fuel loads around the residential area of Somers. Regularly monitor regrowth during the peak fire season. Programs are confined to particular areas on days of increased likelihood. | Consequence Major Likelihood Unlikely Risk Level Medium |
| Building fire | Risk of injury/death from burns or smoke inhalation. Risk of property damage or property loss. | -Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. - Test communication systems (PA system) on a regular basis. - Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. - Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. | Effective | Consequence Severe Likelihood Rare Risk Level Medium | Staff drill managing a building fire. Students and visiting teachers are briefed each program on the drill to manage a building fire. The assembly point is well marked and pointed out in the orientation process. | Consequence Minor Likelihood Unlikely Risk Level Low |
| Severe weather, storms and flooding | Risk of injury due to roof down flooding. Risk of property damage. Risk of being isolated. | Ensure roofs/gutters/drains are clear. Liaise with SES/local government to identify potential risks. Monitor weather information via apps and web. Develop contingency for storage of equipment/materials if necessary. Test communications | Effective | Consequence Moderate Likelihood Possible Risk Level Medium | Staff are trained in the implementation of our severe weather policy and the implications of this on outside activities. | Consequence Moderate Likelihood Unlikely Risk Level Medium |
| Flooding | Risk of Riverine Flooding Risk of injury. Risk of property damage. | Liaise with SES/local government to identify potential risks. Develop contingency for storage of equipment/materials if possible. | Effective | Consequence Minor Likelihood Unlikely Risk Level Low | Unlikely to occur. On high ground staff are trained to evacuate student in the case of an emergency. | Consequence Moderate Likelihood Rare Risk Level Low |
| Intruders/ personal threat | Physical or psychological injury could occur to staff, students and others if threatened or physically assaulted by an intruder. There is a risk that property could be damaged. | Ensure reception is a secure area and no-one can enter the office area unless they have a pass/key. Ensure visitors/contractors sign in through the office area when they first arrive on site. | Acceptable | Consequence Minor Likelihood Possible Risk Level Medium | All sleeping areas have full external locking facilities. All windows are only able to be opened a small way On site staff members rostered on. Teachers sleeping in huts under roof line Fence at Front and back of school Gated community | Consequence Minor Likelihood Unlikely Risk Level Low |
| Earthquake | Risk of death/injury. | Training provided to staff and students in emergency response procedures during an earthquake. | Effective | | All staff, Visiting and Permanent, are aware of Earthquake response procedures | |

| | | | | | | |
|----------------------------|--|--|------------|--|---|--|
| | | | | Consequence Minor Likelihood Unlikely Risk Level Low | | Consequence Minor Likelihood Unlikely Risk Level Low |
| Bomb Threat | Physical or psychological injury could occur to staff, students and others. | Bomb Threat Checklist located next to each phone. Emergency evacuation drills scheduled and practiced on a regular basis. | Acceptable | Consequence Minor Likelihood Unlikely Risk Level Low | Staff will call emergency services. In the case of a bomb threat staff would evacuate to off site assembly point. | Consequence Minor Likelihood Unlikely Risk Level Low |
| Influenza pandemic | Risk of health and possible death (in extreme cases). | Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) There is convenient access to water and liquid soap and/or alcohol-based sanitiser Staff and students are educated about covering their cough to prevent the spread of germs. Ensure relevant staff are familiar with DET Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. | Acceptable | Consequence Major Likelihood Possible Risk Level High | Staff and students are either off site or isolated on site when managing illness. Hygienic cleaning practices enable the site to be maintained safe and prevent the spreading of disease. | Consequence Major Likelihood Unlikely 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. | Monitor all visitors Sign in sign out Staff on duty Lock down procedures drilled Risk management plan in place | Effective | Consequence Severe Likelihood Unlikely Risk Level High | Monitor Visitors Sign in sign out Staff on duty Lock down procedures in place Risk management plan in place | Consequence Severe Likelihood Unlikely Risk Level High |
| Bomb/substance threat | Physical or psychological injury could occur to staff, visitors or contractors. | Risk management plan in place | Acceptable | Consequence Severe Likelihood Rare Risk Level Medium | Risk management in place | Consequence Severe Likelihood Rare Risk Level Medium |
| Loss of essential services | Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets | Back up generators Water tanks Bottled water on site | Effective | Consequence Moderate Likelihood Unlikely Risk Level Medium | See previous | Consequence Moderate Likelihood Unlikely Risk Level Medium |

