Emergency and Critical Incident Management Plan

OakTree College ('the College') is an independent co-educational specialist senior secondary school providing education opportunities for young people of migrant backgrounds who are at risk of disengaging from education.

OakTree College ('the College') seeks to provide a safe and supportive environment where all students can safely participate in the educational experiences offered by the College.

1. Purpose

The purpose of the Emergency and Critical Incident Management Plan ('the plan') is for Oaktree College ('the College') to provide a detailed plan of how the College will prepare and respond to emergency and critical incidents that may impact on students, contractors, visitors and staff health, safety and wellbeing, and the college operations.

2. Scope

This plan applies to the College Board, staff, students, visitors, volunteers and contractors at the College. This document will cover:

- Emergency and Critical Incident Management Plan
- Incident Management Team
- Lockdown and evacuation
- Risk Assessment
- Emergency Response Procedures
- Business Continuity.

The College has authority to activate this plan when an event warrants a response.

All staff are encouraged to download the VicEmergency app on their phone with a watch zone around the College to receive alerts and information regarding hazards and incidents in their vicinity.

The College Board is responsible for reviewing this plan annually. However, review of the plan must also be undertaken immediately after any significant incident. The Executive Principal is responsible for implementing the plan.

3. First Response – Any Emergency

In the event of any emergency the following should be followed:

- Ensure you are in no danger,
- Assist anybody in immediate danger, without endangering yourself,
- Ensure that all staff and students are safe and accounted for,
- Raise the alarm by notifying the Chief Warden/Executive Principal,
- If required, contact emergency services by calling Triple Zero '000',

- Restrict the danger area,
- Contact parents, carers or guardians (if appropriate),
- Refer to the procedures relevant to the incident as listed under points 13.

4. School Description

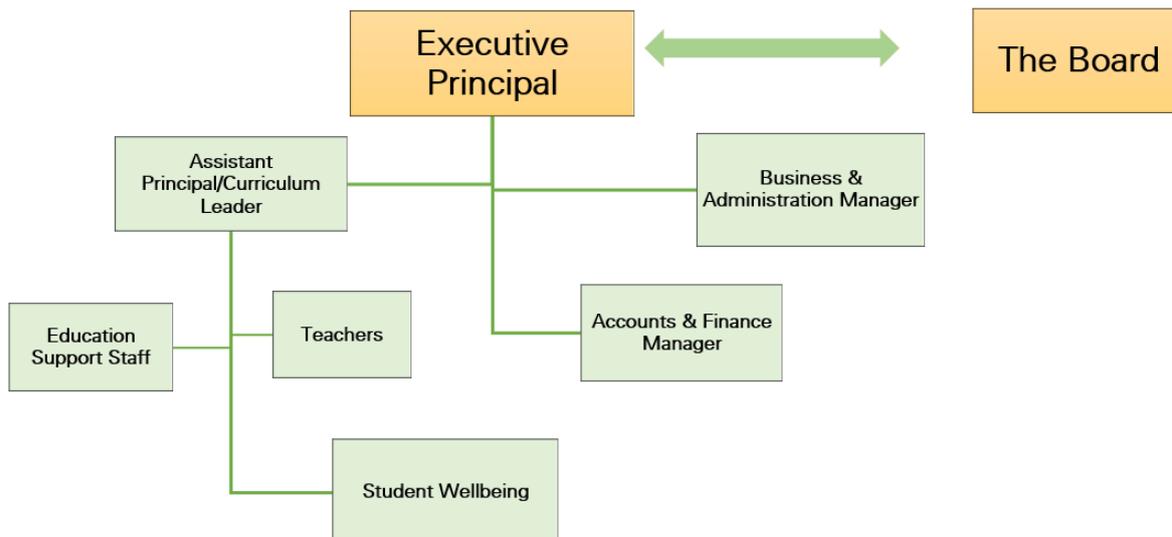|	
School Name	OakTree College
Address	2/371 Somerville Road, West Footscray VIC, 3012
Phone	0424 833 606
Email	oaktreecolleges@gmail.com
Region	South-Western Victoria
LGA	Maribyrnong City Council
Is your school on Bushfire At- Risk Register?	No
Bushfire At-Risk Register Category	N/A
Operating Hours	8.45am - 5.00 pm
Number of Students	15
Number of Staff	7
Number of Buildings	1
Is the School a designated Neighbourhood Safer Place	No
Shelter-In-Place Location	The Auditorium
On-site Evacuation Location	Car park area (front of premises)
Off-site Evacuation Location	Opposite the Car park area at Kororoit Street (across the road)
Typical method used for communications to school community	Website, school newsletter, e-mail, text message, phone call and word of mouth
Does this school have other services or users of the site?	Yes (during weekends) Elevation Church
Alarms/Fire	At the front of the building /car park area (instructions are located on/near the reception).
Intrusion	Main entrance/corridor (in front of the car park) – lock or fob entrance including CCTV.

