Mill Park Secondary College – Middle Years Campus

Emergency and Critical Incident Management Plan 2026-2027

9 - 25 Moorhead Drive, Mill Park, VIC, 3082

03 9407 9700 / mill.park.sc@education.vic.gov.au

Department of Education

Date Approved: 2/09/2026

Purpose

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

Context

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

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

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

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

Facility Profile

School Name/Campus Name	**Mill Park Secondary College**
Address	9 - 25 Moorhead Drive, Mill Park, VIC, 3082
Phone	03 9407 9700
Email	mill.park.sc@education.vic.gov.au
Fax	03 9436 8016
DE Region	NORTH-WESTERN VICTORIA
DE Area	North Eastern Melbourne
LGA	Whittlesea (C)
BOM/Fire District	Central
Is your school on Bushfire At- Risk Register?	No
Operating Hours	8:00-4:06
Number of Students	500
Number of Staff	55
Number of Buildings	7
Is the School a designated Neighborhood Safer Place?	No
Shelter-In-Place Location	Gymnasium
Shelter-In-Place Latitude	Latitude: -37.6613, Longitude: 145.06045
Shelter-In-Place Longitude	Latitude: -37.6613, Longitude: 145.06045
Shelter-In-Place Building Name	Gymnasium

On-site Evacuation Location	Oval
Off-site Evacuation Location	Redleap Reserve
Typical method used for communications to school community	Website, Compass, SMS
Does this school have other services or users of the site?	Yes

Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Operating Hours/Days	Emergency Contact	Phone	Mobile
Reblelz Basketball				0409 210 539		

Building Information Summary

Telephones (landlines)

Location	Number
B Block Main Distribution Board	94079700

Alarms

Description	Location of Control Panel	Monitoring Company	Location of shutoff instructions
Fire	YES in Performing Arts Centre		Controls and shutoff located in the Fire Cabinet in PAC foyer.
Intrusion	YES	Emergency Management	Admin

Other			

Utilities

Description	Location	Service Provider	Location of shutoff Instructions
Gas / Propane	Front of Admin building	Origin Energy	None
Water	Front of campus, Moorhead Drive	Yarra Valley	None
Electricity	Main Distribution board, Admin building	Red Energy	None

Sprinkler System

Control Valve Location	**NIL**
Shutoff Instructions Location	**None**

Boiler Room

Location	**No**
Access	**No**

Emergency Power System

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

Building and Site Hazards

Description	Location

Asbestos in eaves and roof lining	Portables: 4492, 4515, 4240, 5475 and toilet block 3402

Additional Profile Information

Additional Info	**Mill Park Secondary College Senior Campus enrollment includes International Students. A list of students current as at 27-8-25 is attached.**

Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation drill	Simon Mcrae	20/03/2024	19/04/2024
Term 2	Evacuation Drill	Simon Mcrae	02/05/2024	09/05/2024
Term 3	Lockdown drill	Simon Mcrae	05/08/2024	05/08/2024
Term 4	Lockdown drill	Simon Mcrae	05/12/2024	05/12/2025
Term 1 2025	Evacuation Drill	Simon Mcrae	05/02/2025	28/02/2025
Term 2 2025	Evacuation Drill	Simon Mcrae	05/05/2025	04/03/2025
Term 3 2025	Lockdown overview	Simon Mcrae	16/07/2025	
Term 4 2025	Evacuation overview - PAC	Simon Mcrae	10/11/2025	
Term 1 2026	Evacuation Overview	Simon Mcrae	02/02/2026	
Term 2 2026	Lockdown Overview	Simon Mcrae	15/04/2026	
Term 3 2026	Lockdown Drill	Simon Mcrae	08/09/2026	
Term 4 2026	Evacuation to Oval	Simon Mcrae	08/10/2026	
Term 1 2027	Evacuation - Walk through procedure	Simon Mcrae	18/02/2027	
Term 2 2027	Lockdown - Walk through procedure	Simon Mcrae	18/05/2027	

Students or Staff with Additional Needs

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

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

Category	Number of Staff	Number of Students
Anaphylaxis	0	7
Asthma	0	41
Epilepsy	0	2
Diabetes	0	1
International Students	0	12

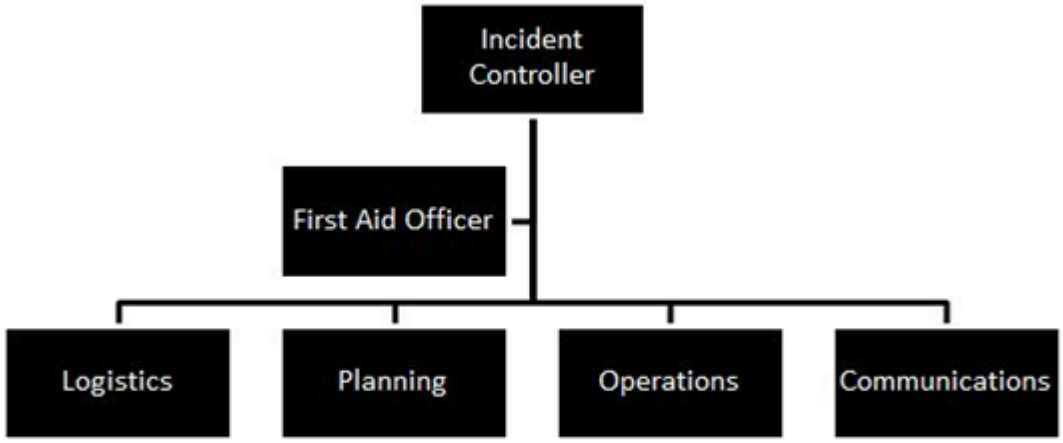
Emergency Kit Checklist

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

Review Emergency kit checked date

Date emergency kit checked	
Next check date	

Emergency Control Organisation (ECO)

ECO Structure


Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	**Name:** Tim Natoli **Phone/Mobile:** 0422 992 394	
Planning Officer	**Name:** Melissa Stephens **Phone/Mobile:** 0415916500	
Operations Officer (Area Warden)	**Name:** Vittoria Saliba **Phone/Mobile:** 0414 966 893	
Communications Officer		

	Name: Helen Tsolakis **Phone/Mobile:** +61 431 071 750	
Logistics Officer (Warden)	**Name:** Simon McRae **Phone/Mobile:** 0478750044	
First Aid Officer	**Name:** Pia James **Phone/Mobile:** +61 477 502 737	

Emergency Control Organisation Roles & Responsibilities

ECO Roles	Responsibilities
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 and parents as required. • Keep a log of events that occurred during the emergency. • Act as directed by the Chief Warden. **Post- Emergency** • Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. • Contact parents as required.
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	• Maintain updated Confidential Medical Reports • Maintain Emergency Kit • Keep medication records and any medication for students

Emergency Contacts

During emergency, refer any of the emergency contacts

School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Tim Natoli	0422 992 394		
Business Manager	Mark Pickett	0409 330 006		
First Aid Officer	Pia James	+61 477 502 737		
School Welfare Officer	Lukas Farfalla	0402 529865		
School Council President	Randa Rafiq	0403 359 578		
International Student Coordinator	Haiying Pan	0403 011 941		

DE Contacts

Roles	Name	Phone	Mobile
Regional Director	Tip Kennedy	(03) 8904 2674	0434 849 549
Regional Office(nwvr@education.vic.gov.au)	emergency.nwv@education.vic.gov.au	1800 338 663 - General Enquiries	
Manager, Operations & Emergency Management	Allison Hughes	4433 7547	0477 763 238
Emergency Management Support Officer	David Browne	9056 5187	0436 819 074
Incident Support and Operations Centre (ISOC)		1800 126 126	
MakeSafe Program(VSBA)		1300 133 468	
OHS Advisory Service		1300 074 715	
Employee Wellbeing Support Services (Converge)		1300 291 071	
Media Unit (on call 24/7)		(03) 8688 7776	