| | | | | | | |
|--|---|--|------------|--|--|--|
| Child Abuse | Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Lack of parenting skills Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Eating Disorder | <ul style="list-style-type: none"> Recognise indicators of Child Abuse Child Safe Standards PROTECT protocol Student Critical Incident Advisory Line Student Support Services/Student Welfare Coordinator | Effective | <p>Consequence Major</p> <p>Likelihood Possible</p> <p>Risk Level High</p> | All staff have police checks and WWC All visitors are signed in and out and monitored All staff have mandatory training Students are not left alone Yard and area supervision in place. Only qualified teachers stay in accommodation with students | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |
| Information Security | Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach | <ul style="list-style-type: none"> Privacy (including DET's Schools' Privacy Policy) Privacy, Department provided software Privacy (requests for Information about Students) Acceptable use of ICT Resources Staff member manages and reviews school's privacy practices Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared. Examine data security arrangements BYOD usage and guidelines Password protocols for ICT | Acceptable | <p>Consequence Minor</p> <p>Likelihood Unlikely</p> <p>Risk Level Low</p> | DET firewalls Only qualified staff are able to access Password protected | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |
| 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 | <ul style="list-style-type: none"> Staff trained in first aid First Aid Kit Staff observant to signs of illness Medical history – staff/students First Aid and Infection Control Procedure Medication Authority Form and authority to administer | Effective | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> | Full time nurse on site All staff have asthma, anaphylaxis and level two first aid training All staff have current CPR Deffibulator on site EpiPen on site | <p>Consequence Major</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |
| Mental Stress | Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning | <ul style="list-style-type: none"> Student Support Services Well-being staff in school SafeMinds Navigator Program Student Engagement and Inclusion Guidance Building Resilience Framework Victorian Anti-bullying and Mental Health Initiative | Effective | <p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p> | Access to EAP OH&S up to date Reporting process in place Professional development on self care. | <p>Consequence Moderate</p> <p>Likelihood Possible</p> <p>Risk Level Medium</p> |
| Missing person - school or school camp/excursion | Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress | <ul style="list-style-type: none"> School records attendance Student engagement policy to promote school attendance and address truancy, which is staged Recess and lunchtime supervision. Behaviour Support Plans to address individual truancy. | Effective | <p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p> | RISK evaluations constantly updated Gated community Staff to student ratios above minimum standards. Staff training | <p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p> |

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| | | <ul style="list-style-type: none"> • 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 | | | | |
| Traumatic Death/Injury/Grief | <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"> • Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program | Effective | <p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p> | <p>Constant training</p> <p>High level induction</p> <p>OH&S in place</p> <p>Specialist training for staff.</p> | <p>Consequence Severe</p> <p>Likelihood Unlikely</p> <p>Risk Level High</p> |
| Violence, Aggression and/or harassment | <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><u>Site based policies and strategies</u></p> <ul style="list-style-type: none"> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <p><u>School pursues specific interventions or referrals as required/appropriate:</u></p> <ul style="list-style-type: none"> • Trespass order • Child Protection referral • Family violence referral <p><u>Specific supports for students with challenging behaviors and interventions:</u></p> <ul style="list-style-type: none"> • 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 <p><u>Training</u></p> <ul style="list-style-type: none"> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <p><u>Specific support for teacher/staff in dealing with challenging behaviours</u></p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks | Effective | <p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> | <p>Code of conduct</p> <p>School Values</p> | <p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |

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| | | <ul style="list-style-type: none"> • Early Intervention Principal Support Service <p><u>Refer to additional resources for impacted persons</u></p> <ul style="list-style-type: none"> • School breakfast club (where available) • School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support | | | | |
| COVID-19 | Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures | <p>Existing controls are detailed within the following documents:</p> <p>DET <i>School Operations Guide</i> https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/</p> <p><i>Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)</i> developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).</p> | Acceptable | <p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> | The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level. | <p>Consequence Moderate</p> <p>Likelihood Unlikely</p> <p>Risk Level Medium</p> |
| Bushfire/Grassfire | Probable Causes: Lightning strike; Arson; Spark ignited by machinery; Power line failure; Escaped planned burn Probable Consequences: Injury; Serious injury from smoke inhalation; Stress or psychological injury requiring clinical support for multiple individuals | <ul style="list-style-type: none"> • Weekly checks of safety equip are conducted during bushfire season. • School liaises with local fire services regarding preparedness prior to start of the Fire Danger Period. • Evacuation drills are conducted in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1. • Working bees to clear and clean up school site occur twice per year. • EMP is reviewed and socialised with staff before fire season. • School communicates relocation or closure plans for days of elevated fire danger to school community via a statement on our website at the start of the school year and prior to the fire danger period. • 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season • A WatchZone of 3 kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents. • Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for <i>Excursions including camps and adventure activities</i>, and will be reassessed if the forecast Fire Danger Rating is Extreme, or cancelled if in a determined Catastrophic weather district. Monitoring for weather forecasts, Fire Danger Ratings and emergency warnings before and during excursions is factored into the risk assessment and emergency management plan for all excursions. | Acceptable | <p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p> | | <p>Consequence Major</p> <p>Likelihood Rare</p> <p>Risk Level Medium</p> |

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| | | <ul style="list-style-type: none">• Pre-determined arrangements implemented as fire danger escalates in accordance with school's category on the Bushfire at Risk Register and the Bushfire Preparedness Relocation and Closure Procedures.<ul style="list-style-type: none">○ Closure on determined Catastrophic days○ For Categories 0, 1, 2 relocation/closure on [relevant Fire Danger Rating] days | | | | |
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Bushfire Preparedness and Readiness

Bushfire Preparedness

1. Site readiness

| School site bushfire/grassfire readiness review checklist | Date completed | Follow up actions identified? | Files uploaded |
|---|----------------|-------------------------------|--|
| | 28/08/2025 | Yes | pre-season-bushfire-preparedness-for-schools-2412 (1).docx, R-52703 ESMC3229 VSBA - Classification of use Bushfire Protection Measures.pdf |

2. Vegetation management

| Vegetation management plan | Date completed | Date of next review | Comments | Files uploaded |
|----------------------------|----------------|---------------------|--|--|
| | 12/02/2025 | 09/02/2027 | Carried out by Catherine Clancy in two phases by Spiire. | Somers School Camp_VMP_2024_25_Final.pdf |

3. Communication

| Communication product/method | Date of distribution | Details | Responsible Person | Files uploaded |
|--|----------------------|---|----------------------------|----------------|
| Contact host schools to distribute information to parents. | 02/02/2026 | Each nine day program we send information to host schools | Peter Bartlett/Corey Green | |

Bushfire Readiness

1. Pre-emptive actions

| Category | Trigger for action | LGA and BOM District details |
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| Category 3 | Close on Catastrophic fire danger rating in fire weather district | LGA: Mornington Peninsula (S), BOM: Central |
| For schools in Category 0, 1 and 2 only, name of approved host school for relocation? | | |
| Regional director approval | Name | Date |
| | | |
| Files uploaded | | |

2. Triggers for response and monitoring arrangements

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| Pre-determined watch zone in VicEmergency for bushfire/grassfire (kms) | 1 km from the school |
| Staff responsible for monitoring VicEmergency watch zone | Campus Principal, Principal |

