

# Critical Incident Policy

## Introduction

We are committed to ensuring that staff and students are provided with a safe and healthy work environment, which provides physical, spiritual and emotional security at all times, especially when managing traumatic events. As a community we therefore:

- Respond to any traumatic event in an informed and supportive manner, which respects the requests of families involved as well as supporting the needs of individuals and the community.
- Provide support to all members of the school community who are affected, enlisting support from agencies or individuals from the wider community as appropriate.
- Maintain the healthy functioning of school life at all times.

## Aims of the Policy

- The purpose of this policy is to ensure that staff members are aware of what to do when a critical incident arises that directly involves staff students and parents.
- The procedures support the existing pastoral care offered to employees, students and families.
- To support the whole school community in the event of a traumatic event affecting individual/s and therefore the community as a whole.

## Definition

Critical Incidents are events that occur when a person experiences or witnesses a sudden traumatic stressor that has the potential to harm life or the well-being of an individual. Critical incidents can range from small-scale localised incidents lasting minutes and affecting a single school or section of a school through to large-scale events requiring state level coordination and assistance from external agencies. Critical incidents can also be events, which by their nature have the potential to leave lasting effects on those involved.

*Examples: (but not limited to)*

- Major injury
- Serious traffic crash/accident
- Death – accidental or following an illness
- Suicide
- Abduction
- Intruder on school grounds
- Siege and Hostage\*
- Bomb threat\*
- Sexual assault
- Terminal illness – staff or student
- Fire at school or during an external school event i.e. camp or excursion\*
- Hazardous substance spill or explosion\*
- Natural disaster bushfire, earthquake, flood and Severe Storm\*
- Water supply stoppage\*

**\* See Guides Attached**

## **Role of the Principal**

- Provide clear guidelines and procedures to staff regarding Critical Incidents.
- Provide relevant professional learning in traumatic event management.
- Ensure that the values of justice, service and respect are modelled and supported in all traumatic event management procedures.
- Communicate with families and media in a sensitive manner.
- Ensure that the spiritual and emotional needs of the community are met.
- Encourage those affected by a traumatic event to seek help.
- Ensure recovery plans (contingency plans) are developed for post emergency management where normal work cannot continue e.g. building fire or collapse.
- Ensure that all incidents are documented.

## **Role of Staff**

- Ensure that they are aware of their roles and responsibilities in the event of an emergency.
- Ensure they are accurately informed about any traumatic events, so they inform students accurately and appropriately and combat rumours.
- Offer support for students and families in their care.
- Support the school community in managing a traumatic event.
- Allow open discussion of the event, working with counsellors if available.
- Direct all media enquiries to the Principal.
- Seek personal and/or professional help where needed to assist their response.
- Document their own and student responses and needs as required.

## **Role of Students**

- Be involved in the process of implementing and reviewing the school's policy.
- Be aware of, and take responsibility for, their own behaviour in response to traumatic events.
- Respect and support the rights of other students, staff and themselves to continue to participate as far as possible in the teaching and learning processes when there is a traumatic event.
- Offer care and support to their peers in an appropriate manner, seeking help where necessary.

## **Role of School Board**

- Ensure the policy and procedures are in place in regards to the Critical Incident Policy.
- Be actively involved in the discussion and decision making about school policy.
- Support the Principal.
- Provide any resources needed.
- Review the policy.

## **Role of the Parents**

- Support the policy.
- Encourage children to respect and support the rights of others and to be sensitive to the needs of those affected by critical traumatic events.
- Inform the school of any traumatic event which is likely to affect children's life at school and/or impact upon others in the community.
- Read all communication from the school to remain informed of any traumatic event.

# Management of Potential Risks of Natural Disasters such as Bushfires and Floods while on Excursions or Camps

## Bushfires

All Saints is not located within the Fire Ban Districts so likelihood of a bushfire occurring on site is low. Therefore the procedure in place is for excursions or camps.

### Prior to an Excursion or Camp

- Excursions or Camps which are located in bushfire areas must develop a bushfire action plan in consultation with Principal and WHS Officer
  - Be aware of fire audit rating of the area
  - Have an evacuation plan
  - Know where evacuation points are
  - Follow the Bushfire Plan - Attachment 2
- Refer to [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

Country Fire Service: 1300 362 361
- If extreme, Very High, High or Catastrophic bushfire conditions are forecast the excursion/camp will be cancelled and groups will leave/evacuate area immediately

## Floods

All Saints is not located within a flood zone so likelihood of a flood occurring on site is low. Therefore the procedure in place is for excursions or camps.

