# Emergency and Critical Incident Manual

**PK-12**

<table>
<thead>
<tr>
<th><strong>Title of Manual</strong></th>
<th>Emergency and Critical Incident Manual JK-12</th>
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<tbody>
<tr>
<td><strong>Endorsed by</strong></td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Reviewed date</strong></td>
<td>January 2017</td>
</tr>
<tr>
<td><strong>Next review date</strong></td>
<td>January 2019</td>
</tr>
<tr>
<td><strong>To whom issued</strong></td>
<td>College staff</td>
</tr>
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## Contents

1. Tasks checklist ................................................. 2
1.1. Immediate to first 24 hours (delegated to ECIT members by the Principal) ................................................. 2
1.2. Medium term ................................................................................................................................. 3
1.3. Long term ................................................................................................................................. 3
1.4. Media ................................................................................................................................. 3
1.5. Sample media statement for all staff ......................................................................................... 3
1.6. Media release ................................................................................................................................. 4
1.7. Sample letter (prepare a letter to the College community) ......................................................... 4
1.8. Gathering Information on an Incident and contact numbers .................................................. 5
1.9. Telephone contact numbers ......................................................................................................... 5
2. Specific incidents ............................................................................................................................. 6
2.1. Category A: Suicide ..................................................................................................................... 6
2.2. Category A: Missing child ........................................................................................................... 7
2.2.1. Monitoring student attendance .............................................................................................. 7
2.2.2. Primary student missing from the College during regular school hours ............................ 7
2.2.3. Secondary student missing from the College during regular school hours ....................... 7
2.2.4. Student missing after school .................................................................................................. 7
2.2.5. Student missing from an off campus College approved activity ......................................... 8
2.2.6. Post incident review .............................................................................................................. 8
2.3. Category A: Death or serious Injury of a Parent/Guardian ....................................................... 8
2.3.1. After consultation with the family ............................................................................................ 8
2.3.2. When notified of the arrangements for the funeral ............................................................... 9
2.4. Category A: Inclement weather/flood water ............................................................................. 9
2.5. Category B: Fire ......................................................................................................................... 9
2.6. Category B: Chemical contamination event ............................................................................. 10
2.6.1. On-site chemical contamination event ................................................................................... 10
2.6.2. Off-site chemical contamination event .................................................................................. 10
2.7. Category B: Death of a student or recent alumnus .................................................................. 10
2.8. Category B: Death of a staff member ...................................................................................... 10
2.9. Category B: Sieges/hostage situations ..................................................................................... 11
2.10. Category B: Bomb Threat ....................................................................................................... 11
2.11. Category C: Handling of suspect mail and packages ............................................................. 13
2.12. Category C: Armed hold-up ..................................................................................................... 13
2.13. Category C: Civil disorder and illegal occupancy ................................................................. 14
2.15. Category C: Earthquake ......................................................................................................... 15
2.16. Category C: Bushfire .............................................................................................................. 15

### Action plans

- Casualties .................................................................................................................................. 16
- Pandemic ...................................................................................................................................... 16
- Section 1 Responding to an incident in the local area ................................................................. 18
- Section 2 Prevention (Secondary) ............................................................................................... 19
- Section 2 Prevention (Primary) .................................................................................................... 19

### College JK–12 Medical Emergency Plan

- Introduction ............................................................................................................................... 19
- Transportation to emergency care ............................................................................................. 19
- Transportation by vehicle ......................................................................................................... 19
- Bystanders ............................................................................................................................... 19
- Informing the student’s parents/carers of the medical emergency ........................................... 20
- Specific plans – Medical emergency on College grounds during school hours .................... 20
- Specific plans – Medical Emergency off College grounds ...................................................... 21

### Related College documents

- Appendix 1: Evacuation Procedures .......................................................................................... 23
- Appendix 2: Lockdown Procedures .......................................................................................... 34
- Appendix 3: First Aid Incident Report ...................................................................................... 37
- Appendix 4: First Aid Incident (FAI) – Reporting Flow Chart .................................................. 39
Emergency and Critical Incident Manual

Basic response plan for the Principal and Emergency & Critical Incident Team (ECIT) to follow:
A = Assess situation, call emergency services, assist those in danger
E = Evacuate students, staff and visitors, if appropriate
I = Inform the authorities and DES
O = Organise resources and advise parents
U = Undertake recovery operations and return site to normal

1. Tasks checklist
Tasks checklist for the Principal and the ECIT
1.1. Immediate to first 24 hours (delegated to ECIT members by the Principal)
   - Gather and confirm information – see ‘Gathering information on an incident and contact numbers
   - Is there a need for immediate contact to the police or emergency services?
   - Is the crisis site safe? Should there be an evacuation or lockdown?
   - Endeavour to save life. Provide first aid to the injured.
   - Decide on the level of response required.
   - Call together the Emergency and Critical Incident Team (ECIT).
   - Enact a crisis management plan.
   - Liaise with police and/or other emergency services to confirm information and establish the ‘what and when’ of information that the College may release.
   - Has contact been made with families of victims? Arrange to visit or meet as soon as possible.
   - Prepare or adapt information release for staff, schools and groups in the community.
   - Inform staff.
   - Support distressed staff. Delegate authority to those who will deal with people most affected.
   - Keep telephone lines free for essential calls.
   - Provide the front desk staff with an accurate written statement to use for incoming calls.
   - The Principal and Executive Manager Enrolments & Promotions will deal with media enquiries.
   - Start keeping a written record of events.
   - Assess whether outside agencies and/or organisational administrators need to be contacted.
   - Establish a support centre within the College and ensure it is staffed at all times.
   - Prepare for any visitors who may arrive at the College.
   - Consider if family permission is required for some kinds of information release.
   - Ensure arrangements have been made to sustain staff providing support off site, eg those attending hospital with colleagues.
   - Ensure arrangements have been made for staff members who may want to stay after hours.
   - Ensure ECIT members maintain regular contact/meetings.
   - Allocate a staff member to attend to the victims’ desks and personal belongings
   - Consider who will attend the funeral.
   - Remember that there may be deaths, injuries or resulting trauma subsequent to the initial crisis.
   - Has some follow-up been considered for the most critically involved College helping personnel?
   - What follow-up is planned for the next day?
   - Arrange that the ECIT meets at the end of the day.
   - Clarify the expectations on and of staff who are still actively involved at the end of the day, eg at the hospital.
   - Arrange how overnight developments will be monitored and managed.
   - Inform DES and fill out a critical and Incident Emergency Incident Report (DES 94411900) ngs@des.wa.edu.au (Manager Regulation, Education Audit and Registration Non-Government Schools Branch).
   - Check Facebook reactions/monitor digital information.
1.2. Medium term
- Consider that there may be trauma or other resultant human casualties subsequent to the initial crisis.
- What level of support has been considered for the most critically involved College helping personnel?
- What follow-up is planned for the next week?
- Continue to monitor reactions within the College and schools and provide support.
- Return the College as far as possible to regular routine.
- Update staff with new information.
- Consider giving advice to staff on media enquiries.
- Consider preparation of staff for funeral and burial arrangements.
- Maintain contact and support to families of victims.
- Monitor those in caregiver roles.
- Keep note of expressions of sympathy, condolences and offers of help for later response.

1.3. Long term
- Will the College hold a memorial service or create a memorial to the victims in the future or will a card from the College be sufficient for the context?
- Has support been considered/offered for the critically involved College helping personnel? Consider if post trauma stress may be an issue.
- What follow-up has been planned for the most affected or at-risk staff once things quiet down?
- Will the College do anything to mark the anniversary date? Will there be a watch for troubled or distressed staff?
- Be aware of unforeseen anniversaries eg, birthdays of victims.
- A coronial inquest may take place some considerable time after the event. Staff may need time spent to understand the process. The inquest may cause some re-living of the events with consequent renewed distress.
- Establish when the ECIT will reconvene to review the response made and make any necessary amendments to the Emergency and Critical Incident Plan.
- Continue liaison with outside agencies.
- If liability is an issue, be prepared for legal proceedings.
- Remember that those who have had special roles to play eg the ECIT, the Administrative Assistants dealing with all telephone enquiries, also need attention given to their wellbeing. It may also be helpful to publicly acknowledge those who have taken on a task outside of their usual responsibilities.

1.4. Media
For the Principal and the Executive Manager Enrolments & Promotions
The ECI Policy specifically states:
- The Principal is the single media spokesperson, unless a delegate is appointed.
- The preparation of a press release with updates if required is implemented by the Principal and the Executive Manager (E/M) Enrolments & Promotions.
- The Principal and the E/M Enrolments & Promotions will determine whether media enter the school grounds, who they can and cannot interview
- The Principal and E/M Enrolments & Promotions will be cooperative, while setting boundaries to stifle rumour and speculation. The Principal and E/M Enrolments & Promotions will prepare the information that the media might want eg the number affected, the extent of injury or damage, response and support facility.