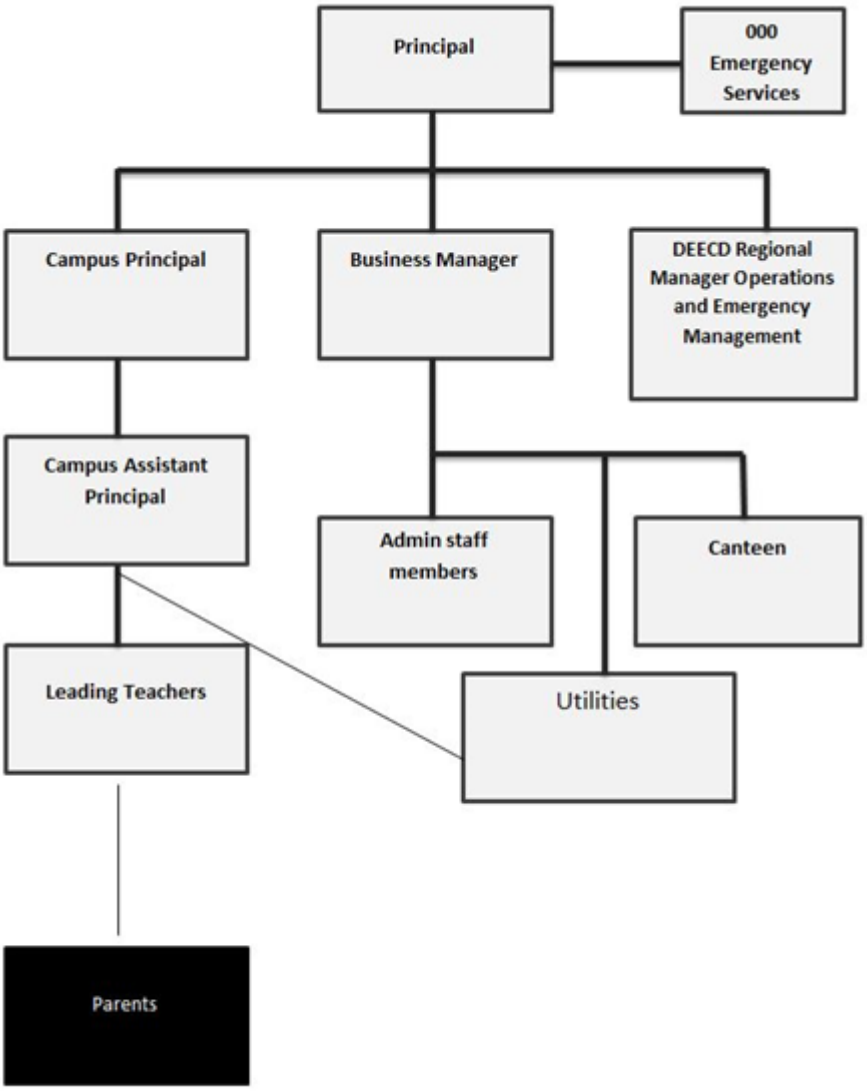
SEIL	Anthony Simone	0417 015 106	
SSSO Team Leader	Pooja Shah	0436 399 891	

Local Organisations/Services

Name	Phone
SES (Flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089

Communication Tree

Communication Tree



Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Asbestos	Probable Causes: Asbestos pre-existing in building; Construction disturbs debris containing asbestos Probable Consequences: Area cordoned off and inaccessible; Potential health risks if fibres disturbed and breathed into lungs	• Asbestos removal program • OHS Advisory Service • Asbestos Management Plan • Asbestos training/information session • Asbestos Register and quarterly inspections • Asbestos Make Safe Hotline 1300 133 468	Acceptable	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	Continue to train key staff in Asbestos management to ensure DE and school based policies are implemented and adhered to effectively.	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Building Fire 2026	Probable Causes: Inappropriate management of stored chemicals such as cleaning fluids; Incident in science laboratory; Exploding gas tank; Faulty electrical wiring; Faulty electrical equipment. Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • A General Workplace Inspection Checklist is completed once per term to check that exit signs and other emergency equipment is working (per the Workplace Safety Inspections policy). • Communication systems (PA system) are tested on a regular basis. • A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. • All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner. • Emergency drills scheduled and practised at least once every term.	Effective	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low		
Child Abuse 2026	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Mental health problems/intellectual disability; Inadequate financial support Probable consequences: Physical and psychological trauma/distress/injury; Depression; Inability to concentrate; Emotional/behavioural problems; Eating Disorder	• Ensure all staff are familiar with the Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse (https://www2.education.vic.gov.au/pal/protecting-children/guidance/making-report-or-referral-four-critical-actions) • Implementation of the Child Safe Standards as prescribed by Ministerial Order 1359 • PROTECT guidance for schools (https://www.vic.gov.au/child-safe-standards-schools-guidance) • Child Safety Risk Register (tailored to the school environment) • Child Safety and Wellbeing policy (tailored to the school environment) • Child Safety Responding and Reporting Policy and Procedure (tailored to the school environment)	Effective	**Consequence** Major **Likelihood** Rare **Risk Level** Medium		

		• Child Safe Standards compliance assessment (every four years)				
Disruption to international student homestay 2026	Probable causes: Domestic violence; Substance abuse; Stress/isolation; Health problems; Mental health problems/intellectual disability; Natural disaster or emergency event; Lack of skills of host family in caring for student Probable consequences: Physical and psychological trauma/distress/injury; Depression/apathy; Inability to concentrate; Emotional/behavioural/learning problems; Impact on continuity of education; Impact on student safety; Impact on housing and accommodation; Inability to meet legal obligations for international student housing, accommodation and welfare	• School has nominated after-hours critical incident contact. • Critical incident training for homestay hosts, students and school staff. • School has prepared emergency homestay options should they be required. • Student Safety Cards issued to all international students under the age of 18. • School has International Student Coordinator to manage homestay arrangements and provide support to students for matters pertaining to housing and wellbeing. • School can seek support through international education cluster for addressing short term accommodation gaps. • International Student Program policy	Effective	**Consequence** Major **Likelihood** Possible **Risk Level** High	The school employs additional support staff for international students, including Chinese and Vietnamese speaking staff to ensure that policies are and processes are adhered to and that students are adequately supported.	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium
Gas Leak/Chemical Spill (on-site) - Minor Chemical Spill 2026	Probable causes: Faulty equipment; Gas leak; Non-compliance with storage and handling procedures; Contractors completing building works Probable consequences: Exposure to harmful substance; Poisoning	• Follows Workplace Safety Inspections policy • Follows chemical management procedures outlined in_Chemical Management policy • School seeks and follows advice of nominated OHS representative • All dangerous goods and hazardous substances are identified in school and included in chemical register maintained by school • Preventative maintenance program (Rolling Facilities Evaluation	Acceptable	**Consequence** Major **Likelihood** Rare **Risk Level** Medium	The school employs specialist laboratory technicians to ensure the safe preparation, handling and disposal of chemicals for Science classes.	**Consequence** Minor **Likelihood** Rare **Risk Level** Low
Heat (Extreme) 2026	Probable causes: Prolonged period of excessively hot weather Probable Consequences: hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke; dehydration exacerbating existing medical conditions; power outages due to high use of air-con, refrigeration; failure of public transport (rail); food poisoning due to unrefrigerated school lunch	• Follow Sun and UV protection policy (https://www2.education.vic.gov.au/pal/sun-protection/policy) • Follow Managing Extreme Heat (https://www2.education.vic.gov.au/pal/managing-extreme-heat/policy) • SunSmart program is implemented • Playground areas are shaded • Sufficient shelter available for students awaiting pick-up by parents/carers • Sufficient unrestricted water available • Restricted outdoor time during hot days (indoor recess and lunch, sports programs moved to gym/indoor area) or cancelled in response to the severity of the event	Needs Improvement	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	School is decommissioning legacy cooling systems and cooling classrooms via reverse cycle systems. Health and PE staff have a 'hot weather policy' to guide decision making regarding outdoor activities on hot days.	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low