5. Incident Management Team

The College Incident Management Team (IMT) comprises of staff that manages an emergency or critical incident when it occurs onsite or offsite of the College ground. IMT will be invoked to ensure a coordinated approach to emergency or critical incidents in order to promote a safe learning environments to students and staff.

The below table provides a list of members:

Key roles	Name	Phone (during and after hours)
Executive Principal (College Spokesperson and Incident Management Team - Chair)	Paul Adigun	0424 833 606
Assistant Principal/Curriculum Leader		
Teacher/s		
Education Support Officer		
Wellbeing Officer		
Accounts & Finance Manager		
Business & Administration Manager		
Other duties performed by IMT members		
First Aid Officers	Nominated staff: • Paul Adigun (Executive Principal) • Assistant Principal/Curriculum Leader • Teacher/s • Education Support Officer • Wellbeing Officer • Business & Admin Manager	0424 833 606
OH&S Representative	• Business & Admin Manager	
Anaphylaxis Supervisors	• Executive Principal • Assistant Principal/Curriculum Leader	
Chief Warden	• Executive Principal (in the absence of the E/P, the Assistant Principal/Curriculum Leader will assume the role)	
Warden	• Business & Admin Manager	
Emergency Contact	• Executive Principal • Assistant Principal/Curriculum Leader • Independent School Victoria • Elevation Church Representative	

Incident Management Team (organisational structure)

6. Roles and Responsibilities of Incident Management Team (IMT)

Staff	Core Procedures- instructions
Chief Warden	**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 this document is kept up-to-date. • Ensure staff on the IMT are aware of their responsibilities. **During Emergency** • Attend the emergency control point (located in the Admin Office/Reception). • Ascertain the nature and scope of the emergency. • Ensure that the emergency services have been notified. • Ensure the appropriate response has been actioned. • Convene 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. **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.
Warden Warden (cont.)	**Pre-Emergency** • Regularly check and report on deficiencies of emergency equipment and kits. • Ensure staff and students are aware of the emergency response procedures. • Coordinate Safety practices (e.g. clear entrance paths, access to first attack equipment/s e.g. fire extinguishers). • Participate in emergency exercises/drills. **During Emergency** On hearing alarm or becoming aware of an emergency, the 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. • Commence evacuation if the circumstances on their floor or area warrant this. • Control and coordinate the movement of people. • Ensure that any implications for regular bus/student transport arrangements are addressed. **Post Emergency** • Compile report of the actions taken during the emergency for the debrief with the Chief Warden.
First Aid Officer	**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). • Ensure Emergency First Aid Kit is prepared correctly. • Participate in emergency exercises/drills. **During Emergency** Persons selected to perform as First Aid Officer will carry out activities as directed by the Chief 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. • Ensure orderly flow of people into protected area. • Assist occupants with disabilities. • Bring Emergency First Aid kit to Evacuation Point. • Report status of required activities to the 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 with the Chief Warden.