Other bushfire/grassfire preparedness or readiness information and documents

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| Is your school a designated Neighborhood Safer Place – Bushfire Place of Last Resort? Check here | No |
| Is your school a designated Community Fire Refuge? Check here | No |
| Additional information | |

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Core Emergency Response Procedures

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

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

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

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

Specific Emergency Response Procedures

| Specific Procedures | Procedure Instructions |
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| Bush Fire Grass Fire | <p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area (Dining Room ONE) • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Report the emergency to the Security Services Unit (24 hour, 7 days) on 9603 7999. • Check that all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required/feeder schools |
| Building fire | <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Activate the fire alarm. • If appropriate, follow the procedure for on-site evacuation. • Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. • Extinguish the fire (only if safe to do so). • Evacuate to the Dining rooms, closing all doors and windows. • Check that all areas have been cleared and notify the Chief Warden. • Check that all students, staff, visitors and contractors are accounted for. • Report emergency to the Security Services Unit on 1800 126 126 • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Contact parents as required. • Direct all Media enquiries to DET Media Unit on 9637 2871. • We are a residential school. We would contact the subscribing schools to notify parents. |
| Severe weather, storms and flooding | <p>Staff will monitor BOM</p> <ul style="list-style-type: none"> • Staff will be briefed in Morning and afternoon sessions about potential for severe weather warnings • Campus Principal, Principal or Duty officer will determine if activities need to be changed or cancelled |

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| | <ul style="list-style-type: none"> • Staff will be alerted that activities are cancelled or changed due to severe weather conditions • Students will participate in sheltered activities or be restricted to indoors • Emergency services will be notified 1800 126 126 • Security management will be contacted and notified • Staff will not undertake outdoor activities until instructed that it is safe to resume normal program. • Students will be evacuated if time permits • Students will be locked down in accommodation blocks or dining room one if evacuation of site is not possible. |
| <p>Flooding</p> | <p>Staff will monitor BOM</p> <ul style="list-style-type: none"> • Staff will be briefed in Morning and afternoon sessions about potential for floods • Campus Principal, Principal or Duty officer will determine if activities need to be changed or cancelled • Staff will be alerted that activities are cancelled or changed due to severe weather conditions • Students will participate in sheltered activities or be restricted to indoors • Emergency services will be notified 1800 126 126 • Security management will be contacted and notified • Staff will not undertake outdoor activities until instructed that it is safe to resume normal program. • Students will be evacuated if time permits • Students will be locked down in accommodation blocks or dining room one if evacuation of site is not possible. |
| <p>Intruders/ personal threat</p> | <p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> ○ Lock doors to prevent entry ○ Check the premises for anyone left inside ○ Obtain Emergency Kit • Go to the designated assembly point - Lock students down in Huts or Dining Room one or Cinema dependent on location • Check that students, staff and visitors are all accounted for. • Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9603 7999. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. <p>Actions after lock-out procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. |

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| | <ul style="list-style-type: none"> • Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Print and issue pre-prepared parent letters and give these to students to take home. • Direct all Media enquiries to DET Media Unit on 9637 2871. • Ensure all staff are made aware of Employee Assistance Program contact details. • Contact the SSSO Network Coordinator if required. • Seek support from your region/regional Manager, Operations and Emergency Management as required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required. • Complete your Post Emergency Record. |
| <p>Earthquake</p> | <ul style="list-style-type: none"> • 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. • <p>If Outside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Stay outside and move away from buildings, streetlights and utility wires. • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ DROP to the ground ○ Take COVER by covering your head and neck with their arms and hands ○ HOLD on until the shaking stops. <p>If Inside Instruct staff and students to:</p> <ul style="list-style-type: none"> • Move away from windows, heavy objects, shelves and so on • DROP, COVER and HOLD <ul style="list-style-type: none"> ○ 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. <p>After the earthquake</p> <ul style="list-style-type: none"> • 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. |