1.5. Sample media statement for all staff
“I am unable to answer any questions or make any comments. The Principal will make a statement at the appropriate time.”
Do
- advise school personnel of the media procedure
- advise students of the media procedure and where they stand if approached for interview; parents should also be told of the advice given to students
- protect confidential information (check identity if the nature of the question seems inappropriate)
- consult with bereaved families to assure them that confidential information is being protected
- ensure a consistency of information, keep to the facts; seek police advice
- cooperate with the media and seek their cooperation
Do not

- give out personal information
- supply photographs of the victims
- speculate or give credence to unfounded theory
- create heroes or glorify the deceased or injured
- forget that media interest will extend beyond the event; funerals, memorial services and coronial enquiry will all receive attention

1.6. Media release
Prepare a media release containing about three paragraphs that has been verified for accuracy and checked with police and family:

- Paragraph 1 – briefly outline the verified facts
- Paragraph 2 – outline what the school has done to assist those affected
- Paragraph 3 – outline support and recovery arrangements
- Include a name and contact number for the school media coordinator
- Fax the release to chiefs of staff of major media outlets

1.7. Sample letter (prepare a letter to the College community)

Lake Joondalup Baptist College

Dear Parents/Guardians

The facts
Provide accurate information, in line with family and police wishes, and known facts, including:
a) the event
b) the child/children/staff – death/injuries

What has been done
I have spoken with/visited the parents/families of …., and on behalf of our staff and the school community I have expressed our deepest sympathy and caring.
Classroom teachers have told their students, and have provided an opportunity for talking and sharing.

How students may react
It would be best for the children's school routine to continue as normally as possible, and they should attend school as usual.
Children’s reactions will vary and may include crying, not wanting to talk or wanting to talk, wanting to be alone, anger, lack of concentration and sleeping or eating problems.

Support available
If you or your children feel the need for professional help or counselling, please contact the College for advice.

Yours sincerely

College Principal

Date
1.8. Gathering Information on an Incident and contact numbers

This is intended to give some direction on the information that will facilitate effective crisis management. It may be photocopied or used as the basis for a checklist.

Date ________ time ________ recorded by ________________________

What happened ____________________________________________

Who was involved __________________________________________

Where ____________________________________________________

When ______________________________________________________

Who is reporting ____________________________________________

Who witnessed the event _____________________________________

Who knows about the incident _________________________________

Have emergency services been contacted _______________________

Are there police officers on the scene? _________________________

Name of attending officer _____________________________________

What is known on extent of injuries or deaths ____________________

Have any other actions been taken ______________________________

Have parents been contacted __________________________________

1.9. Telephone contact numbers

<table>
<thead>
<tr>
<th>Group</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA Police Life-threatening or time critical emergency</td>
<td>000</td>
</tr>
<tr>
<td>Non-life threatening incident requiring Police response</td>
<td>131 444</td>
</tr>
<tr>
<td>Local Station (Joondalup)</td>
<td>9400 0888</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000</td>
</tr>
<tr>
<td>Fire and Emergency Services Authority</td>
<td>000</td>
</tr>
<tr>
<td>State Emergency Service</td>
<td>132 500</td>
</tr>
<tr>
<td>Hospital – Joondalup Health Campus</td>
<td>9400 9400</td>
</tr>
<tr>
<td>Poisons Information Centre</td>
<td>131 126</td>
</tr>
<tr>
<td>Gas (regional schools need to check for local number)</td>
<td>131 352</td>
</tr>
<tr>
<td>Electricity</td>
<td>131 351</td>
</tr>
<tr>
<td>Water Corporation</td>
<td>131 375</td>
</tr>
<tr>
<td>Health Direct</td>
<td>1800 022 222</td>
</tr>
<tr>
<td>City of Joondalup</td>
<td>9400 4000</td>
</tr>
<tr>
<td>Pollution Watch</td>
<td>1300 784 780</td>
</tr>
<tr>
<td>DES <a href="mailto:ngs@des.wa.edu.au">ngs@des.wa.edu.au</a></td>
<td>9441 1900</td>
</tr>
<tr>
<td>Counselling services <a href="mailto:enquiries@centrecare.com.au">enquiries@centrecare.com.au</a></td>
<td>9325 6644</td>
</tr>
<tr>
<td>Translation service – WA Interpreters</td>
<td>9362 4819</td>
</tr>
<tr>
<td>Optum Manager client liaison (accessible only by Principal)</td>
<td>9210 9021 or 0421 185 494</td>
</tr>
<tr>
<td>Helen Riseborough</td>
<td>0414 660 910</td>
</tr>
<tr>
<td>Shona Scallan</td>
<td></td>
</tr>
</tbody>
</table>

Lake Joondalup Baptist College staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Clements</td>
<td>College Principal JK-12</td>
<td>404</td>
<td>0488 209 274</td>
</tr>
<tr>
<td>Penny Houghton</td>
<td>Deputy Principal/Dean of Studies</td>
<td>318</td>
<td>0437 770 221</td>
</tr>
<tr>
<td>Tammy Ozsvath</td>
<td>Finance Manager</td>
<td>420</td>
<td>0419 175 777</td>
</tr>
<tr>
<td>Lee Krug</td>
<td>Business Manager</td>
<td>405</td>
<td>0422 513 522</td>
</tr>
<tr>
<td>Helen Del Frate</td>
<td>Dean of Students</td>
<td>468</td>
<td>0448 040 790</td>
</tr>
<tr>
<td>Mark Downshborough</td>
<td>Dean of Administration</td>
<td>429</td>
<td>0439 680 132</td>
</tr>
<tr>
<td>Tony Fisher</td>
<td>Promotions and Publications Manager</td>
<td>430</td>
<td>0426 847 537</td>
</tr>
<tr>
<td>Paul Sonneman-Smith</td>
<td>Dean of Primary 3-6</td>
<td>438</td>
<td>0433 568 845</td>
</tr>
<tr>
<td>Carol Harris</td>
<td>Dean of Primary</td>
<td>353</td>
<td>0438 566 131</td>
</tr>
<tr>
<td>Jeremy Chappell</td>
<td>Manager Primary Chaplaincy/Community liaison</td>
<td>463</td>
<td>0434 470 837</td>
</tr>
<tr>
<td>Talita van Tonder</td>
<td>Secondary Chaplain</td>
<td>410</td>
<td>0420 221 941</td>
</tr>
<tr>
<td>Stephen Knight</td>
<td>ICT Manager</td>
<td>451</td>
<td>0419 961 990</td>
</tr>
<tr>
<td>Andrew Burbidge</td>
<td>Infrastructure/Facilities Manager</td>
<td>452</td>
<td>0435 485 661</td>
</tr>
<tr>
<td>Alyssa Baker</td>
<td>College Counsellor</td>
<td>477</td>
<td>0408 908 727</td>
</tr>
<tr>
<td>John Petera</td>
<td>Property Services Coordinator</td>
<td>434</td>
<td>0414 933 419</td>
</tr>
<tr>
<td>Dale Emery</td>
<td>Executive Assistant to Principal</td>
<td>460</td>
<td>0407 089 724</td>
</tr>
</tbody>
</table>
ECIT called together
Date ____________ Time _____

ECI plan enacted
Date ____________ Time _____  Signed _______________________________________

2. Specific incidents

Likelihood – Category A
Suicide
Missing child
Death or serious injury of a parent
Inclement weather/flood water

Likelihood – Category B
Fire
Chemical contamination event
Death of a student or recent alumnus
Death of a staff member
Sieges/hostage situations

Likelihood – Category C
Bomb threat
Handling of suspect and mail packages
Armed holdup
Civil disorder and illegal occupancy
A serious critical incident resulting in a number of distressed students and staff
Earthquake
Bushfire

2.1. Category A: Suicide
Schools, particularly secondary settings, need to be mindful of the risk of suicidal behaviour in students and alert to the potential for a contagion/clustering influence in which one death by suicide can increase the likelihood of other suicides.

Particular considerations
Remember: providing opportunities for enhancing the health and wellbeing of students and staff is a significant way to prevent suicide.

- Any students expressing suicidal thoughts or threats or engaging in self-harm behaviour need to be taken seriously; consultation with parents and referral to a psychologist is recommended.
- Students with an identified risk of suicidal or self-harming behaviour should be appropriately assessed and supported by their Head of House and Student Services Team.

Leadership will endeavour to raise staff awareness of risk factors associated with suicidal behaviour and discourage students from undertaking assignments that focus on suicide.

College staff will maintain alertness to suicide risk and behaviour in students and staff and inform the student services team or line managers if suspect.

The College will avoid any strategies that normalise, glamorise or increase identification with a person who died by suicide. Given the potential for harm and negative outcomes for at-risk students, the College will not include suicide as a discrete topic within the school curriculum. This includes guest speakers and teachers providing discrete suicide education to students; teachers should discourage students from providing suicide education to other students and discourage students from completing assignments focussed on suicide as a topic.

The College will liaise closely with the College Counsellor in the event of any at risk behaviour exhibited by a student and refer to private psychologist through parents.

For additional resources refer to M:\Policies\Headspace Resources, info@headspacejoondalup.com.au, 126 Grand Boulevard, Joondalup. Telephone 1800 650 890

Actual ECIT or other group actions will be supports recommended by the Pastoral Care team and the College Principal.
2.2. Category A: Missing child
When a student cannot be located, it can be a distressing experience for staff, parents and students. More often than not, there is a simple explanation and the student is safely located; however, all incidents must be treated seriously. A student can be presumed missing if they are not found within 15-20 minutes, in which case Leadership must be notified, particularly the Deans of Primary, Dean of Students and the College Principal.

2.2.1. Monitoring student attendance
During normal school hours and while on the campus grounds teachers are to maintain accurate and timely attendance records. Further information is located in the attendance policies available on the College portal
While off campus on a College approved activity, the Teacher in Charge is responsible for the whereabouts of each student. Regular attendance checks will be conducted during excursions and camps.
Further information can be located in the Excursion Policy JK–12 and Camps Policy JK–12.
The Secondary Student Reception staff are responsible for locating discrepancies in the Secondary student attendance data, eg a student was present but has then been marked absent without an explanation.