7. Register of Emergency Services

Description / Services	Number
Police / Ambulance / Fire	000
Police station (Footscray Police)	8398 9800
SES	132 500
SES – storm threat Infoline	1300 842 737
Nurse on call	1300 60 60 24
Poisons hotline	13 11 26
Water	132 500
Electricity	9203 9700
Gas	132 691
Sunshine Hospital	8345 1333
Local Government	9688 0200 Email: email@maribyrnong.vic.gov.au

8. Emergency Kit Checklist

Checklist	Yes/No

Student data and parent contact information	Yes/No
Student and staff with additional needs list (contained in this plan) including any student medications	Yes/No
Staff contact information	Yes/No
Sign out form	Yes/No
List of staff on IMT (contained in this plan)	Yes/No
Traffic/emergency safety vests and tabards	Yes/No
Facility keys	Yes/No
Standard portable First Aid Kit (at least 1)	Yes/No
Megaphone or whistle	Yes/No
A charged mobile phone and charger	Yes/No
Torch with replacement batteries	Yes/No
Copy of facility site plan and this document	Yes/No
Toiletry supplies including sanitary pads	Yes/No
Water	Yes/No

9. Emergency Kit – Review and Check Dates

Date emergency kit checked	June 2024
Next check date	Jan 2025

10. First Aid Training

Staff member	Training completed	Date qualified to
Paul Adigun (Executive principal)	HLTAID011	
Assistant Principal/Curriculum Leader		
Teacher/s		
Education Support Officer Wellbeing Officer		
Business and Admin Manager		

11. Other Training (if any)

Staff member	Training completed	Date qualified to

12. Students or Staff with Additional Needs

To be completed before school commencement and subject to the VRQA's registration.

Category	Staff member	Student name and number
Mobility issues		
Diabetes		
Asthma		

Anaphylaxis (with Individual Anaphylaxis Management Plans and location during onsite/offsite activities)		

13. Emergency Response Procedures (Core)

Identified Hazards	Events instructions
On-site evacuation / relocation	When it is unsafe for students, staff, contractors and visitors to remain inside the College building, the Chief Warden/Executive Principal will take charge and activate the IMT if necessary. - Call 000 for emergency services and seek and follow advice. - Evacuate students, staff and visitors to the assembly point (at the front car park). - Take the emergency first aid kit (including student and staff attendance lists and a copy of this plan). - Once at the assembly point, 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. - 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, carers, guardians as required. **Actions after on-site evacuation/relocation procedure** - Ensure any students, staff or visitors with medical or other needs are supported. - Determine if there is any specific information students, staff and visitors need to know (for example, areas of the facility to avoid). - Print and issue pre-prepared parent letters and give these to students to take home (if applicable). - Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required. - Support staff and student as appropriate.
Off-site evacuation Off-site evacuation (cont.)	If it is unsafe for students, staff, contractors and visitors to remain on the College grounds, the Chief Warden/Executive Principal will take charge and activate the IMT 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 designated assembly point or area. - Take emergency first aid kit (including your student and staff attendance lists and a copy of this plan). - Once at assembly point, 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. - 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, carers, guardians as required. **Actions after off-site evacuation procedure** - Ensure any students, staff, contractors or visitors with medical or other needs are supported. - Determine whether to activate 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.

	- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required. - Support staff and students as appropriate.
Lock-down	When an external and immediate danger is identified and it is determined that students, staff, visitors and contractors should be secured inside the building for their own safety the Chief Warden/Executive Principal will take charge and activate the IMT 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. - Divert parents, carers, guardians and returning groups from the school if required. - Ensure a telephone line is kept free. - Keep public address system free. - Main entrance as the only entry point. It must be constantly monitored and unauthorised people not allowed to 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, 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, carers, guardians as required. **Actions after lock-down procedure** - Ensure any students, staff, contractors or visitors with medical or other needs are supported. - Determine whether to activate 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. - Undertake operational debrief with staff and IMT to identify any lock-down and procedural changes that may be required. - Support staff and student as appropriate.

Lock-out
 	
Lock-out (cont.)
	When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden/Executive Principal will take charge and activate the IMT 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:
	    o Lock doors to prevent entry
	    o Check the premises for anyone left inside
	    o Obtain Emergency Kit.
	- Go to the designated assembly point.
	- Check that students, staff and visitors are all accounted for.
	- 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, carers, guardians as required.
	
	Actions after lock-out procedure
	
	- Ensure any students, staff or visitors with medical or other needs are supported.
	- Determine whether to activate 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.

	- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required. - Support staff and student as appropriate.
Shelter-in-place	When an incident occurs outside the school and emergency services or the Chief Warden/Executive Principal determines the safest course of action is to keep students and staff inside a designated building in the College i.e. the Auditorium (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden will take charge and activate the IMT if necessary. - Call 000 for emergency services and seek and follow advice. - Chief Warden activates the IMT. - Move all students, staff and visitors to the pre-determined shelter-in-place area. - Take emergency first aid kit (including your student and staff attendance lists and a copy of this plan). - 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. - 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, carers, guardians as required. **Actions after shelter-in-place procedure** - Ensure any students, staff or visitors with medical or other needs are supported. - Determine whether to activate 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. - Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required. - Support staff and student as appropriate.

14. Emergency Response Procedures (Specific)

Identified Hazards	Procedure instructions
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. - Report the emergency immediately to the Chief Warden who will convene the IMT. - Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Chief Warden (and Police where possible). - Evacuation only should be considered if safe to do so. - Check that all students, staff, visitors and contractors are accounted for. - Contact parents, carers, guardians as required. - Support staff and student as appropriate.

Severe weather event	- Call 000 if emergency services are needed and seek and follow advice.
	- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
	- Secure windows (close curtains and blinds) and external doors.
	- **During a severe storm:**
	    o Remain in the building and keep away from windows,
	    o Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
	- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden/Executive Principal.
	- Disconnect electrical equipment – cover and/or move this equipment away from windows.
	- Download and check the VicEmergency App for weather forecast, warnings and advice.
	- **After the severe weather event:**
	    o After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
	- Contact parents, carers, guardians as required.
	- Support staff and student as appropriate.

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/Executive Principal who will convene IMT if necessary. - Extinguish the fire (only if safe to do so). - Evacuate to the evaluation point, closing all doors and windows. - Check that all areas have been cleared and notify the Chief Warden/Executive Principal. - Check that all students, staff, visitors and contractors are accounted for. - Contact parents, carers, guardians as required. - Support staff and student as appropriate.
Chemical spill or Biohazard leak or Bomb Threat Chemical spill or Biohazard	- Call 000 for emergency services and seek and follow advice. - Report the emergency immediately to the Chief Warden/Principal who will convene the IMT. - Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Chief Warden/Principal (and Police where possible). - Check that all students, staff, visitors and contractors are accounted for. - Contact emergency services as appropriate - Contact parents, carers, guardians as required.

leak or Bomb Threat (cont.)	- Support staff and student as appropriate.
Offsite activities	- Call 000 for emergency services and seek and follow advice. - Contact camp site or venue. - Report the emergency immediately to the Chief Warden/Principal who will convene your IMT if necessary. - Contact parents, carers, guardians as required. - Support staff and student as appropriate.
Influenza or COVID-19	- Access and follow Chief Health Officer, Department of Health advice and distribute consistent messaging to staff, students and parents, carers, guardians. - Encourage staff and parents, carers, guardians to obtain vaccination as appropriate (especially those people/families at a greater risk of infection). - Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country. - Contact parents, carers, guardians as required. - Support staff and student as appropriate.
Loss of essential services	- Determine which services (power, water, communication etc) 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 and consider the business continuity in consultation with the Executive Principal. - Contact parents, carers, guardians as required. - Support staff and student as appropriate.
Child Abuse	In the event of an incident, disclosure, or suspicion of child abuse, the College 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 to the Executive Principal and seek advice and support. - Support staff and student as appropriate.
Information Security	- If the incident involves sensitive and/or personal information that may identify an individual without their consent, please contact the Executive Principal for advice. - Try and log off the IT system and notify other staff to do so. - If the information security breach is considered malicious contact local police. - Offer impacted staff option to access external EAP support. - Offer impacted students support to contact the College Education Support and Wellbeing Officer.
Smoke Smoke (cont.)	This procedure may be used if you are not under threat from a fire and are remaining in smoky conditions. **Medical** - Call 000 if anyone is experiencing wheezing, chest tightness and difficulty breathing. - Closely monitor for adverse effects of smoke on students and staff. - Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.

	- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand. - Notify parents, carers, guardians about school conditions and to ensure they cater for their child's needs e.g. extra inhaler. - Notify the Executive Principal. - Support staff and student as appropriate. **Activities: Indoors/Outdoors** - Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities. - Switch air conditioners to 'recirculate' or 'reuse air' (turn it off if it doesn't have this function). - Limit prolonged or heavy physical activity relative to the conditions. - Notify the Executive Principal. - Support staff and student as appropriate.

Medical emergency i.e. Traffic accident, Mental stress, Violence, Aggression, Injury or Death	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, carer or guardian of affected student.
	- Record evidence (if applicable).
	- Support staff and student as appropriate.
	- Keep other students away from the emergency/incident.
	- Provide support for students who may have witnessed early stage of emergency. Consider whether the following supports are appropriate:
	  - College Education Support Officer and/or the Wellbeing Officer
	  - Lifeline – 13 11 14
	  - Suicide prevention resources from Beyond Blue and/or Headspace.

Missing person	If student is missing and/or cannot be accounted for: - Search the immediate area - Contact the parent, carer or guardian - Contact 000 for police to report child missing - Provide a description, time last seen and location - Document timeline of events.

15. Risk Assessment

Identified Hazards	Description of Risk	Existing controls	Effectiveness of existing controls	Risk rating
Intruder	Due to the inner-city nature of the College, there is a risk of physical or psychological injury due to unwelcome intruder into school grounds/buildings.	- Provide PD training for staff targeting management of difficult people or situations. - Promote school value of mutual respect to school community. - Use visitor sign in system and visitor pass to monitor people on site. - Ensure reception is a secure area and that no-one can enter the office area without permission.	Effective	**Consequence** - Minor **Likelihood** - Possible **Risk Level** - Medium
Severe weather event	There is a risk of injury due to a severe weather event.	- Ensure regular and ongoing maintenance program of grounds and buildings.	Acceptable	**Consequence** - Severe **Likelihood** - Rare

Risk	Description	Controls	Control Rating	Risk Rating
		- Training of staff in OH&S.		**Risk Level** - Medium
Building fire	There is a risk of injury due to exposure to smoke or flames.	- Practice of fire evacuation plan. - Training of staff in OH&S.	Acceptable	**Consequence** - Severe **Likelihood** - Rare **Risk Level** - Medium
Chemical spill or Biohazard leak or Bomb Threat	There is a risk of injury due to exposure to dangerous or chemicals from neighboring causing psychical or psychological injury due to threat.	- Ensure all staff are aware of this plan and appropriate training provided. - Practice emergency evaluation drills on a regular basis. - Training of staff in OH&S.	Effective	**Consequence** - Severe **Likelihood** - Unlikely **Risk Level** - High
Offsite activities	There is a risk of injury during camps and/or excursions.	- All camps and/or excursions activities are approved by the Executive Principal in line with the Supervision policy. - Completion of the risk assessment template and member of teaching staff is first aid trained (for water activities, ensure that staff with life-saving training is present). - Compliance with the student-staff supervision ratio. - Use approved providers for camps and/or excursions activities.	Effective	**Consequence** - Severe **Likelihood** - Rare **Risk Level** - High
Influenza or COVID-19	Contagious and risk of health and possible death	- Ensure basis hygiene measures are in place and posters are displayed. - Ensure access to water, hand sanitiser and fresh air. - Compliance with the Department of Health guidelines.	Effective	**Consequence** - Severe **Likelihood** - Rare **Risk Level** - Medium
Loss of essential services	Lack of availability of college resources such as computer, internet, lack of drinking water or water for flushing toilets.	- Contact the Chief Warden/Principal - Training of staff in OH&S.	Acceptable	**Consequence** - Moderate **Likelihood** - Rare **Risk Level** - Low
Child Abuse	Domestic abuse (exposure to violence and abuse), substance abuse, stress, bullying, harassment, sexual abuse, mental health etc.	- Recognise indicators of Child Abuse. - Provide training to staff about Child Safe Standards and mandatory reporting. - Provision of student support services.	Effective	**Consequence** - High **Likelihood** - Unlikely **Risk Level** - Low