### Prior to an Excursion or Camp

- Excursions or Camps which are located in flood areas must develop a flood response action plan in consultation with Principal and WHS Officer
  - Have an evacuation plan
  - Follow the Flood Plan - Attachment 3
- Refer to [ses.sa.gov.au](http://ses.sa.gov.au)

State Emergency Service: (08) 8463 4171

SES emergency: 132 500

# Critical Incident Attachments

There are 3 Attachments within this policy for dealing with Critical Incidents:

- **Attachment 1 - Checklist for dealing with Critical Incidents**
- **Attachment 2 - Bushfire Plan**
- **Attachment 3 - Flood Plan**
- **Attachment 4 - Siege and Hostage Guide**
- **Attachment 5 - Bomb Threat Guide**
- **Attachment 6 – Bomb Threat Checklist**
- **Attachment 7 - Fire Guide**
- **Attachment 8 - Toxic Emissions/Spills Guide (Gas, Fuel or Chemical)**
- **Attachment 9 - Earthquake Guide**
- **Attachment 10 - Flood Guide**
- **Attachment 11 - Severe Storm Guide**

The following attachments are inclusive of:

- During school hours away from school grounds when engaged in an excursion or community based program
- Before or After School Hours Care or during school holidays
- Overnight Camps/ Excursions

## CHECKLIST FOR DEALING WITH CRITICAL INCIDENTS

### Immediate Response - To be coordinated by Principal/Teacher in Charge

- Ensure immediate safety of the community**
  - First aid; lock down/evacuation procedures; ambulance; police; quarantining areas or substances.
- Ensure that affected students/parents/staff/visitors are not left alone**
- Find out the facts as far as possible**
  - Look for reliable sources; do not ignore rumours; investigate immediately; confirm facts with family and/or police.
- Immediately contact the Principal Consultant**
  - Make contact with your PC, and if not contactable, refer to the Critical Incidents Contact list supplied to each school which contains the contact details of all PCs, Directors and Assistant Directors. Contact one of these as appropriate, or ring (08) 8301 6600.

### First 24 Hours – To be coordinated by Principal with Support of Principal Consultant

- Convene Emergency Response Team (ERT) to establish a management plan**
  - The ERT will generally consist of the Principal, Deputy, APRIM and Administrative Secretary in consultation with the Principal Consultant.
  - New members can be added from within and without to suit the issue.
  - A responsibilities list of delegated activities should be developed to cover the following.
- Determine if additional support for affected staff and students from helping agencies is needed and contact as appropriate**
  - Often, support from Centacare (8210 8200) is sought.
- Set up a support room at the school if needed**
  - Door ajar, protected from noise, bright light and student traffic.
  - Provide a sign in sheet recording students who access the room.
- Inform staff**
  - Brief staff about the facts and details of information that can and cannot be shared.
  - Provide staff with support options (ACCESS Confidential Counselling 1300 667 700).
  - If staff are upset provide them with the option of not having to inform students. Both convey and seek information to create a sense of shared responsibility.
- Inform students**
  - Year Level Groups are the preferred environments in which to inform students in most cases assuming staff are comfortable to do so.
  - Whole school assemblies are not recommended because student reactions are more difficult to manage and it is harder to support individuals.
  - Staff maybe provided with a script to help them inform students.
- Inform wider community**
  - Giving parents immediate and accurate information often reduces rumour and worry.
  - How widely the community needs to be informed may differ according to the circumstances.
- Prepare to handle media**
  - Contact with a media Liaison Officer is available through the PC.
  - Prepare staff and students. No comments have to be made, or should be made to the media until advice is received.

## **48 – 72 Hours after the Incident – To be coordinated by Principal with Support of Principal Consultant and the Deputy Principal**

- Restore school to regular routine**
  - Use of the support room should reduce as time passes.
- Keep liaising with affected community members**
  - Ensure one member of the ERT has this responsibility.
- Advise staff of all relevant information and actions**
  - Particularly those more directly involved with the incident or students/families.
  - Seek staff feedback about observations during regular debriefs.
- Monitor staff and student wellbeing**
  - Consider all avenues of sector and interagency support.
- Keep parents informed**
  - Advise of any changes to routine, support services available.
- Document all actions**
  - This is an important responsibility for a member of the ERT.

