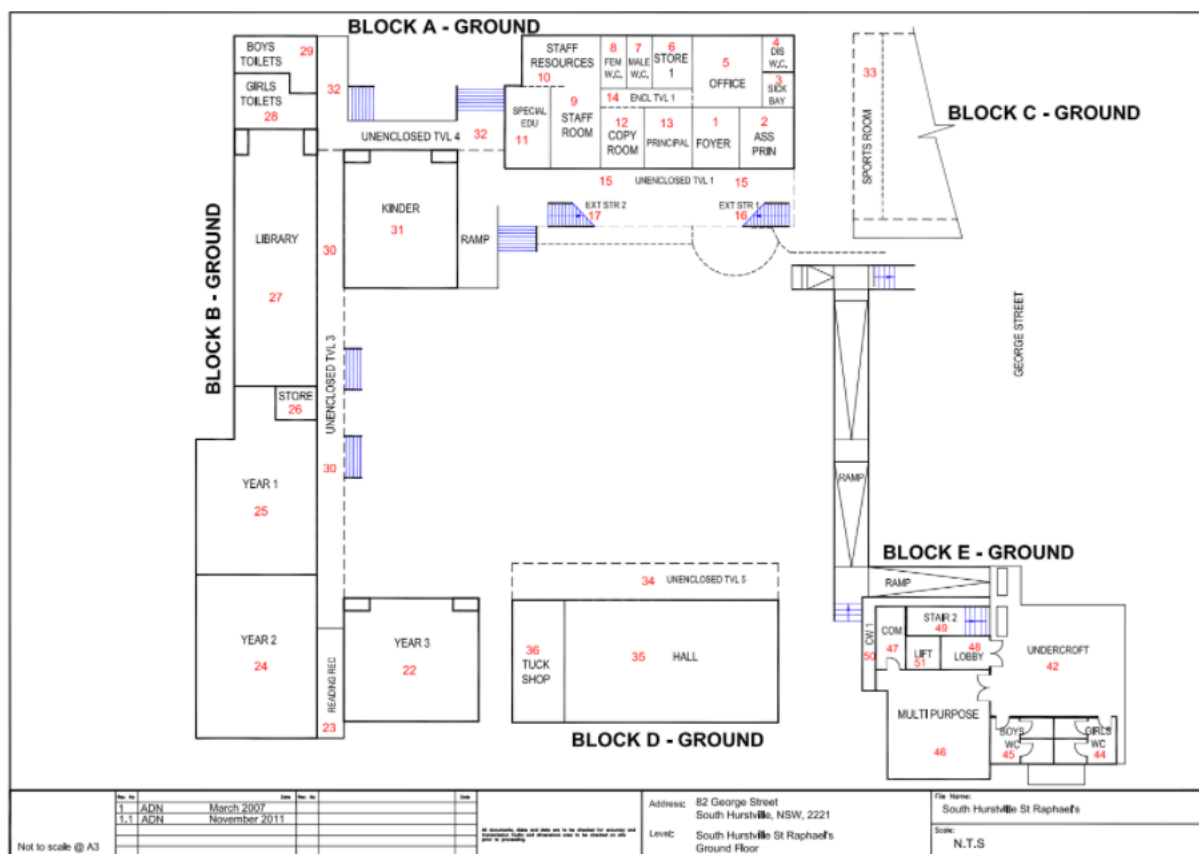




ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

EMERGENCY MANAGEMENT AND CRITICAL INCIDENT POLICY AND PROCEDURE

SCHOOL SITE PLAN



PHILOSOPHICAL BASIS

Pastoral Care is an integral aspect of the school environment and touches all members of the school community. We believe Pastoral Care at St Raphael's is expressed through the Christ-centered atmosphere in which the development of quality relationships, the provision of quality learning experiences, the support of one another and the establishment of an effective care network are paramount. The handling of a critical incident or an emergency is part of the establishment of an effective care network, and as such, is an integral part of pastoral care of the school.



At St Raphael's, the establishment of an effective care network will:

- reflect the Catholic ethos of individuals caring for and respecting each other.
- be founded on a structure where teachers and other professionals are responsible for the well-being of the students in the school.
- provide mutual support for staff, students and parents.

For the students and teachers, the establishment of an effective care network will ensure a sense of safety, belonging, support and well-being.

See also [*STR Pastoral Care and Behaviour Management Guidelines*](#)

DEFINITION

An emergency or critical incident is a serious, sudden and unexpected situation requiring an immediate response. These incidents may occur in the classroom, on the playground or outside the school environment.

Examples of an **emergency** include:

- playground accidents
- classroom accidents
- fire
- bomb threats
- explosions

Examples of a **critical incident** include:

- motor vehicle accidents involving members of the school community
- sudden death of a member of the school community
- intruders
- public or perceived violence involving a member of the school community.



MANDATORY PROVISIONS

St Raphael's School will:

- have in place management procedures to ensure the safety of students, staff and parents.
- regularly assess potential hazards at the school.
- stress prevention at all times.
- ensure students, staff and parents are aware of the existence of emergency and critical incident procedures.
- regularly conduct drills.
- evaluate procedures to assess effectiveness of these.
- establish a Critical Incident Management Team(CIMT) at the beginning of each year. Allocate roles and tasks to CIMT members as outlined in Table1 .Determine agreed action of each team member(Plan).Prepare the school community eg CPR Training each year; Evacuations each term in Week 5. Review the Plan annually.
- display Critical Incident Flowchart in Principal, Assistant Principal and Administration offices.
- display Critical Incident Flowchart near teacher's desk in an accessible location
- revise Critical Incident procedures with staff at the commencement of the school year and before an excursion
- ensure a Critical Incident Leader (CIL) is nominated and will report to the Principal before and after the excursion
- staff complete an evaluation online to give feedback to the Leadership Team.

PLAN FOR A SCHOOL EMERGENCY

The suggested Emergency Management Plan has been designed in accordance with *Australian Standard AS 3745:2002 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces*.

To maintain the effectiveness and efficiency of emergency control, a determined effort is required by all employees to ensure the following is maintained:

- The nomination of suitable persons to carry out the duties of **Emergency Control Organisation (ECO)** personnel (Wardens).
- Biannual meetings of **Emergency Control Organisation** personnel to provide training.

Employees acting as **Emergency Control Organisation** personnel in the course of their employment are covered under the *Workers Compensation Act 1998* and *Employees Liability Act, 1991 (NSW)*.



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Employees acting as **Emergency Control Organisation** personnel are covered by a statutory indemnity under the *Employees Liability Act, 1991 (NSW)*. Under this Act the employer is liable to indemnify emergency control personnel in respect of liability for a civil wrongdoing incurred by the ECO.

The aim of emergency planning is to ensure:

- the safety of students and staff is maintained, as far as possible, during an emergency
- the impact of trauma on the school community that often accompanies exposure to an emergency is reduced
- the safe and rapid evacuation of staff and students from the building/s
- communications are maintained during an emergency
- appropriate first aid and medical treatment of injured persons



REGISTER OF EMERGENCY CONTROL ORGANISATION (ECO PERSONNEL)

CHIEF WARDEN	PRINCIPAL- Mark Abad
DEPUTY CHIEF WARDEN	Assistant Principal -Karin Chatwood
FLOOR OR AREA WARDENS	REC/Yr 6 Teachers (Liam Weston & Julie James) Stages 2-3 building Yr 2 (Jennifer Milne/Michelle Bevan) and Year 3 Teacher (Katrina Karayannis) Stage1 and Yr 3 classrooms Kindergarten Teacher (Liz Murray & Mel Amos) Kindy and library Coordinator 2 (Karen Woods) Charity Hall and canteen
WARDENS	Year 1 Teacher (Angela McLellan) Year 3 Teacher (Katrina Karayannis) Year 6 teachers (Liam Weston/Julie James) and Stage 3 Support Teacher (Jenny Chapman) Specialist Teachers - Librarian, EAL/D, Sport, Class Support
FIRST AID OFFICER/S	Senior School Support Officer - Daniela Carrabs Learning Support Officers - Maria Kovacevic and Irene Papandonis
COMMUNICATIONS OFFICER/S	Daniela Carrabs - Senior School Support Officer Principal - Mark Abad

DUTIES OF ECO PERSONNEL - See appendix



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ASSISTING PERSONS WITH A DISABILITY IN AN EMERGENCY

Persons with a disability will be assisted by a Learning Support Officer (LSO) during an emergency and during evacuation of the building. The process for assisting a student with a disability during an emergency, including assistance during evacuation is written into the student's Individual Education Plan (IEP).

During the emergency or evacuation the LSO will:

- relocate the disabled person to a safe area and orient them to their surroundings
- notify the emergency services personnel of the person's location
- stay with the person with the disability until the arrival of emergency services personnel
- ensure the person is personally informed of the situation



Evacuation Management Procedures

A practice of the evacuation procedure will be scheduled each term in Week 5.