		- Contact external agency for expert advice and counselling.		
Information Security	Cyberattack, Hacking; Malware virus	- Provide training on internet usage policy - Uphold privacy requirements - Examine data security arrangements - Implement local backup server to prevent data loss.	Effective	**Consequence** - High **Likelihood** - Rare **Risk Level** - Low
Smoke	Risk of injury from smoke inhalation or burns or property damage or loss.	- Practice emergency evaluation drills on a regular basis. - Ensure all staff are aware of this plan/document and appropriate training provided.	Acceptable	**Consequence** - Moderate **Likelihood** - Rare **Risk Level** - Low
Medical emergency i.e. traffic accident, Mental stress, Violence, Aggression, Injury or Death Medical emergency (cont.)	Death or physical/ psychological injury (exposure to distressing event/s) or to staff or students either sudden or due to building works onsite requiring evacuation or existing illness.	- Ensure regular and ongoing maintenance program of grounds and buildings. - Training of staff in OH&S and first aid. - Availability of first aid kit. - Invoke the meeting of the IMT staff (if appropriate). - Medical history – staff/students (medication authority forms and authority to administer). - Provision of student support services – promoting Anti-bullying, Harassment and Mental Health initiative. - Ensure all staff are aware of this plan/document and appropriate training provided. - Building and work areas fenced off with no staff or student access. - Practice emergency evaluation drills on a regular basis.	Effective	**Consequence** - High **Likelihood** - Unlikely **Risk Level** - Low
Missing person	Lost or separate whilst on school site or camp/excursion.	- School attendance records – list of students to attend camp to be held at college site and by Teacher in Charge on camp. - CCTV footage. - School onsite and offsite supervision. - Completion of camp/excursion risk assessment.	Acceptable	**Consequence** - Moderate **Likelihood** - Rare **Risk Level** - Low

16. Drill Schedule

Refer to Appendix 1 Evacuation drill (template)

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1 2025 (commencement)	Onsite Evacuation Drill	Executive Principal	February 2025	
Term 2 2025 (commencement)	Offsite Evacuation Drill	Executive Principal	April 2025	
Term 3 2025 (commencement)	Lockdown Evacuation Drill	Executive Principal	July 2025	
Term 4 2025 (commencement)	Lockout Evacuation Drill	Executive Principal	October 2025	

17. Do Not

- Congregate outside the building entrances unless instructed to do so by a Warden or the attending Emergency Services,

- Re-enter the building until advised that it is safe by the attending Emergency Service, or Emergency Management Warden,

- Carry on with business – this causes delays, which may put one's life and those of others in danger if the emergency is not controlled.

18. Critical Incident

A critical incident is an event or situation that is life-threatening, or results in serious injury or trauma to a staff member, visitor or student. Examples include:

- death or serious injury (hospitalisation),

- allegations of, or actual, serious sexual assault, or serious physical assault,

- a serious fire involving death or serious injury,

- a serious fire which results in significant damage to or closure of the college site,

- serious property damage during the college operations,

- any event that places, or has the potential to place, the college at serious risk, including high levels of public and/or legal scrutiny.

In the event of a critical incident, the College will follow the steps outlined under point 14 above.

19. Business Continuity Procedures

Business Continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event resulting in: (refer to the Business Continuity checklist – **Appendix 2)**.

- An inability to access College site – the Executive Principal may like to consider mutual support arrangement with other schools/other local premises or virtual learning.

- A loss of IT / telephone / data / power – the Executive Principal may like to consider backing up the College data, use of paper-based systems, flexible lessons plan, generators, emergency lighting.
- A loss of shortage of staff or skills – the Executive Principal may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, casual relief teachers and suspending non-critical activities.

20. Contacts

For questions about this policy, contact the Executive Principal.