## **Principal to monitor and oversee with support of Principal Consultant and Deputy Principal where necessary**

### **During the First Month**

- Monitor staff and student wellbeing**
  - The impact of a Critical Incident stays in the memory of those who were present.
- Plan for school events of relevance**
  - Particularly in the case where there has been a student death e.g.: Year Books, Graduation Nights and Student Awards.
- Gather relevant information for a Critical Incident review**
  - Given the chance to all staff to contribute via written survey.
  - Summarise all data and provide a summary and reflective guide to staff to consider.
  - Use review to refine and improve school processes AND acknowledge achievements of the school community for the way they handled the Critical Incident.
- Consider offering information/support sessions for parents**
  - Consider all avenues of sector and interagency support.
- Continue to document actions**

### **In the Longer Term**

- Continue support and monitoring of staff and students**
- Keep parents, staff and students informed**
- Plan for anniversaries, birthdays and significant events**
  - This is particularly important where there has been a death in the community.
  - There may be inquests and legal proceedings.
  - Make extra support available as necessary.
- Implement recommendations from the critical incident review**
  - Appraise staff of any outcomes and remember to include things of relevance in staff induction.

**During school hours away from school grounds when engaged in an excursion or community based program (refer to extreme Weather policy):**

The responsible staff member will follow necessary action:

- Follow relevant First Aid Procedures
- Contact Emergency Services
- Reassure and comfort
- Inform the Principal or nominate senior staff as soon as practicable
- A staff member to accompany the injured student/staff member to hospital
- Staff member to stay with student until family member takes over responsibility
- Convene a meeting involving Principal as soon as practicable
- Critical Incident Policy to be invoked as soon as practical thereafter
- Principal communicates facts to staff
- Staff advised of information to be given to students
- Staff offered support – Counsellor / Access Services
- Information to parents/ Support offered to parents
- Students given information and offered support/counseling
- Fill in an Incident Report

**Before or After School Hours Care or during school holidays**

The responsible staff member will follow necessary action:

- Follow relevant First Aid Procedures
- Contact Emergency Services
- Reassure and comfort

**Contact Principal then the Principal will:**

- Advise Principal Consultant
- Convene Incident Response Team as soon as possible
- Staff meeting as soon as possible or notify staff where possible by phone
- Family visited / offered support

**Overnight camp (refer to extreme Weather policy) Teacher in Charge to oversee**

- First Aid
- Contact Emergency Services - 000
- Reassure and comfort students and staff involved
- Inform the Principal as soon as possible
- If a student is lost, the police must be informed as soon as possible
- If there is an injured student or staff member, a staff member to accompany the injured person to hospital
- Principal to inform parents/family
- Staff member to stay with student until family member takes over responsibility
- Leadership Meeting
- Staff meeting as soon as possible
- Principal communicates facts to staff
- Staff advised of information to be given to students
- Staff offered support – Counsellor / Access Services
- Information to parents
- Students given information and offered support/counselling

## **Media**

The Principal (or nominee) is the official spokesperson for the school. The Principal will obtain assistance from the Principal Consultant to work with the media.

# **Attachment 2**

## **Bushfire Plan**

### **Relocating in Advance:**

If extreme, very high, high or catastrophic bushfire conditions are forecast the excursion/camp will be cancelled and groups will leave/evacuate area immediately.

### **The Danger of Last Minute Evacuation:**

If you are found in a bushfire, experience throughout Australia has shown lives can be lost when people make a last minute panic stricken attempt to flee a bushfire.

### **As Fire Front Approaches:**

- Call 000.
- Check all areas accounted for – move to evacuation point or all students to stay inside.
- Contact camp management and follow instructions.
- Contact Principal, PC or Catholic Education 08 83016600.

### **Inside**

- Dress in protective clothing.
- Shut all doors and windows.
- Fill bath, sinks and buckets etc. with water.
- Place wet towels in any crevices, such as gaps under doors etc.
- Take curtains down and push furniture away from windows.
- Place ladder in ceiling access ready to inspect ceiling cavity.