2.2.2. Primary student missing from the College during regular school hours
When a Primary student is found to be missing, the Dean of Primary are to be informed without delay.
The Deans of Primary will take the following First Steps Actions:
- A thorough search of the College grounds will be conducted
- The relevant Dean of Primary will inform the Dean of Students
- The Dean of Students and/or Dean of Administration may be asked to make additional staff available to assist with searching the College grounds, Arena Joondalup and the surrounding streets
- The Dean of Primary will liaise with the parent in a timely manner, informing them of the situation and suggesting that the parent stay at home or have someone stationed at the home in case the student returns home.
If the student or the Dean cannot be located, the Principal should be notified. The Principal will appoint a member of Leadership to the role or assume the role of Incident Manager. The Incident Manager may call an Emergency and Critical Incident Team meeting to plan further action.

2.2.3. Secondary student missing from the College during regular school hours
When a Secondary student is found to be missing, the Dean of Administration is to be informed without delay.
The Secondary Student Reception staff, Dean of Students and Heads of House will take First Steps Action.
- Check to see if the student is scheduled for a tutoring lesson
- Ring the Curriculum Office
- Ring Careers Office
- Ring the Library
- Check the classroom a second time
- Check the toilets and change rooms
If the student cannot be found after the above checks have been made, the parent will be notified and an extensive check of the grounds will be conducted for students whose health and safety may be at risk, particularly students who are known to have self-harmed.
The attending staff (Dean or Head of House) will place a note on Teacher's Assistant and complete the necessary follow up.

2.2.4. Student missing after school
In the event that a parent informs the College that their child has not returned home after school the College Management team member on duty should be notified.
The College Management team member will take First Steps Action.
- Verify that the student was at school
- Check the College grounds with the assistance of any available staff
- Determine the names of the student’s friends and ask the parent to contact the parents of these students. The College should not provide contact numbers for other parents. With the agreement of the parent/guardian, College staff may call the parents of students but may not provide the parent with others phone numbers.
- Suggest to the parent that they remain at home or have someone stationed at the home in case the student arrives
If the student or the Dean cannot be located, the Principal should be notified. The Principal will appoint a member of Leadership to the role or assume the role of Incident Manager. The Incident Manager may call an Emergency and Critical Incident Team meeting to plan further action.

### 2.2.5. Student missing from an off campus College approved activity

If during an excursion, camp or other off-campus College approved activity a student is reported missing, the Teacher in Charge will conduct a thorough search of the area and if the student cannot be found within a short period of time the College Principal will be informed. The College Principal may call an Emergency and Critical Incident Team meeting and consideration will be given to sending the Dean of Students or the Dean of Primary to the location to assist staff.

### 2.2.6. Post incident review

The College Principal will initiate an incident review and update the Critical Incident Register. Further information can be located in the JK-12 Emergency and Critical Incident Policy located on the College Portal.

### 2.3. Category A: Death or serious Injury of a Parent/Guardian

For immediate action:

1. The person who receives information regarding the death of a student's parent should notify the College Management Team as soon as possible.
2. In the case of a Secondary student the Dean of Students will ensure that an SMS absence text message will not be sent to the family until further notice.
3. The College Principal will inform the Chair of the College Board.
4. The Dean of Students will inform the Heads of House and Chaplains.
5. The Dean of Primary, Manager Primary Chaplaincy with liaise with the Primary Chaplain.
6. The Dean of Students will ensure that College Reception scrutinise the outgoing mail for letters to the bereaved family for two weeks. Letters will be passed to the respective College Management Team member for approval to post. The Dean of Primary will direct Primary Reception staff to hold all outgoing mail for the family until further notice.
7. The Dean of Students may convene a meeting with the student’s Head of House, the College Counsellor, the Secondary Chaplain or the Dean of Primary to discuss student care.
8. The Dean of Students, Heads of House and Chaplains will determine the information to be gathered, such as:
   - the names of the close friends of the student/s whose parent/guardian has died.
   - the names of staff who may have a close friendship with the deceased; this will be communicated to CMT and the respective Head of Learning Area.
9. A staff member, such as the College Counsellor, will be assigned to make contact with the family to:
   - pass on condolences from the College staff
   - determine the family’s wishes in regard to:
     - the dissemination of information to staff
     - the dissemination of information to students eg Connect class, year group etc?
     - close friends of the student/s
     - attendance at the funeral
     - flowers and funeral notice
     - offer support from the Lake Joondalup Baptist Church and the support of the Secondary Chaplain in assisting in the funeral service if desired.

The person appointed to make the first call will usually be the one who continues to be the staff member who primarily is responsible for contact with the family.

### 2.3.1 After consultation with the family

Dean of Students or Dean of Primary will email all staff:

- advising of the death of the parent
- advise staff to check with the Primary Manager Chaplaincy, Head of House before sending correspondence or making contact with the family until otherwise advised

The Dean of Students, in consultation with the Head of House, College Counsellor or Dean of Primary will inform the close friends of the students if appropriate.

Unless the family request otherwise, the College Principal will organise flowers to be sent and a notice to be placed in the West Australian newspaper after the family notice has appeared.

The EA to the College Principal will give the Principal and the Dean of Students and/or the Dean of Primary a copy of all newspaper notices daily. Copies of the family notice and the College notice to be placed on the student’s file by the EA to the Dean of Students or the Dean of Primary.

The Dean of Students will direct Enrolments to amend Synergetic with the following notations:

- MOTHER (NAME) DECEASED 29 OCTOBER 2011 (in capital letters)
• change the title for all mail if needed eg Mr and Mrs to Mr to ensure that mail sent home does not include deceased’s name
• remove email and mobile for the deceased parent
• change the children’s address and family information if required
The Head of House should speak with the Connect group teacher and the Dean of Primary will speak to the class teacher concerning:
• attendance at the funeral
• how to talk with the student when they return to school
• any other special care arrangements

2.3.2 When notified of the arrangements for the funeral
The Dean of Students is to disseminate information to all staff.
The Dean of Students will notify all staff regarding the funeral arrangements. Staff wishing to attend speak with either the Dean of Administration or Dean of Primary.
The Dean of Students to arrange for the Head Boy and Head Girl to attend the funeral for parents of Secondary students. The Head Boy and Head Girl will be encouraged to attend but will be given the freedom to decline, in which case the House Captains will be approached. The Dean of Students will:
• discuss funeral proceedings and their role on the day
• obtain written parents’ consent for the Head Boy and Head Girl or House Captains to attend to and to travel in a staff or College car or their own car
• accompany Head Boy and Head Girl or House Captains to the funeral and guide them through the ceremony
• attend the funeral with the College Chaplain where appropriate
Student leaders should be offered time to debrief before their return to class.
The Dean of Primary will decide if it is appropriate for student leaders to attend the funeral as representatives of the Primary school.
The College Principal may also be in attendance at the funeral where possible and appropriate.

2.4. Category A: Inclement weather/flood water
If flooding is imminent, the Executive Manager Infrastructure and Operations will make contact with the local State Emergency Service (SES) on 000 as soon as possible.
If the College is still occupied, ensure students and staff are located in the highest sheltered areas under the direction of the CMT/ECIT
Where possible, ensure that high value equipment and records are relocated away from impending floodwaters.
Ensure potential electrical hazards have been eliminated (for example, isolate power supply) (only when it is safe to do so).
Remain at the safe location while it continues to offer protection.
Do not allow anyone to enter the floodwaters.

2.5. Category B: Fire
In the event of a fire:
• Raise the alarm – verbal/phone/siren
• Alert Principal, CMT, Leadership/ECIT members
• Evacuate everyone from the immediate vicinity of the fire. Refer to Appendix 1: Evacuation Procedures
• Principal notifies school community whether school remains closed or reopens
Principal activates school action plan, including:
• notifying parents, bus contractors, community kindergartens, tenants, community hirers, out of school hours child care programs, school contractors and construction workers that the school will be closed on the day concerned;
• posting school closure signage; and
• appointing two members of staff to attend from 8 to 10am on the day of the school closure (only if safe)
Principal, Executive Manager Infrastructure and Operations, Dean of Students and /or other ECIT members monitor the fire and liaise with authorities throughout the period and the day(s) following. Principal notifies school community of impending planned closure, to be confirmed 1.30pm on the day prior.
2.6. Category B: Chemical contamination event
Chemical contamination events that impact on, or have the potential to impact on, the occupants of a site may be as a result of a local mishap or may originate off-site. An example of a localised event could be a chemical spill in a school science laboratory. An off-site event could be in the form of an explosion and chemical fire at industrial premises, with the resultant toxic smoke plume at risk of inundating a nearby school site. Whilst such events are rare, it is important to appreciate the difference between the two types and to respond appropriately to the circumstances at the time.

2.6.1 On-site chemical contamination event
In the event of a chemical spill or other chemical contamination occurrence that originates on-site, the response must be immediate and in accordance with the circumstances that present at that time. If the chemical spill is indoors and presents a potential risk to safety (e.g., explosive or toxic vapour/gas), evacuate the room immediately. Move to a safe area well aware from the spill. Upon exiting the room, close all doors and if possible, isolate the electrical power supply to the room in question. If the event is outside the control and capability of the Principal or ECIT member to deal with, call emergency services.