21. Communication

The College will communicate this policy via the College website, Student and Parent/Guardian Handbook, Staff Handbook and on Staff induction.
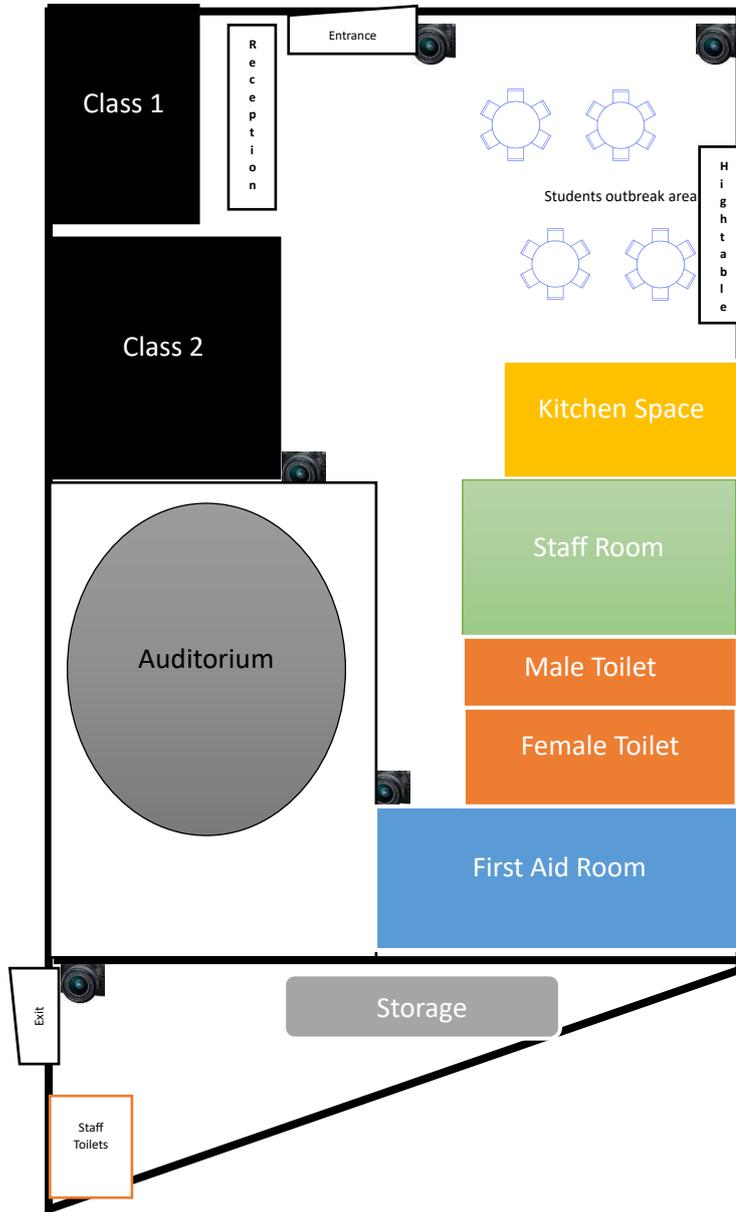
22. Related Policies

- Duty of Care Policy
- Occupational Health and Safety Policy and Procedures
- Complaints Policy
- Child Safety Policy
- Supervision Policy and External provider Procedure
- Maintenance Schedule and Register.

23. Approval and Review

Document Owner:	Executive Principal
Approved by:	College Board
Approval date:	21 June 2024
Next review date:	June 2025 (and every 12 months thereafter)