		• Staff are trained in identifying early signs of heat stress/dehydration • Subscribe to the heat health alerts, advisories and newsletters for regular monitoring of outdoor weather conditions through the Health Vic website • A watch zone of ***[insert your predetermined watch zone]***kms on the VicEmergency App has been established by school staff and is monitored regularly for heat health alerts and other incidents. • Monitor temperatures and local conditions throughout the heat season (October to March) and stay aware of Bureau of Meteorology heatwave forecasts and warnings. • Plan for disruptions in power and water supply, breakdown of IT systems, and transportation delays and/or cancellations, and articulate these arrangements in the risk assessment and response procedures of schools' emergency and critical incident management plan • Modifying or postponing any planned vigorous activity • Consider having adequate shade on school grounds from man-made structures (tents, sails and umbrellas) and/or trees • Educate and encourage students and school staff to stay hydrated • Display heat guidelines and charts in prominent locations in the school for reminders around hydration and symptoms • Have water fountains located around the school premises • Review first aid kits and consider the inclusion of additional ice packs and hydrolytes. • School staff know the signs and symptoms of heat stress and how to respond				
Infectious diseases (including flu, COVID-19 and other communicable diseases) 2026	Probable Causes: Contagious illness, vulnerability to infection Probable consequences: Spread of illness; High absenteeism, school closures	• Unwell students and staff are discouraged from being at school • Flu vaccinations offered to staff annually and COVID-19 vaccination encouraged • Students encouraged to participate in the Secondary School Immunisation Program • Regular risk infection procedures outlined at staff meetings by nursing staff • Parents/carers informed of school policy regarding sick children in newsletter • Ensure air purifiers are in use • Maximise external ventilation • Encourage good personal hygiene • Make face masks available for staff and visitors who wish to wear them. Existing controls are detailed within the following documents:	Acceptable	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium	The school supports staff to be immunised against influenza on an annual basis via a visiting GP.	**Consequence** Moderate **Likelihood** Possible **Risk Level** Medium

		• DE Infectious Diseases Policy (https://www2.education.vic.gov.au/pal/infectious-diseases/policy) • DE COVID-19 - School Operations Policy (https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice)				
Information Security event 2026	Probable Causes: Hacking; Malware virus; Unprotected systems/passwords; Accidental Probable consequences: Inconvenience Inability to access/use computer system; Loss/corruption of files/data; privacy breach	Information Security • Information Security Policy for Schools in PAL (https://www2.education.vic.gov.au/pal/information-security/policy) • Acceptable use of ICT Resources (https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview) • Examine that locally arranged suppliers have provided assurance regarding data security, business continuity and disaster recovery arrangements. • BYOD usage and guidelines • Password protocols for ICT Privacy • Schools Privacy Policy (https://www.vic.gov.au/schools-privacy-policy) • Privacy and Information Sharing resources on PAL (https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy) • Staff member manages and reviews school's privacy practices • Regular privacy audit to determine what information the school collects, how it is used and with whom information is shared	Effective			
Intruder	Probable Causes: Substance abuse/drug affected; Mental health issues;Custodial/Parent dispute; Political views; Police operation Probable Consequences: Physical injury to staff or students; Stress or psychological injury requiring clinical support for multiple individuals	• Visitors must report to reception and sign in using the Visitor Register. • Visitors are required to wear and display visitor pass/badge. • Parents must make an appointment to meet with teachers/principal. • Lockdown/lockout/ evacuation procedures are regularly practiced. • Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. • Encourage engagement of parents in school activities. • In relation to court orders / custody ○ the school maintains a register of current documents/concerns	Acceptable	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low	Identified staff who regularly engage with escalated community members (such as members of the Principal Team and Engagement Leaders) are supported with additional training through Proactive Protective Intervention Training, and Mental Health First Aid.	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low

		○ parents are advised of the relevant school processes and duty of care to other students and staff. • For parent meetings where staff feel a need for support: ○ two staff attend ○ an appropriate room for meeting selected e.g. one with two exit points				
Loss of essential services 2026	Probable Causes: Issue with supply due to storm/accident; Planned outage Probable Consequences: Lack of availability of school resources such as computers; Lack of availability of fresh drinking water and water for flushing toilets	• The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary • Alternative communication source such as charged mobile phone/satellite phone are available • Alternate lighting sources, such as a torch or battery-operated light are contained in the emergency kit • A list of emergency phone numbers is located next to all office phones • The business continuity plan is reviewed annually or after plans are enacted.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	If services are lost the school is able to plan alternative arrangements, deploying to alternative campus to support continuity.	**Consequence** Minor **Likelihood** Unlikely **Risk Level** Low
Medical Emergency 2026	Probable causes: Accident/misadventure; known/unknown illnesses Probable consequences: Ill health, recuperation; hospitalisation; impact on continuity of education; Psychological distress for those witnessing incident; death	• Staff trained in first aid in line with the requirements of the First Aid for Students and Staff guidance (https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/staff-first-aid-training) • First Aid Kit available in line with the requirements of the First Aid for Students and Staff Guidance (https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/first-aid-kits) • Staff observant to signs of illness • Student health support plans for students with medical conditions are current and accessible (https://www2.education.vic.gov.au/pal/health-care-needs/policy) • Staff are familiar with the Infection and prevention control guidance document (https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/infection-and-prevention-control) • Medication Authority Forms are in place for all students requiring medication (https://www2.education.vic.gov.au/pal/medication/policy) • School has a local school-level first aid policy addressing the ways in which the school manages first aid school.	Acceptable	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium	The school employs a First Aid Officer with a core role to ensure the DE policies are implemented in an effective way across the college, and when school excursions and events occur.	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low

Mental Stress 2026	Probable causes: Exposure to distressing event; Anxiety/depression; illness Probable consequences: Psychological trauma/distress; Attempted suicide; Suicidal ideation/self-harm; Interrupted learning; prolonged school avoidance	• Schools Mental Health Fund and Menu (https://www.schools.vic.gov.au/schools-mental-health-menu) • Mental Health and Wellbeing Toolkit (https://www.vic.gov.au/mental-health-and-wellbeing-toolkit) • Student Support Services (SSS) • Mental Health Practitioners (MHPs) in secondary and specialist schools • Mental Health and Wellbeing Leaders (MHWLs) in primary schools (noting these are qualified teachers and not allied health professionals. Seek qualified support, as needed) • Student counselling (face-to-face or Regional Phone Counselling Service), delivered by headspace through Enhancing Mental Health Support in Schools (EMHSS) SAFEMinds • Suicide Risk Continuum Training • Skills-based Training on Risk Management (STORM) • Implementation of Behaviour Support Plan and Risk Management Plan if required • Implementation of FISO 2.0 • Responding to self-harm, including suicide attempts, in students: A guide to assist secondary schools (https://content.sdp.education.vic.gov.au/media/responding-to-self-harm-including-suicide-attempts-in-students-a-guide-to-assist-secondary) • Responding to the suicide of a student: A guide to assist secondary schools (https://content.sdp.education.vic.gov.au/media/responding-to-the-suicide-of-a-secondary-student-guidelines-2429) • Refer staff to the Map of key mental health and wellbeing supports (https://content.sdp.education.vic.gov.au/media/map-of-key-mental-health-and-wellbeing-support-pdf-1214) • Promotion of Respectful Behaviours in Schools policy (https://www.vic.gov.au/respectful-behaviours-school-community) • Protective Intervention Training is accessed • Provisions of Conflict Resolution training • Referral to the Complex Matters Support Team (support@education.vic.gov.au) • Security and workplace design assessment • Employee Wellbeing Support Services	Effective	**Consequence** Moderate **Likelihood** Unlikely **Risk Level** Medium		
Missing person - school or school camp/excursion 2026	Probable causes; Lost or separated whilst on camp/excursion; Truancy; Behavioural issues; Mental health crisis;	• School records attendance • Student Engagement policy to promote school attendance and address truancy, which is staged	Acceptable	**Consequence** Moderate	The school uses Compass and an SMS service to ensure that families are notified at the earliest opportunity when a student is marked not present at school, or on a school-based activity.	**Consequence** Moderate