### **Outside**

- Remove last minute combustibles from around the building including flammable blinds, wooden furniture and doormats etc.
- Start pump for fire hose and/or roof sprinklers. \* camp management
- Wet down all areas on side of house facing the direction of the fire.
- Dampen window ledges allowing water to penetrate any gaps.
- Plug drains and fill gutters with water.
- Wet down any pre-determined problem areas.
- Patrol for spot fires and extinguish.



**When Fire Front Arrives:**

- Retreat inside.
- Bring buckets, hoses, mops etc. inside with you.
- Patrol inside for spot fires and extinguish.
- Check ceiling cavity.
- Drink plenty of water.
- Reassure.

**After Fire Front Has Passed:**

- Return outside when safe to do so.
- Evacuate.
- Continue drinking plenty of water.

**What Can You Expect?**

There will be a shower of sparks and embers as the main fire front approaches. This shower of embers will continue for several hours after the fire has passed. You should also expect strong winds and heavy smoke, which will make it dark and reduce visibility. When the fire front actually arrives it will generally pass within 5 to 15 minutes. During this time the radiant heat may become unbearable. It is therefore essential that you retreat indoors taking with you any firefighting equipment such as hoses and buckets etc. that may melt if left outside.

**What Should You Wear?**

Shield your skin from radiant heat. Every member of the household should change into long sleeved shirts, long pants (made from natural fibres) and sturdy leather foot wear at the first warning of fires in the area. After the fire front passes you should also wear a broad brimmed hat, gloves and goggles to protect your eyes from smoke and flying embers. Your nose and mouth should be covered with a dust mask, towel or scarf etc. A special filter mask for people suffering respiratory conditions such as asthma should be included in your survival kit.

**Drink Water Frequently:**

Remember to drink water frequently, preferably every 10 minutes to prevent dehydration. Your body will be under stress from heat, so fluids must be replenished.

# Attachment 3

## Flood Plan

If weather forecasts predict flooding in the area you are going **cancel** excursion and return.

- Contact Principal
- Contact SES to ensure it is safe to leave

When you hear a flood warning or if flooding appears likely, tune to your local radio for warnings and advice.

- **Call 000**
- **SES 132 500**
- **Check all area accounted for – leave or move all students to the highest point**
- **Contact camp management and follow instructions**
- **Contact Principal, PC or Catholic Education 08 83016600**
- Collect/take essentials in waterproof bags to be taken with your emergency kit.
  - Warm clothing,
  - Essential medication
  - First Aid Kit
  - Emergency contact details

### To prepare in case of flood

- **Turn off power, water and gas and take your mobile phone.**
- If possible put sandbags (what you can find) in the toilet bowl and over all laundry/bathroom drain-holes to prevent sewage back-flow.
- **Don't drive into water of unknown depth and current.**
- Stay tuned to local radio for updated advice.
- Don't allow children to play in, or near, flood waters.
- Avoid entering flood waters. If you must, wear solid shoes and check depth and current with a stick. Stay away from drains, culverts and water over knee-deep.
- Don't use gas or electrical appliances which have been in flood water until checked for safety.
- Don't eat food which has been in flood waters.
- Boil tap water until supplies have been declared safe.
- When floodwater rises, it is common for spiders, snakes, rats and mice to look for a drier home - often inside our houses. If you have floodwater through your property check for unwanted visitors.

## Attachment 4

### Siege/Hostage Guide

In the event of a siege/hostage situation the Principal is responsible for ensuring that:

- The facts of the situation are confirmed by personal observation or by another reliable information source.
- The Police are contacted by phoning 000 and asking for the Police.
- Personnel with a direct knowledge of the following are assembled to impart information to the Police:
  - Preceding events.
  - Interior layout/topography.
  - The hostage(s).
  - The assailant(s).
- The Principal Consultant is contacted and informed of the situation.
- Partial or total evacuation is undertaken/occurs at the direction of the Police.
- Cooperate and assist Police as necessary.
- A command/communication centre is identified and established from which all personnel can access information.

## Attachment 5

### Bomb Threat Guide

**The responsibilities of the receiver of a bomb threat call are to:**

- Keep the Bomb Threat Checklist by the phone/s used to receive direct calls.
- Let the caller finish without interruption.
- Do not to hang up the phone, to keep the line open in order to trace call;
- Fill out as much as possible of the checklist and inform the Delegated Responsible Officer.

