

# Emergency & Critical Incident Management Policy

## Statement of Policy

An *emergency* is defined as an event, actual or imminent, which:

- occurs on or off-site;
- endangers or threatens to endanger life, property or the environment; and
- requires a significant and coordinated response.

A *critical incident* is defined as an incident in which there is a high likelihood of traumatic effects. A critical incident evokes unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or system to function either at the time or later.

## Policy Aims

In emergencies, schools need to have at hand practical information about actions that guide response and aid recovery in order to:

- ensure a supportive, caring response that considers the mental health needs of all members of the school community;
- return to normality as soon as possible;
- enable continuation of school routine and an optimal learning environment; and
- minimise the adverse effects of such an event on the school community.

Schools need to take action to prepare for and prevent emergencies and critical incidents.



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### Useful Websites

- <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/emergency-and-critical-incident-management.en?bbp.9.policyID=15522043&bbp.s=10&bbp.e=select&bbp.10.pane=0&bbp.v=6&bbp.i=d0.1&g11n.enc=UTF-8>

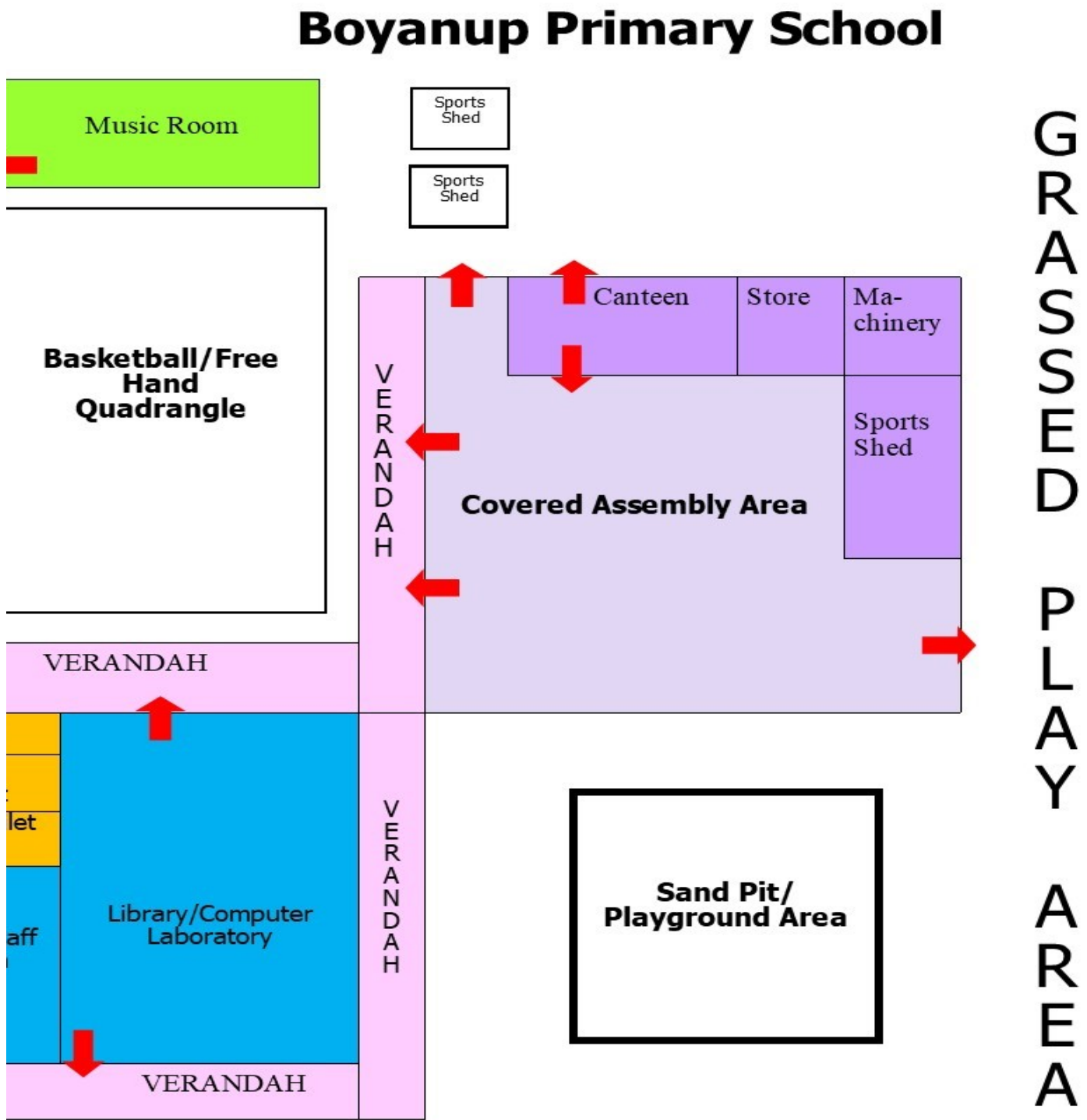
### Supporting Documents

- Emergency and Critical Incident Management Plan for Boyanup Primary School — revised March 2019