In the case of fire, flood, structural failure, severe storm, bomb threat and explosion, the following procedures will apply:

1. The Chief officer will assess the situation before deciding to evacuate

- Office staff will announce the Evacuation and area assembly over the PA system.
- Continuous sounding of a siren indicates the needs to evacuate the buildings

2. TEACHERS WILL:

- Collect Evacuation Folder, mobile phone and school keys
- Put on their school high-vis vest on for ease of identification for emergency services
- Close the door when leaving the room
- Check and marshal students in an orderly manner to the designated safety area either at front of church or grass area of the Presbytery and St Bede's Nursing Home. If this area is unsuitable, instructions will be given regarding other suitable areas.
- Re-check roll.
- Put their hand up when class roll is completed until notified by Senior School Officers to put them down.
- Stay with class until further advice is given.

3. STUDENTS WILL:

- Move in an orderly manner, in alphabetical order, as directed by the teacher.
- Classes will line in from K - 6 for ease of identification
- Answer to their own name as well as putting up their hand for the teacher to identify them.
- Obey instructions immediately in silence.

4. THE SENIOR SCHOOL OFFICER WILL:

- Contact appropriate service or authority.
- Ensure that all personnel are evacuated from the Administration building, including the reading room, sports room and AP office, and take any students to safety.
- Take the loudspeaker to the evacuation area.

5. THE PRINCIPAL WILL:

- Check toilet areas and evacuate any students.
- Check the library and both halls and evacuate any students and teachers.
- Turn off electricity at the main fuse box.

6. THE FIRST AID OFFICERS WILL:

- proceed to the designated safe assembly area/s with adequate first aid supplies
- liaise with Wardens in relation to any persons requiring first aid
- administer first aid until the arrival of the Ambulance Service
- assist persons with disabilities
- inform emergency services personnel of missing students and staff and if possible their likely location



7. The Coordinators will:

- Assist with the orderly evacuation of the students from the school sight to the Presbytery and St Bede's Nursing home.
- Ensure that all children cross Russell Lane in a safer manner by acting as a road monitor watching for oncoming emergency vehicles and or other hazards.

Evacuation Practice Pacing Guide

Term 1, Week 5	Fire Evacuation: In front of the Church
Term 2, Week 5	Fire Evacuation: In front of the Presbytery and St Bede's Nursing Home
Term 3, Week 5	Lockdown Practice: In classroom
Term 4, Week 5	Lockdown Practice: From the Playground



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL EMERGENCY EVACUATION PROCEDURE

In the case of an emergency such as a:

- FIRE
- BOMB THREAT
- ANY OTHER SIGNIFICANT DANGER

* THE FIRE ALARM SOUNDS CONTINUOUSLY OVER THE PA SYSTEM

A MESSAGE WILL INDICATE TO EVACUATE TO:

AREA A: Front of Church

AREA B: Front of Presbytery/St Bede's Nursing Home

- 1. Teacher directs the students to line up at the door in alphabetical order**
- 2. All staff to put on yellow safety vest**
- 3. Take your evacuation folder, mobile phone to mark the roll and take your keys**
- 4. Close the door (do not lock). NO NEED TO CLOSE & LOCK WINDOWS.**
- 5. Proceed in silence to the directed area for the evacuation meeting point.**
- 6. If a student in your class has mobility issues and there is not an LSO in your room or nearby, phone the office for assistance.**
- 7. Keep any students with individual needs at the front of the line nearest the teacher**



AREA A: Front of Church

Classes can walk side-by-side another class

Kindergarten: exit door and walk single file along the ramp towards the office and walk along the verandah past the staff room and office. Walk up the stairs to the top playground area and walk near the Church up to the front of the Church. Sit in a single line, closest to the exit gate, facing the gate.

Library and Year 1: exit door and walk single file down the main stairs. Walk across the lower grass area on the Kinder building side. Walk across the amphitheatre and up the ramp near the hall and then across the playground to the front of the Church. Sit in a single line, closest to the exit gate, facing the gate.

Year 2: exit door and walk single file down the main stairs. Walk across the lower grass area close to Year 3 and go up the middle stairs and walk near Charity Hall. Walk up the ramp near the hall and then across the playground to the front of the Church. Sit in a single line, closer to the exit gate, facing the gate.

Year 3: exit door to deck area. Walk single file across the grass area close to Year 3 and go up the middle stairs and walk near Charity Hall. Walk up the ramp near the hall and then across the playground to the front of the Church. Sit in a single line, in the middle of the area, facing the gate.

Office, Staffroom, Year 4 & Year 5: exit door and walk single file down the Year 4/5 stairs. Walk up the stairs to the top playground area and walk near the Church up to the front of the Church. Sit in a single line, closest to the Church, facing the gate.

Year 6: exit down the Year 6 stairs and walk single file down the ramp to the grass area. Walk across the amphitheatre and up the ramp near the hall and then across the playground to the front of the Church. Sit in a single line, closest to the Church, facing the gate.

Hall: exit down the main stairs. If there are two classes in the hall, one class uses the back stairs. Walk across the playground to the front of the Church. Sit in a single line, facing the gate.

Charity Hall: exit the door and walk single file up the ramp near the hall and then across the playground to the front of the Church. Sit in a single line, facing the gate.



AREA B: Front of Presbytery

Classes can walk side-by-side another class

Kindergarten: exit door and walk single file along the ramp towards the office and walk along the verandah past the staff room and office. Walk along the ramp towards the Hall and then past the hall. Exit via the main school gate near the Hall (Russell Lane). Walk across the road to the front of the Presbytery. Sit in a single line, closest to the Presbytery, facing the school.

Library, Year 1, Year 2: exit door and walk single file down the main stairs. Walk across the lower grass area to the Lower Playground gate. Walk across the road to the front of the Presbytery. Sit in a single line, closest to the Presbytery, facing the school.

Year 3: exit door to deck area. Walk to the Lower Playground gate. Walk across the road to the front of the Presbytery. Sit in a single line, closest to the Presbytery, facing the school.

Office, Staffroom, Year 4 & Year 5: exit door and walk single file down the Year 4/5 stairs. Walk up the stairs to the top playground area and walk near the Church. Exit via the school gate near the Church (George St). Walk across the road to the front of the Presbytery. Sit in a single line, closest to the road, facing the school.

Year 6: exit down the Year 6 stairs and walk single file down the ramp to the lower grass area. Walk across the amphitheatre and up the ramp near the hall. Exit via the main school gate near the Hall (Russell Lane). Walk across the road to the front of the Presbytery. Sit in a single line, closest to the road, facing the school.

Hall: exit down the main stairs. If there are two classes in the hall, one class uses the back stairs. Exit via the main school gate near the Hall (Russell Lane). Walk across the road to the front of the Presbytery. Sit in a single line, facing the school.

Charity Hall: exit the door and walk single file up the ramp near the hall. Exit via the main school gate near the Hall (Russell Lane). Walk across the road to the front of the Presbytery. Sit in a single line, facing the school.

Classes outside at sport: exit via the school gate near the Church (George St). Walk across the road to the front of the Presbytery. Sit in a single line, closest to the road, facing the school.



LOCKDOWN PROCEDURES

Lockdown is a procedure used to minimise risk to the school population when there is an immediate and imminent threat within the school or nearby community eg . e.g hazardous material incident, incidents involving firearms, unwanted visitors or intruders and severe storms. School staff, students and visitors are secured in the rooms they currently occupy and no one is allowed to leave until instructed it is safe to do so.

Any person noticing potential dangers in and/or around the school should immediately notify the office. If this occurs during breaks in the school day, students should approach the teacher(s) on duty who must notify the office immediately. Once advised of the potential and level of threat, the office staff will make an announcement, alerting staff to instigate the lock-down plan as below.