**The responsibilities of the Principal are to:**

- Consider the situation with the workplace Health and Safety Representative (if applicable and if time permits) and evacuate to a safe open area if appropriate.
- Inform Police, Telephone: 000.
- Advise personnel, if evacuation occurs, to take their personal bags and belongings with them, if it is safe to do so.
- Conduct a visual inspection to identify any suspicious objects/bags etc. when leaving the premises.
- **DO NOT** return to the premises to conduct an inspection.
- Leave doors and windows open where possible.
- Advise Catholic Education Office.
- Do not to return to the buildings or grounds until given the all clear from emergency services.

# Attachment 6

## BOMB THREAT CHECKLIST

### Wording of the Threat

(Try to record exact words)

.....  
 .....  
 .....

### Keep the Caller Talking

(Try to obtain as much information as possible)

**Do not hang up to keep line open in order to trace call**

### Questions to Ask

1. When is the bomb going to explode?  
 .....

2. Where is it right now?  
 .....

3. What does it look like?  
 .....

4. What kind of bomb is it?  
 .....

5. What will cause it to explode?  
 .....

6. Who placed the bomb?  
 .....

7. Why?  
 .....

8. Where are you?  
 .....

9. What is your name?  
 .....

Estimated age of caller .....  
 Sex of Caller ..... Other details .....

### Caller's Voice

(Tick all applicable boxes)

Calm	<input type="checkbox"/>	Nasal	<input type="checkbox"/>
Angry	<input type="checkbox"/>	Stutter	<input type="checkbox"/>
Excited	<input type="checkbox"/>	Lisp	<input type="checkbox"/>
Slow	<input type="checkbox"/>	Raspy	<input type="checkbox"/>
Rapid	<input type="checkbox"/>	Deep	<input type="checkbox"/>
Soft	<input type="checkbox"/>	Ragged	<input type="checkbox"/>
Loud	<input type="checkbox"/>	Clearing throat	<input type="checkbox"/>
Laughter	<input type="checkbox"/>	Deep Breathing	<input type="checkbox"/>
Crying	<input type="checkbox"/>	Cracking Voice	<input type="checkbox"/>
Normal	<input type="checkbox"/>	Disguised	<input type="checkbox"/>
Distinct	<input type="checkbox"/>	Intoxicated	<input type="checkbox"/>
Slurred	<input type="checkbox"/>	Familiar	<input type="checkbox"/>

If the voice is familiar, who did it sound like?  
 .....

### Background Sounds

Street Noises	<input type="checkbox"/>	Factory Machine	<input type="checkbox"/>
Crockery	<input type="checkbox"/>	Animal Noises	<input type="checkbox"/>
Voices	<input type="checkbox"/>	Clear	<input type="checkbox"/>
PA System	<input type="checkbox"/>	Static	<input type="checkbox"/>
Music	<input type="checkbox"/>	Local	<input type="checkbox"/>
Motor	<input type="checkbox"/>	Booth	<input type="checkbox"/>
Office Machinery	<input type="checkbox"/>	Children	<input type="checkbox"/>

Other .....

### Threat Language

Well Spoken	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>
Foul	<input type="checkbox"/>	Taped	<input type="checkbox"/>
Irrational	<input type="checkbox"/>	Read message	<input type="checkbox"/>
Accent	<input type="checkbox"/>		<input type="checkbox"/>

Number at which call received .....

Time ..... Date .....

Name .....

Position .....

Phone Number .....

REPORT CALL IMMEDIATELY TO:  
 Police Communications Emergency 13444 and  
 the Site Responsible Person

## Attachment 7

### Fire Guide

It is the responsibility of the person detecting the fire to initiate the following:

- Alert persons nearby and request assistance.
- Alert the Principal/Manager and Emergency Wardens.
- Call the fire brigade.
- Use fire extinguishers or hose reels if safe to do so.
- Evacuate if necessary, closing the doors to confine the fire.

It is the responsibility of the Chief Warden to determine the nature of the emergency and initiate action required to safe guard persons and property.

It is the responsibility of any other Evacuation Control Personnel to:

- Keep themselves up to date on the requirements of students and any mobility impaired persons under their care.