2.6.2 Off-site chemical contamination event
In the event of a chemical spill or other chemical contamination occurrence (e.g., fire resulting in toxic smoke) that originates off-site, but which has the potential to adversely impact on a school site or other Department workplace, the Fire and Emergency Services Authority (000) as the responding agency to the Principal or Dean of Students will provide advice and/or direction as the circumstance dictates. This may involve lockdown or evacuation - any directions given must be complied with. Refer to Appendix 1: Evacuation Procedures or Appendix 2: Lockdown Procedures. The Fire and Emergency Services Authority may request on-site monitoring for air contaminants entering the school grounds. If the Poisons Information Centre needs to be contacted, the telephone number for advice is 131 126.

2.7. Category B: Death of a student or recent alumnus
Refer to sections 1, 2, 3, Immediate to first 24 hours (delegated to ECIT members by the Principal), Medium and Long Term Response plan at the start of this manual.

2.8. Category B: Death of a staff member
For immediate action
1. The person who receives information about the death of a staff member needs to notify the College Management Team (CMT) as soon as possible and the CMT member will inform the College Principal immediately.
2. The College Principal will notify all staff via email, which will indicate checking with line managers before sending correspondence to the deceased staff member’s family.
3. The College Principal will inform the Chair of the College Board.
4. Depending on the cause of death, the College Principal will inform authorities and DES.
5. The College Principal, in consultation with the Deans of Primary, Staff Development and Administration will organise a contingency plan for the classes affected that would have been taught by the teacher.
6. The College Principal will make arrangements, through the Executive Assistant to the Principal, to pass on condolences from the College staff to the family by way of flowers and a newspaper notice.
7. The College Principal will speak with the family or assign a CMT member to speak with the family to determine the family’s wishes with regard to dissemination of information to students and the College community, attendance at the funeral arranged by the family and College arrangements to honour the deceased staff member by way of service.
8. The family of the deceased staff member would be offered support by the College Chaplains on staff and also through the counselling services of Optum.
9. College families would be notified by the College Principal of the staff member’s death through the eNewsletter and any formal notices would be placed on the staff member’s file by the EA to the College Principal.
10. Any ongoing support for the family may be discussed with staff depending on the situation/context.
11. EA to the College Principal will instruct ICT to make notification on Synergetic.
2.9. Category B: Sieges/hostage situations
Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of students or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification of the WA Police on authorisation of the Principal, CMT, ECIT or Leadership.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Principal or ECIT members. Where time permits this decision should be made in consultation with the WA Police.

For a lockdown, refer to Appendix 2: Lockdown Procedures
Large scale evacuation will always be a last resort. The decision will need to balance the risks as to whether students and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

For an evacuation, refer to Appendix 1: Evacuation Procedures
Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location. The preservation of life will take precedence. Perpetrators should not be approached or challenged.

2.10. Category B: Bomb Threat
If you receive a bomb threat by telephone:
1. Stay calm
2. Do not hang up
3. Refer to the Bomb Threat Checklist on the following page.
4. Try to get as much information as possible
5. Notify Principal. If the Principal or College Deputy Principal is off site, notify the Dean of Students. Do not communicate the threat to anyone else.
6. Contact WA Police (Principal or Dean of Students).
7. Decide whether a search of the grounds is warranted (Principal or Dean of Students).
8. Decide whether the site is to be evacuated (Principal/CMT/ECIT).
9. Refer to Appendix 1: Evacuation Procedures

If you receive a bomb threat by mail:
1. Avoid handling of the letter or envelope unnecessarily.
2. Place the letter in clear plastic bag or sleeve.
3. Inform Principal or Dean of Students.
4. Contact WA Police and organise emergency personnel to conduct an area search (Principal or Site Manager).
5. Consider the need to evacuate.
6. Refer to Appendix 1: Evacuation Procedures.
**Bomb threat checklist**

**By telephone:** the person receiving the call is to note/record as many details and ask as many questions as possible. Record this on this form as soon as is practicable.

**From another source (eg WA Police):** this form is still to be used. The source of notification is asked to provide as much detail as possible.

<table>
<thead>
<tr>
<th>Telephone bomb threats (response checklist)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. General questions to ask</strong></td>
</tr>
<tr>
<td>What is it?</td>
</tr>
<tr>
<td>When was it set to explode OR When will the substance be released?</td>
</tr>
<tr>
<td>Where did you place it?</td>
</tr>
<tr>
<td>What does it look like?</td>
</tr>
<tr>
<td>When did you put it there?</td>
</tr>
<tr>
<td>How will the bomb explode OR How will the substance be released?</td>
</tr>
<tr>
<td>Did you put it there?</td>
</tr>
<tr>
<td>Why did you put it there?</td>
</tr>
<tr>
<td><strong>2. Bomb threat questions</strong></td>
</tr>
<tr>
<td>What type of bomb is it?</td>
</tr>
<tr>
<td>What is the bomb?</td>
</tr>
<tr>
<td>What will make the bomb explode?</td>
</tr>
<tr>
<td>When is it set to explode?</td>
</tr>
<tr>
<td><strong>3. Chemical/biological threat questions</strong></td>
</tr>
<tr>
<td>What kind of substance is it?</td>
</tr>
<tr>
<td>How much of the substance is there?</td>
</tr>
<tr>
<td>How will the substance be released?</td>
</tr>
<tr>
<td>Is the substance a liquid, powder or gas?</td>
</tr>
<tr>
<td><strong>4. Other questions to ask</strong></td>
</tr>
<tr>
<td>What is your name?</td>
</tr>
<tr>
<td>Where are you?</td>
</tr>
<tr>
<td>What is your address?</td>
</tr>
<tr>
<td><strong>5. Observations from the voice</strong></td>
</tr>
<tr>
<td>Speaker was:</td>
</tr>
<tr>
<td>Age:</td>
</tr>
<tr>
<td>Sobriety:</td>
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<tr>
<td>Speech:</td>
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<td></td>
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<td>Accent was:</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td><strong>6. Observations about the call</strong></td>
</tr>
<tr>
<td>Source:</td>
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<tr>
<td>Background</td>
</tr>
<tr>
<td>Noises:</td>
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<td></td>
</tr>
<tr>
<td>Call received by:</td>
</tr>
<tr>
<td>Line No:</td>
</tr>
<tr>
<td>Duration of Call:</td>
</tr>
<tr>
<td>Origin of Call:</td>
</tr>
<tr>
<td><strong>7. Other information you are able to add</strong></td>
</tr>
</tbody>
</table>

Principal/CMT/ECIT members are required to notify WA Police of all bomb threats.
2.11. Category C: Handling of suspect mail and packages

It is appropriate that staff handling mail remain vigilant and cautious at this time, but it should be remembered that most reports of suspicious packages are false alarms. All staff handling mail should be made aware of the emergency procedures for responding to and reporting a suspicious article.

Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main area of business. The procedures outlined below are to be followed should staff receive a suspicious package or mail item.

If the package or mail item has not been opened:
- Do not disturb, move or touch the item any further. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.
- If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area – this also applies to co-workers in the same room – and prevent others from entering the area and becoming contaminated. Remember – you are not in immediate danger.
- With authorisation of the Principal, call the WA Police for help on 000. Inform the WA Police operator about:
  1. exact location of the incident – street address, building floor;
  2. number of people potentially exposed;
  3. package/device; and
  4. action taken
- Wait for help to arrive

If the package or mail item has been opened:
- Do not disturb, move or touch the item any further. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.
- If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area - this also applies to co-workers in the same room – and prevent others from entering the area and becoming contaminated. Remember – you are not in immediate danger.
- With authorisation of the Principal, call the WA Police for help on 000. Inform the WA Police operator about:
  1. exact location of the incident – street address, building floor;
  2. number of people potentially exposed;
  3. package/device; and
  4. action taken
- Wait for help to arrive

If there is suspicion that the mail item may contain an Explosive Device:
Ring 000 and report the package to the WA Police.
Evacuate the area follow evacuation emergency procedures, refer to Appendix 1: Evacuation Procedures

2.12. Category C: Armed hold-up

In the event of an armed hold-up situation:
- Comply with the instructions given by the offender at all times; try to remain calm.
- Only do what you are told to do – no more, no less.
- Do not argue with, threaten or stare at the offender.
- Do not attempt to disarm or otherwise apprehend the offender.
- Assume the offender is armed, even if a weapon cannot be seen.
- If the offender is carrying a firearm, it should be regarded as being loaded.
- Raise the alarm only if it is safe to do so.
- Answer any question when asked.
- Avoid any sudden movement that could panic the offender.
- If students are present, try to shift the offender’s attention away from them.
- Observe as many details of the offender as possible.
- Note any items and surfaces touched by the offender.
- Immediately after the incident, the Principal/ECIT/CMT member is to:
- Secure the immediate vicinity for example, lock the office/room in which the hold-up occurred
• Consider whether a lockdown is required (refer to Appendix 2: Lockdown Procedures)
• Do not allow anyone to approach the area in which the offender was located;
• notify police;
• Advise the education regional office as soon as possible and attend to the post-incident needs of students and staff; and
• Ensure students who are not in the immediate vicinity of the hold-up are kept away from it.

2.13. Category C: Civil disorder and illegal occupancy
Based on the information available, during school opening hours, the Principal/CMT/ECIT should consider the following operational levels:
Level 1: normal operation
Level 2: report of a potential situation
If there are indications that trouble is a distinct possibility and the information has been received from credible sources:
1. Notify WA Police and request assistance 131 444 or notify Joondalup Police 9400 0888
2. Restrict staff and students to quadrangle areas and the immediate surrounding buildings.
3. Secure perimeter gates if the school is fenced.
4. Prevent people leaving or entering the school or college site except by the main gate.
Level 3: incident is imminent
Refer to lockdown procedures.
If out of school hours contact the Principal and the WA Police.