	Probable consequences: injury; interrupted education; psychological trauma/distress	(https://www2.education.vic.gov.au/pal/student-engagement/policy) • Recess and lunchtime supervision. • Behaviour Support Plans to address individual truancy. • Student Activity Locator (https://sal.educationapps.vic.gov.au/s/) to be completed ahead of all camps (which should include School excursion/camp risk assessment) • List of students to attend camp to be held at school site and by Teacher in Charge on camp.		**Likelihood** Unlikely **Risk Level** Medium		**Likelihood** Rare **Risk Level** Low
Off-site emergencies 2026	Probable Causes: Emergency event impacting excursion location or at a location authorised by the school (such as an RTO) or en route (i.e. fire or flood or other emergency event); forecast or warning impacting location or route to camp excursion or other off-site school activity school activity. Probable Consequences: Risk of death/injury; disruption/delay/inconvenience;	• All excursions, camps and off-site activities adhere to the DE Excursions including camps and adventure activities policy (https://www2.education.vic.gov.au/pal/excursions/policy) • Students supervised and monitored while participating in off-site school activities, including bus transport. • Permission forms for excursions and camps contain parent/guardian emergency contact details and copy of these kept on school site, with one copy to be taken on trip. • Student Activity Locator (SAL) (https://sal.educationapps.vic.gov.au/s/) completed. • Risk assessment planning has occurred for all off-site camps and excursions and includes the risk of bushfire in the activity location. • In line with policy, school has a protocol for monitoring emergencies, warnings or forecasts that may impact activities, and can reschedule or cancel if required. • A watch zone of ***20kms*** kms on the VicEmergency App has been established by school staff and is monitored regularly for fires and other incidents. • All school excursions, camps and off-site activities occurring in or requiring transport through forecast catastrophic weather districts will be cancelled. • First aid kit to accompany excursions and first aid qualified staff to attend. • Traffic management plan to manage school access/egress at drop off/pick up times.	Effective	**Consequence** Major **Likelihood** Unlikely **Risk Level** Medium	Principal and teacher in charge of event will monitor weather and conditions during events and determine if events that are running are safe to proceed due to changes in conditions.	**Consequence** Major **Likelihood** Rare **Risk Level** Medium
Traumatic Death/Serious Injury at school or at another location authorised by the school 2026	Probable causes: Accident/misadventure; Existing illness; Sudden medical emergency Probable Consequences: Distress/anger; Disruption to school operations; Disruption to school	• Student Support Services • Well-being staff in school • Managing Trauma Guide (https://eduvic.sharepoint.com/:b:/r/sites/SchoolsSecure/Shared%20Documents/Managing-trauma.pdf)	Effective	**Consequence** Major **Likelihood** Rare **Risk Level**	The school continues to train key student-facing staff in Mental Health First Aid Training.	**Consequence** Major **Likelihood** Rare **Risk Level**

	operations; Stress, psychological injury, impact on student and staff well-being requiring support	• Managing Trauma online modules • Postvention plan (for suicide incidents in secondary schools) • Incident Support and Operations Centre referrals (ISOC – 1800 126 126) • Employee Wellbeing Support Services (search DE intranet. For immediate support call 1300 291 071, or call 000 if in crisis)		Medium		Medium
Violence, Aggression and/or harassment 2026	Probable causes: underlying abuse or exposure to family violence; developmental factors Probable Consequences: physical or psychological harm; Disruption to learning/continuity of education	<u>Site based policies and risk minimisation strategies</u> • Lunchtime and recess supervision • School based security measures e.g. duress alarm, CCTV • Behavioural Code of Conduct • School social media strategies to address online harassment • Requirement for multiple staff to be present at meetings or incidents involving aggressive parent or student <u>School pursues specific interventions or referrals as required/appropriate:</u> • Trespass order • Child Protection referral • Family violence referral <u>Specific supports for students with challenging behaviours and interventions:</u> • Behaviour – Students policy • Referral to Student Support Services (SSS) • School Wide Positive Behaviour Support strategies (Behaviour Support Plans etc.) • Restraint and Seclusion procedures • Respectful Relationships • Health and Human Services Behaviour Support Services • More advanced supports accessed as appropriate e.g. Engagement of a Student Support Services visiting professional • School welfare officer/coordinator engaged <u>Training</u> • Diffusion strategies and training for staff • Conflict management training • Awareness training and resources – Building Resilience and Preventing Radicalisation to Violent Extremism <u>Specific support for teacher/staff in dealing with challenging behaviours</u> • Employee Wellbeing Support Services for impacted staff • Principal Mentor Program • Proactive Wellbeing Supervision • Principal Health Checks • Early Intervention Principal Support Service <u>Refer to additional resources for impacted persons</u> • School breakfast club (where available)	Acceptable	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low	Identified staff who regularly engage with escalated community members (such as members of the Principal Team and Engagement Leaders) are supported with additional training through Proactive Protective Intervention Training, and Mental Health First Aid.	**Consequence** Moderate **Likelihood** Rare **Risk Level** Low

		• School-wide Positive Behaviour Support • Koori inclusive School Wide Positive Behaviour Support				

Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-site evacuation procedure	When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Evacuate students, staff and visitors to your ***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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. • 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 your ***MOORHEAD PARK***. • Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.

	• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP). • Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • Confirm with Emergency Service personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. • • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required. • Complete your Post Emergency Record.
Lock-down procedure	When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary. • Call **000** for emergency services and seek and follow advice. • Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors. • Check that all external doors (and windows if appropriate) are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. • Divert parents and returning groups from the school if required. • Ensure a telephone line is kept free. • Keep public address system free.

	• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. • If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. • As appropriate, ascertain that all students, staff and visitors are accounted for. • Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. • As appropriate, confirm with emergency services personnel that it is safe to return to normal operations. • Maintain a record of actions/decisions undertaken and times. • Contact parents as required. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted as required. **Actions after lock-down procedure** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Direct all Media enquiries to DET Media Unit on 8688 7776. • Print and issue pre-prepared parent letters and give these to students to take home. • Contact the SSSO Network Coordinator if required. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional Manager, Operations and Emergency Management if required. • Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required. • Complete your Post Emergency Record.

Lock-out procedure	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
	• Call **000** for emergency services and seek and follow advice.
	• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
	  ○ Lock doors to prevent entry
	  ○ Check the premises for anyone left inside
	  ○ Obtain Emergency Kit
	• Go to the designated assembly point/s ***GYMNASIUM***.
	• 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.

	• If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted 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 ***GYMNASIUM*** • 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. • If the incident involves or impacts international students, ensure International Student Coordinator is alerted, as well as the International Education Division if required. Ensure host parents and parents are contacted 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

Asbestos	• Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation
	• Isolate the area:
	  ○ Vacate everyone from the affected area
	  ○ Restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area
	• Erect signage at entrances to affected area indicating unauthorised personnel must not enter
	• Report the incident on eduSafe
	• Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715.
	• Seek advice from the VSBA Asbestos Reform Unit on asbestos.reform@edumail.vic.gov.au

Building Fire 2026	• Extinguish the fire (only if safe and trained to do so). • Follow the steps listed in core response procedure for *on-site evacuation*. In addition: ○ When leaving buildings, staff should close all doors and windows. Do not lock doors. • If the on-site assembly area is not safe, follow the off-site evacuation procedure.
Child Abuse 2026	In the event of an incident, disclosure, or suspicion of child abuse, or suspected student sexual offending the school will: • Follow the Four Critical Actions for Schools about Responding to Incidents, Disclosures and Suspicions of Child Abuse (https://www2.education.vic.gov.au/pal/protecting-children/guidance/making-report-or-referral-four-critical-actions) • Follow the school's Child Safety Responding and Reporting Policy and Procedure • Report the incident internally on eduSafe Plus or by calling the Incident Support and Operations Centre (ISOC) on 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. • More detail in *Identifying and Responding to All Forms of Abuse in Victorian Schools* is available at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

	• During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.
Disruption to international student homestay 2026	• Enact the procedure for the relevant critical incident or emergency event (e.g. child abuse, medical emergency, mental stress, missing person), including calling '000' if immediate/life threatening. • Principal (or delegate) to consider whether it is appropriate for the student to remain in their current homestay, and any additional supports that the student or homestay host may require. • If the Principal (or delegate) believes it is most appropriate to move the student to another homestay or an emergency homestay arrangement, request approval from International Education Division to change the student's welfare arrangements. • Ensure International Education Division is kept up to date with any changes to student homestay or welfare arrangements. • Ensure the student's homestay hosts and parents/carers are kept up-to-date throughout the response if appropriate and in line with any directions from emergency services or reporting obligations. • Report the incident on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126.
Gas Leak/Chemical Spill (on-site) - Minor Chemical Spill 2026	Dangerous goods or hazardous substance spills should be cleaned up immediately. Follow instructions and precautions for clean up in the SWP (Safe Work Procedure) or the products' SDS (Safety Data Sheet). • **Assess safety and stop the source of the spill:** This may involve righting an overturned container or placing the source (e.g. cracked container) in a larger container to contain the spill. Limit access to the area so that only personnel with the appropriate training and equipment (providing it is safe to do so) deal with the spill. • **Review safety precautions and risk controls:** Review SWP or relevant SDS. The SDS will have specific instructions on how to deal with chemical spills as well as first aid information • **Clean up the spill:** Using appropriate PPE, cover the spill with absorbent material taking care not to spread the spill further. Using a dustpan or spade, collect the absorbent material and waste and place into a chemical resistant bag or bin which is suitably labelled. The waste disposal method will depend on the amount and the type of chemical that was spilt. Disposal should be in accordance with the products SDS. • **Notify the appropriate authority:** The principal or OHS delegate should be notified immediately and the incident logged on eduSafe Plus. • **Restock the chemical spill kit:** Restock the spill kit and return it to its designated storage location. Additional PPE and absorbent materials may need to be repurchased.
Heat (Extreme) 2026	During a period of extreme heat schools should actively consider:

	• Utilising large industrial fans and/or ensuring indoor spaces have open doors and windows or air conditioning access during activities, especially during activity rest periods • Modifying or postponing any planned vigorous activity • Rescheduling/moving classes from classrooms with direct sunlight/no cooling • Closing any internal and external blinds • Selecting suitable uniform options • Measures to reduce risk to students in school council operated outside school hours care (OSHC) • Varying school hours by reducing midday recess to no less than 30 minutes and adjusting the dismissal time accordingly. Upon receiving advice of a heat health alert schools must brief staff: • On the school's expectations in regard to management of the risks associated with extreme hot weather • To be extra vigilant during periods of prolonged heat. Schools are also encouraged to: • Notify parents/carers about school heat conditions and remind them to provide their child with water and apply SPF 50 sunscreen • Include information on the school's heat protective procedures and processes in a school newsletter or communication. If a student, staff member or visitor shows any sign of heat exhaustion or heatstroke schools must apply first aid and seek medical assistance immediately. • If medical assistance is required, **call 000** for emergency services. • Report any heat health impacts on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. • Notify your region and seek advice from your regional emergency management staff, if required. During the emergency, keep accurate notes of the actions taken for compliance purposes. After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements. ***As appropriate insert any additional steps relevant to your facility or cohort***
Infectious diseases (including flu, COVID-19 and other communicable diseases) 2026	• **Call 000** if emergency medical assistance is required • Staff members, students or visitors who are ill do not attend school, or go home as soon as possible after becoming unwell at school. Parents/carers of symptomatic students are asked to collect their child from school. • The Department of Health recommends that staff and students who test positive for COVID-19 isolate for a minimum of 5 days and do not attend school until their symptoms resolve. Refer to the department's COVID-19 – School Operations policy (https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice) • Follow advice in the Infectious Diseases Policy (https://www2.education.vic.gov.au/pal/infectious-diseases/policy), including in relation to exclusion of a child with an infectious disease.
Information Security event 2026	• Report the incident on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. • Notify Information Security Services at ISS@education.vic.gov.au • Contact the Service Desk through one of the following mechanisms:

	○ Phone 1800 641 943 ○ Email servicedesk@education.vic.gov.au or submit an IT Service Request through the Service Gateway • If the incident involves personal information ○ Phone the privacy help desk on 8688 7967 ○ Email privacy@education.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) • During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements. • If the incident involves business continuity implications consider the availability of resources on alternate campus.
Intruder	• **Call 000** for emergency services and seek and follow advice. • Report the emergency immediately to the Chief Warden. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible. • Evacuation only should be considered if safe to do so. • Report emergency to the Incident Support and Operations Centre 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
Loss of essential services 2026	• Determine which services are affected and the extent of the impact. • Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary. • If required, follow the steps listed in the *evacuation*, *shelter-in-place* or *lockdown* core response procedures • If no core emergency response procedure is required to be enacted: ○ **Call 000** if emergency services are required to respond e.g. power lines down in front of school. ○ Contact the relevant provider/s to report outage and ascertain when restoration will occur. ○ Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems. ○ Report the emergency immediately to the Chief Warden, who will activate your Emergency Control Organisation (ECO)/Incident Management Team if necessary.

	○ Contact your Senior Education Improvement Leader or regional emergency management staff for advice and support if necessary. ○ Report the loss of essential services on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. ○ Contact parents/carers as required. ○ Refer to the school's Business Continuity Management Plan if the essential services are likely to extend beyond 24 hours. ○ During the emergency, keep accurate notes of the actions taken for compliance purposes. **Actions after the emergency** • Ensure any students, staff or visitors with medical or other needs are supported. • Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the situation is over. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid). • Contact the SSSO Network Coordinator if required. • Print and issue pre-prepared parent letters and give these to students to take home. • Meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements. • Ensure all staff are made aware of Employee Assistance Program contact details. • Seek support from your region/regional emergency management staff if required.
Medical Emergency 2026	If a medical emergency occurs on a school site or on a camp/excursion • **Call 000** for emergency services and follow advice, if immediate or life threatening. • Administer first aid as needed. • Contact the parent/carer of the affected student. • Report the emergency on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. • Keep records • Keep other students away from the emergency/incident • Provide support for students who may have witnessed the emergency • During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.
Mental Stress 2026	• **Call 000** for emergency services and seek and follow advice, if there is immediate and/or life-threatening concern for an individual's health or wellbeing. • Administer first aid (if appropriate) – keep yourself physically and emotionally safe • Report the emergency on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. • Consider whether the following supports are appropriate ○ Health, Wellbeing, and Inclusion Workforce, including SSS and school nurses ○ Doctors in Secondary Schools

	○ MHPs and MHWLs ○ Employee Wellbeing Support Services ○ Kids Helpline - 1800 55 1800 ○ BE YOU - 0458 559 736 ○ Lifeline - 13 11 14 ○ Referral to the Navigator program for wraparound support for disengaged learners ○ Suicide prevention resources from Beyond Blue and/or Headspace ○ Crisis Assessment and Treatment (CAT) Team – acute mental health triage • During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.
Missing person - school or school camp/excursion 2026	• Report the emergency immediately to the school and the Chief Warden, who will convene your Emergency Control Organisation (ECO)/Incident Management Team if necessary. • Search the immediate area. • Contact the parent/carer. • **Call 000** for police to report child missing ○ Provide a description, time last seen and location • Report the emergency on eduSafe Plus or call the Incident Support and Operations Centre (ISOC) on 1800 126 126. • Notify your region and seek advice from your regional emergency management staff if required. • Direct all Media enquiries to DE Media Unit on 8688 7776. • During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.
Off-site emergencies 2026	• Call 000 for emergency services and seek and follow advice if required. • Enact suitable response procedure based on specific hazard/emergency in line with excursion Emergency Management Plan and with advice from emergency services/warning messages/other available information. • Reschedule or cancel activity if required. • Notify parents/carers of all affected students of actions taken and other relevant information (such as where to collect their children if relevant). • Notify your region and seek advice from your regional emergency management staff if. • Report emergency to the Incident Support and Operations Centre (ISOC) on 1800 126 126 for 24/7 support. • Direct all Media enquiries to DE Media Unit on 8688 7776 • During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.

Traumatic Death/Serious Injury at school or at another location authorised by the school 2026	On a school excursion or location authorised by the school (like an RTO):
	• Contact 000 for police/ambulance attendance
	• Remove unnecessary students and staff from the area to reduce their exposure to the incident.
	• Call the Incident Support and Operations Centre (ISOC) on 1800 126 126.
	• Notify your SEIL, Regional Management or SSS branch manager. Seek advice from your regional emergency management staff if .
	• Direct all Media enquiries to DE Media Unit on 8688 7776.
	• Seek Student Support Services support.
	• With the support of the department's Central Incident Management Team, 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
	• Refer to the Managing Trauma (https://eduvic.sharepoint.com/:b:/r/sites/SchoolsSecure/Shared%20Documents/Managing-trauma.pdf) guide to support, plan for, and lead an effective recovery
	• Refer to Suicide Response (postvention) for response procedures following student suicide.
	On a school premises:
	In addition to all the above steps, schools must also ensure they:
	• Preserve the evidence
	• Ensure the scene is safe
	• Contact Legal Division on 9637 3146
	• Make a Worksafe Notification 13 23 60
	During the emergency, keep accurate notes of the actions taken for compliance purposes.
	After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements.