In the event of a fire or any other emergency, on the directions of the Chief Warden they should:

- Proceed to the assembly area.
- Ensure that all mobility-impaired persons are present.
- Maintain a calm atmosphere among their charges.
- Proceed with the evacuation when instructed to do so, using the information provided to enable the effective evacuation of the persons in their charge.

## Attachment 8

### Toxic Emissions / Spills Guide (Gas, Fuel or Chemical)

It is the responsibility of the Principal/Manager to ensure that the following occurs with regard to toxic spills or emissions:

For major emissions/spills e.g. tanker spill, train derailment (chemicals) explosion at chemical works:

- Call the police and emergency services (do not assume someone else has).
- Move all people on the site into buildings immediately. Occupy rooms furthest from emission source and upwind if possible.
- Close all external doors and windows. Draw curtains/blinds. Seal ventilators and gaps under doors.
- Turn off air conditioners and extinguish any naked flames, including pilot lights.
- Call SafeWork SA (Phone 1800 777 209).
- Await all clear or further advice from emergency service personnel.
- Only attempt to evacuate if directed by emergency services or forced to by extraordinary circumstances – such as a building filling up with fumes – and then to an area upwind of the incident.

For minor emissions/spills e.g. chemical spill in cleaner's room, etc.:

- If required move people to a safe area.
- If spill is to be cleaned up by workers, protective clothing and appropriate respirator must be worn as required (refer Safety Data Sheet).
- When the person in charge is satisfied that the emergency has been adequately dealt with, the all clear should be given, and people informed that they may return to their area.

## Attachment 9

### Earthquake Guide

It is the responsibility of the Officer during and after an earthquake to ensure the following occurs.

During an earthquake and people are indoors:

- Advise people to stay indoors and ensure that nobody moves about or leaves the building;
- Get people under desks, tables, benches or internal door frames;
- Keep people away from windows, shelves and overhead fittings;
- In multi-storey buildings stay clear of windows and outer walls and do not use elevators.

If people are outdoors, keep everybody clear of buildings, walls, power lines, trees and anything else that may present a hazard.

Following an earthquake:

- Check for injuries and administer first aid. Do not move seriously injured individuals unless they are in immediate danger.
- Turn off utilities such as electricity, gas and water.
- Evacuate everybody outside, away from buildings, trees and power lines by the safest route.
- Listen to local radio and follow any relevant advice given.
- Be prepared for after-shocks and ensure that people do not re-enter (even slightly damaged buildings) until they have been checked by the authorities.

## Attachment 10

### Flood Guide

It is the responsibility of the Principal to ensure that they are aware of any local flood history and know where the nearest safe location is and to establish a plan to get there.

For first warning response:

- Listen to local radio/television for warnings

If required (and possible):

- Stack items such as furniture, equipment and books above the likely flood level – books high up and electrical items on top.
- Move chemicals, fuel and garbage to a high secure place.
- Remove or secure floatable objects.
- Remain tuned into radio or television until the flood threat has passed and follow any relevant emergency procedures.
- Contact SES/CFS if assistance is required.

For evacuation:

- If given sufficient warning, and acting on advice of police and emergency services, contact parent/caregiver to collect any children or other people who may need assistance.
- Organise accommodation for those stranded away from home.
- Activate prearranged plan for release of workers with homes or property threatened by flooding.
- Turn off gas, water and electricity prior to final evacuation.

For any post-emergency/disaster, plan to continue to provide services to any person/s who may be isolated for prolonged periods of time e.g. accommodation, food, schooling, medical, etc.

# Attachment 11

## Severe Storm Guide

It is the responsibility of the Principal to prepare for the possibility of severe storm. This can be achieved by the following:

- Routinely have tree branches trimmed well clear of buildings.
- Routinely have roofing, guttering and down pipes checked for blockages and cleaned.
- Maintain radio with fresh batteries.
- Clear grounds of loose objects that could be flung about dangerously in high winds.

For the first warning response:

- If the storm is an electrical storm, disconnect all electrical appliances.
- If deemed necessary by emergency services, tape ('X' fashion) or cover windows.
- Listen to the local radio for further reports.

When the storm strikes:

- Ensure everybody stays inside away from windows and skylights.
- If an electrical storm do not use telephones.
- Listen to local radio for further reports.