2.14. Category C: A serious critical incident – distressed students
In the event that a serious critical incident leaves a significant number of student and staff distressed and unable to continue with normal routine, the following should be considered:
Incident management post
An incident management post should be established for the following members of the College Management Team
• Principal
• Managers Business & Finance
• Executive Manager Enrolments and Promotions
Student and parent receiving area
1. The Auditorium may be a suitable receiving area for a large number of parents.
   a. Students could be referred to the Auditorium by class teachers with a Class Leave Pass.
   b. Parents will be directed to the Auditorium to collect their child/ren
   c. Distressed students to be removed from the Auditorium and directed to a care team in the Library if necessary.
2. Library to be vacated for the use of the Student Care team if required.
3. Care team staff and Chaplaincy staff released from class to be on hand to receive students.
4. Heads of House in the Library to attend to students who have been identified in need of additional support.
5. Dean of Administration to assign relief teachers to classes
6. HCC to set up in the Library with pens, lap tops and student review forms
7. Dean of Students to line manage HCC responses

General staff responsibilities
College Principal
• Based at the Incident Management Post
• Inform the College community
• Liaise with Executive Manager Enrolments & Promotions re statement to the public
• Liaise with the Dean of Students regarding the Student Care teams
• Convene the Emergency and Critical Incident Team
Manager Business/Manager Infrastructure
• Assist the College Principal and manage parking for parents if needed
• Information to Reception areas
Executive Manager Enrolments & Promotions
• Assist the Principal with the dissemination of information to the College Community
• Photocopying notifications to staff and students
• Update College website
• Information to Reception staff and onsite tutors
• Place signs at the main entrances to the College directing parents to Auditorium Foyer
Dean of Students
- Oversee student Care Team in the Foyer and Library assisted by the EA to Dean of Students and First Aid Officer.
- Liaise with the Dean of Primary regarding arrangements for Primary students.
- Supervise and record handover of students to parents, assisted by Dean of Administration.

Dean of Studies
- Located near entry to Auditorium for parent care and liaison duties.

Dean of Administration
- Organise relocation of classes and relief cover for the Care team.
- Arrange relief cover for teachers who are incapable of continuing with their duties.
- Arrange for students who arrive at Student Reception to be escorted to the Auditorium.
- Assist the Dean of Students with parent liaison in the handover of student to parents.

Deans of Primary
- Arrange for students to leave the College from the Upper Primary building.
- Student classes/or distressed students to be escorted by a class teacher or administration officer to the Upper Primary building.
- Leadership and staff available supervise and record the handover to parent care.
- Arrange for teachers to assist the process.

2.15. Category C: Earthquake
In the event of an earthquake, remain calm and reassure staff, students and visitors.

Indoors
- Stay indoors and seek shelter under tables, desks or strongly constructed door frames.
- Check that evacuation routes are safe.
- Instruct staff, students and visitors to collect belongings (unless threat is immediate).
- Ensure all staff, students and visitors evacuate in an orderly manner on being given evacuation instructions (Principal or Incident Manager).
Refer to Appendix 1: Evacuation Procedures.
- Stay away from windows and other fixtures that may become unstable.
- Provide assistance to people with disabilities or special needs.
- Turn off electricity, gas, and water (only when it is safe to do so).

Outdoors
- Move quickly away from buildings and power poles.
- Evacuate to designated assembly area.

After the earthquake
- Follow evacuation procedures; refer to Appendix 1: Evacuation Procedures.
- Check attendance against class rolls at the designated assembly area.
- Contact the education regional office.
- Liaise with emergency services.
- Check for injured people; do not move seriously injured people unless they are in immediate danger. Wait for emergency services.
- Survey damage.
- Turn off electricity, gas and water supplies (only when it is safe to do so).
- Check for damage, gas leaks, power failure, any other hazard.
- Ensure that no one returns to any building unless authorised to do so (Principal/Incident Manager).

2.16. Category C: Bushfire
The College is not regarded as being in a bushfire prone area but has the potential for fires in the north-west corner and the south-east corner of the property where small pockets of bush are found.

If a bushfire should occur the following actions will be taken:
- notification provided to the Principal and Executive Managers Business and Manager Infrastructure.
- the fire brigade will be notified on ‘000’.
- if necessary an Evacuation will be call by the Principal.
- if this occurs, the Evacuation Procedures will be followed (see Appendix 1).
- staff will turn all air-conditioning units off, especially evaporative systems.
- all gas shut off valves will be activated.
grounds staff will be allocated to areas by the Executive Manager Infrastructure to watch for and attend to any small spot fires but engage only where there is no risk to any person
the Principal will decide whether to close the College and if so, enact emergency closure procedures including notification to parents, the Board Chair and DES appropriately

Action plans

Casualties
In the event of an accident - administer first aid in accordance with the circumstances of the occurrence of the accident.
Do not panic
If necessary, seek assistance from someone who is qualified in first aid.
Do not leave the injured person alone. Send someone else for help.
If no-one is available to go for help, do whatever you can to assist the person until help arrives.
Do not become a casualty. Protect yourself, the casualty and any other person from the danger.
If the injured person is still in danger, either:
1. Remove him or her from the hazard (for example, in the case of smoke inhalation, move the person to an area where there is fresh air) or
2. Remove the hazard from the person (for example, in the case of electrocution, switch the power off).
If the situation looks life threatening, try to get urgent medical attention from paramedics or a medical practitioner.
When medical help arrives, assist in the management of the casualty if asked to do so.

Pandemic
In the event of a pandemic (30 daily diagnosed cases), the Principal or designated Incident Manager will close the school
Level 1: for epidemics with low transmissibility
- During school hours the notice, via SMS and email, to close the school will be sent by the Principal on the day, before 1.30pm and the school will be closed immediately or on the next day
- The email will alert the College families to use the eLearning platform accessible through the College website to continue with curriculum and seek medical help if children should show any symptoms of concern
- The email will alert the College families that a follow up email will be sent regarding the duration of the school closure
Level 2: for epidemics with severe – high transmissibility
- The Principal or College Deputy Principal will close the school immediately
- An SMS will be sent as well as an email for parents to collect their children from the pick up zones at the College and to seek medical advice should symptoms of concern emerge in the children
- A follow up email will be sent by the Principal regarding the duration of school closure which could extend for eight weeks
If in doubt regarding the level of transmissibility, Level 2 procedures will apply.
In both Level 1 and 2 incidents, the Principal or College Deputy Principal will authorise the notification of State Emergency Services, the Department of Health and DES.

Source: Developing guidelines for School Closure Interventions. Halder, N., Kelso, J.K., Milne, G.J. 2010

Student Services procedures
First Aid Officers and other staff involved in the delivery of First Aid to staff and students should implement rigorous hygiene and infection control procedures. Standard precautions for infection control and safe work practices are relevant to all First Aid situations.
Pandemic procedures include:
- isolating the student or staff member (by at least one metre) if they become sick with an acute respiratory illness
- suspected cases should be given a mask to wear
- all staff in the First Aid Room should implement protective measures including wearing a face-mask, goggles, gowns and gloves, with attention to frequent hand hygiene
• putting a sign up on the First Aid door advising students and staff to speak with a member of staff before entering the room
• avoiding hand to face contact due to cross infection

In addition to the normal hygiene routine, First Aid staff will pay particular attention to:

Hand hygiene
Hand hygiene is essential in the reduction of transmission of infectious agents and includes washing hands with soap and water or cleaning hands with alcohol based products (gels, rinses, foams) that can be used without water. Hand sanitizer will be placed in the staffroom and one bottle will be offered to each office. If hands are visibly dirty with respiratory secretions (phlegm, spit), they need to be washed with soap and warm water, scrubbing wrists, palms, fingers and nails for 15-20 seconds, and then dry with a clean dry towel or paper towel. If there is no visible dirt, an alcohol-based hand rub could be used. Alcohol based preparations have two distinct advantages over soap and water as they kill more germs and they are less drying to the skin

Staff and students should be advised to wash their hands:
• when they are visibly dirty
• before they eat
• before they prepare food items
• after touching raw meats
• after contact with any body fluids like blood, urine or vomit
• after blowing their nose or sneezing
• after going to the toilet

Cough, sneeze and respiratory hygiene etiquette
If a person coughs or sneezes, staff and students should be advised to:
• cover their nose and mouth with a disposable tissue rather than their hands
• place used tissue in the nearest bin. Have a ‘no touch’ bin available for tissue disposal (eg open)
• wash hands afterwards or after touching used tissues
• cover their nose and mouth with their upper arm rather than their hands if a tissue is not available. Wash their upper arm (or sleeve) as soon as practical

Cleaning of the First Aid room
In addition to the regular procedures and standards, First Aid Officers are to:
• use Microshield 5 solution throughout the day to clean visibly soiled surfaces such as handrails, desks, doorknobs, computer keyboards, telephones, the bench, sink, taps and spout, etc
• use paper towels to clean, then place them in the bin when finished
• change linen as required and keep dirty/soiled linen in a linen bag in a designated area
• at the end of every day, the First Aid Officer will give a final clean using the Microshield 5 solution to wipe down the bench, sink, taps, spout, keyboard, phone, Hutch, bed frames, mattress protectors and pillows, chairs, the desk and all the door handles before they go home.