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| Bomb Threat | |
| Influenza pandemic | <p>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.</p> |
| Intruder | <ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the 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. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i> |
| Bomb/substance threat | <p>If a suspicious object is found (or the threat identifies the location of a bomb)</p> <p><i>Immediate response</i></p> <ul style="list-style-type: none"> • Immediately clear and cordon off the area in the vicinity of the object. • Call 000 for police and seek and follow advice. • Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. • Report the emergency to the Security Services Unit on 9603 7999. • Do not approach, touch, tilt or tamper with the object. • Contact feeder schools to inform them of emergency and steps taken <p><i>Evacuation</i></p> <ul style="list-style-type: none"> • Evacuate the school and: <ul style="list-style-type: none"> ○ Ensure students and staff are not directed past the object ○ Alert any other services co-located at the school site ○ Check that all students, staff and visitors are accounted for ○ Restrict all access to the site and ensure there are no barriers inhibiting access by police ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p><i>Communication</i></p> <ul style="list-style-type: none"> • Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. • Contact parents when evacuation is complete and it is safe to do so. • Notify your regional emergency management contact and seek advice if necessary. • Direct all Media enquiries to DET Media Unit on 9637 2871. |

- Await "all clear" advice from police before returning to school buildings to resume normal school activities.
- **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for police on a separate phone
 - notify the Chief Warden/principal
 - report emergency to the Security Services Unit on 9589 6266.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated/taped/recorded.

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
 - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
 - Immediately:
 - inform the Chief Warden/principal if this has not yet been done
 - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
 - o clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above
 - report the emergency to the Security Services Unit on 9589 6266
 - ensure all of the caller information has been written down and provided to police on arrival.
 - **As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.**

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

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| | <ul style="list-style-type: none"> • 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. • <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If a bomb/substance threat is received electronically e.g. by email</p> <ul style="list-style-type: none"> ○ DO NOT DELETE THE MESSAGE ○ Call 000 for police and seek and follow advice ○ Notify the Chief Warden/principal ○ If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. ○ Report emergency to the Security Services Unit on 9589 6266. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> <p>If you are at the site of an explosion</p> <ul style="list-style-type: none"> ○ Direct staff to shelter students under sturdy tables or desks if objects are falling around you. ○ Implement evacuation and communication procedures as indicated in section "If a suspicious object is found" above. Do not retrieve personal belongings or make phone calls when evacuating. ○ Help others to leave the area. Use stairs instead of elevators. ○ Be aware of weakened floors and stairways and watch for falling debris. ○ Once out of the affected building: <ul style="list-style-type: none"> ▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested. ○ <i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i> |
| <p>Loss of essential services</p> | <p>When there is a loss of essential services (power, water, communications):</p> <ul style="list-style-type: none"> • Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • Call 000 if emergency services are required to respond e.g. power lines down in front of school. • Contact the relevant provider/s to report outage and ascertain when restoration will occur. • Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. • Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. • Report the loss of essential services to the Security Services Unit on 1800 126 126. |

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

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| | <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> <p>In the event of an incident, disclosure, or suspicion of child abuse, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf • Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number. <p>This is an abridged version of schools’ obligations which are outlined in more detail in <i>Identifying and Responding to All Forms of Abuse in Victorian Schools</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf</p> <p>For suspected student sexual offending, the school will:</p> <ul style="list-style-type: none"> • Follow the <i>Four Critical Actions for Schools on Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf. • Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number. <p>The Four Critical Actions is a summary of schools’ obligations which are outlined in greater detail in <i>Identifying and Responding to Student Sexual Offending</i> hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf</p> |
| <p>Information Security</p> | <ul style="list-style-type: none"> • Contact your IT specialist technician for advice and support • If you require support from IMTD contact the Service Desk through one of the following mechanisms: <ul style="list-style-type: none"> ○ Phone 1800 641 943 ○ Email servicedesk@edumail.vic.gov.au ○ Submit an IT Service Request through the Service Gateway |