Violence, Aggression and/or harassment 2026	Violence, aggression, harassment, on school site: • Intervene only if safe to do so • **Call 000** if you require police or ambulance attendance. • Initiate action to confine or isolate the aggressor • Determine whether *evacuation*, *lock-down* or *Shelter in Place* is required (refer to Core Emergency Response Procedures for more information). • Administer first aid as required. • Contact parent/guardian of student(s) impacted. • Report the emergency on eduSafe Plus or call 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. • If multiple students involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place.

	• During the emergency, keep accurate notes of the actions taken for compliance purposes. • After the emergency, meet with staff involved to discuss the incident. Ensure your EMP is reviewed & updated with lessons from the emergency for future improvements. If staff are directly impacted: • 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@education.vic.gov.au and follow their advice

Business Continuity

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

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

1. Arrangements to manage inability to access your school site

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

Details of arrangements	Move operations offsite to Mill Park Basketball Stadium.

Name	Contact Details	Support Role

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

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

Details of arrangements	The school backs up all data from all school servers to a back-up server once a day at night. There is an off-site back up every Friday. In the event of telephony we switch to mobile coverage. The Library has additional mobile phones. In the event of power failure the school has a UPS which keeps the servers running for about half an hour.

Name	Contact Details	Support Role

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

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

Details of arrangements	Employment agencies and a CRT Register are used for staffing pressures caused by absences. School Leadership Team liaises with Daily Organiser on a day to day basis to manage short and medium term issues. School Operations Team monitor staffing pressures and cancels / postpones approved excursions / events as appropriate.

Name	Contact Details	Support Role

Business Continuity Checklist

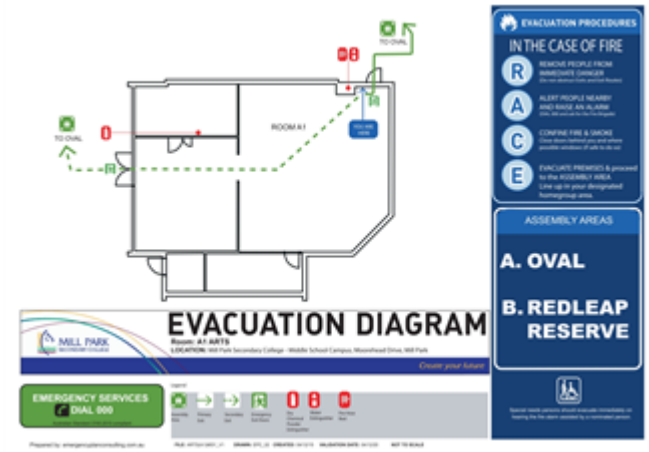
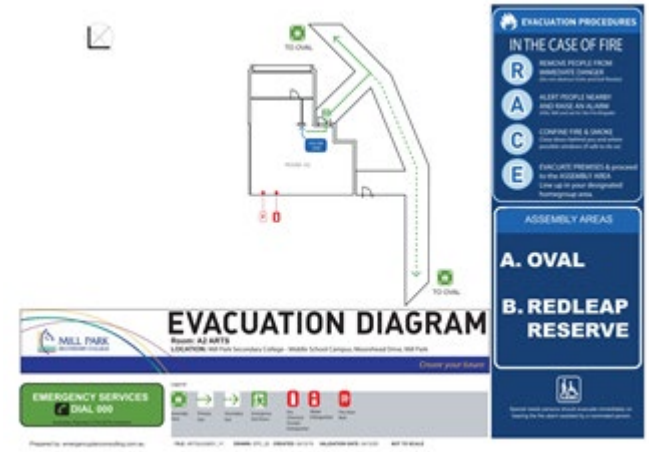
Action	Actioned?
Activate the school's Emergency Control Organisation	
Evaluate the impact of the incident for: • School activities • Impact over time • Manageability • Staffing levels • Resources for recovery	
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other schools • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key school data • Using paper based systems • Flexible lesson plans	

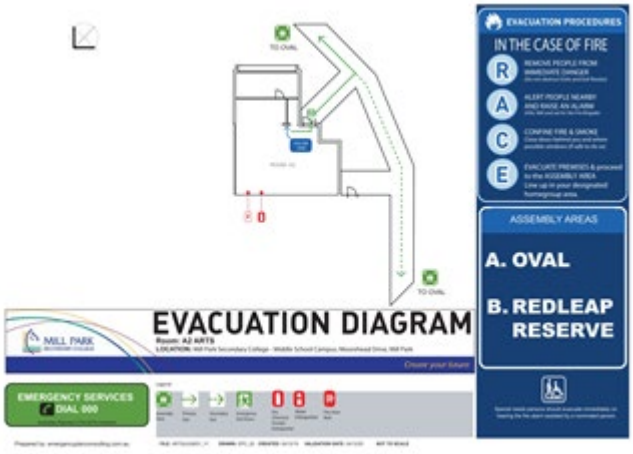
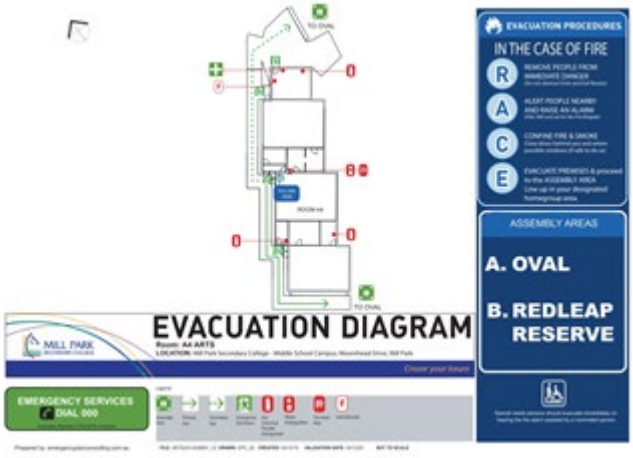
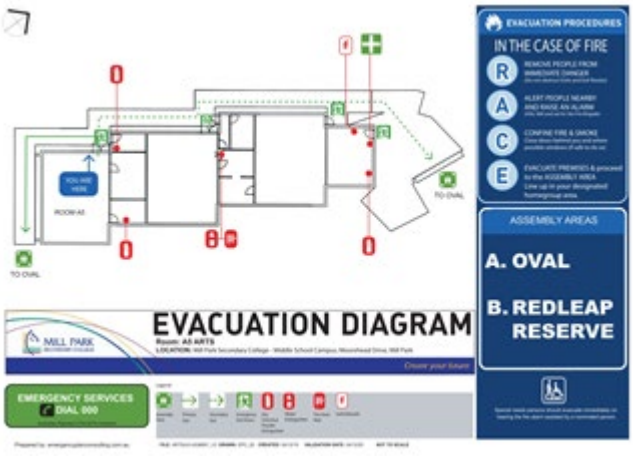
• Using generators, portable lighting	
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare	
Deliver appropriate communications including to: • Staff • Parents/Carers • School Council • School bus contractor/bus coordinating school (as appropriate) • Outside School Hours Care provider • Other users of site • Region • Suppliers • Local Shire/Municipality (as appropriate)	