Waste management
• Treat waste as general medical waste. Gloves, tissues and other waste generated in the care of a pandemic influenza patient should be bagged and placed in another container for disposal with other general waste.
• Classroom bins and outside bins will continue to be emptied and a new bin bag placed in them daily
Monitor staff and student health and absenteeism
First Aid staff will monitor for illness and those who develop Influenza-like symptoms may be advised to leave the College, make an appointment with their GP and remain at home. The First Aid Officer will advise the Dean of Administration who may be at risk. The Dean of Students will receive a daily update regarding students who appear at risk.

Symptoms
- chills, shivering & a fever (temperature >38°C)
- muscle aches and joint pains
- sore throat
- stuffy or runny nose
- sneezing
- dry cough
- tiredness
- difficulty breathing

First Aid staff will liaise with the Dean of Administration who will to provide information and hygiene advice to staff and students in both the Primary and Secondary schools.

Promotional material and advice to reduce the spread of influenza is available at
The Flu and You website:

On a daily basis the Attendance Officer will update the Dean of Students with the number of students who are absent. The Dean of Students and Dean of Administration will liaise regarding the total number of staff and students suspected of influenza.

The First Aid Officer will also advise the Dean of Administration once a total of 25 students, (all showing signs of influenza) enter the First Aid Room on the same day. The Dean of Administration will advise the College Management Team the same day.

The Principal will consider when to close the school, if cases rise to 30.

College safety alert procedure
A protective behaviour alert may be received by email from AISWA or directly from parents, students or members of the local community.

The Executive Assistant to the Principal who receives a protective behaviour alert should notify the College Principal, Dean of Students and the Executive Assistant to the Dean of Students without delay.

For incidents of a serious nature in the local area, personal contact should be made with the College Principal and either the Executive Assistant to the Dean of Students or the Dean of Students.

The Executive Assistant to the Dean of Students or the Dean of Students will inform the College Management Team.

Section 1 Responding to an incident in the local area
Various actions may be taken depending on the location, time and nature of the incident.

Student Notices
The Dean of Students may inform Secondary students of an incident through the Student Notices.

Safety Alert notice (refer to the template)
A Safety Alert notice which, when approved by the College Principal, may be emailed to all Primary and Secondary staff. If the Principal is off campus and unavailable, the Safety Alert notice may be approved by another member of the College Management Team.

Should a Safety Alert Notice be issued, the notice will be read to students in class. Student runners will distribute the notice to all Secondary classes as soon as possible and a copy will also be delivered to College Reception, Primary Reception, Student Reception and the Chaplaincy office.

The Dean of Primary may revise the Safety Alert notice to allow for the age of the students who will receive it. The Dean of Primary will be responsible for giving the Primary students this information.

A copy of the notice will be placed on the Secondary Student Services notice board outside Student Reception, the General Information notice boards at Primary and additional copies will also be available from Primary Reception. A message may also be placed on the digital noticeboard outside the Primary Reception.

Once a Safety Alert notice has been issued to students, parents will be notified by text message and a revised copy placed on the College website. The Principal will liaise with the Promotions and Publications Manager to place a copy on the College website.
The Dean of Students will liaise with the ICT Manager to send the text message to College parents advising them that a Safety Alert Notice has been posted on the College website.

Newsletter

The Dean of Students may inform parents through the College eNewsletter. This will depend on the time and nature of the incident.

Student care arrangements
The Heads of House and Deans of Primary will assist students to make alternative arrangements for coming to and leaving the College if needed.

Section 2 Prevention (Secondary)
Once a term, students will receive information on appropriate protective behaviours from their Head of House at a House Assembly.

The Dean of Students will place a standard notice in the Student Notices throughout the term encouraging all students to use protective behaviours when walking or riding their bike to and from school.

Section 2 Prevention (Primary)
Prevention information will be incorporated in the Health program for Primary students. Students will receive training in the Protective Behaviours program at least twice a term. At least once each term the Dean of Primary will incorporate a protective behaviour message into the Primary School assembly with reference to walking and riding to and from school safely.

College JK–12 Medical Emergency Plan

Introduction
The Medical Emergency Plan describes the actions to be taken in the event that a person (student, staff member or visitor to the College) requires first aid assistance resulting in the need for urgent medical attention.

A medical emergency may include, but is not confined to:
- a suspected spinal injury
- a fracture which requires immobilisation of the limb
- loss of consciousness
- a head or neck injury
- anaphylaxis reaction
- chest pain or breathing problems

The following procedures provide guidelines for the care of the injured or ill person and protects the safety and wellbeing of bystanders.

Transportation to emergency care
A medical emergency will most often require the person to be transported to hospital by ambulance. The First Aid Officer (FAO) will usually be the person to call for an ambulance; however, it may be the Teacher in Charge (TIC). FAO/TIC is to provide the Ambulance Officers with the student's medical information. This is the information recorded on the College’s student information management system, Synergetic. On arrival at the emergency site the Ambulance Officers will have authority to take whatever action is necessary.

A FAO or teacher will not make a request to or travel in the ambulance, excepting that a parent/carer or an ambulance officer requests that the student is accompanied. After an ambulance has departed, the FAO (on campus) or TIC (off campus) is to brief the respective member of the College Management Team.

Transportation by vehicle
A person requiring emergency medical care should not be transported by vehicle. Only by prior agreement and with the authorisation of the Dean of Administration should a student be transported by vehicle eg Wilderness Outdoor Education camp

Bystanders
Students who are witness to a medical emergency may experience ‘vicarious trauma’ and children are more susceptible to this. Though not physically hurt or involved in the event the bystander can still be psychologically affected by what they have seen or heard. Common reactions to witnessing a traumatic event include:
- increased anxiety and irrational fear
- nightmares and difficulty sleeping
- difficulty concentrating and confusion
It is important that all student bystanders are removed from the area and so protect them from further possible distress. Teachers are required to protect students from reasonable foreseeable harm and allowing students to remain in the location of an emergency in progress may amount to negligence. The names of bystanders, in particular those who appear distressed, should be referred to the appropriate Deans of Primary or the Head of House (Secondary) as soon as practical. After the emergency has passed bystanders should be informed that the student has been transported to hospital for further medical treatment. Depending on the severity of the incident, the appropriate Dean of Primary or Head of House may meet with bystanders and friends of the student to provide information and offer reassurance. The parents/carers of affected bystanders will be notified as soon as possible.

Informing the student’s parents/carers of the medical emergency
It is important to remain calm when informing a student’s parent/carer that their child has been involved in a medical emergency and an ambulance has been called. The following outline may be helpful:

- Introduce yourself, your name and title
- The reason for your call, nature of the injury. Be calm and reassuring. A brief description of the signs and symptoms of the injury or illness. Do not attempt to diagnose the injury or illness eg Samantha has broken her collar bone.
- The location of the incident
- An ambulance has been called
- Hospital receiving the student
- Inform the parent/carer that they will be advised of any changes in their child’s condition as soon as it is known if they are not able to attend the hospital
- Ask the parent/carer if they are within 10 minutes travelling distance from the College and do they wish to meet the ambulance at the College

“I am phoning because Samantha has been injured during her Physical Education class. Samantha was playing netball and fell heavily. She is in quite a bit of pain and we can see quite a large swelling half way down her left lower leg. The Physical Education teacher and the First Aid officer are taking care of Samantha and are making her as comfortable as possible on the netball court. We have telephoned for an ambulance and expect it will arrive in the next 10 to 15 minutes. We will contact you immediately should Samantha’s condition change and will let you know what hospital Samantha will be transported to as soon as we know. If you are within 10 minutes travel from the College you may wish to meet the ambulance at the College”.

Specific plans – Medical emergency on College grounds during school hours
The staff member assigned as the FAO each day will have responsibility for the immediate care of a student who requires emergency first aid. The FAO will be assisted by the staff listed below.

Teacher
In the event of a medical emergency the teacher should:
1. Provide immediate emergency first aid to the injured or ill student.
2. Instruct two student runners to Primary Reception (Primary), Secondary Student Reception (Secondary) to call a Red Code.
3. Remove student and bystanders from the immediate area and ensure the safety and wellbeing all other students.
4. Send a student runner to the Learning Area office (Secondary) to ask for additional assistance. After the emergency has passed the teacher will:
5. Inform the respective Dean of Primary or Heads of House (Secondary) of the names of students who have witnessed the medical emergency and may require follow up care.
6. Inform the Head of Learning Area (Secondary).
7. Complete a First Aid Incident Report Form within 24 hours. Refer to Appendices 3 and 4 First Aid Incident and Flow Chart.

First Aid Officer
On receiving notification of a medical emergency the FAO will:
1. Ask another staff member to inform the Dean of Primary or Dean of Administration.
2. Take a first aid kit, wheelchair, UHF radio and mobile phone to the incident location. Arriving at the location, the FAO will:
1. Assess the medical emergency.
2. Request the student’s medical information from Primary Reception (Primary) or Student Reception (Secondary).
3. Administer first aid as required.
4. If required, call for an ambulance and inform the emergency services the details of the emergency, including the age of the student and details of existing medical conditions that are relevant to the emergency eg the student is diabetic and is unconscious.

5. Specify the entry point onto the College grounds, eg access road or staff car park off Kennedya Drive, entry off Shenton Avenue etc.

6. This information can be found on an Ambulance call out card in all of the College Excursion, Camps and Evacuation and first aid kits.