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| | <ul style="list-style-type: none"> • 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) |
| <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"> • 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 <p>Make contact with contact at feeder school and make amber alert.</p> |
| <p>Mental Stress</p> | <ul style="list-style-type: none"> • If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' • Administer first aid (if appropriate) – keep physically and emotionally safe • Report the incident to the Incident Support and Operations Centre on 1800 126 126 • Consider whether the following supports are appropriate: <ul style="list-style-type: none"> ○ School's student wellbeing officers ○ Student Support Services ○ Doctors in Secondary Schools ○ Kids Helpline - 1800 55 1800 ○ Headspace in schools 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ CAT Team – acute mental health triage |
| <p>Missing person - school or school camp/excursion</p> | <p>If student/child is missing and/or cannot be accounted for:</p> <ul style="list-style-type: none"> • Search the immediate area • Contact the parent/carer • Contact '000' for police to report child missing <ul style="list-style-type: none"> ○ Provide a description, time last seen and location |

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| | <ul style="list-style-type: none"> Report the incident to the Incident Support and Operations Centre on 1800 126 126 <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p> |
| <p>COVID-19</p> | <p>Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan):</p> <ul style="list-style-type: none"> For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for Managing a suspected or confirmed case of coronavirus (COVID-19) For suspected cases in staff, refer to the advice in the Operations Guide regarding Required actions for suspected cases of coronavirus (COVID-19) in staff in schools and Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools Also see the advice in the Operations Guide regarding Management of an unwell student or staff member Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version. |
| <p>Traumatic Death/Injury/Grief</p> | <p>If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):</p> <ul style="list-style-type: none"> Contact '000' for police/ambulance attendance Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 Seek Student Support Services support Refer to the <i>'Managing Trauma'</i> guide to support, plan for, and lead an effective recovery including: Develop a Communications Plan – check what information can be released: <ul style="list-style-type: none"> Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert Limit exposure to ongoing trauma, distressing sights, sounds and smells Continue to identify those most at risk and triage for support Consider tribute, memorial, ritual Monitor the wellbeing of staff Actively implement self-care strategies If the incident occurs on school premises/camp/excursion <ul style="list-style-type: none"> Preserve the evidence Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management Contact Legal Division on 9637 3146 Consider a Worksafe Notification 13 23 60 Contact Communications Division/Media Unit on 8688 7776 <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p> |

| <p>Violence, Aggression and/or harassment</p> | <p>Violence, aggression, harassment, on school site:</p> <ul style="list-style-type: none"> • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place <p>If staff are directly impacted:</p> <ul style="list-style-type: none"> • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program <p>If there is an allegation of reportable conduct:</p> <ul style="list-style-type: none"> • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice <p><i>Insert any additional steps, including mitigation steps that you have identified in your risk assessment</i></p> | | | | | | | | | |
|---|--|---------------|------|---------------|-------------|---|---------------|-------------|--------------------------------------|---------------|
| <p>Bushfire/Grassfire</p> | <p>Bushfire/Grassfire Specific Emergency Response Procedures.</p> <p>Triggers for Action.</p> <p>The need for action by the school is triggered when there is a bushfire or grassfire that;</p> <ul style="list-style-type: none"> • is observable, or • identified via Vic Emergency App within <i>[insert your pre-determined watch zone]</i> km from the school. • there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. <p>Immediate Actions / Seek Advice .</p> <ul style="list-style-type: none"> • 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. <table border="1" data-bbox="528 1576 1544 1693"> <thead> <tr> <th data-bbox="528 1576 683 1615">Name</th> <th data-bbox="683 1576 1337 1615">Role</th> <th data-bbox="1337 1576 1544 1615">Mobile number</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1615 683 1653">Insert name</td> <td data-bbox="683 1615 1337 1653">Manager Operations and Emergency Management</td> <td data-bbox="1337 1615 1544 1653">Insert Number</td> </tr> <tr> <td data-bbox="528 1653 683 1693">Insert name</td> <td data-bbox="683 1653 1337 1693">Emergency Management Support Officer</td> <td data-bbox="1337 1653 1544 1693">Insert Number</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 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. <p>Other sources of Information</p> | Name | Role | Mobile number | Insert name | Manager Operations and Emergency Management | Insert Number | Insert name | Emergency Management Support Officer | Insert Number |
| Name | Role | Mobile number | | | | | | | | |
| Insert name | Manager Operations and Emergency Management | Insert Number | | | | | | | | |
| Insert name | Emergency Management Support Officer | Insert Number | | | | | | | | |