After the Storm Passes:

- Check buildings for damage and if in a dangerous condition evacuate.
- Before moving outside check for damage to neighbouring buildings, for fallen power lines, fallen branches, debris and local flooding.
- For emergency assistance contact SES and/or CFS.

If dangerous weather conditions arise with little warning, children in particular, must be kept at or in the premises.

## Supporting Documents

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Appendix 3: Administration Staff Lockdown Procedure .....	18
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Sign: \_\_\_\_\_ Date: November 2018  
(Principal)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson on behalf of School Board)

# All Saints Catholic Primary School

## Evacuation Procedures

### ADMINISTRATION STAFF DUTIES



***During an evacuation a CONTINUOUS SIREN will sound***

Inform the Principal/Person in Charge as soon as notification is given of a fire or other critical incident requiring action to ensure safety.

Sound the appropriate Warning Siren when instructed to do so.

***At the commencement of the Evacuation, gather briefly to identify staff that are present and allocate individual duties***

Specific Duties:

#### **Principal/Person in Charge**

- Assess the situation, phone 000 and access the appropriate service
- Instruct office staff to sound appropriate siren
- Collect mobile phone/school keys/fire wardens hat
- Proceed to safe assembly area
- Follow advice given by Fire Officers/Police
- Advise staff, students and visitors when it is safe to return

#### **Deputy/Delegate**

- Collect Fire Warden's hat and Evacuation Checklist from the front reception and the megaphone that is located in the Deputies office
- Proceed to the Safe Assembly Area
- Check that all students, staff and visitors are accounted for

#### **Person on Front Desk/Delegate**

- Sound appropriate siren as instructed
- Immediately turn off programmed School Bells to avoid any confusion
- Bring School keys
- Check sick rooms and sick room toilet
- Take any students from the sick room to the Safe Evacuation Area
- Take Early Departure Register to the Safe Evacuation Area
- Take the Visitors Register to the Safe Evacuation Area
- Take absentee slips to the Safe Evacuation Area
- Exit via administration door – DO NOT LOCK

#### **Bursar/Delegate**

- Ensure that the back up tape is taken from the building
- Bring school keys
- Check the individual offices, Staffroom, & Staff Toilets. Exit via the staffroom door – DO NOT LOCK
- Check student toilets



# All Saints Catholic Primary School Emergency Evacuation Procedures



## ***During an evacuation a CONTINUOUS SIREN will sound***

When an event occurs that require the evacuation of the school, the first priority is the safety of student, staff and visitors to the school. The aim is to evacuate all students, staff and visitors to a safe area in a calm and organised manner so that we can ensure their safety and welfare.

## **Staff Emergency Procedures**

If a fire is discovered notify a senior staff member immediately by dialling 100 and notifying the front office staff. Act as directed.

## **EVACUATION PROCEDURES**

Evacuation siren sounds:

- Proceed as a group to the Safe Assembly Area in an orderly fashion
- Follow the Evacuation Route indicated on the Evacuation Plan
- Assist any mobility impaired people
- Take the Class Roll Book with you to the Safe Assembly Area if you are in the classroom. If the evacuation takes place when you are not in your classroom then proceed to the Safe Assembly Area and conduct a head count of the children to check that they are all present
- Call the class roll or do head count once you have arrived at the Safe Assembly Area. All students and visitors must be accounted for
- Await further instructions from the Fire Warden. Do not leave the Safe Assembly Area until instructed to do so by the Principal/Person in Charge
- Do not re-enter the buildings once the evacuation has commenced, unless instructed to do so by the Fire Warden/Principal/Person in Charge
- Students evacuated from areas other than their classrooms are to join up with their class in the Safe Assembly Area

## ***During an evacuation a CONTINUOUS SIREN will sound***

- Proceed as a group to the Safe Assembly Area detailed on the map and conduct a head count of all children to check that they are all present, inform the Fire Warden of the outcome. All students and visitors must be accounted for
- If you are the last to leave the room close the door behind you, DO NOT lock the door
- Await further instructions from the Fire Warden. Do not leave the Safe Assembly Area until instructed to do so by the Principal/Person in Charge
- Do not re-enter the buildings once the evacuation has commenced, unless instructed to do so by the Fire Warden/Principal/Person in Charge
- Students evacuated from areas other than their classrooms are to join up with their class in the Safe Assembly Area