7. Request assistance from a senior teacher

8. Direct another staff member, if one is available, to begin documenting information about the medical emergency – symptoms, time of occurrence, place of occurrence, persons involved and witnesses.

9. Write additional notes on the reverse of the Student's First Aid Incident Report Form providing details of the incident. Refer to Appendix A and B. First Aid Incident and Flow Chart

The Executive Assistant to the Dean of Administration (Secondary only)
The Executive Assistant to the Dean of Administration will provide assistance to the Secondary First Aid Officers ensuring that the:

1. Student's medical information is available to the FAO.

2. Two members of the Grounds staff will be contacted and sent to meet the ambulance: first Grounds staff member to the designated entry point for the ambulance eg Service road off Kennedya drive; second Grounds staff member to the Primary entrance to ensure that the ambulance is redirected to the correct entry point.

3. Dean of Students is aware that a medical emergency is in progress.

4. Student's parent/carer has been informed.

Grounds staff

The Grounds staff shall:

1. Meet the ambulance at the arranged entry points to the College and escort them to the location.

2. Accompany the Ambulance Officers to the location.

3. Remain at the location to assist College staff and the Ambulance Officers.

Specific plans – Medical Emergency off College grounds

Teachers attending to first aid emergencies off campus will have prepared for the possibility of such an event and documents in their risk management plan for excursions and camps.

The Teacher in Charge or the designated First Aid Officer shall:

1. Provide immediate emergency first aid to the injured or ill student.

2. Remove student bystanders from the immediate area.

3. Check the student's medical information on the Excursion or Camps permission sporting form.

4. Call for an ambulance and inform emergency services of:
   a. the details of the emergency including the age of the student
   b. details of existing medical conditions that are relevant to the emergency eg the student is diabetic and is unconscious
   c. specify the nearest access road or landmark

5. Inform the Dean of Students and the Dean of Administration that an ambulance has been called.

6. In the case of a serious emergency the TIC may request assistance from a member of the College Management Team.

7. Direct another staff member, if one is available, to begin documenting information about the medical emergency – symptoms, time of occurrence, place of occurrence, persons involved and witnesses.

8. Contact the student’s parent/carer and inform them of the emergency. The teacher may choose to ask another teacher or the Dean of Students to make contact.

On return to College the teacher shall:

1. Brief the Dean of Primary or Dean of Students or Dean of Administration (Secondary).

2. Complete a First Aid Incident Form.

Refer to Appendix 3 and 4 First Aid Incident Form and Flow Chart
Appendices

Appendix 1: Evacuation Procedures
Appendix 2: Lockdown Procedures
Appendix 3: First Aid Incident Report form
Appendix 4: First Aid incident reporting flow chart

Related College documents
The JK–12 Medical Emergency Plan is to be used in conjunction with the following College documents:
- JK-12 Emergency and Critical Incident Policy
- JK-12 Excursion Policy
- JK-12 Camps Policy
- JK-12 Student Health Policy
- Secondary Student Health Handbook - Secondary Student Services

Acknowledgements
Department of Education and Training
Department of Education Services
Association of Independent Schools of Western Australia
Emergency Programs and Training Australia
Catholic Education Office
Appendix 1: Evacuation Procedures

Evacuation may be required due to:
- Fire
- Gas leak
- Electricity danger
- Building collapse
- Bomb threat
- Security incident
- Other

You are instructed to:
1. Read the instructions below and familiarise yourself with them.
2. Familiarise yourself with the Evacuation Map in each room you are teaching or working in.
3. Familiarise yourself with the Evacuation Assembly Map as below.
4. When the Evacuation Alarm sounds (a continuous siren or bell), to evacuate your room in accordance with these instructions and assemble on the Western Oval.
5. Take this sheet and your classroom handbook with you if you are teaching.

Evacuation assembly (Western Oval) area map
Class evacuation form
(Spare forms available at Command Post)

Classroom teachers

If instructed to evacuate:

1. Count and record here the number of students in your class

2. **Take** with you **pen, paper** and your **class list/roll** (should be in the Classroom Handbook).

3. Students should **leave books, files, etc on desks. Do not allow students to take bags.**
   Instruct students not to use mobile phones until told to.

4. Line students up in pairs, instruct them to stay with you and walk them to the designated place at the Emergency Assembly Area, being the Western Oval.

5. **Do not lock doors** as this will prevent checking areas to ensure that all persons have evacuated.
   Please check maps in the area where you are working for correct route and ensure you use this route.

6. If possible, check that the class next door or staff in a nearby office are also evacuating, but do not leave your class. Staff not in charge of a class at the time of an emergency evacuation should report to the Teacher Area near the Command Station on the oval

7. At the oval, seat the students in rows of five. Keep your class together. Do not mix classes. Do not allow any member of your class to walk away and sit with friends when you reach the assembly area.

8. Ensure your students do not use their mobile phones. In the event of a real emergency, security could be compromised by the use of student phones. Do not confiscate the phone but ensure that it is turned off and not used until instructed otherwise.

9. Once all your students are seated, count the number of students present and call a roll. Fill in the information below and send it with a reliable student to the Command Post between the red flags. If any students are missing, do not go looking for them - list their names below.

10. **Remain with your class.** Keep them seated and do not allow them to move around.

```
Name of teacher __________________________ Room number _______ Year _______

Number of students arriving on oval _______ Subject ______________

Names of students who were in class but are missing on arrival at oval
```


Evacuation Plan

The first person aware of an Emergency will phone the College Receptionist (Ext 400) who will notify the Principal or in her absence the Deputy Principal. The Principal (or Deputy Principal) will authorise the evacuation signals to be sounded and control further communications.

Evacuation signals

Continuous blast of the sirens, continuous ringing of bell, banging of dustbin or similar unusual continuous noise OR the issuing of ‘An Emergency Exists’ sheet by runner to your classroom or office.

Two-way radio UHF Channel 24, with CTCSS Tone 11

All sensitive information must be transmitted by a College Mobile Phone

Emergency responsibilities – Teaching staff:

Teaching staff in classrooms

When the emergency signals sounds, a message is given or on receipt of ‘An Emergency Exists’ sheet, immediately follow the instructions as per the Class Evacuation Form

Evacuate the class to the Western Oval as per the Evacuation Map in your room.

Do not bring school bags and leave books and files where they are.

Take with you - paper, pen and your class roll/class list.

Shut the windows, turn off the lights and shut the door as you leave. Do not lock doors.

Hit emergency power and gas buttons/levers (T&E & Science Buildings only))

If you have a student in your class who has a disability that requires them to have a chair to sit on during the evacuation, please arrange to take a chair with you as you leave your learning area.

Line up students. Instruct them to stay with you and walk in pairs to the designated place on the Western Oval. Ask any visitors in the classroom to accompany you and remain with you.

At the oval, seat the students in rows of five. Do not mix class lines. Staff MUST stand next to their class and actively supervise students at all times.

Count the number of students present and take a roll. Once all your students are accounted for, send the Class Evacuation Form to the front of the year area by the cone where a designated teacher will collect and action as necessary

If you have missing students, this is the priority. Ensure the Class Evacuation Form is sent as soon as possible to the Dean of Administration or his replacement. Raise the Red Flag

Once all the Year groups students are accounted for, send the Class Evacuation Form to the front of the year area by the cone where a designated teacher will collect and action as necessary

No staff or student is to speak to the media.

Do NOT allow students to move around; keep them seated and together. Students are not to go to the toilet or to get a drink and are not permitted to make or receive calls on their mobile telephones unless authorised by you.

Do not return to class until you are given permission by the Principal or delegate (by the raising or waving of a white flag and a loudspeaker message.

Teaching staff (not teaching e.g. those on DOTT)

Teaching staff on DOTT or not in charge of a class may be asked to act as Year Group Administrators or the relieve HoLA’s/HoD’s of their class by the Dean of Administration or his delegate

When the emergency signal sounds or evacuation begins, report to the Teaching Staff area near the Command Post on the Western Oval to have your name marked off and await possible assignment of roles by a CMT or ECIT member

If assigned as a Year Group Coordinator, you will go to the front of the nominated year group near the cone and collect the Class Evacuation Forms from the teachers

If any students are reported missing, immediately send the form with a runner to the Dean of Administration who will coordinate the locating of the student and raise the Red Flag if not done

Once all Class Evacuation Forms and students are accounted for, insert the Green Flag into the cone to signal completion of the count of all the students in the year group

Support other teachers, particularly non-LJBC relief staff

Assist in the distribution of ‘Class Evacuation Forms’

Do not leave the Oval until instructed to do so

Green flag - Year group is all present

Red flag- a student is not accounted for
Emergency Responsibilities – Individual Staff Roles

**Accounts Payable Officer**
Duties as per Finance Manager if absent
Report to the Operations Staff Area near the Command Post to have your name marked off

**Administration Assistants**
Administration Assistants – if you do not have an allocated task, please check with the others in your office area to see whether they require assistance before proceeding to the Emergency Assembly Area (the Western Oval)
Report to the Operations Staff Area near the Command Post to have your name marked off
Await possible assignment of roles by a CMT member (If given a role or task to undertake, do that task only and return to await further instructions)

**Attendance Officer (or person acting in role)**
Immediately print a chase list report from Synergetic Crystal Reports system for the current period.
Collect daily Late and Parent Advice lists (green sheets), any sign in notes from all Student Reception desks and Attendance Information folder.
Collect Student Reception's Visitor Sign-In Book.
Proceed to Operations Staff Area to have your name marked off.
Take lists to the Dean of Administration (Secondary) or Primary Dean (Primary) at the Command Post and assist with reconciliation of absent students.