- 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; <ul style="list-style-type: none"> • 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 (if applicable). |
| Emergency Warning | Issued when the community is in imminent danger of an incident/event and needs 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 to 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 | Issued when it is recommended 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 | Issued when it is recommended that the community leave immediately, or processes are in place to evacuate communities. | If your school is in an Evacuation area; comply with evacuation instructions provided and seek advice . |
| <p>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.</p> | | |

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| | <ul style="list-style-type: none"> • 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. <p><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</i></p> <p><u>Pre-emptive Actions:</u> This school is a Category [insert Category 0, 1, 2, 3 or 4 here] and will relocate/close on [for categories 0, 1 and 2 insert relevant threshold here] FDR days in [insert relevant LGA here]. The plan is attached to this EMP. This school will also close on determined Catastrophic fire danger days in [insert relevant weather district here].</p> <p>When relocating due to elevated fire danger in line with this plan, the school will use the following relocation checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx</p> <p>When closing due to elevated fire danger in line with this plan, the school will use the following closure checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx</p> |
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Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

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|--------------------------------|-------------------|
| Details of arrangements | Woorabinda Campus |
|--------------------------------|-------------------|

| Name | Contact Details | Support Role |
|------|-----------------|--------------|
| | | |

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

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

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| Details of arrangements | Generator |
|--------------------------------|-----------|

| Name | Contact Details | Support Role |
|------|-----------------|--------------|
| | | |

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

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

| | |
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| Details of arrangements | Induction of staff and statewide |
|--------------------------------|----------------------------------|

| Name | Contact Details | Support Role |
|------|-----------------|--------------|
| | | |

Business Continuity Checklist

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

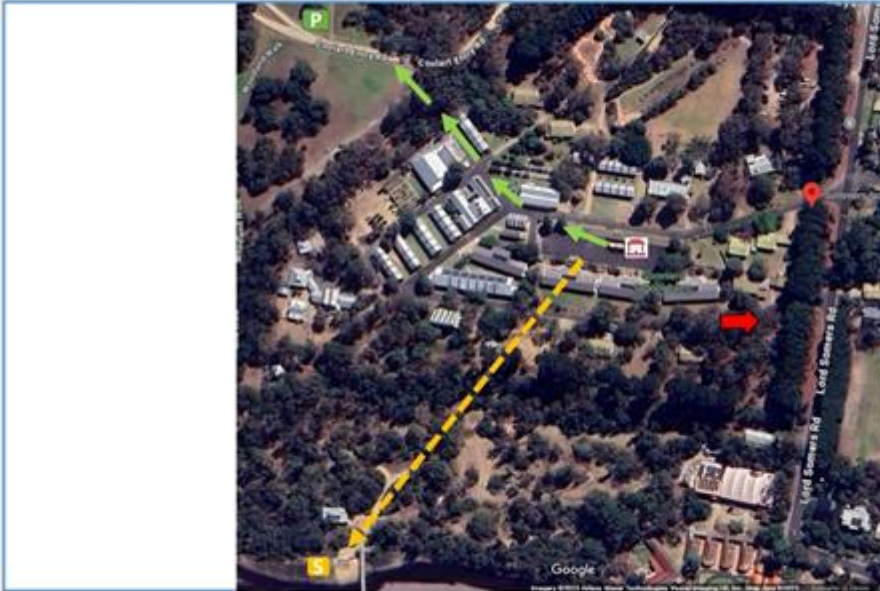
| | |
|---|-----|
| <ul style="list-style-type: none"> • Monitoring • Reporting • Stakeholder engagement | |
| Establish a register to log all decisions and actions | Yes |
| Establish a register to log all financial expenditure incurred | Yes |
| Secure resources for continuity/recovery including: 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