Silent Lockdown	General Lockdown	Full Lockdown
Purpose: An incident is occurring in the school which may be a safety danger to others e.g. student heightened on the playground or classroom.	Purpose: An incident is occurring at or near the school which may be of imminent danger e.g gas leak, severe storm, dangerous person nearby, savage dog etc...	Purpose: An incident is occurring at or near the school which has immediate danger and in which the police have been called, e.g. intruder within the school, incident involving firearms etc..
PA announcement: <ul style="list-style-type: none"> <i>"Attention Staff, the staffroom is closed"</i> is announced over the PA 3 - 5 times. When it is lifted, <i>"Attention Staff, the staffroom is open"</i> 	PA announcement: <ul style="list-style-type: none"> <i>"This is a lockdown"</i> is announced over the PA 3 - 5 times. No one should venture outside once a lockdown has been called until the lockdown has been lifted. When it is lifted, announce over PA "The lockdown is lifted" 	PA announcement: <ul style="list-style-type: none"> <i>"This is a full lockdown"</i> is announced over the PA 3 - 5 times. No one should venture outside once a lockdown has been called until the lockdown has been lifted. When it is lifted, announce over PA "The full lockdown is lifted"
Principal: <ul style="list-style-type: none"> Lockdown is initiated by either saying the phrase above OR delegate that authority Monitor the situation from afar Contact parents if required <i>Deputy Chief Warden will resume the Chief Warden role if Chief Warden is not on site</i>	Principal: <ul style="list-style-type: none"> Lockdown is initiated by sounding the signal. Call 000 for assistance (if required). Follow emergency services instructions <i>Deputy Chief Warden will resume the Chief Warden role if Chief Warden is not on site</i>	Principal: <ul style="list-style-type: none"> Lockdown is initiated by sounding the signal. Call 000 for assistance. Follow emergency services instructions <i>Deputy Chief Warden will resume the Chief Warden role if Chief Warden is not on site</i>
Assistant Principal: <ul style="list-style-type: none"> Support Chief Warden as required Monitor the situation from afar Check toilets 	Assistant Principal: <ul style="list-style-type: none"> Call SCS Critical Incident Hotline Check toilets if it is safe to do so Support Chief Warden as required 	Assistant Principal: <ul style="list-style-type: none"> Call SCS Critical Incident Hotline Check toilets if it is safe to do so Support Chief Warden as required



Admin Staff: <ul style="list-style-type: none"> Secure administration block Say the PA announcement if delegated 	Admin Staff: <ul style="list-style-type: none"> Secure administration block Support Principal as required Take calls from classrooms to ensure attendance of students 	Admin Staff: <ul style="list-style-type: none"> Secure administration block Support Principal as required Take calls from classrooms to ensure attendance of students
Teachers to: <ul style="list-style-type: none"> check outside the classroom and direct students into classrooms lock classroom doors Resume normal activities <p>If staff are not in their own classroom, they will remain in the building and/or room they are currently in until told it is safe to move.</p>	Teachers to: <ul style="list-style-type: none"> check outside the classroom and direct students into classrooms lock classroom doors close windows and blinds (if possible) turn lights off students are sitting on the floor or at their desks doing something quietly (reading, listening to a story, handwriting etc...) check roll on mobile phone. Report to the office the attendance of the students in the classroom at that point in time (and any additional students). If the phone is engaged, please try again until you reach one of the office staff. <p>If staff are not in their own classroom, they will remain in the building and/or room they are currently in until told it is safe to move.</p>	Teachers to: <ul style="list-style-type: none"> check outside the classroom and direct students into classrooms lock classroom doors and barricade using furniture close windows and blinds (if possible) turn lights off position students in <u>least visible positions</u> - e.g under desks, against a wall under the windows. Students are <u>silent</u> check roll on mobile phone. Report to the office the attendance of the students in the classroom at that point in time (and any additional students). If the phone is engaged, please try again until you reach one of the office staff. <p>If staff are not in their own classroom, they will remain in the building and/or room they are currently in until told it is safe to move.</p>
Canteen Supervisor: <ul style="list-style-type: none"> lock door resume normal activities 	Kindergarten Teacher <ul style="list-style-type: none"> check nearest student toilets 	Kindergarten Teacher <ul style="list-style-type: none"> if it is safe to do so, check nearest student toilets
Students to: <ul style="list-style-type: none"> if outside move to the nearest classroom Continue with normal classroom activities 	Students to: <ul style="list-style-type: none"> if outside move to the nearest classroom remain calm and quiet inside the classroom follow direction of the teachers not use mobile phones or smart watches remain in location until directed by Teachers or Principal to move 	Students to: <ul style="list-style-type: none"> if outside move to the nearest classroom remain calm and silent inside the classroom follow direction of the teachers be out of 'line of sight' - e.g. under desks, against a wall not use mobile phones or smart watches remain in location until directed by Teachers, Principal or Police to move



ACTION REQUIRED

Office staff or member of the leadership team will:

- Sound the pre-arranged sound and give the code phrase for the type of Lockdown required (see previous page) through the speaker system. FIRE ALARMS ARE NOT TO BE SOUNDED.

Principal

- Locks all access points if the perceived threat is outside the perimeter
- Monitors and manage the lockdown
- Instructs staff of additional actions required in response to the perceived threat
- Advises members of the school community when the perceived danger(s) have been brought under control
- Checks toilets
- Notifies SCS.

Office Staff

- Notify the police of the perceived threat
- Advise principal of any students unaccounted for
- Provide appropriate support to the principal or assistant principal
- Advise relevant teachers of any students in the Administration Building
- Attend to Specific Lockdown Duties as set out below.

Assistant Principal and members of the Leadership Team

(These actions are only if the assistant principal is released from class for administrative duties. If in class, the AP and members of the Leadership Team are to follow procedures for lockdown of classrooms as set out for teachers.)

- Proceed to the office (if safe) to assist in the management of the lockdown
- Manage the lockdown and undertake the responsibilities of the Principal in the absence of the Principal.

Teachers

- Attend to Specific Lockdown Duties as set out below
- Lock all doors, windows and close blinds and switch off lights if needed
- Check that all students are accounted for against class list
- **CALL** the Office and give information regarding:
 - All students present
 - Any unaccounted for students
 - Students from other classes retained in their room
 - Students retained in specialist learning areas (specialist teachers)

Learning Support Officers

- Assist teachers with lockdown
- Implement lockdown plan as set out for teachers if working with students in an area other than a classroom (eg staffroom)
- Attend to Specific Lockdown Duties as set out above

Students

- Listen carefully to instructions
- Move quickly and calmly to desk
- Follow all other instructions quickly and calmly
- If in toilet area move calmly to the Kindergarten classroom



Visitors

- Remain in the area where assisting or move to the closest classroom
- Assist teachers with lockdown.

Charity Hall/Meeting Room/Hope & Harmony Place

- Remain in the room unless it is deemed safe to move to administration building
- Keep any students in or around the room with you
- Lock all doors, windows and close blinds and switch off lights if needed

IF LOCKDOWN IS BEFORE SCHOOL/DURING SCHOOL/LUNCHTIME

Except for actions set out here, all other staff members are to follow those set out above.

Teachers on duty

- Proceed quickly to unlock access doors to classrooms and accompany their class to their own classroom
- Account for own students
- Implement lockdown procedures

Teachers not on duty

- Proceed quickly to unlock access doors to classrooms and accompany their class to their own classroom
- Account for own students
- Implement lockdown procedures.

ACTION REQUIRED in Extraordinary Circumstances

In the event that the perceived threat is in the administration area, the following procedures are to be implemented:

Assistant Principal

- Manage the lockdown from his/her classroom
- Undertake the responsibility of the Principal
- Evacuate all staff and students in close proximity to the administration area and Principal's office to the nearest classroom

All other staff

- Evacuate to the nearest classroom
- Account for students
- Follow directions as set out above

At no time during a lockdown should students, staff or visitors, other than the Principal or someone delegated by the Principal, move outside their classroom or designated area.

FIGHTING A FIRE

Attempts to fight a fire will not be made unless

- Precautions for the safety of all persons have been undertaken.
- The fire is not too severe.
- At least two (2) teachers are able to work together.
- The correct type of extinguisher is available.



FIRE PREVENTION AND FIRE EXTINGUISHERS

Fire extinguishers will be checked every six (6) months and where necessary, recharged.

Combustible and flammable materials are not to be placed on or near heating appliances, including air conditioners.

The use of double adaptors is to be avoided. No appliance rated 1000 watts or over should be connected using a double adaptor. This includes heaters, fans, TV's, urns, etc. Two or more double adaptors must never be used at the same power point.

Extension cords are not to be left in a coiled position or tied in any way.

In a storm, particularly an electrical storm, appliances including TV's and computers, should be turned off at the wall.

LOCATION OF FIRE EXTINGUISHERS

Located near every classroom, Charity Hall, Hope and Harmony Place or office space.

INTRUDERS IN THE SCHOOL

In the event of an intruder/intruders entering the school, the following procedures apply.

CLASSROOM

1. THE PRINCIPAL WILL:
 - a. Message all rooms that the school is in lockdown (alarm).
 - b. Follow the checklist for Critical Incident Management Procedures.
2. TEACHERS WILL:
 - a. Lock doors, windows and close blinds.
 - b. Provide students with privacy for toilet use in a bucket.
 - c. Students remain in seats.
 - d. Ensure that the classroom atmosphere is as normal as possible.
 - e. Wait for further instructions from the Principal.

RECESS/LUNCH

3. TEACHERS/ STUDENTS WILL:
 - a. Alarm will sound
 - b. Students stop.
 - c. Students walk to their lines.
 - d. Wait for instructions.

