Marlborough Primary School

Emergency and Critical Incident Management Plan 2024-2025

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Department of Education and Training

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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.

Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	**Pre-Emergency** • Maintain current contact details of IMT members. • Conduct regular exercises/drills. • Ensure students/staff with special needs list and staff trained in first aid list are up to date. • Ensure our emergency response procedures are kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene our IMT as required. • Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. • Brief the incoming emergency services and respond to their requests.

	• Report the emergency to the Security Services Unit on 9589 6266. **Post- Emergency** • When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations. • Organise debrief with the IMT and, where appropriate, with any attending emergency Service. • Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.
Planning Officer	**Pre-Emergency** • Assist the Chief Warden. • Identify resources required. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and scope of the emergency. • Report any changes in the situation to the Chief Warden. • Act as directed by the Chief Warden. • Plan for contingencies. **Post- Emergency** • Collect and evaluate information relating to the emergency. • Identify recovery needs and develop a recovery plan (if required).
Operations Officer (Area Warden)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits. • Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas. • Participate in emergency exercises/drills. **During Emergency** On hearing alarm or becoming aware of an emergency, the Operations Warden will: • Attend the emergency control point. • Communicate with the Chief Warden by whatever means available and act on instructions. • Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. • Direct logistics officer (wardens) to check the floor or area for any abnormal situation. • Commence evacuation if the circumstances on their floor or area warrant this. • Control the movement of people. • Co-opt persons as required to assist a logistics officer (wardens) during an emergency. • Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed. • Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable. **Post Emergency** • Compile report of the actions taken during the emergency for the debrief.
Communications Officer	**Pre-Emergency** • Assist the Chief Warden.

	• Attend training in the use of the school's communication system. • Maintain records and logbooks and make them available for emergency response. • Ensure emergency and parent contact details are up-to-date. • Participate in emergency exercises/drills. **During Emergency** • Attend the emergency control point. • Ascertain the nature and location of the emergency. Maintain up to date information. • Confirm that emergency services have been notified. • Notify appropriate IMT members. • At the direction of the Chief Warden provide instruction and information to staff, students , parents and Heathmont College as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
Logistics Officer (Warden)	**Pre-Emergency** • Ensure staff and students are aware of the emergency response procedures. • Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish). • Participate in emergency exercises/drills. **During Emergency** Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following: • Attend the emergency control point. • Operate the communication system in place. • Check that any fire doors and smoke doors are properly closed . • Close or open other doors in accordance with the emergency response procedures. • Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Act as lead of groups moving to nominated assembly areas. • Report status of required activities to the operations officer (area warden) on their completion. • Act as directed by the Chief Warden. **Post- Emergency** • Compile report of the actions taken during the emergency for the debrief.
First Aid Officer	Pre Emergency - Maintain Emergency First Aid Kit During Emergency - Triage first aid issues as they arise - Manage treatment of students, staff, and others - Inform Warden of issues concerning safety

	After Emergency -Ensure all reports and paperwork are filled in by the relevant staff -Ensure relevant families are contacted regarding students involved in first aid incidence during the emergency

Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Bushfires or grassfires	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 shelter-in-place and evacuation points. !* Check CFA website, alerts during the bushfire season. !* Schedule and practice emergency evacuation drills on a regular basis. !* Ensure there is a business continuity plan in place. !* Grief counselling services.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Ensure that all debris is cleared regularly and items identified by local fire services are attended to during regular working bees and grounds maintenance.	**Consequence** Major **Likelihood** Possible **Risk Level** High
Building fire	Risk of injury 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. !* Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. !* Ensure there is a business continuity plan in place.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. !* Regular inspection of fire equipment	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Severe weather, storms and flooding	Risk of roof, gutters, drains causing flooding Risk of injury. Risk of property damage.	Ensure roofs/gutters/drains are clear. !* Liaise with SES/local government to identify potential risks. !* Develop contingency for storage of equipment/materials if necessary. !* Test communications !* Ensure there is a business continuity plan in place. !* Complete the Flood risk identification assessment.	Effective	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Ensure that all debris is cleared regularly and items identified by local SES/local government are attended to during regular working bees and grounds maintenance.	**Consequence** Minor **Likelihood** Possible **Risk Level** Medium
Intruders/personal threat	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged	Ensure any visitors/contractors sign in through the office area when they first arrive on site.	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	School follows lockdown or evacuation procedures	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Earthquake	Risk of injury. Risk of property damage or property loss.	Ensure EMP is up-to-date. !* Training to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold. !* Ensure there is a business continuity plan in place.	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	School follows evacuation procedures. Students and staff are taught the drop, cover and hold technique.	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium

Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Ensure each phone has a Bomb Threat Checklist available. !* Schedule and practice emergency evacuation drills on a regular basis. !* Implement and follow Bomb Threat response procedure (located in EMP).	Effective	**Consequence** Severe **Likelihood** Unlikely **Risk Level** High	Schedule and practice emergency evacuation drills on a regular basis. !* Implement and follow Bomb Threat response procedure	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
School Bus accident/Vehicle Incident	Risk of death/injury	Ensure drivers have a valid driver's licence and full comprehensive insurance !* Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary postpone the trip.	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level** High	Postpone the trip if weather is inclement or risky	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Pandemics and communicable diseases	Risk of Health and/or Death (in extreme cases of a pandemic)	Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template !* Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) !* Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser !* Ensure staff and children are educated about covering their cough to prevent the spread of germs	Effective	**Consequence** Severe **Likelihood** Possible **Risk Level** Extreme	Water and soap available in all toilet areas. Students regularly reminded about hygiene etiquette. Parent information and education through the school newsletter	**Consequence** Major **Likelihood** Possible **Risk Level** High
Major medical emergency	There is a risk to health and possibly death.	First Aid Officer is appointed and training is up-to-date. !* First Aid Officers follow first aid and infection control processes. !* Staff are aware of emergency procedures	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Ensure staff are regularly trained and updated in First Aid. The First Aid room is stocked with basic first aid supplies	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Off-site emergencies	Risk of injury to staff and student's in the event that an emergency occurs offsite at an excursion, professional development day, camp or other offsite activity.	Complete the Student Activity Locator. !* Adhere to the Guidelines for Outdoor Education. !* Staff should follow DET's Work-related driving procedure.	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	Adhere to the school's excursion and camps procedures and policies. Ensure that all camps and excursions are logged on the Student Activity Locator	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	Staff are aware of processed and procedures and have an awareness of families who are involved with AVO's or restricted custody.	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level**	Staff are aware of Code Black lock down procedures	**Consequence** Major **Likelihood** Possible **Risk Level**

				High		High
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.	Staff are aware to report anything suspicsious to the Principal Enact EMP.	Acceptable	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	Practise all evacuation processes throughout the year to ensure staff and students know what to do is a threat is called to the school.	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage. Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals	Maintain roofs and gutters regularly. Conduct visual inspections of the gutters annually and before a major weather event	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	Inspect trees regularly as part of Emergency Maintenance Plan. Trim back trees and foliage when necessary. Consider emergency response procedure in the event of a severe weather event.	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)	The community is made aware of exclusion processes on a yearly basis	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	Inform the community when a confirmed outbreak occurs. Contact the Department of Health for advice	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets	When issues with water arise, staff and students make the Principal aware	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	Contact Yarra Valley Water to obtain supply of drinkable water	**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	• Recognise indicators of Child Abuse • Child Safe Standards • PROTECT protocol • Student Critical Incident Advisory Line • Student Support Services/Student Welfare Coordinator • Train all staff around our Child Safety Code of Conduct	Acceptable	**Consequence** Severe **Likelihood** Unlikely **Risk Level** High	Report all suspected incidences of Child Abuse to DHHS 9843 6000 report to Child Protection eduSafe Plus report SSS Staff support Annual review of Child Safe policy, procedures and code of conduct	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Information Security	Probable Causes: Hacking; Malware virus; Unprotected	• Privacy (including DET's Schools' Privacy Policy)	Acceptable	**Consequence**	Tech support	

				Consequence / Likelihood / Risk Level	Action	Residual Risk
	systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	• 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 • Password protocols for ICT adhered to by all staff.		Moderate **Likelihood** Rare **Risk Level** Low		
Medical Emergency	Probable causes: Accident/misadventure; known/unknown illness Probable consequences: Ill health, recuperation; hospitalization; impact on continuity of education; Psychological distress for those witnessing incident	• Staff trained in first aid • First Aid Kit • Staff observant to signs of illness • Medical history – staff/students • First Aid and Infection Control Procedure • Medication Authority Form and authority to administer • Policies and processed communicated to community	Effective	**Consequence** Moderate **Likelihood** Likely **Risk Level** High	Staff member assigned to regularly update and check all first aid information on students.	**Consequence** Moderate **Likelihood** Likely **Risk Level** High
Mental Stress	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning	• Student Support Services • Well-being staff in school • SafeMinds • Navigator Program • Student Engagement and Inclusion Guidance • Building Resilience Framework • Victorian Anti-bullying and Mental Heath Initiative • Communication with staff policy created and distributed to community	Acceptable	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	- eduSafe Plus as part of a culture of reporting - SSS support staff	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Missing person - school or school camp/excursion	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Unknown - i.e. distress Probable consequences: injury; interrupted education; psychological trauma/distress	• School records attendance • Student engagement policy to promote school attendance and address truancy, which is staged • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator to be completed ahead of all camps (which includes outlining all students to attend camp) • List of students to attend camp to be held at school site and by Teacher in Charge on camp. • School excursion/camp risk assessment • Staff report any missing student to Principal as soon as recognised	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	- eduSafe Plus report - SSS support staff	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium
Traumatic Death/Injury/Grief	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations;	• Student Support Services • Well-being staff in school • Managing Trauma Guide • Incident Support and Operations Centre referrals • Employee Assistance Program	Effective	**Consequence** Severe **Likelihood** Rare	Ambulance called parents / carers called First aid administered eduSafe Plus report	**Consequence** Severe **Likelihood** Rare