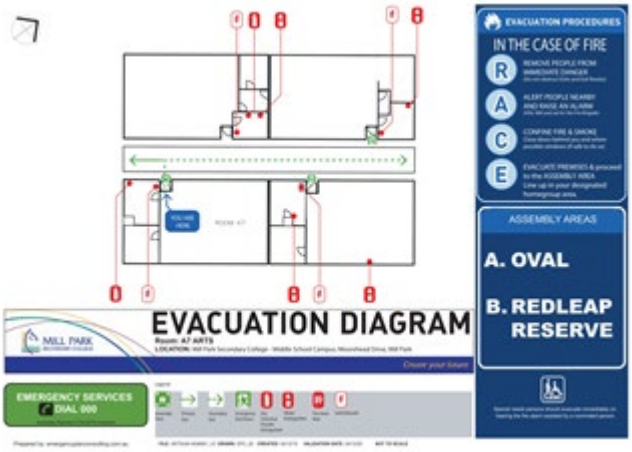
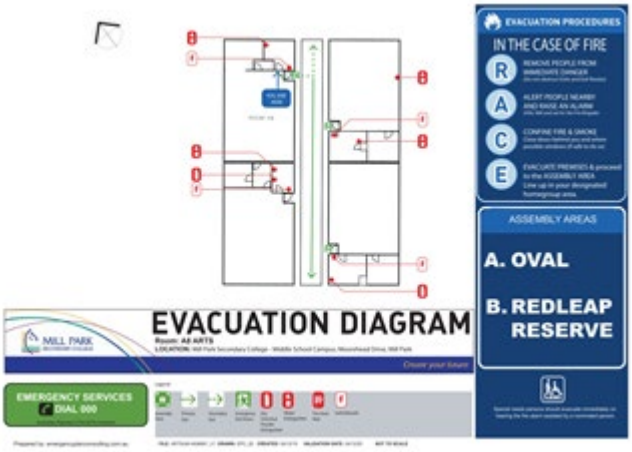
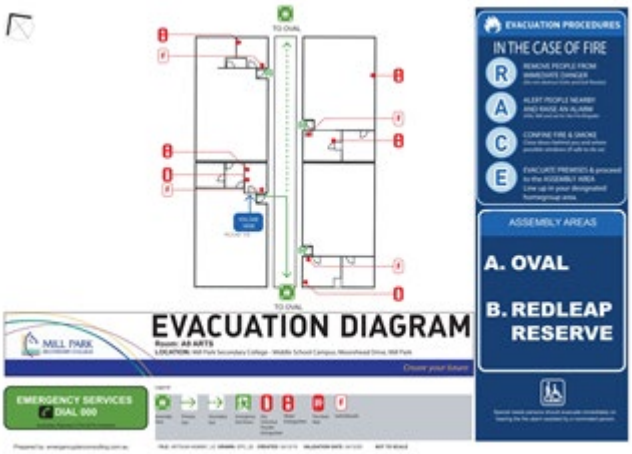
Area Map

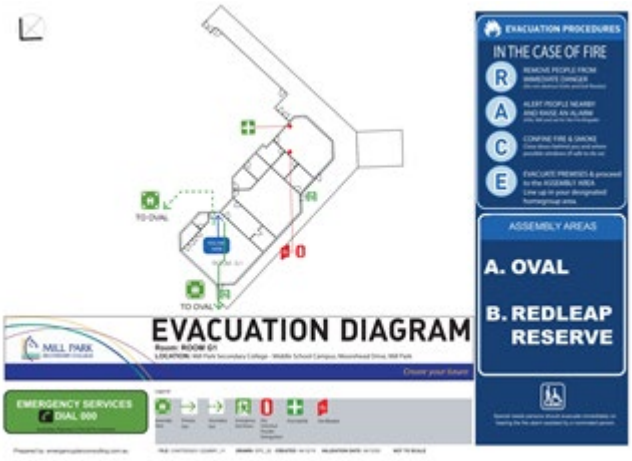
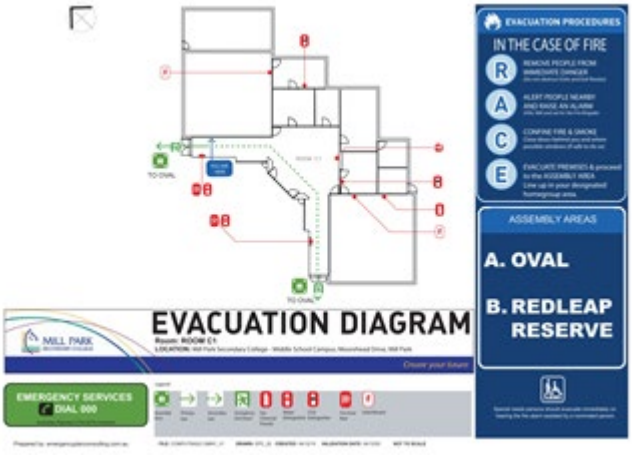
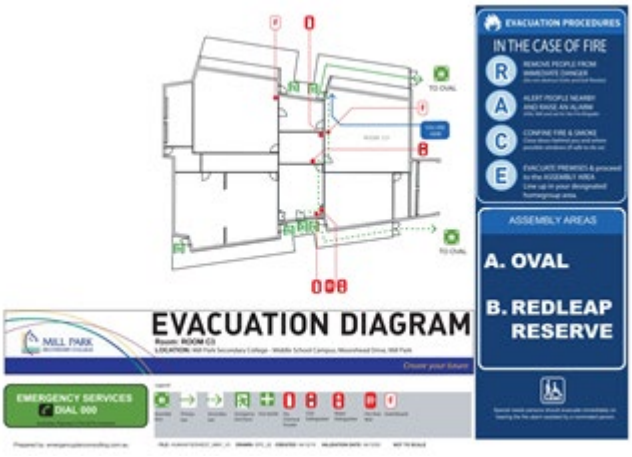
Area Map

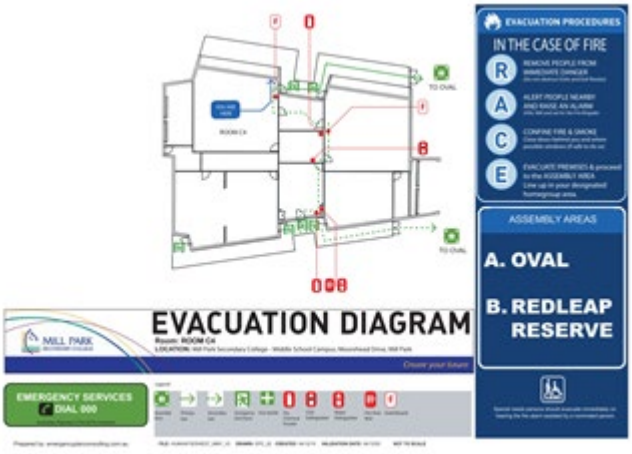
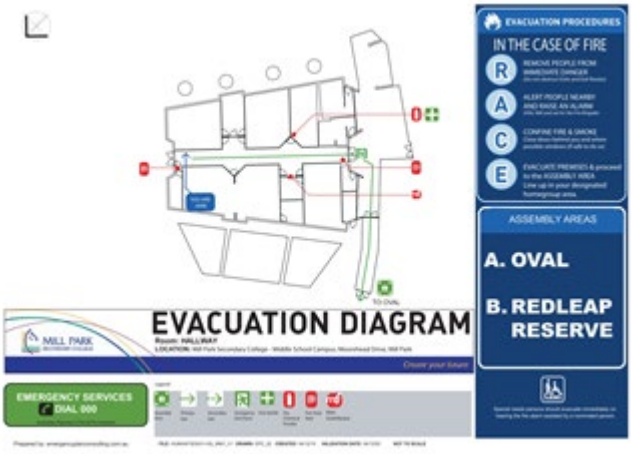
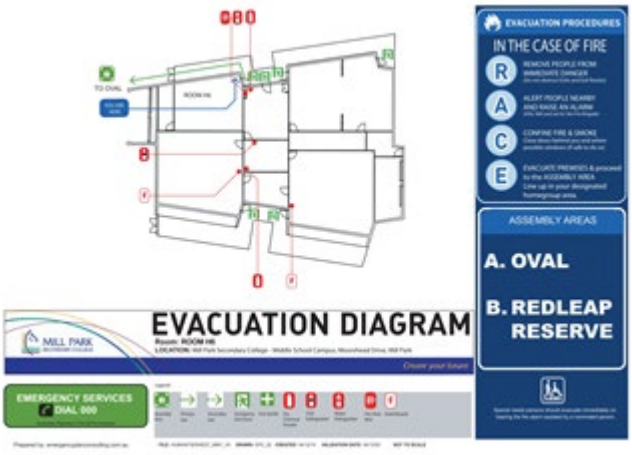
Evacuation Map