If classes are off the premises they are notified not to come back.

Students are to be trained in these procedures. Drills will be held once a term.

At all times common sense applies. At no stage are staff or students to engage in negotiation with an intruder.

OTHER SCHOOL EMERGENCIES - Refer to appendix

The Critical Incident Plan is to be followed.



ACCIDENT MANAGEMENT PROCEDURES

Level One Injuries

- Minor injuries.
- Injuries requiring first aid treatment only.
- Injuries not requiring medical attention.

Procedure

- Assess student's injury
- Supervising teacher or office staff to give first aid.

Level Two Injuries

- Head injuries (including bumps), eye injuries, cuts requiring stitches, teeth injuries, sprains, suspected fractures and dislocations, asthma attacks.
- Medical treatment advised.

Procedure

- Assess student's injury.
- Send for Principal or Assistant Principal to assess student.
- Principal or office staff to inform parent/s.
- Parent/s to collect student. If parent/s are unable to collect student, their instructions are to be followed. If parent/s cannot be contacted, emergency contact persons to be phoned and their instructions are to be followed. If no person can be contacted the Principal will make a decision regarding the well-being of the student.
- Accident report to be filled in.
- Follow-up to be made by Principal, Assistant Principal or office staff.
- Level 2 injuries should be reported to the Principal.

Level Three Injuries

- Suspected spinal injuries, severe fractures, loss of consciousness.
- Ambulance required.

Procedure

- Assess student's injury. NEVER move the student.
- Secure area around student. Move other students away BUT continue supervision.
- Send for Principal or Assistant Principal to assess student.
- Office staff to phone for an ambulance.
- Principal or office staff to contact parent/s.
- Principal or Assistant Principal to travel to hospital in ambulance or own car.
- Principal or Assistant Principal to remain with student until parent/s arrive.
- Principal or Assistant Principal to make follow up phone call to family that night.
- Accident report to be filled in.
- All Level 3 injuries to be reported to the Principal.

ALL HEAD INJURIES (NO MATTER HOW MINOR THEY MAY SEEM) ARE TO BE REPORTED TO THE OFFICE, PRINCIPAL OR ASSISTANT PRINCIPAL, PARENTS, AND RECORDED IN THE ACCIDENT BOOK.

- ***ALWAYS BE OVER CAUTIOUS.***
- ***IF YOU HAVE ANY DOUBTS ABOUT AN INJURY, CALL FOR THE PRINCIPAL OR ASSISTANT PRINCIPAL.***
- ***IF NEITHER IS AVAILABLE, DON'T HESITATE TO CALL AN AMBULANCE.***



FIRST AID KITS

- 1 in each classroom.
- 2 in the sick bay for use on excursions.
- Generally, office staff will handle most minor accidents. No ice packs are to be taken to the classroom or playground.
- 1 to be taken up to Hope and Harmony Place when lessons occur there.

Principal as a responsible person

If the Principal experiences any wellbeing issues or is faced with a mishap which infringes on her/his suitability or ability to carry out her/his delegation, the SCS Critical Incident Flowchart is followed promptly.



CRITICAL INCIDENT PROCEDURES

4.1 Responses to Critical Incidents

4.1.1 The person identifying and leading the response to a CI will depend on the circumstances in which the incident occurs. That person will be known as the CI Leader.

4.1.2 The CI Leader may be relieved of the role of CI Leader at any time either by an approved request, or by the direction of a more senior manager.

4.1.3 If an incident occurs in a school, the Principal will be the CI Leader. In the event that the Principal is absent from the school or unable to perform the role of CI Leader (e.g. due to injury), the next person with delegated authority (i.e. a Relieving Principal or the Assistant Principal) who is present on site and able to perform the role will be the CI Leader.

4.1.4 If an incident occurs off-site but involves members of the SCS community (e.g. student excursion or staff off-site), the most senior staff member present will be the CI Leader. In the event that the most senior staff member is unable to perform the role of CI Leader (e.g. due to injury), the next person in seniority able to perform the role will be the CI Leader.

4.1.5 The CI will use the SCS approved [flowchart](#) to assist in the response to a critical incident

4.2 Responsibilities of CI Leaders

4.2.1 The CI Leader will determine whether an incident is a CI under this policy.

4.2.2 The CI Leader will take immediate action as appropriate to mitigate or ameliorate the occurrence or consequences of a CI.

4.2.3 The CI Leader will ensure that emergency services (police, fire and ambulance) are called for assistance as soon as appropriate.

4.2.4 The CI Leader will ensure the Critical Incident Alert Service is contacted and provide the information requested by the operator.

4.2.5 The CI Leader will ensure their supervisor was contacted regarding the incident unless otherwise alerted via the CI Alert Service (i.e. the System Director will be automatically notified by the CI Alert Service).

4.2.6 Safety Team personnel will evaluate the CI and, if required, attend the site to ensure that personnel are safe from further injury. Only where a site is declared safe, may other personnel attend as per (4.2.7) below.

4.2.7 The CI Leader will (as appropriate to address the nature of the CI) select and contact specialist SCS office staff to act as the CI Team, and allocate to them specific responsibilities in relation to mitigating and resolving the CI. Where a site is not safe, the CI Leader may nominate an alternative location for members of the CI Team to meet as required.



4.2.8 Until a CI is over, the CI Leader is responsible for deciding on actions to be taken or not taken; unless and until given a direction by more senior personnel. All other SCS staff will provide support and advice within their area of expertise only and will seek and take direction from the CI Leader.

4.2.9 After a CI is over (i.e. the potential for further injury or damage has ended) the CI Leader will (as appropriate to address the nature of the consequences of the CI) select and contact specialist SCS office staff to act in their normal roles and with their usual authority to address and rectify the consequences of the CI. Such action will be governed by the usual policies and procedures applying in relation to their subject matter.

4.2.10 CI Leaders will log an incident using the appropriate WHS Incident Reporting Form on the WHS Management System. This incident reporting will be completed, when appropriate, following an incident.

4.2.11 Following a CI, the CI Leader is encouraged to contact ACCESS Employee Assistance Program for confidential counselling and support.

4.3 Responsibilities of Principals

4.3.1 The Principal will ensure that the school has an appropriate emergency management procedure and that relevant safety drills are held on a regular basis.

4.3.2 The Principal will ensure that all new staff including casuals are aware of the emergency management procedure as part of their induction onto the school site.

4.4 Responsibilities of SCS Safety Team

4.4.1 The Safety Team will procure and publish to all staff the Critical Incident Alert Service phone number and the standard information that the operator is likely to request.

4.4.2 The Safety Team will appoint and notify the CI Alert Service of at least 2 Safety Team personnel to whom CI Alerts are to be relayed. The Safety Team will direct the CI Alert Service on the information to be collected from the CI Leader and the methods to be used to relay that information to other senior SCS personnel.

4.4.3 The CI Alert will prompt dissemination of information as follows:

1. The Safety Team and/or the School Support Team and/or the School Support Director and/or Director of Human Resources
2. The School Support Manager for a school, if the CI involves a school or the staff and students of a school (i.e. on an excursion) and/or the Regional Director
3. The SCS line manager of the CI Leader (i.e. System Director or Executive Director of SCS)
4. The SCS Leadership Team; and



5. The Head of Communications.

4.4.4 At least one member of the SCS Safety Team will:

1. immediately acknowledge back to the CI Leader that the Safety Team has received and is acting on the CI Alert; and
2. as soon as possible attend the site of the CI, unless either:
 1. advised not to do so by NSW or Federal emergency services (police, fire, ambulance services); or
 2. requested not to do so by the CI Leader.

4.4.5 If and when attending the site of the CI, the Safety Team will be responsible for:

1. supporting the CI Leader in the identification and mitigation of sources of potential injury to people and potential damage to property or the natural environment; and
2. notifying SafeWork NSW and responding to requests for information or action from SafeWork NSW, on behalf of the CI Leader, the site's WHS leader and the Executive Director of SCS, in his/her role as the Person Conducting a Business Undertaking (PCBU) for the purpose of WHS legislation.

4.4.6 For the duration of a CI, the Safety Team will report regularly via their line management to the Director of Human Resources who will determine and make, or will delegate, further communications (i.e. to the SCS Leadership Team) regarding the identification and mitigation of safety aspects of the CI and any regulatory compliance actions to be undertaken in relation to the CI.

4.4.7 Consistent with paragraph 3.7, until directed otherwise by his/her line manager or a more senior manager of his/her line manager, once the CI is over the Safety Team Leader has the authority to direct any staff member or external supplier of SCS to take such action as is necessary to comply with any notices issued by SafeWork NSW.