# All Saints Catholic Primary School

## Lockdown Procedure

### ADMINISTRATION STAFF



***During a Lockdown SHORT BURSTS of the alarm will sound***  
***During a Partial Lockdown NO siren will be sounded***

When an incident occurs that is determined to require a Lockdown to ensure the safety of children, staff and visitors, the following procedures will be followed:

1. Event occurs involving a high risk
2. Situation is communicated to the Principal/Person in Charge who will confirm the need for Lockdown or Partial Lockdown
3. Principal/Person in Charge will assume total responsibility for the Lockdown Process
4. All communication into or out of the school must be authorised by the Principal/Person in Charge

#### **Principal/Person in Charge**

- Assess the situation
- Authorise the “Lockdown” siren to be activated
- Arrange for 000 to be called, if required, and inform them of the situation OR Access the appropriate service (e.g. Snake Away, City of Onkaparinga)
- Contact Principal Consultant to inform the Director of Catholic Education of the situation
- When the situation is resolved, advise staff that “Lockdown” has ended and children can be dismissed when bell is sounded

#### **Office Staff (Reception / Deputy / APRIM / Finance Officer / ICT)**

***At the commencement of the Lockdown, gather briefly to identify staff that are present and allocate individual duties***

##### **Reception / Front Office Staff**

- Sound Lockdown siren when instructed to do so
- Immediately turn off programmed school bells to avoid any confusion
- Check that all visitors listed in the Visitors Book are accounted for
- Check Sick Rooms / Administration Block Offices for children
- Sound siren to end Lockdown when instructed to do so

##### **Deputy Principal / APRIM**

- Check that all children are accounted for by phoning each classroom, including specialist classrooms, music instrumental room etc.
- If the Principal is away from the school site, they are to be contacted by phone and informed of the situation as soon as possible

##### **Finance Officer**

- If it is safe to do so, lock the external doors to the Administration/Office and Staff Room areas
- If it is safe to do so, ensure school gates are locked. (Gates are locked between 9.00am and 3.00pm, may only need to be checked outside of these times)

##### **ICT**

- Gather briefly at the beginning of the Lockdown. If one of the staff members listed above is absent from the site at the time of the Lockdown assume the responsibility of the next in line

***All parties to regroup after all areas have been called to ensure that everyone has been accounted for***

# All Saints Catholic Primary School

## Lockdown Procedure

### TEACHING STAFF



***During a Lockdown SHORT BURSTS of the alarm will sound***  
***During a Partial Lockdown NO siren will be sounded***

When an incident occurs that is determined to require a Lockdown to ensure the safety of children, staff and visitors, the following procedures will be followed:

1. Event occurs involving a high risk
2. Situation is communicated to the Principal/Person in Charge who will confirm the need for Lockdown or partial Lockdown
3. Principal/Person in Charge will assume total responsibility for the Lockdown Process
4. All communication into or out of the school must be authorised by the Principal/Person in Charge

#### **If the Lockdown siren is activated during class time:**

1. Class is to remain in the classroom/specialist room they are in (if in a specialist lesson, class teacher is to return to their class group immediately if safe to do so)
2. If class is participating in sport/fitness activity, they should return to their classroom immediately, if it is safe to do so OR go to the nearest classroom
3. Doors are to be locked, windows closed, curtains drawn, lights turned off, air conditioners turned off
4. The roll is to be called to ensure that all children are accounted for
5. Await phone call from the Office and advise them of any children NOT accounted for and any extra people that you have in your room
6. Wait by the telephone for further instruction from Principal/Person in Charge
7. Instructions to end the "Lockdown" will be given in by the Principal/Person in Charge
8. **CHILDREN ARE NOT TO ANSWER THE PHONE**
9. When siren is sounded to end Lockdown, resume normal activities

\*\*\* Please note: Children who are at individual music lessons, special education support, or in the administration block, should remain with the responsible adult. These classrooms will be called to check that all children are accounted for. \*\*\*

#### **If the Lockdown siren is activated during play time:**

1. All children to return to their classrooms immediately
2. Staff not on duty to return to their classrooms immediately
3. Staff on duty to return to their classrooms as soon as possible
4. Follow steps 3 to 9 listed above