Area Map

Area Map

Somers School Camp – Somers Campus

28/08/2025



Legend

-  SCHOOL
-  PRIMARY OFF-SITE ASSEMBLY POINT
-  SECONDARY OFF-SITE ASSEMBLY POINT
-  ROUTE TO PRIMARY OFF-SITE ASSEMBLY POINT
-  ROUTE TO SECONDARY OFF-SITE ASSEMBLY POINT
-  EMERGENCY SERVICES ACCESS POINT

PRIMARY OFF-SITE ASSEMBLY POINT: COOLART WETLANDS
Distance to assembly point: 800 metres Approx. time to reach assembly point: eight mins.



SECONDARY OFF-SITE ASSEMBLY POINT: MERRICKS CREEK
Distance to assembly point: 500 m Approx. time to reach assembly point: 5 mins

Evacuation Map

| Building name and evacuation diagram location | Evacuation Procedures | |
|---|--|---|
| <p>Somers School Camp Somers Campus</p> | <p>Students will be assemble to evacuation points Staff will mark students off on role PS will mark of visiting teachers Admin will advise Education support staff All staff will be evacuated to asphalt or in the case of carpark access being unlikely through to Coolart wetlands Once students and visiting teachers as well as permanent staff have been evacuated all will be marked off register Marshall will contact DET Emergency Management and emergency services</p> | <p style="text-align: center;">EVACUATION DIAGRAM</p> <p>Somers School Camp - 124 Lord Somers Road Somers 2025-2026</p> |

| | | |
|---|---|--|
| <p>Boys hut floor plan Huts 2, 4, 6, 8</p> | <p>All huts are the same floor plan. They are all adjacent to the evacuation assembly point</p> | |
| <p>Girls hut floor plan all girls huts have same floor plan Huts 1,3,7,9 all are adjacent to emergency evacuation point</p> | <p>Students walk straight from hut out to emergency evacuation point</p> | |

| | | |
|------------------------------|--|--|
| <p>Cinema</p> | <p>Students will leave via front exit and move along road to evacuation point.</p> |  |
| <p>Environmental studies</p> | <p>Students will follow road to evacuation point</p> |  |
| <p>Dining rooms</p> | <p>Students will be assembled north exit of dining room and walked to evacuation point</p> |  |

| | | |
|-----------------------|---|---|
| <p>Administration</p> | <p>Staff will evacuate through South door and head across road to evacuation point.</p> |  |
| <p>Day office</p> | <p>Staff will walk directly across road to evacuation point.</p> |  |

Distribution List

| Name | Position Title and Organisation Name | Communication Date | Email or Postal Address |
|------------------------|--|--------------------|---|
| Sean Holland | Manager Operations and Emergency Management, South Eastern Regional Office, DEECD. | 30/09/2025 | glen.tarrant@education.vic.gov.au |
| Skye Sutherland-Healey | SSSO Coordinator | 30/08/2025 | mailto:Skye.Sutherland-Healey@education.vic.gov.au |
| Duty Sergeant | Regional Emergency Response Coordinator Vic Pol | 30/09/2025 | hastings.uni@police.vic.gov.au |
| Peter Bartlett | Principal | 16/02/2026 | Peter.Bartlett@education.vic.gov.au |
| Frank Htnajuk | School Council President | 30/09/2025 | Melanie Wyatt <Melanie.Wyatt@mornpen.vic.gov.au> |
| Drew Jackson | Chief fire warden | 30/09/2025 | firemarshal@somersfire.org |
| Somers staff | Campus principal | 30/09/2025 | corey.green@education.vic.gov.au |