4.5 Responsibilities of the Communications Team

4.5.1 On receipt of a CI Alert, at least, one member of the Communications Team will:

1. immediately acknowledge to the Safety Team that the Communications Team has received and is acting on the CI Alert; and
2. assess whether a Communications Team presence is required on the site and such presence is confirmed by the CI Leader.

4.5.2 If and when attending the site of the CI, the Communications Team will be responsible for:

1. supporting the CI Leader to identify stakeholders (including mass media and the school community), other than those expressly identified in this policy, and to devise a communications plan for providing those stakeholders with appropriate information, in light of the competing interests, rights, and obligations of all people affected by the CI



2. supporting the CI Leader to provide updates on the progress of the CI to, and actions required from, the CI Team or the SCS Leadership Team; and

3. advising the CI Leader and the SCS Leadership Team on reputational risks and options to mitigate those risks, in light of the competing interests, rights, and obligations of all people affected by the CI.

4.5.3 Following a CI, the Communications Team will work with the CI Leader, where appropriate, to inform the community of the outcome of the CI

4.6 Responsibilities of Employee

4.6.1 Employees will follow the flowchart below to understand their area of responsibility:



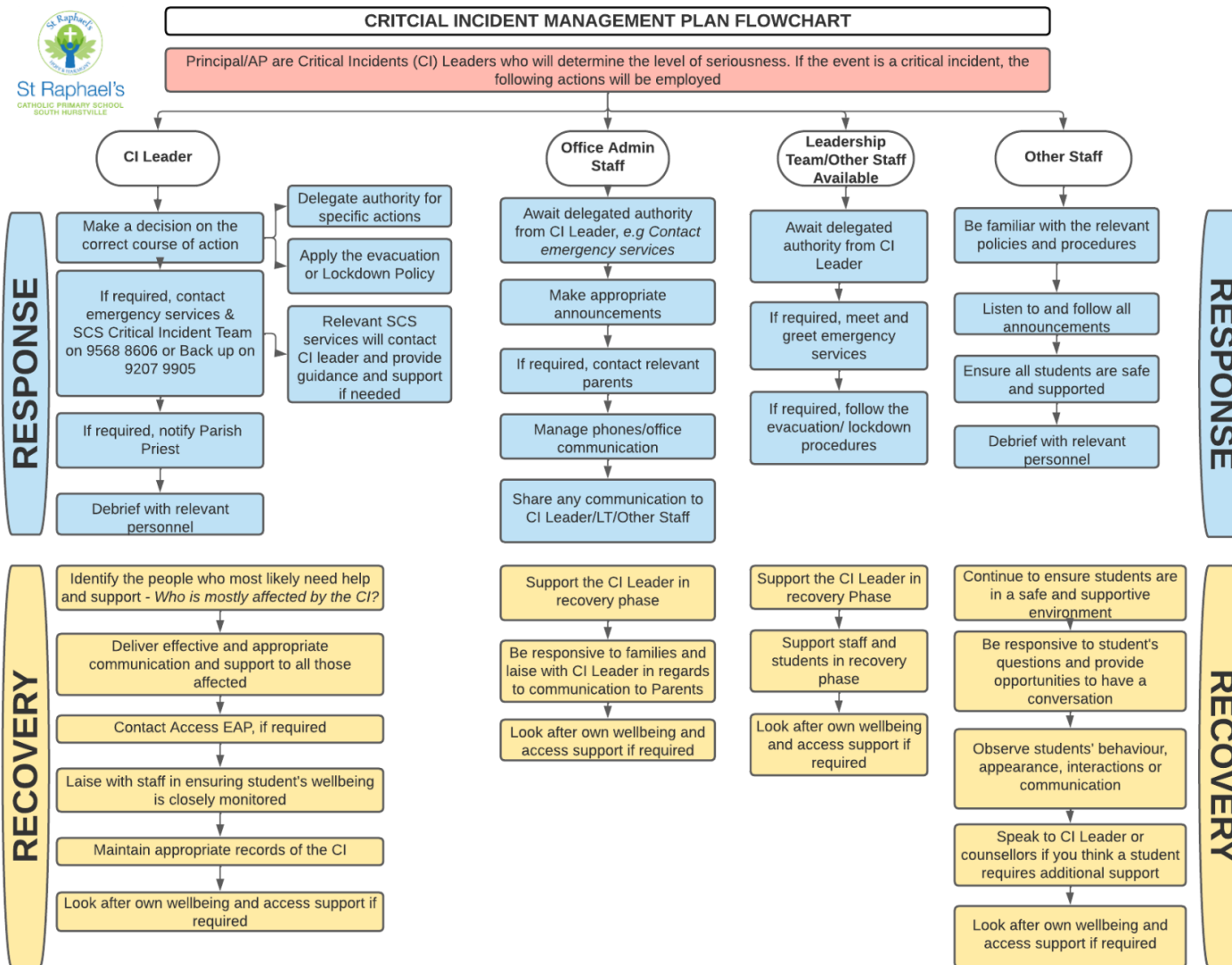
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Classroom Checklists

EVACUATION PROCEDURES CHECKLIST

In the case of fire, bomb threat and explosion, the following procedures will apply:

- Notification of an Evacuation and area of assembly by the Office staff over the PA system.
- Continuous sounding of a siren indicates the needs to evacuate the buildings

TEACHERS WILL:

- Collect roll, check and marshal students in an orderly manner (alphabetical order) to the designated safety area either at front of church or grass area of St Bede's. If this area is unsuitable, instructions will be given regarding other suitable areas.
- Re-check roll.
- Stay with class until further advice is given.

STUDENTS WILL:

- Move in an orderly manner as directed by the teacher.
- Obey instructions immediately and in silence.

LOCKDOWN PROCEDURES CHECKLIST

In the case of potential dangers, intruders in and/or around the school the following procedures will apply:

- Office staff or member of the leadership team will sound the siren
- Ensure that LOCKDOWN is spoken three times over PA system

TEACHERS WILL:

- Instruct students to crouch under their desks in a comfortable position in silence
- Lock all doors and windows and close blinds
- Attend to Specific Lockdown Duties as set out below
- Check that all students are accounted for against class list
- **CALL** the Office and give information regarding:
 - All students present
 - Any unaccounted for students
 - Students from other classes retained in their room
 - Students retained in specialist learning areas (specialist teachers)

STUDENTS WILL:

- Listen carefully to instructions
- Move quickly and calmly to desk
- Follow all other instructions quickly and calmly
- If in toilet area move calmly to the Kindergarten classroom



APPENDIX

ROLES AND RESPONSIBILITIES OF ECO PERSONNEL

CHIEF WARDEN

The Chief Warden would normally be the school/college Principal.

In an emergency the Chief Warden will:

- determine appropriate action after ascertaining the nature of the emergency
- initiate evacuation of the building/s if necessary
- ensure the appropriate emergency services have been notified
- ensure that the wardens are advised of the situation and carry out their duties
- ensure that all elements of the plan are coordinated during an emergency
- be responsible for maintaining an overview of the emergency and the response to it
- be responsible for decision-making, including the identification of safe area/s and the direction of staff and student movements during evacuation
- ensure that he/she is in possession of keys to open all doors within the buildings and should he/she be off site, ensure the Deputy Chief Warden is aware of the absence and has possession of the keys
- ensure that he/she has an up to date list of all Wardens and their contact numbers and location within the school/college/college
- ensure he/she is in possession of emergency services contact numbers
- prevent re-entry to the building/s
- assume control from the time the alarm is raised until the arrival of the emergency services personnel (the Senior Officer from the responding authority will take over these duties on arrival at the school/college and the Chief Warden will remain at the **Emergency Control Point** to render assistance as necessary)
- brief the emergency services personnel upon their arrival on the type, extent and location of the emergency, and the status of the evacuation

DEPUTY CHIEF WARDEN

The Deputy Chief Warden would normally be the school/college Assistant Principal.

The Deputy Chief Warden shall be required to assume the duties normally carried out by the Chief Warden if he/she is absent from the school/college, otherwise assist the Chief Warden as required.

It will require careful planning to ensure that both the Chief Warden and the Deputy Chief Warden are not absent from the school/college at the same time.



FLOOR OR AREA WARDENS / WARDENS

Ideally, a Warden should be appointed for **each floor** of the building.

Persons nominated as Floor or Area Wardens / Wardens may be required to carry out a number of duties during an emergency which may include:

- raising the alarm and immediately notifying the Chief Warden to advise him/her of the circumstances and actions taken
- operating the intercommunication system
- checking to ensure fire doors and smoke doors are properly closed
- searching the floor or area to ensure all persons are accounted for
- ensuring orderly flow of persons into protected areas, e.g stairwells
- assisting mobility-impaired persons and others with special needs, or assigning the duty to a responsible person
- acting as leader of groups moving to designated safe assembly area/s
- assigning persons, if required, to perform specific duties
- operating fire fighting equipment e.g fire extinguishers, hose reels and fire blankets and attempting to extinguish the fire **only if suitably trained and it is safe to do so**

All Floor or Area Wardens / Wardens will be responsible for performing **regular and ongoing** duties. The purpose of these duties is to reduce the level of risk to all persons within the school/college/college, and to facilitate a quick and orderly evacuation should the need arise.