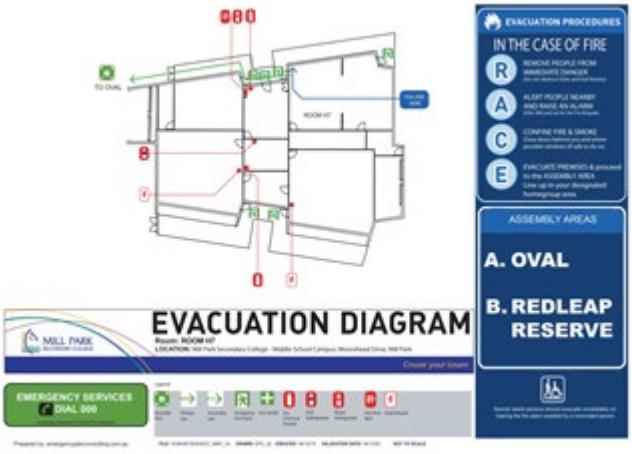
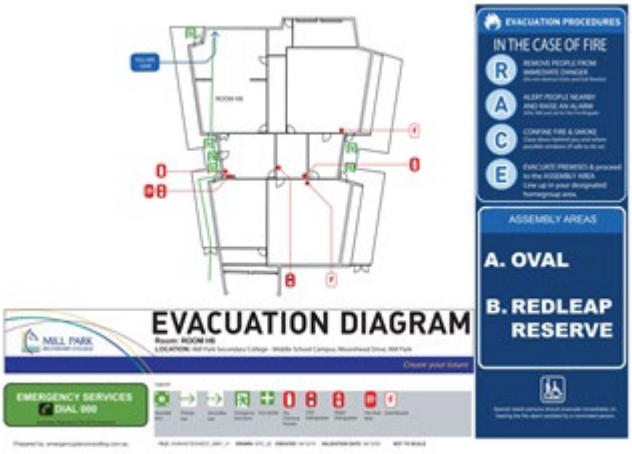
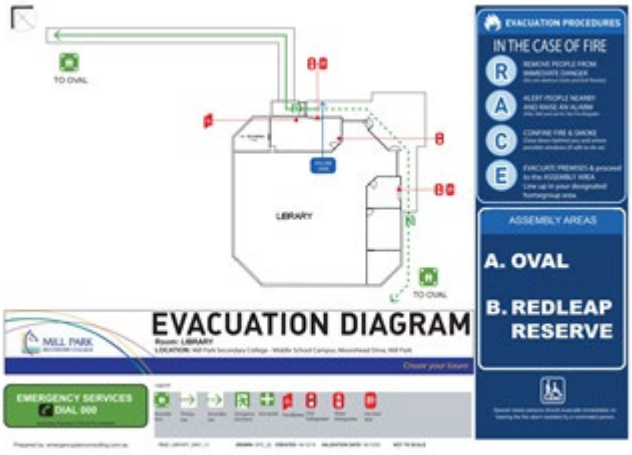
Building name and evacuation diagram location	Evacuation Procedures	
A1	See diagram	
A2		

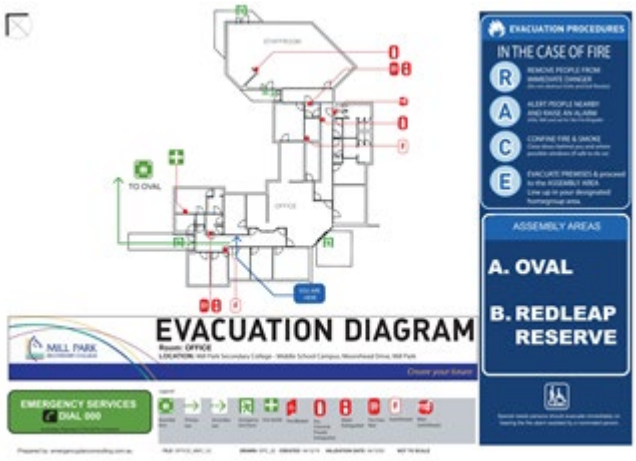
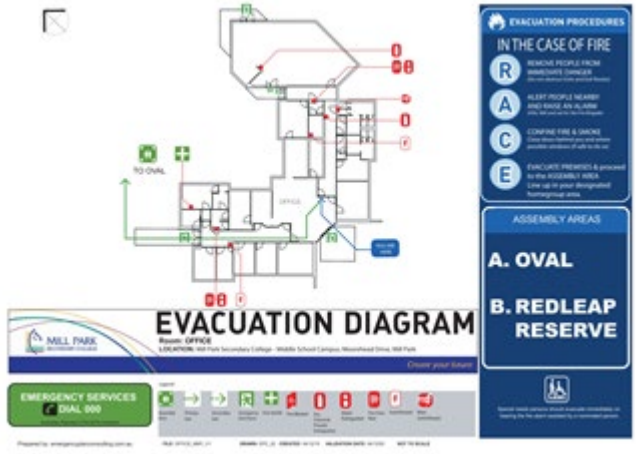
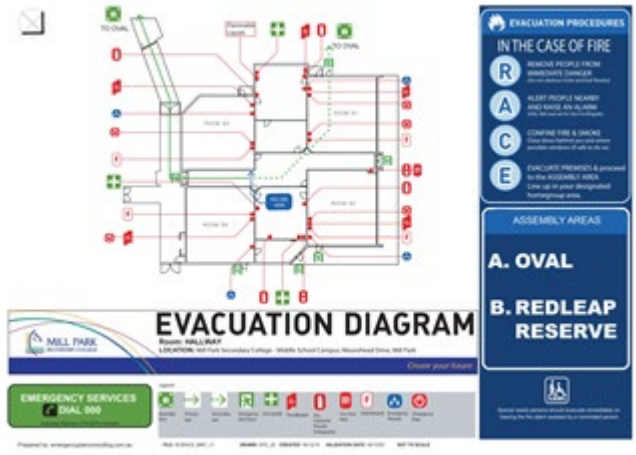
A3		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000
A4		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000
A5		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000

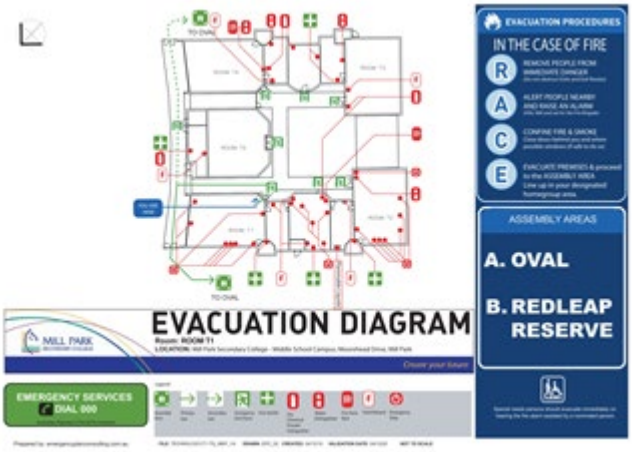
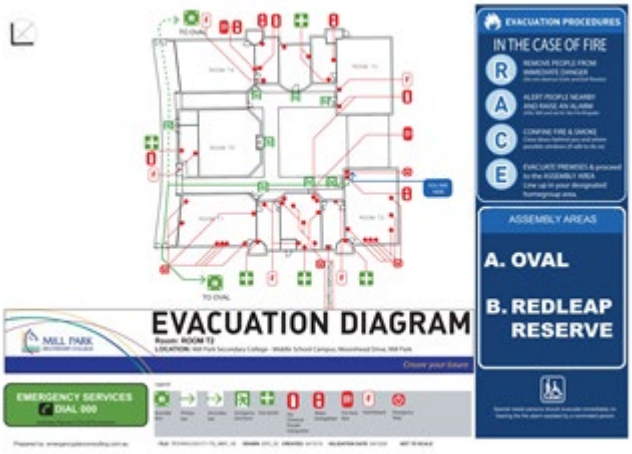
A7		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM MILL PARK EMERGENCY SERVICES DIAL 000
A8		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM MILL PARK EMERGENCY SERVICES DIAL 000
A9		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM MILL PARK EMERGENCY SERVICES DIAL 000

Canteen		
C1		
C3		

C4		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000
H1 - H5		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000
H6		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000

H7		
H8		
Library		

Office Entry		
Office		
Science		

T1		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000
T2		EVACUATION PROCEDURES IN THE CASE OF FIRE R A C E ASSEMBLY AREAS A. OVAL B. REDLEAP RESERVE EVACUATION DIAGRAM EMERGENCY SERVICES DIAL 000
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Distribution and Consultation List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
All school staff	Principal	04/09/2026	DL