College Floor/Ground Map

Class 1

Reception

Entrance

Students outbreak area

Hightable

Class 2

Kitchen Space

Staff Room

Auditorium

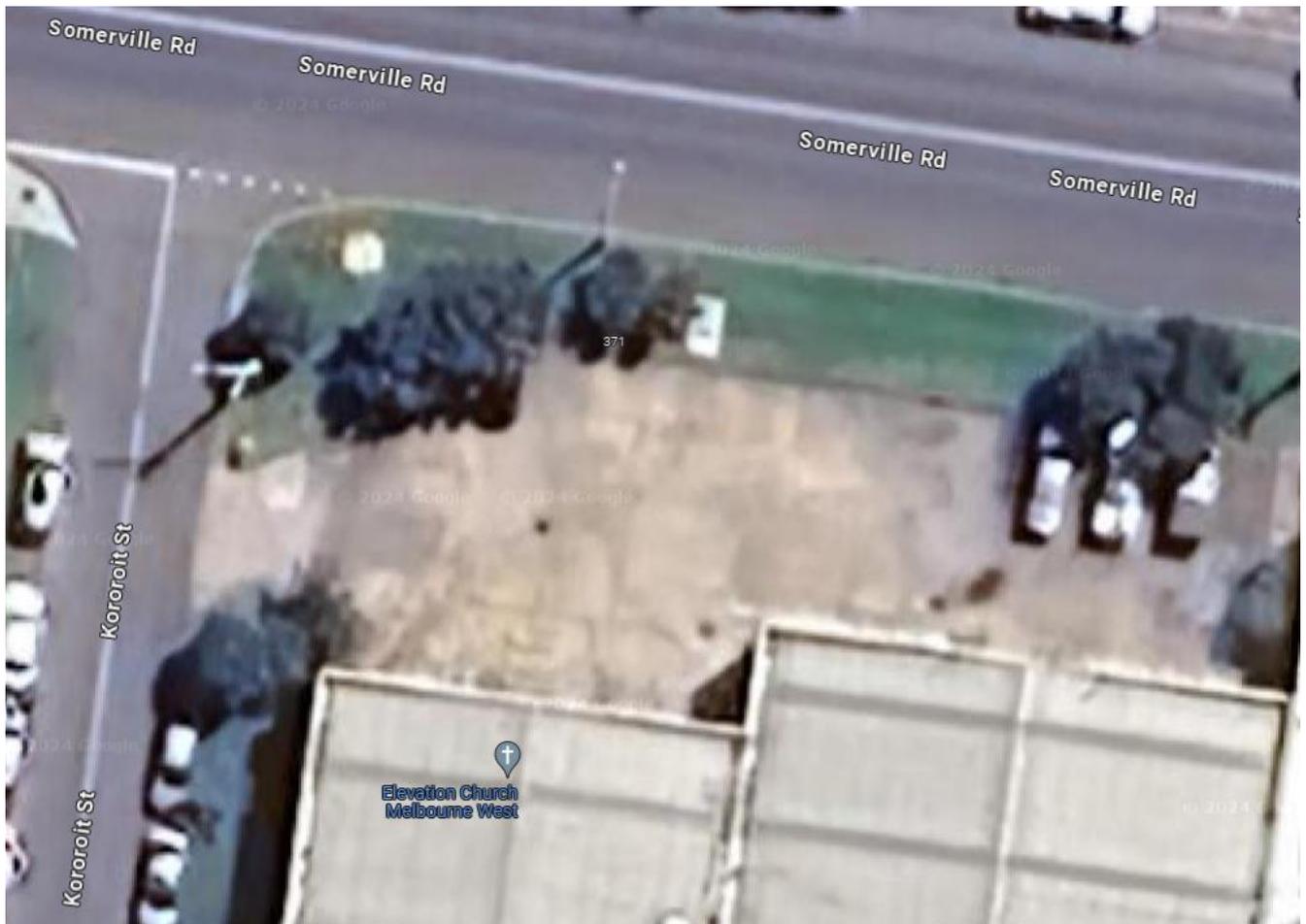Male Toilet

Female Toilet

First Aid Room

Exit

Storage

Staff Toilets

Front Map

Area Map

Evacuation Map (see separate document)

Appendix 1- Evacuation drill (template)

TYPE OF DRILL: Evacuation			
DATE: EVALUATION COMPLETED BY:			
ACTION	YES	NO	COMMENTS
Was an announcement made?			
Was the announcement heard by all?			
Were there any obstructions to the exit routes?			
Was the evacuation:			
• Orderly			
• Confused			
• Crowded			
• Conducted in a serious manner?			
Were the evacuation/exit routes appropriate?			
Did all present know what to do?			
Was the assembly area location appropriate?			
Was the roll call taken?			
Was a report received confirming all were out of the buildings?			
Was a formal announcement made declaring the drill over?			
Record in minutes and seconds the time it took to complete the evacuation			

Attach report of corrective action required			

Appendix 2 - Business Continuity (checklist)

Action	Actioned
Activate the school's Incident Management Team.	
Evaluate the impact of the incident for: - College activities - Impact over time - Manageability - Staffing levels - Resources for recovery	
Identify actions to mitigate impact, including: - Suspension of non-critical activities (excursions or camps) - 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 - Payroll	
Deliver appropriate communications including to: - Staff - Parents, carers, guardians - College Board - Other users of site - Suppliers - Local Shire/Municipality (as appropriate)	