These duties will include:

- ensuring all portable fire fighting equipment within their area is in its correct location and is in serviceable condition
- ensuring that all doors, corridors and stairways, particularly fire doors are kept free of obstructions
- regularly inspecting fire doors to ensure lighting and locks function correctly and reporting failures
- ensuring that all exit signs function correctly and reporting failures
- arranging to regularly remove accumulations of rubbish and other materials which may be preventing egress
- identifying and reporting potential hazards within their area of control.

FIRST AID OFFICER

The First Aid Officer/s assisting in an emergency will be the person/s already nominated as First Aid Officer/s within the school/college. Other staff trained in First Aid may also be nominated should the need arise for extra First Aid personnel. Wardens who are also trained in First Aid should not be required to carry out first aid duties during an emergency.



COMMUNICATIONS OFFICER

Administrative staff in the school/college are often given the responsibility of Communications Officer. The main office/reception area is the recommended location for the **Emergency Control Point**.

During an emergency the person responsible for communication needs to provide regular and accurate information to:

- personnel within the school
- emergency services personnel
- relevant external organisations/school/college/college authorities
- parents, relatives and caregivers

The designated media person or Emergency Services personnel will coordinate the release of information to the media.

The Communications Officer/s must ensure telephones are not used for anything other than emergency purposes during an incident.

Alternative communication equipment which could be used during an emergency, if available, include mobile phones, the public address system and two-way radios.

TEACHING STAFF

Teaching staff should normally retain responsibility for their students during an emergency.

OTHER STAFF

Part-time staff and volunteers assisting in canteen, library and classrooms should be briefed, recorded in a daily visitors' register and accounted for during an emergency.



SPECIFIC PREPAREDNESS FOR DIFFERENT TYPES OF EMERGENCY

ABDUCTION OF STUDENT/S

Defined as a situation in which a student has been taken, whilst in the care of the school/college, against his or her will.

Immediate Response

In the event of an abduction of a student:

- stay calm and designate another person to continue regular routine
- alert the Principal or Assistant Principal if unavailable
- remain to assist the Police with enquiries

The Principal will:

- call 000 and request the Police
- notify the parents/caregivers, only stating that their immediate attendance is required due to an incident
- not alarm the parents/caregivers by telling them the situation over the phone
- inform parents/ caregivers on their arrival, in person with a Police Officer present

The person initially witnessing and/or reporting the incident will record factual information about the situation as soon as possible.



BIOLOGICAL OR CHEMICAL THREAT

Biological or Chemical Threats are those that are delivered or placed without warning and may present a significant threat. If a suspicious envelope or package is received, or if a suspicious package and /or substance is noticed in an area where such an object would not normally be left:

- do not attempt to open or move the object
- immediately notify the Principal or Assistant Principal if unavailable who will ring the Emergency 000 number
- make the area as secure as possible, move away from the threat and keep others away until assistance arrives
- evacuate the building if the threat occurs indoors
- without putting oneself at risk, note as many details of the object/substance as possible:
 - any wording or threat
 - details of the container/package, especially the condition of the container/package and whether or not there has been any spillage
 - colour of any substance/material
 - texture of the substance/material e.g powder, granules, liquid
 - quantity of material involved
 - any other relevant details or information

Persons who may have been exposed to the device must:

- follow the instructions of relevant emergency services personnel
- turn off mobile phones and ask others to do the same
- move to a nominated quarantine assembly area, and to minimise contamination, avoid contact with people who have not been exposed
- not leave the quarantine assembly area until advised by emergency services personnel that it is safe to do so

Persons who were not at risk of exposure to the device must:

- follow the instructions of relevant emergency services personnel
- turn off mobile phones and ask others to do the same
- evacuate the building according to the school Emergency Management Plan
- move to the designated safe assembly area/s and follow the instructions of the Chief Warden and Wardens or the emergency services personnel
- not leave the designated safe assembly area/s until informed by Emergency Services personnel that it is safe to do so



BOMB/TELEPHONE THREAT

Bomb threats may be received either by phone or in writing and need to be investigated and treated as genuine until proven otherwise.

Threats received by phone result in the disruption of normal school activity while Emergency Services investigate them. If a bomb threat is received it is important to remain calm as the information given by the caller and replies to questions asked by the person taking the call could be of vital assistance to the Police.

Upon receiving a bomb or telephone threat by phone:

The person taking the call will, as far as possible:

- stay calm and ask the caller to repeat the threat
- keep the caller talking as long as possible and attempt to gain attention of a co-worker (a hand written note or cue card with BOMB THREAT can be displayed without interrupting the call and the co-worker, once informed a threat is received, must call the Chief Warden (Principal or Assistant Principal) or
- if alone, attempt to call the Chief Warden (Principal or Assistant Principal) on another phone without hanging up on the caller
- record exactly what is being said, enquire the name of the caller and from where the call is being made
- ascertain the location of the bomb and when it is set to go off
- pay close attention to the voice of the caller and any peculiar background noises
- **not hang up the phone** as in some circumstances, an investigation by the police may result in the call being traced (the caller's line can stay "live" for up to four minutes, which may be enough time to identify the origin of the call)
- be available to discuss the threat with the police on their arrival

The Chief Warden will:

- contact Emergency 000 immediately and request the Police
- evaluate the threat:
 - Specific threat – the caller will provide detailed information which could include a description of the device, why it was placed, its location, the time of activation and other details. This threat is less common, but more credible.
 - Non-specific threat – the caller may make a simple statement to the effect that a device has been placed. Generally very little additional detail is provided before the caller terminates the call.
- assess the situation and make a decision regarding evacuation
- inform the Emergency Control Organisation (ECO) personnel and take the appropriate action deemed necessary

If a bomb threat is received in writing, it should be kept, including the envelope or container. Once it is recognised as a bomb threat, further unnecessary handling should be avoided in order to retain evidence such as possible fingerprints, handwriting, typewriting, paper and postmarks. This evidence should be protected by placing everything received in a clean plastic bag.

If the bomb threat is received from a person on the school site:

- Evaluate the person/s making the threats
- Has the person made a complaint against the school or a staff member?



- Is the person under the influence of alcohol or drugs?
- Was the threat made in a joking manner?
- Take note of appearance, clothing, age and identifying marks of the person/s
- Immediately notify the Chief Warden if it is possible to do so
- Be available to assist the police with enquiries.

THE DECISION TO EVACUATE

- The decision to evacuate is made by the Police or in their absence, the Chief Warden (Principal or Assistant Principal).
- School to follow school evacuation plan

SUSPICIOUS DEVICE

Should a suspicious object be seen:

- **Under no circumstances is the object to be moved, touched or tampered with**
- Endeavour to prevent other people from nearing the suspicious object
- Inform the Chief Warden of the sighting
- Don't tell other persons
- Mobile phones are not to be used within 150 metres of the object
- All windows and doors should be left open to help dissipate the effects of the blast and reduce damage to the building
- Gas and electricity should, if possible, be isolated.

The Chief Warden will:

- Evaluate the threat and make a decision to evacuate to a safe area (The safe area should be one that affords safety in respect to the detonation of the device. This area may be a different location to the normal Designated Safe Area/s)
- Ensure that all personnel reach and remain in the safe area
- Contact the Police, informing them of:
 - the exact location of the device
 - a description of the device, if known
- Ask that the person who can most assist the police in their investigations be available on their arrival
- Where required, be available to accompany Police to ensure the exact location of the device is quickly found
- Where time allows, ensure that classified documents and valuables are secured immediately after evacuation
- Place responsible persons at all entry points to prevent visitors approaching the suspected danger area until the arrival of the Police
- Be prepared to assist police, if required, to make a full search of the building for the location of further devices.



GAS LEAK

Both natural gas and LP gas are colourless and odourless. A strong and distinctive odour is added to assist in the early detection of leaks. Neither natural gas or LP gas is poisonous or toxic, but if an area becomes filled with gas, it can cause nausea and dizziness due to the absence of normal air. In extreme cases it can result in asphyxiation.

If natural gas leaks the gas rises and dissipates. If LP gas leaks it will fall to the lowest surrounding level.