# Evacuation

## PROCEDURES

1. **SIREN** - continuous long rings of siren and PA announcement CODE RED. If no power then continual blowing of whistle and/or megaphone siren is used.
2. Staff member to marshal all students in their care and to determine the safest possible route to the designated assembly point. Staff member to do final check of room before leaving. Everyone on the school site needs to move to the assembly point. The class teacher takes the roll. Class staff to check the toilets in their teaching areas
3. Children are moved out of classroom in an orderly fashion, taking a safe route to the centre of the school oval (cricket pitch) or Library in the case of a bush fire.
4. On arrival at safety area check the roll. Teachers in charge of special groups (Music/Sport/STEM) take children to the designated area and hand over to the class teacher.
5. The Teacher must account for all children and class staff. Advise Principal if anyone is not accounted for. Principal will meet staff at oval.
6. Teachers must remain with their class unless specifically instructed for other duties by the Principal, or to advise of children not accounted for. (In this case the class is to be supervised by the nearest staff member).
7. MCS (Registrar) to take evacuation file (containing class & staff lists), keys, sign out and HRMIS book. The MCS makes way to oval.
8. The Principal checks the administration toilets, staff room and office areas. They also check emergency services have been contacted and regional office.
9. The school library officer checks the library for any students/adults, evacuating accordingly.
10. Staff with no class responsibilities are to make their way quickly to the oval (gardener and cleaners, Canteen managers)
11. The principal and MCS checks all children, staff and visitors are accounted for.
12. Principal to liaise with Emergency Services and Regional Office to determine next appropriate actions, including return to classrooms after an 'all clear'.
13. Staff will be debriefed after the situation.



**Long and Repetitive Siren**    **PA Audio Bell—PA Announcement**

**GET OUT**                      **GET IN**

**EMERGENCY ASSEMBLY AREA**  
**SCHOOL OVAL**

★ Arming Station Locations

➔ EXITS

# Evacuation Map



# Lockdown

1. If possible the Principal or nominated staff will warn staff of possible lockdown situation. (PA Audio Bell and PA Announcement)
2. PA message or phone call from the office will be made to classrooms for them to lock their doors.
3. Staff are to keep their phone near them in case office need to call.
4. Class staff are to calmly make sure all children are back from the toilets etc.
5. Teachers not in charge of a class can contact the office in case they are needed for assistance.
6. Classes on the oval will be contacted by a nominated staff member on where they are to go.
7. If during recess or lunch, siren is rung to indicate students to return to classes where they are met by their teachers. Alternatively all available staff assist to usher children to the library.
8. Staff will be debriefed after the situation.

## Assembly Area:

- Location: Centre School Oval—cricket pitch  
Library (in the case of a bush fire)
- Class Groups: Are to be kept separate and remain under the supervision of class teachers
- Attendance: Class teachers take a record of students' attendance.  
Check attendance – report to Principal

A COPY OF THIS PLAN SHOULD BE PLACED IN A PROMINENT POSITION NEAR THE INSIDE OF YOUR CLASSROOM

A COPY SHOULD ALSO BE PLACED IN THE DAILY WORK PAD/RELIEF FOLDER OR OTHER CONVENIENT PLACE.

# Emergency and Critical Incident Response

## AEIOU

**A**ssess the situation, call emergency services and assist those in danger.

**E**vacuate or Lockdown

**I**ncident Response and Central Office

**O**rganise to support those affected.

**U**ndertake recovery operations at the end of the day.



BOYANUP PRIMARY SCHOOL DUTIES FOR EVACUATION PERSONNEL	
ROLE	DUTY
<b>PRINCIPAL or SITE MANAGER</b>  <b>(INCIDENT CONTROLLER)</b>	<p>Assess situation.</p> <p>Raise alarm throughout school and complete final sweep of buildings. (Including the boys and girls toilets, male staff toilet, staff Room, covered assembly area and canteen)</p> <p>Proceed to designated assembly area.</p> <p>Check for damage, gas leaks, power failure and any other hazard.</p> <p>Monitor situation and ensure that no-one returns to any building unless authorised to do so after consultation with emergency services.</p> <p>Advise Director Schools.</p>
<b>DEPUTY</b>	Checkpoint officer - proceed directly to designated assembly area.
<b>REGISTRAR/MCS ADMINISTRATION STAFF</b>	<p>Complete sweep of administration block, female staff toilets, lock administration block, and collect back up data.</p> <p>Call 000, upon instructions from on-site incident controller.</p> <p>Notify administration upon instruction from on-site incident controller.</p> <p>Collect the evacuation kit.</p> <p>Collect a first aid kit and escort any sick students Proceed to designated assembly area.</p> <p>Advise checkpoint officer which staff members are absent and their replacement, if applicable, and any visitors on site.</p> <p>Maintain Emergency and Critical Incident Diary (see Appendix).</p>
<b>TEACHERS</b>	<p>Collect class list then escort students, volunteers and any other persons in their charge to the designated assembly area.</p> <p>Check class list.</p> <p>Send runner to checkpoint officer and volunteers to administration officer.</p>
<b>SUPPORT STAFF – EDUCATION ASSISTANT – Pre Primary</b>	<p>Assist teachers to assemble students as quickly as possible.</p> <p>Check that Kindergarten playground and Storage Shed are empty and proceed to the designated assembly area.</p>
<b>SUPPORT STAFF – LIBRARY OFFICER</b>	Check Library building is empty and proceed to designated assembly area.
<b>OTHER STAFF</b>	<p>Stay with any persons in your charge.</p> <p>Students must be escorted to their class teacher.</p>
<b>CANTEEN</b>	<p>Turn off any cooking apparatus and proceed to designated assembly area.</p> <p>Report to checkpoint officer.</p>
<b>VISITORS</b>	All visitors must report to the Registrar/MCS, near the checkpoint officer, so they can be marked as present in Visitors' Book.