				Consequence / Likelihood / Risk Level			
	Disruption to school operations; Stress, psychological injury, impact on well-being requiring support	• SEIL contacted for DET SSS to be engaged		**Risk Level** Medium		**Risk Level** Medium	
Violence, Aggression and/or harassment	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	Site based policies and strategies • Lunchtime and recess supervision • Behavioral Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student School pursues specific interventions or referrals as required/appropriate: • Trespass order • Child Protection referral • Family violence referral Specific supports for students with challenging behaviors and interventions: • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged Training • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism Specific support for teacher/staff in dealing with challenging behaviours • Employee Assistance Program (EAP) for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service Refer to additional resources for impacted persons	Acceptable	**Consequence** Major **Likelihood** Possible **Risk Level** High	• School wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support • Lockdown procedures • eduSafe Plus reporting • Communication of school values	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	
COVID-19	Probable Causes: Contagious illness. Probable consequences: Spread of illness; High absenteeism, school closures	Existing controls are detailed within the following documents: DET *School Operations Guide* https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/ *Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)* developed by Victoria's Chief Health Officer (https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx).	Acceptable	**Consequence** Severe **Likelihood** Likely **Risk Level** Extreme	The Principal will monitor the regular COVID updates provided to schools to ensure any revised controls are implemented at the school level.	**Consequence** Major **Likelihood** Possible **Risk Level** High	

School Bus Program Emergencies – Client School	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	• Compliance with the School Bus Program Emergency Management Operational Guidelines • School's EMP is consistent with bus operators EMP • School Bus Program emergency management procedures are socialised with school and bus operators. • Students are supervised during bus arrivals and departures • Log of bus travel risks maintained. • School maintains accurate bus rolls to determine who is travelling on a school bus each day. • School maintains emergency contact records for all students travelling on buses. • School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.				
School Bus Program Emergencies – Coord Schools	Probable causes: Emergency incident such as; bushfire, grassfire, flood, severe weather event or accident that impacts on the safe bus transport of students to and from school. Probable consequences: Risk of death/injury to passengers or pedestrians; Delay/disruption	• Compliance withSchool Bus Program Emergency Management Operational Guidelines or Students with Disabilities Transport Program Emergency Management Operational Guidelines *[select relevant program guidelines and remove other]* • School EMP contains accurate bus route information, route maps and emergency contact details • A copy of the school's EMP is provided to Bus operators • Regular meetings held with Bus operators to support consistency of procedures. • School Bus Program emergency management procedures are socialised with the school, client schools • Students are supervised during bus arrivals and departures • Bus coordinator appointed • Log of bus travel risks maintained • School maintains accurate bus rolls to determine who is travelling on a school bus each day • School maintains emergency contact records for all students travelling on buses • School bus routes travelling through confirmed Catastrophic FDR weather districts will be cancelled.				

Snakes	Probable Causes: Warm, dry temperatures; Proximity of bushland/grassland to school Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• School grounds are cleared of all refuse and grass is cut regularly • Staff with first aid qualifications are trained in responding to a snake bite • Staff wear protective footwear on yard duty • School has a closed shoe policy • Food in the chicken coup/shed is kept in tight sealed containers to reduce vermin • Phone number of snake handler is on display in office - 0412 777 211 and 03 9812 3322	Acceptable	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium	• Teach students the safe procedure when seeing a snake: Keep it in sight, slowly walk away, tell a staff member.	**Consequence** Severe **Likelihood** Rare **Risk Level** Medium

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	• 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 and/or closure]* plans for days of elevated fire danger to school community via *[information session, newsletter, letter]* at the start of the school year and prior to the fire danger period.
		• 'Annual facilities bushfire readiness review checklist' is implemented in October to prepare for the bushfire season
		• A WatchZone of *[insert your predetermined watch zone]*kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents.
		• Excursions occurring in bushfire prone areas or in areas surrounded by grassland adhere to the policy for *Excursions including camps and adventure activities*, 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.
		• 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.
		    o Closure on determined Catastrophic days
		    o For Categories 0, 1, 2 relocation/closure on *[relevant Fire Danger Rating]* days				

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation/relocation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors to west side of the Marlborough PS oval • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with emergency service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after on-site evacuation/relocation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. • Complete your Post Emergency Record.
Off-site evacuation procedure	If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Identify which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors to the Heathmont Reserve, 264 Canterbury Rd, Heathmont VIC 3135. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained.

	• Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Notify the Council so they can unlock facilities at the Heathmont Baseball Club 1300 88 22 33 • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. **Actions after off-site evacuation procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Lock-down procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Initiate the lock-down, using 'code black' 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. This needs to be messaged through to the school mobile 0432 313 468. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times.

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

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

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

Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Bushfires or grassfires	**Call 000** for emergency services and seek and follow advice. - Activate the fire alarm. - If appropriate, follow the procedure for on-site/off-site evacuation or shelter-in-place procedure. - 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 , 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 Incident Support and Operations Centre (ISOC) on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required.Direct all Media enquiries to DET Media Unit on 8688 7776.
Building fire	**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 ***west side of the school oval***, 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 Incident Support and Operations Centre (ISOC) on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 8688 7776
Severe weather, storms and flooding	**Call 000** if emergency services are needed and seek and follow advice. - Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. - Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. - During a severe storm: - Remain in the building and keep away from windows. - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.

	- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. - Disconnect electrical equipment - cover and/or move this equipment away from windows. - Report emergency to the Security Services Unit on 1800 126 126. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. - Listen to local radio or TV on battery-powered sets for weather warnings and advice.
Intruders/personal threat	**Call 000** for emergency services and seek and follow advice. - Notify staff of CODE BLACK - If appropriate, follow the lockdown, shelter in pace, or lockout procedure. - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary. - Check that all students, staff, visitors and contractors are accounted for. - 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. - Contact parents as required. - Direct all Media enquiries to DET Media Unit on 9637 2871
Earthquake	- Call **000** if emergency services are needed and seek and follow advice. - The Chief Warden will convene the IMT if necessary. - Report emergency to the Security Services Unit on 9603 7999. - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. **If Outside** Instruct staff and students to: - Stay outside and move away from buildings, streetlights and utility wires. - DROP, COVER and HOLD - DROP to the ground - Take COVER by covering your head and neck with their arms and hands - HOLD on until the shaking stops. **If Inside** Instruct staff and students to: - Move away from windows, heavy objects, shelves and so on - DROP, COVER and HOLD - DROP to the ground - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms - HOLD on until the shaking stops. **After the earthquake** - Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in. - If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse. - Arrange medical assistance where required. - Help others if you can.

	• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden. • Contact parents as required. • Tune in to ABC radio if you can and follow any emergency instructions. • If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes. • Direct all Media enquiries to DET Media Unit on 9637 2871.

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

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

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

If you are at the site of an explosion
  - Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
  - Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.
  - Help others to leave the area. Use stairs instead of elevators.
  - Be aware of weakened floors and stairways and watch for falling debris.
  - Once out of the affected building:

	▪ Move students away from windows and glass doors or other potentially hazardous areas ▪ Use caution to avoid debris that could be hot or sharp ▪ Call 000 for emergency services and seek and follow advice ▪ Report the emergency to the Security Services Unit on 9589 6266 ▪ Be aware of any potential secondary explosions ▪ Limit use of phones as communications systems may become congested.
School Bus accident/Vehicle Incident	• Call 000 to request emergency assistance, if required. • Contact emergency services agencies to ascertain local information on status of any notified emergency. • Report emergency to the Security Services Unit on 1800 126 126. • Advise emergency services of the status and location of bus services and seek assistance if required. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm/provide instruction to driver with regard to destination. • notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children). • Keep an accurate log of all communication in relation to the event. • Receive confirmation of bus's arrival at destination from driver and/or supervising staff. • Direct all Media enquiries to DET Media Unit on 8688 7776.
Pandemics and communicable diseases	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.

Major medical emergency	• If a medical emergency occurs on a school site or on a camp/excursion
	   ○ Call' 000' if immediate/life threatening
	   ○ Administer first aid
	   ○ Contact parent/guardian of affected student
	   ○ Contact Incident Support and Operations Centre (ISOC) on 1800 126 126
	   ○ Record evidence (if applicable)
	   ○ Keep other students away from the emergency/incident
	   ○ Provide support for students who may have witnessed early stage of emergency

Off-site emergencies	• Refer to Risk Assessment document for specific instructions for the event • Call the school to notify them of the incident • Follow the instructions given by the emergency management team at the venue • If required, call 000 and follow the directions of emergency services

Intruder	**Call 000** for emergency services and seek and follow advice. - Report the emergency immediately to the Chief Warden. - Do not do or say anything to the person to encourage irrational behaviour. - Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. - Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. - 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 8688 7776
Bomb/substance threat	**If a suspicious object is found (or the threat identifies the location of a bomb)** *Immediate response* - Immediately clear and cordon off the area in the vicinity of the object. - Call **000** for police and seek and follow advice. - Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive. - Report the emergency to the Security Services Unit on 9603 7999. - Do not approach, touch, tilt or tamper with the object. *Evacuation* - Evacuate the school and: - Ensure students and staff are not directed past the object - Alert any other services co-located at the school site - Check that all students, staff and visitors are accounted for - Restrict all access to the site and ensure there are no barriers inhibiting access by police *Communication* - Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police. - Contact parents when evacuation is complete and it is safe to do so. - Notify your regional emergency management contact and seek advice if necessary. - Direct all Media enquiries to DET Media Unit on 9637 2871. - Await "all clear" advice from police before returning to school buildings to resume normal school activities. **If a bomb/substance threat is received by telephone** **DO NOT HANG UP** - Keep the person talking for as long as possible and obtain as much information as possible. - Without alerting the caller, signal a co-worker to: - call 000 for police on a separate phone - notify the Chief Warden/principal - report emergency to the Security Services Unit on 9589 6266. - Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the **"Related**

forms" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):

- gender of caller
- age of caller
- accents and speech impediments
- background noises
- key phrases used
- whether the threat is automated/taped/recorded.

Ask the caller:

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

If a bomb/substance threat is received by letter

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

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

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

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If you are at the site of an explosion

- o Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- o 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.
- o Help others to leave the area. Use stairs instead of elevators.
- o Be aware of weakened floors and stairways and watch for falling debris.
- o Once out of the affected building:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Report the emergency to the Security Services Unit on 9589 6266
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.

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<td>Child Abuse</td>
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In the event of an incident, disclosure, or suspicion of child abuse, the school will:
- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

For suspected student sexual offending, the school will:
- Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.
- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

All incidents or suspected incidents of Child Abuse are to be reported to the Principal immediately.