If a gas leak is suspected inside the school/college grounds or building:

- inform the Chief Warden (the Principal or Assistant Principal) immediately
- turn off all appliances and pilot lights
- turn off supply at the gas meter or cylinder
- open all doors and windows for ventilation
- evacuate the building and contact Emergency 000 if you believe there is a risk to life and property
- phone the plumber/gas fitter immediately if the gas leak is suspected to be coming from an appliance
- if the smell is coming from the meter or there is a hissing sound near the meter, phone **131 909**.

Remember, if a gas leak is suspected:

- do not use a naked flame, light switches, power points, mobile phones and pagers
- do not operate electrical equipment in the vicinity of a gas leak
- stay out of danger and do not take risks that endanger yours and other lives



MEDICAL EMERGENCY/SERIOUS INJURY

If a Medical Emergency or serious injury occurs in or around the school/college:

- assess the situation and assure personal safety - check for any immediate danger to yourself and others
- call for Chief Warden (the Principal or Assistant Principal) and First Aid Officer
- secure the area and prevent other occupants from entering the immediate area

The Chief Warden will:

- call Emergency 000 for an ambulance and clearly state the nature and location of the emergency and how the location is to be accessed
- ensure a staff member is available to meet the ambulance outside the building and direct ambulance personnel to the location of patient
- inform parents/caregivers or next of kin
- complete a School/College Accident Report and Accident Investigation Report
- report events to the relevant WHS personnel at SCS.

The First Aid Officer will:

- not move sick or injured person unless he/she is in danger of further harm e.g fire risk
- not jeopardise their own safety to rescue someone as they may fall victim to the same danger
- check airways and breathing if the person is unconscious and reassure, if the person is conscious
- initiate first aid and/or resuscitation
- keep the person warm and reassure them that help is on the way
- remain with sick or injured person until medical assistance arrives.

REMEMBER: Always seek expert advice and report all accidents and emergencies.



POWER FAILURE

Electrical power to a school/college can fail, either as an isolated incident or as part of a larger emergency (e.g a severe storm). Planning for power failures and knowing what to do when they occur can prevent the incident from creating more serious situations.

Preparation

- make a list of equipment that must be reset or restarted once the power is restored

When the Power is OFF:

Be aware that cordless phones may not work without power. Always have a mobile phone available.

- on becoming aware of a power failure contact the Chief Warden (the Principal or Assistant Principal), as the failure may be localised to a small area within the school/college
- in the event of the power failure being caused by fallen power lines or branches in contact with powerlines call Energy Australia emergency services 13 13 88
- in the event of power failure due to an unknown cause (possible electrical fault within the school/college) call Energy Australia 13 13 88
- in extreme situations where there is a risk to life and school/college/college property call Emergency 000
- in the event of a widespread blackout in the suburb, listen to a battery operated radio or a car radio, for power restoration updates - if in Energy Australia's network supply area, call 13 13 88 for pre-recorded reportssscience
- stay away from fallen power lines or anything touching them
- secure the area and prevent other people from entering
- put essential equipment on emergency power circuits if they are available in the school/college
- unplug sensitive electrical and electronic equipment such as electronic boards, and computers
- if power is off for a lengthy period of time, check/discard items stored in refrigerators and cold rooms
- always keep a torch handy for emergency situations
- do not use candles as they could be knocked over and start a fire

REMEMBER: Stay out of danger and do not take risks that endanger yours and other lives.

When the Power Returns:

- reset/restart/check equipment



SEVERE STORM

The storm season along the coastal regions of New South Wales usually occurs between October and April. During these months severe storms with thunder and lightning, and often accompanied by hail, high winds, torrential rain and flash-flooding, can strike with very little warning, threatening life and causing severe damage.

Before the storm season begins:

- trim tree branches well clear of buildings
- check roofs, guttering and downpipes are in good condition
- ensure there is a battery radio and torch in working order
- check emergency contact numbers

When the storm season arrives:

- clean roof, guttering and downpipes
- clear grounds of loose objects that could cause damage during high winds
- purchase new torch and radio batteries
- have masking tape available

If warning of a severe storm is received in sufficient time, the Chief Warden (the Principal or Assistant Principal) should decide whether to send students home early, in consultation with emergency services personnel.

If dangerous weather conditions arise with little warning, **students should be kept at the school/college** and the following emergency actions should be implemented:

When the storm is approaching:

(LOCKDOWN SITUATION) [see previous information]

- keep the radio on and listen for warnings and reports
- secure all doors and windows (masking tape placed in a 'X' fashion can stop large areas of glass from shattering)
- close outdoor window shutters if fitted
- secure outdoor objects that could blow away or cause damage or injury, e.g garbage bins, bench seats
- disconnect all unnecessary electrical equipment and shut off gas outlets
- have a first aid kit available where students will be sheltering
- direct students and staff to assemble inside the buildings on the lowest floor possible and to:
 - stand against interior walls
 - stand away from windows and skylights
 - avoid auditoriums, gymnasiums, and other structures that have long roof spans

When the storm strikes:

- ensure everyone stays inside
- do not use telephones (danger from lightning)
- listen to the radio for storm updates



After the storm has passed:

- everyone must remain inside until advised by emergency services or the weather bureau that danger has passed
- check for injuries amongst students and staff, assist and stay calm
- check buildings for damage and evacuate if in dangerous condition
- before moving outside, check for damage to neighbouring buildings, fallen power lines, debris and flooded water courses
- listen to the radio for warnings and reports of damage and disruption to services
- if emergency assistance is required contact the State Emergency Services
- don't ignore official warnings and advice
- conduct a roll check at the first available opportunity
- keep staff and students on the premises until it is safe to resume normal practices
- secure the area and prevent other people from entering
- arrange transportation for students if necessary

REMEMBER: Stay out of danger and do not take risks that endanger yours and other lives.



SUDDEN DEATH

This section only details the immediate response to a death occurring in a school/college.

If a death occurs in a school/college:

- notify the First Aid Officer for immediate assistance, or if trained to do so, commence CPR
- if possible, isolate the affected student or staff member
- Notify the Chief Warden (the Principal or Assistant Principal) who will:
 - Call Emergency 000
 - activate the school Emergency Management Plan
 - activate the SCS critical management procedure
 - notify the parent/s or guardian/s of affected student as per the school plan
 - notify the School Counsellor if available on campus to discuss involvement
 - determine methods of informing students, staff and parents/caregivers.

If the death occurred outside the school/college, the Principal will:

- activate the school Emergency Management Plan
- notify staff before normal school hours, including the School/College Counsellor if available on campus
- activate the SCS critical management procedure
- determine a method of informing students and parents/caregivers
- announce availability of counselling services for those who need assistance
- consult with personnel regarding media enquiries.



SUICIDE

This section only details the immediate response to an attempted suicide occurring in a school/college.

SUICIDE ATTEMPT IN SCHOOL/COLLEGE:

- Notify the Chief Warden (the Principal or Assistant Principal) who will:
 - assess the situation
 - call Emergency 000, if the person requires medical attention, has a weapon or needs to be restrained
 - notify the School/College Counsellor if available on campus
 - call the parent/s or guardian/s if the suicidal person is a student (Principal may schedule meeting with parents and counsellor to determine proper course of action)
- calm suicidal person
- try to isolate individual from other students
- stay with person until counsellor or emergency services personnel arrive - **do not leave the suicidal person alone**

Following the immediate response, the Principal will:

- determine method of informing staff, students and parents/caregivers
- hold daily staff meetings before and after school/college hours, or as needed

SUICIDAL DEATH

(SEE SECTION ON **SUDDEN DEATH**)



TRAFFIC/VEHICLE ACCIDENT

Defined as any type of vehicle accident such as bus, car, truck, train, tractor, mower, or plane which may cause serious injury, multiple injuries, death or shock.

A traffic accident may affect the school/college internally or externally depending on the circumstances.

The Chief Warden will act at the direction of the Police or Fire Brigade, or if the incident warrants, order an immediate evacuation of the incident scene.

This could be as a result of:

- power failure due to electrical wires being brought down
- escape of gas due to a ruptured gas pipe
- toxic chemicals or fumes, e.g accident involving a petrol tanker (*see Hazardous Material Incident*)

Where adjoining buildings or facilities are affected, i.e outside the school/college/college site, the Chief Warden (the Principal or Assistant Principal) will act at the direction of the Police or Fire Brigade.

In some circumstances, it might be necessary to contain students and staff within the confines of the building rather than evacuate them (**LOCKDOWN SITUATION**) [*see previous information*]

The Chief Warden (the Principal or Assistant Principal) will:

- call Emergency 000 and inform emergency services of situation and number of injuries, if any
- coordinate procedures until the arrival of the emergency services personnel
- identify themselves to the emergency services personnel
- be identifiable to the emergency services personnel by either a white helmet or cap or a white tabard
- conduct a roll call in a safe place
- if necessary, communicate with parents/caregivers to collect children early
- have procedures in place to keep children at school/college after dismissal time if parents/caregivers are unable to reach the school/college due to traffic changes
- decide when to re-open the school/college, in consultation with the police.



