

Emergency Ready

A3 School Assembly Presentation

The students to plan and write a script for the school assembly presentation on Emergency Preparedness. Encourage the students to visit the VICSES website to gather more information.

VICSES Website: <https://www.ses.vic.gov.au/web/www/do1thing>

Script planning

Part 1: **Hook & Introduction** (3- 5 mins)

Part 2: **Local risks & Actions** (10 mins)

Part 3: **Interactive “Grab bag”** (7 mins)

Part 4: **Communication & 3 Home Actions** (5 Mins)

Part 5: **Q&A and Conclusion** (3 Mins)

Presentation planning: 3-week timeline

The students can focus on **Do 1 Thing** VICSES safe message.

Week 1 – Approval & Logistics

- Secure the date with the school administration.
- Confirm the presentation length (**20–30 minutes** for Year 5 - 6)
- Check what audio-visual equipment is available in the school assembly area.

Week 2- Content Creation

- Draft the presentation slides and speaking notes.
- Prepare physical props (e.g., a backpack, canned food, torch).
- Print any takeaway materials or checklists

Week 3 - Rehearsal and Tech Run

- Practice the timing to ensure it does not run over.
- Test your slides, videos, and microphones in the actual assembly space.
- Coordinate with other classroom teachers for student seating arrangements.