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In the event of an incident, disclosure, or suspicion of child abuse, the school will:
- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at

https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

For suspected student sexual offending, the school will:
- Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.
- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at

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In the event of an incident, disclosure, or suspicion of child abuse, the school will:
- Follow the *Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
- Report the incident internally to the Incident Support and Operations Centre (ISOC) by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the Incident Management and Support Unit (IMSU), available on the same phone number.

This is an abridged version of schools' obligations which are outlined in more detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* hyperlinked at

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For suspected student sexual offending, the school will:
- Follow the *Four Critical Actions for Schools on Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf.
- Report the incident internally to ISOC by calling 1800 126 126. If you require additional advice and support with managing the incident, ask to consult with the IMSU, available on the same phone number.

	The Four Critical Actions is a summary of schools' obligations which are outlined in greater detail in *Identifying and Responding to Student Sexual Offending* hyperlinked at https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf
Information Security	- Contact your IT specialist technician for advice and support - If you require support from IMTD contact the Service Desk through one of the following mechanisms: - Phone 1800 641 943 - Email servicedesk@edumail.vic.gov.au - Submit an IT Service Request through the Service Gateway - If the incident involves sensitive and/or personal information that may identify an individual without their consent - Phone the privacy help desk on 8688 7967 - Email privacy@edumail.vic.gov.au - Consider notifying the Media Unit on 8688 7776 - If the information security breach is considered malicious contact local police - Offer impacted staff option to access EAP (as applicable) - Offer Student Support Services support to impacted students (as applicable)
Medical Emergency	If a medical emergency occurs on a school site or on a camp/excursion - Call' 000' if immediate/life threatening - Administer first aid - Contact parent/guardian of affected student - Contact Incident Support and Operations Centre (ISOC) on 1800 126 126 - Record evidence (if applicable) - Keep other students away from the emergency/incident - Provide support for students who may have witnessed early stage of emergency
Mental Stress	- If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000' - Administer first aid (if appropriate) – keep physically and emotionally safe - Report the incident to the Incident Support and Operations Centre on 1800 126 126 - Consider whether the following supports are appropriate: - School's student wellbeing officers - Student Support Services - Doctors in Secondary Schools - Kids Helpline - 1800 55 1800 - Headspace in schools 0458 559 736 - Lifeline - 13 11 14

	- Referral to the Navigator program for wrapround support for disengaged learners - Suicide prevention resources from Beyond Blue and/or Headspace - CAT Team – acute mental health triage - EAP - Employee Assistance Program 1300 361 068
Missing person - school or school camp/excursion	If student/child is missing and/or cannot be accounted for: - Search the immediate area - Contact the parent/carer - Contact '000' for police to report child missing - Provide a description, time last seen and location - Report the incident to the Incident Support and Operations Centre on 1800 126 126
Traumatic Death/Injury/Grief	If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff): - Contact '000' for police/ambulance attendance - Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 - Seek Student Support Services support - Refer to the *'Managing Trauma'* guide to support, plan for, and lead an effective recovery including: - Develop a Communications Plan – check what information can be released: - Notification (as appropriate) to school community – letter, newsletters, emails, phone calls, text messages or SMS alert - Limit exposure to ongoing trauma, distressing sights, sounds and smells - Continue to identify those most at risk and triage for support - Consider tribute, memorial, ritual - Monitor the wellbeing of staff - Actively implement self-care strategies - If the incident occurs on school premises/camp/excursion - Preserve the evidence - Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management - Contact Legal Division on 9637 3146 - Consider a Worksafe Notification 13 23 60 - Contact Communications Division/Media Unit on 8688 7776
COVID-19	Key steps to respond to suspected or confirmed COVID-19 cases are outlined in the Safety Management Plan for COVID-19 (COVIDSafe Plan): For all suspected or confirmed cases of COVID-19 in schools, refer to the advice in the Operations Guide for **Managing a suspected or confirmed case of coronavirus (COVID-19)**

	- For suspected cases in staff, refer to the advice in the Operations Guide regarding **Required actions for suspected cases of coronavirus (COVID-19) in staff in schools** and **Required actions for multiple suspected cases of coronavirus (COVID-19) in staff in schools** - Also see the advice in the Operations Guide regarding **Management of an unwell student or staff member** - Principals are also to implement the actions outlined within the action checklist for principals PDF or in a word accessible version.
Severe weather event	**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 west side of the school oval, 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 9603 7999. - 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
Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions (https://edugate.eduweb.vic.gov.au/edrms/SEMD/_layouts/15/WopiFrame2.aspx?sourcedoc=/edrms/SEMD/SEMdoct/Pandemic%20Influenza%20Incident%20Response%20Plan%20June%202017.docx&action=default) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
Loss of essential services	**When there is a loss of essential services (power, water, communications):** - Determine which services are affected and the extent of the impact. - Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. **Call 000** if emergency services are required to respond e.g. power lines down in front of school. - Contact the relevant provider/s to report outage and ascertain when restoration will occur. - Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. - Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary. - Report the loss of essential services to the Security Services Unit on 1800 126 126. - Contact parents as required.

	Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours. • Insert any additional steps, including mitigation steps that you have identified in your risk assessment
Violence, Aggression and/or harassment	Violence, aggression, harassment, on school site: • Intervene only if safe to do so • Contact '000' if immediate/life threatening and require police/ambulance attendance • Initiate action to confine or isolate the aggressor • Determine whether evacuation, lock-down or Shelter in Place is required. • Administer first aid if required and safe to do so • Contact parent/guardian of student(s) impacted • Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126 • Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan • Record evidence (if applicable) • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place If staff are directly impacted: • Consider lodging an eduSafe report • Consider whether a report to WorkSafe is required • Contact Employee Assistance Program for support • Consider liaison with the Principal Early Intervention Program If there is an allegation of reportable conduct: • Notify the Employee Conduct Branch on 9637 2595 or employee.conduct@edumail.vic.gov.au and follow their advice
School Bus Program Emergencies – Client School	**Forecast Emergencies** The client school principal (or delegate) will: • enact the school's Emergency Management Plan • monitor the VicEmergency website, app or telephone service for emergency forecast warnings • receive notification of school bus service cancellations from the coordinating principal (or delegate) • notify parents/guardians of affected students of the bus cancellation(s) • notify the coordinating principal that parents/guardians of all affected students have been advised of service cancellations • make alternative transport arrangements for students as required • seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required. **Rapid Onset Emergencies** The client school principal (or delegate) will: • enact the school's EMP • call 000 to request emergency assistance if required

	- use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings - receive notification of impacts to the school bus service from the coordinating principal - hold all students on affected services at the school until the all clear is given by emergency services and the coordinating school principal - notify parents/guardians of affected students at their school of the situation and if possible advise when and where it is safe for their child to be picked up - notify coordinating principal that parents/guardians of all affected students have been advised of service cancellations and other relevant information - seek advice from the SEIL and/or DET regional emergency management staff or CECV/ISV as required keep an accurate log of all actions/decisions in relation to the event. **After an Emergency** The client school principal will: - participate in post-event debriefs led by either DET or DOT as appropriate - document learnings from the event - receive and provide feedback from/to stakeholders as appropriate - update the EMP (as required) with support and advice from DET regional emergency management staff
School Bus Program Emergencies – Coord Schools	**Forecast Emergencies** The coordinating school principal (or delegate) will: - monitor the VicEmergency website, app or telephone service for emergency forecast warnings - enact the school's Emergency Management Plan - complete the following by 3.30pm the day prior to the forecast emergency event: - utilise relevant information sources to consider any discretionary cancellations of bus routes travelling through high risk areas in consultation with school bus operators (adhere to the Bushfire Preparedness Procedures for Education Facilities for Fire Danger Rating (FDR) forecasts) - seek approval from the Regional Director for school bus service cancellations (for Category 1 and 2 schools on the BARR, bus cancellation approval is incorporated in school closure or relocation approval for an elevated FDR forecast) - notify the following stakeholders of the status of the school bus service: - school bus operators - client school principals - early childhood services (if applicable) - parents/guardians of affected students from the coordinating school - other approved travellers (which could include teachers, general public, tertiary students and pre-school students) - DE regional emergency management staff - Continue to liaise with DE regional emergency management staff to advise of the situation and actions taken. **Rapid Onset Emergencies** The Coordinating Principal (or delegate) will:

| | enact the school's Emergency Management Plan call 000 to request emergency assistance, if required use the VicEmergency website, app or telephone service and emergency broadcast information on television or radio to get ongoing emergency information and warnings convene an Incident Management Team (IMT) as required notify and seek advice from the SEIL and/or DET regional emergency management staff as required report emergency to the Incident Support and Operations Centre on 1800 126 126 direct all media enquiries directly to the DE Media Unit conduct the following actions as relevant to the situation: make a decision whether to cancel an affected or potentially affected bus route in full hold all students on affected services at the school until the all clear is given from emergency services, either directly or via DET region emergency management staff. liaise with bus operators and drivers regarding school bus services and instruct drivers not to leave the school until the all clear is given Notify parents/carers and client schools of bus route service cancellations
when students are en route:
advise emergency services of the status and location of bus services and seek assistance if required
confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so
ensure confirmation of bus's arrival at destination is received from the bus driver
when overnight or before school:
determine whether the bus service is to be cancelled or not
when students are at school:
notify the following stakeholders of the status of the school bus service:
school bus operators
client school principals (government and non-government)
early childhood services (if applicable)
parents/guardians of affected students from the coordinating school
other approved travellers (which could include teachers, general public, tertiary students and pre-school students)
DE Incident Support and Operations Centre (ISOC) on 1800 126 126
DE regional emergency management staff
keep an accurate log of all actions/decisions in relation to the event. No bus routes will be modified unless directed by emergency services and in consultation with the Regional Manager, Operations and Emergency Management, where required.

After an Emergency |

	The coordinating principal will: - participate in post-event debriefs led by either DE or DOT as appropriate - document learnings from the event - receive and provide feedback from/to stakeholders as appropriate - update the EMP (as required) with support and advice from DE regional emergency management staff
Snakes	- Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous. - Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away. - If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away. - If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times. - If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure. - If the snake is located inside a building, consider the need to evacuate the classroom or building. - Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called. - If the snake remains on school grounds, call the local licensed snake catcher on insert local snake catcher contact details here. - Report the incident to the Incident Support and Operations Centre on 1800 126 126.
Bushfire/Grassfire	**Bushfire/Grassfire Specific Emergency Response Procedures.** **Triggers for Action.** The need for action by the school is triggered when there is a bushfire or grassfire that; - is observable, or - identified via Vic Emergency App within 20km from the school. - there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your School. **Immediate Actions / Seek Advice .** - If immediate emergency services assistance is required phone '000'. - Seek advice from your regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, or regional IMT (if activated). They can gain additional information and advice from emergency services for you. <table><tr><th>Name</th><th>Role</th><th>Mobile number</th></tr><tr><td>Insert name</td><td>Manager Operations and Emergency Management</td><td>Insert Number</td></tr><tr><td>Insert name</td><td>Emergency Management Support Officer</td><td>Insert Number</td></tr></table> - Report the incident to ISOC (1800 126 126) - Convene your Incident Management Team (IMT) - Continue to monitor conditions such as wind change, size of fire, direction of travel.

- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the school site, seek further advice to determine if any actions are necessary.

Other sources of Information

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

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

VicEmergency Warning	What it means	School Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your school is in an Advice Warning area, then ==seek advice== and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your school is in a Watch and Act Warning area, ==seek advice and then decide== whether to; • remain on site, shelter in place (if required) and monitor the situation • call parents to pick up their children • evacuate the school to your offsite bushfire evacuation location (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==.

Sheltering in Place.

If sheltering-in-place is required, move all students, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.

	- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists. - Check fire equipment including; torches, water, batteries, radio, water, mops, buckets, school portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the ==*Shelter in Place*==. - Check that all students, staff and visitors are accounted for. - Ensure communications with emergency services are maintained. - Advise parents that the school is sheltering in place and they should not come to pick their children up. - If parents arrive, encourage them to stay with their children at the school. - Check all windows and doors in the ==*BER Building*== 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 ==*BER Building*== and the evacuation path between the ==*BER Building*== and ==*West-sdie of the school oval*== and Heathmont Reserve. - 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 ==*BER Building*== 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 > West side *of the school oval* or Heathmont Reserve, via the defined route. - Maintain a record of actions/decisions undertaken and times. **Pre-emptive Actions:** This school is a Category *6* and will relocate/close on days where we are advised. When <u>relocating</u> due to elevated fire danger in line with this plan, the school will use the following relocation checklist: https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx When <u>closing</u> 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

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Continue learning as normal using Heathmont Secondary College facilities and classrooms. Virtual Learning and communication using Google Classroom and Compass Scheduling school event such as Athletics Carnival if advanced notice is given.

Name	Contact Details	Support Role
Heathmont Secondary College	03 9871 4888	Off-site learning location

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

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

Details of arrangements	Continue learning as normal using Heathmont Secondary College facilities and classrooms. Virtual Learning and communication using Google Classroom and Compass Continue normal teaching programs without digital technologies.

Name	Contact Details	Support Role
Heathmont Secondary College	03 9871 4888	Off-site learning location

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

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

Details of arrangements	Seek support from DE NEVR/SEIL. Splitting/combining grades. Combining year levels and running alternative learning program. Using tutors and specialist staff to cover classes. Principal to teach.

Name	Contact Details	Support Role
Mary Azer, SEIL		Liaise with schools to find staff

Business Continuity Checklist

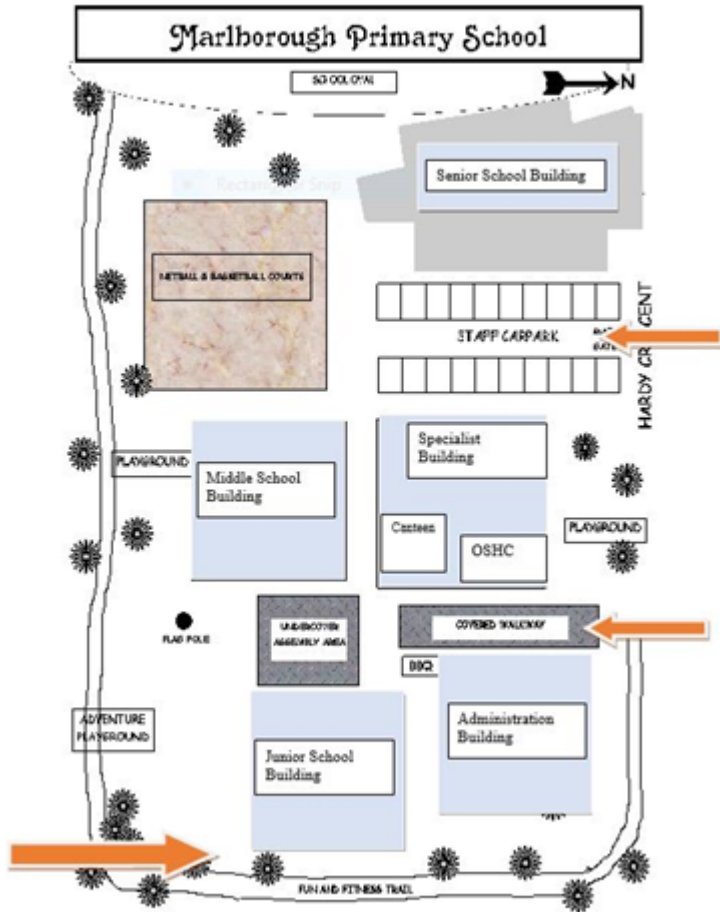| Action	Actioned?
Activate the school's Incident Management Team	Yes
Evaluate the impact of the incident for: - School activities - Impact over time - Manageability - Staffing levels - Resources for recovery	Yes
Identify actions to mitigate impact, including: - Suspension of non-critical activities - Mutual support arranged with other schools - Distance/virtual learning Use of different areas within site - Off-site activities - Back–up of key school data - Using paper based systems - Flexible lesson plans - Using generators, portable lighting	Yes
Produce an Action Plan for maintaining critical activities that includes: - Priorities - Communications - Resource deployment	Yes