UNWANTED VISITORS AND INTRUDERS

Staff and students need to know and clearly understand what is required for responding in a planned way to unwanted visitors and intruders. Students as well as staff should be encouraged to report the presence of unwanted visitors and intruders. The same responsibilities should also be encouraged among parents, neighbours and legitimate users to keep the school/college informed and aware of what occurs in the school/college grounds out of school/college hours.

The school/college Emergency Management Plan should clearly define how to identify unwanted visitors and intruders.

For example, visitors to the school/college should display a coloured, identifiable visitor's badge.

Staff and students should be clear about the process of reporting and approaching visitors who are not displaying a visitor's badge. They should:

- look out for unidentified people in the school/college
- inform a staff member of the visitor's presence (students)
- ask another staff member to accompany them before approaching the unwanted visitor/intruder
- issue a friendly challenge like "Can I help you?"
- inform the unwanted visitor/intruder that all visitors must register at the main office
- ask the unwanted visitor/intruder to leave if their purpose is not legitimate, accompanying them to the exit
- walk away from the unwanted visitor/intruder if he/ she indicates a potential for violence
- only attempt to diffuse the situation by quiet understanding discussion, if trained and it is safe to do so
- NO attempt should be made to apprehend the unwanted visitor/intruder/s or to follow them out of the school/college premises

Duty of care consideration is important in ensuring the safety of students and staff. Particular consideration should be given to the safety of anyone who is involved directly with an unwanted visitor. School/college personnel should not confront unwanted visitors without adequate support and an effective means of communication.

Appropriate and clear signs should be displayed at all entry points. They should clearly describe:

- conditions under which visitors are authorised to enter the school/college/college grounds
- any limitations which may be imposed on people using the school/college/college grounds
- the circumstances under which trespass laws will be invoked against anyone who ignores those limitations.

Signs should also:

- direct visitors to the administration/reception office
- require visitors attend at the office to identify themselves and their reason for being in the school/college/college grounds.

Displaying signs:

- assists staff and students in directing people to the administration/reception office
- removes any excuse which other people might otherwise have to wander around the school/college/college grounds.



CRIMINAL OR TERRORIST INTRUDERS

Criminal or terrorist intruders may threaten harm or use violence.

“An educational institution filled with children would not be a priority target for international terrorist groups. The probability of terrorist attack against an Australian school/college is extremely low. Other forms of terrorist attack, e.g nerve gas or biological weapons, are also most unlikely.”

*Safety in School/colleges – A resource for teachers and laboratory staff
Dr Phillip Crisp*

School/colleges should consider procedures for evacuation to another floor, safe area or multiple safe areas rather than an external location within the workplace. (**LOCKDOWN SITUATION** see *previous information*)

Pre-planning procedures may include special alarm signals for such types of evacuation and locking off sections or rooms of a building to protect staff and students from an intruder.

If criminal or terrorist activity occurs:

- treat the threat seriously
- staff and students not involved should be moved to a safe place
- notify the Chief Warden (the Principal or Assistant Principal) who will contact the Police and inform them of the following:
 - name and address of the school/college and appropriate access route
 - exact number of criminals/terrorists if known
 - any threats or demands that have been made
 - number of hostages
 - type and number of weapons
 - the location of the intruders in the school/college
- initiate lockdown procedure or evacuation procedure depending on the circumstances
- communicate with and assist emergency services personnel as required
- follow **all** instructions given by emergency services personnel
- instruct staff and students to obey the demands of the criminals/terrorists
- be aware that the situation could become serious, e.g through a hostage situation or an explosion
- do not offer any information which is not requested
- do not provoke the criminal/terrorist
- record factual written information about the incident as soon as possible following the threat
- conduct a roll call, if it is possible to do so
- decide when to re-open the workplace, in consultation with the police

ROBBERY/ARMED HOLD-UP

Any unwanted visitors on the school/college premises should be reported to the main office as keen observations may result in apprehension of the offender's, prior to an offence being committed.



If confronted by an armed person:

Stand Still

- keep your hands where they can be seen and do not make any sudden or quick moves
- stand slightly side-on to the robber (a submissive position)
- always convey intentions to offender/s
- do not use the telephone or public address system

Obey the robber's instructions

- do exactly what you are told
- do not make any sudden or unexpected moves

Remain calm and quiet

- speak only when spoken to
- avoid shouting or provoking the robber/s
- be submissive and avoid drawing attention to yourself
- avoid making direct eye contact or staring at the offender

Observe, if you can, safely

- make a mental note of the offender's appearance including hair colour, weight, clothing, age and type of weapon
- assess height markings on the doorway
- look for identifying characters including scars, tattoos and speech patterns
- if it is safe to so, write down the licence number and make, model colour and year of the getaway car

Stay out of the danger area

- the robber/s are in control – do not try to outsmart them
- during the hold-up, do not investigate out of curiosity or bravado

Call the police

- when it is safe to do so, phone Emergency 000 and request the Police
- make a full report to the Police before discussing the hold-up with others



Seal off the hold-up area

- be aware of where the offender went and what was touched - secure it and don't touch it yourself
- evidence must not be touched - any interference may destroy vital clues

Ask witnesses to remain

- the person in charge should ask all witnesses to remain until the police arrive

HOSTAGE/SIEGE

Hostage/siege situations are isolated occurrences, but require procedures to follow. In the event of such occurrences:

- if hostage taker is unaware of your presence, do not intervene
- seal off area near hostage scene and notify the Chief Warden (the Principal or Assistant Principal) who will call Emergency 000 immediately and give details of the situation
- give control of the scene to the police and other Emergency Services
- make detailed notes of the sequence of events

If taken hostage:

- follow instructions of hostage taker
- try not to panic and calm students if they are present
- be respectful to the hostage taker
- do exactly what you are told
- avoid direct eye contact with the hostage taker
- ask permission to speak and do not argue or make suggestions
- if possible, observe characteristics of the offender – note speech, manner, attitude, appearance and means of escape
- as soon as it is safe to do so alert Chief Warden who will:
 - notify Police, clearly stating if the person(s) were armed and what weapons were carried,
 - communicate with teachers to keep students in the classrooms lock doors and close windows and blinds

(LOCKDOWN SITUATION *see previous information*)

- restrict entry to the building
- keep witnesses present until police arrive and cooperate and assist police as necessary
- prepare a brief message for those making phone enquiries
- complete the Hostage/Siege Checklist
- do not touch anything that the offender(s) have handled



VIOLENCE

School/colleges have a duty of care to ensure the safety of staff and students at all times. Issues involving family disputes, disgruntled ex-students, gang activity, drug use and unwanted visitors may expose the school/college community to risk.

In the event of such an incident:

- ensure the safety of students and staff first
- inform the First Aid Officer;
- inform the Chief Warden (the Principal or Assistant Principal) who will:
 - call Emergency 000
 - activate the school/college Emergency Management Plan
 - seal off the area where the assault took place
 - diffuse the situation if possible
 - be available to assist Police with their enquiries
 - notify the parents/caregivers of students involved in assault
 - document all activities, asking victim's or witness for their account of the incident.



WATER STOPPAGE NEW SOUTH WALES

If the water supply to the school/college is stopped:

Contact the Chief Warden (the Principal or Assistant Principal) who will:

- determine the extent of the stoppage and what areas of the school/college are affected
- contact the local water authority to establish:
 - how long the water will be off
 - the possibility of an alternative supply

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- in consultation with the School/college Work Health and Safety representative, decide whether or not keeping the school/college open will affect the health or compromise the safety of employees and students
- consider such issues as:
 - hygiene
 - whether or not certain areas can continue to function
 - provision of clean drinking water
 - firefighting capabilities
- notify the local fire service if fire hydrants and fire hose reels are affected.



WEAPONS

Staff or students who are aware of a weapon brought to school/college should:

- notify the Principal or teacher immediately
- inform the Principal or teacher:
 - of the name of the suspected person who is in possession of the weapon
 - where the weapon is located
 - if the suspect has threatened anyone
- if a teacher suspects that a weapon is in the classroom, he/she should confidentially notify a neighbouring teacher - the teacher should not leave the classroom.

The Principal will:

- call the police if a weapon is suspected or has been viewed by a reasonable person, to be in the school/college
- ask another administrator to join him/her in questioning the suspected student or staff member
- if feasible, accompany the suspect to a private office to await the police
- if the situation warrants, isolate the suspect or the area until the police arrive
- assign a person to keep detailed notes of all events and why a search was conducted
- notify parents/caregivers if the suspect is a student - explain why a search was conducted and the results of the search
- avoid confrontation and do not attempt to disarm the suspect - back away with your arms up and remain calm.