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

Area Map

Area Map

Heathmont Baseball Club – off-site evacuation point approximately 500m from school (Council no.: 1300 88 22 33)

School oval – on-site evacuation point approximately 100m from school buildings
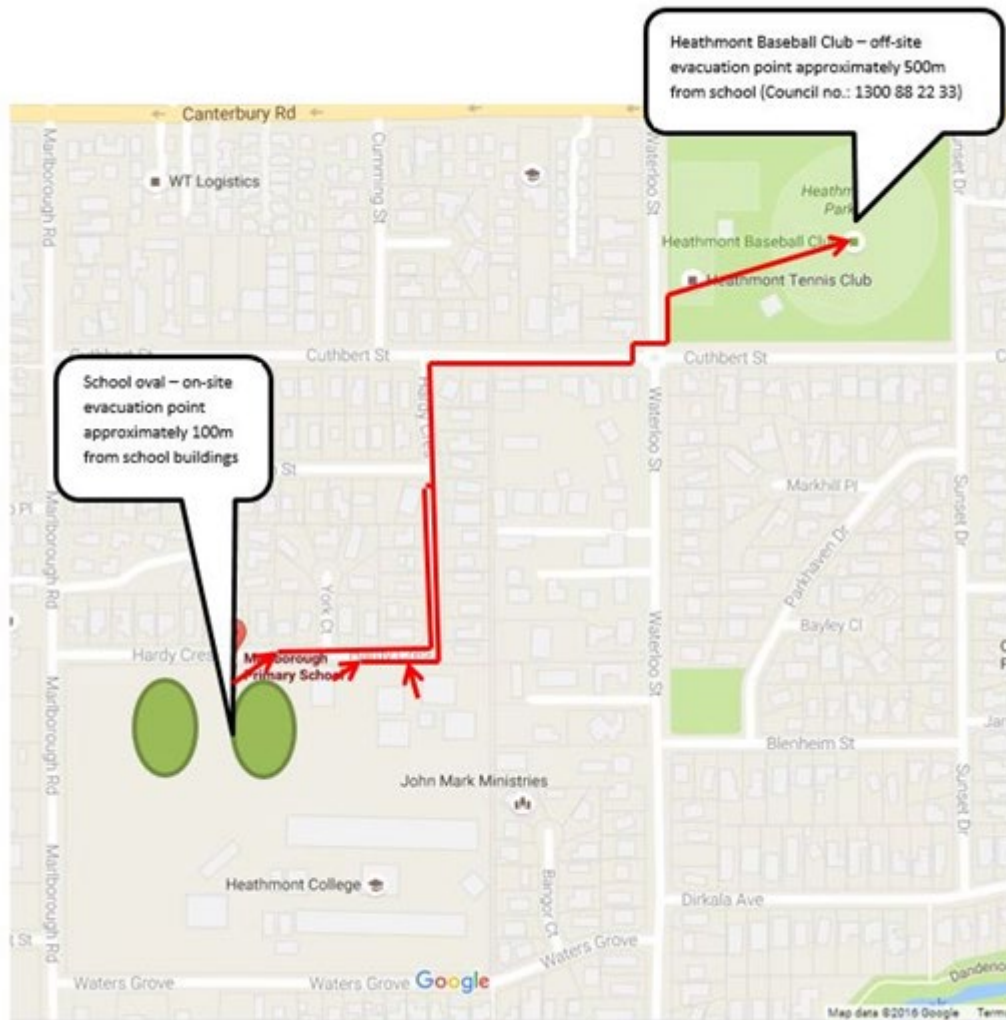
Emergency Vehicle Access Points

Marlborough Primary School

Evacuation Map

Building Name	Evacuation Procedures	
Administration Building	Collect evaucation materials and exit using south doors if safe to do so (if not use north doors). Proceed to school oval.	
Administration Building Main Office	Exit via nearest exit point and proceed to oval.	
Unit D - Level 5/6	Exit via nearest exit point and proceed to oval.	
Unit C - Specialist / OHSC / Canteen	Exit via nearest exit point and proceed to oval.	
Unit B - Level 3/4	Exit via nearest exit point and proceed to oval.	
BER - ELC (F-2) Middle Space	Exit via nearest exit point and proceed to oval.	
BER - ELC R2	Exit via nearest exit point and proceed to oval.	
BER - ELC R3	Exit via nearest exit point and proceed to oval.	
BER - ELC R4	Exit via nearest exit point and proceed to oval.	
BER - ELC R5	Exit via nearest exit point and proceed to oval.	
BER - ELC R7		

Distribution List

Name	Position Title and Organisation Name
Clare Arthurs	School Council President
Timothy Mulhall	Principal
Christina Penna	Business Manager, Marlborough Primary School
All school staff	Staff
Kerryn Sandford	Principal, Heathmont College