**Canteen/Uniform Shop staff**
Ensure stoves and any other heating appliances are turned off
Check that all parent helpers and any customers have been notified of the emergency and that they go to the Emergency Assembly Area (the Western Oval) with you
Report to the College Finance Manager at the Operations Staff Area to have your names marked off
Await possible assignment of roles by a CMT member

**Church Staff**
Ensure Church Offices, the Hall and Crèche (GREY BLOCK) are cleared
Assemble just inside Western Oval double gates and ensure all staff and visitors are accounted for
Church Receptionist or delegated personnel to advise College Finance Manager that all people are accounted for

**Finance Manager (if absent Accounts Payable Officer) – Red hat**
Collect Red Flags from Facilities Manager’s office and set up on Western Oval approximately half-way into the oval as the Command Post
Collect Operations staff list from Human Resources Officer.
Go to Operations Staff Area and mark off all Operations Staff as per list provided by Human Resources Officer.
Enlist assistance from Administration & Support Staff to act as runners to locate Operations staff as necessary
Liaise with Events & Promotions Coordinator to mark off those calling in by two-way radio

**College Principal (if absent Deputy Principal) – White hat**
Acts as overall co-ordinator and decide on courses of action to be taken.
Liaises with media
Issues instructions for staff and students to move from the oval

**College Receptionists**
- Ensure sign in/sign out list is brought to the Western oval and hand to the HR Officer
- Co-ordinate the initial warning
- Notify Principal, Executive Managers Business & Finance, Primary and Church staff of the emergency
- Lock Reception door and switch phones to message service
- Collect Visitors sign-in list from College Reception and take to Command Post
- Report to College Finance Manager at the Operations Staff Area to have names marked off and assist Finance Manager to find staff unaccounted for.
- Await possible assignment of roles by a CMT member (If given a role or task to undertake, do that task only and return to await further instructions)

**Curriculum Assistant**
- Ensure sign in/sign out list is brought to the Western oval and hand to the HR Officer
- Assist HR Officer to find staff unaccounted for.

**Dean of Administration (if absent Dean of Studies/Secondary Curriculum Manager) – Yellow hat**
- Move to Command Post taking copy of master timetable loud hailer and ‘Class Evacuation Forms’.
• Appoint staff as runners to issue ‘Class Evacuation Forms’
• Arrange for staff with First Aid qualifications to be relieved from supervising their class to assist at the Command Post or First Aid Station as necessary
• Prepare a list of missing students and send runners to establish whereabouts of those students
• Remain at Command Post

**Deans of Primary (if absent, Primary Managers) – Yellow hat**
• When instructed, sound Primary evacuation alarm - continuous siren, continuous ringing of bell or similar
• Ensure all gates are unlocked and open so students can go directly to the Western Oval
• Move to position in front of Primary School students on Western Oval
• Review attendance sheets for Primary Students on a class by class basis
• Have Dean of Primary immediately coordinate the location of any missing students in subschools
• Advise the Principal immediately of any missing students and the progress of locating missing students
• On instructions from the Principal, supervise the orderly movement of the Primary School students from the oval back to classrooms at the end of the evacuation

**Secondary Manager Staff Development – Yellow Hat**
• In the absence of the Dean of Students undertake those duties
• If not required to relieve, assist Dean of Students with student management

**Dean of Students (if absent, Staff Development Manager) – Yellow hat**
• Ensure orderly arrival and assembly of students at Emergency Assembly Area.
• Undertake overall management of Secondary students on oval.
• Make sure teaching staff do not allow students to use mobile telephones.
• Coordinate location of missing Secondary students in consultation with Dean of Administration.
• If a long evacuation, consult with Principal and Dean of Administration regarding water provision, retrieval of bags from building and supervision of toilet trips (using Arena facilities if necessary).
• On instructions from the Principal, supervise the orderly movement of the Secondary School students from the oval back to classrooms at the end of the evacuation.

**Dean of Studies/Deputy Principal – Yellow or White Hat**
• Assume the duties of the Principal in her absence (use White Hat)
• Assume the duties of the Dean of Administration is his absence
• If not required to relieve, assist Principal with overall evacuation management

**Digital Design Officer**
• In the absence of the PA to Promotions, take on this role
• Report to College Finance Manager at the Operations staff area to have names marked off
• Await possible assignment of roles by a CMT member (If given a role or task to undertake, do that task only and return to await further instructions)

**EA to College Principal**
• In the absence of, the Manager Business undertake those duties
• Report to College Finance Manager at the Operations staff area to have names marked off
• Await possible assignment of roles by a CMT member (If given a role or task to undertake, do that task only and return to await further instructions)

**EA to Dean of Students (if absent Student Receptionist) – Red Hat**
• Check that the Student Services building and toilets (DARK GREEN) has been evacuated
• Report to College Finance Manager at the Operations Staff area to have all First Aid Staff names marked off
• Await possible assignment of roles by a CMT member (If given a role or task to undertake, do that task only and return to await further instructions)

**EA to the Dean of Studies – Red hat**
• Check that the Music Tutor, Arts and Music rooms (DARK BLUE BLOCK) have been evacuated
• Collect blankets and sun screen and take to First Aid Post near the Command Post at the Emergency Assembly Area as indicated on the Evacuation Map
• Report to College Finance Manager at the Operations Staff area to have names marked off
• Assist Enrolment Registrars with distribution of Class Evacuation Forms
• Ensure sign in/sign out list is brought to the Western oval and hand to the HR Officer

**Education Assistants (Primary) – Red hats**
• Ensure Primary School areas (RED BLOCK) are fully evacuated after classes have moved off
• Specific areas for individual Education Assistants will be listed in Primary Staffroom
• Assist class teachers moving students to Emergency Assembly Area (Western Oval)
Enrolment Registrars
- In charge of taking the box with the following to the Command Post:
  - Term printout of family addresses and phone numbers (red file called ‘Student Contact Listing’ located in Enrolment & Promotions Office).
  - Multiple spare copies of Class Evacuation Forms
  - Spare copies of Evacuation and Lockdown document (copy within this document)
  - Spare paper and pens/pencils
- Report to College Finance Manager at the Operations Staff area to have your name marked off

Enrolments & Promotions PA (if absent or has to take over role of E & P Executive, Digital Design Officer)
- Collect the two-way radios from the Secondary staff room and take them to the Command Post
- Make sure all staff controlling the entrances to the College have a two-way radio and a copy of the Media Statement.
- Report to College Finance Manager at the Operations Staff area to have your name marked off.
- Remain at Command Post and mark off names in conjunction with the College Finance Manager of those on patrol duties notifying by two-way radio

Executive Manager Business (if absent EA to College Principal) – Yellow hat
- Under instructions from Principal, ring Police and/or emergency services
- Under instructions from Principal, ring Chairman of Board
- Advise the College Receptionist when she should leave the switchboard
- Assist emergency services with site locations

Executive Manager Enrolments & Promotions (if absent PA to Executive Manager E & P)
- Set up an Information Post on the front verge in Kennedya Drive, level with the small exit gate from the Western Oval
- Via two-way radio have name marked off
- Take charge of Information Post and provide a service to the media and parents
- Any statement to the media is only to be made by the Principal - see approved comment on the red media card to be made prior to the official media statement

Infrastructure Operations Manager – Yellow Hat
- Take master keys and services plans to the Command Post
- Report to College Finance Manager at the Operations Staff area to have your name marked off
- Advise Property Services Coordinator if utilities are to be switched off
- Proceed to front of College and assist Emergency Services with site locations

Facilities/Grounds staff
- Take two-way radio on UHF Channel 24, with CTCSS Tone 11
- Move immediately to your allocated patrol location at the entrance to keep people off the campus or keep them in a safe area just outside the College grounds.
- Report to Events & Promotions Coordinator via two-way radio to have your name marked off once in position
- Await the call to stand down

Finance Officer – Red hat
- Duties as per Human Resources Officer if absent
- See that all money is locked away
- Check that the Administration building and Rooms 11-13 (PINK BLOCK) has been evacuated
- Report to College Finance Manager at the Operations Staff area to have your name marked off
- Proceed to assist Human Resources Officer marking off Teachers names

First Aid Officer – Green hat
- Collect Student Medical Alert booklet
- Collect a First Aid Excursion Bag and at least one generic EpiPen.
- Take any students in First Aid rooms and list of names and form class of sick students with you to the First Aid Post at the Emergency Assembly Area (Western Oval).
- Ensure any students at the First Aid Post are supervised and cared for appropriately

Foods Assistant(s) – Red hat
- Check all heat sources in kitchens are off and turn off gas at main
- Check that the T&E building (YELLOW BLOCK) has been evacuated.
- Report to College Finance Manager at the Operations Staff to have your name marked off
- Await possible assignment of roles by a CMT member (If given a role or task to undertake, do that task only and return to await further instructions)

Head of Learning Area/Department
• Collect your Learning Area/Department staff list from the Human Resources Officer
• Mark off your Learning Area/Department staff
• One and all are accounted for, inform the Human Resources Officer

**Primary Manager Chaplaincy/Community**
• If Dean of Primary is absent, undertake those duties
• Coordinate movement of Primary students and Primary teachers to the Emergency Assembly Area (Western Oval)
• Coordinate the location of any missing Primary students
• Collate attendance sheets for Primary students and give to Dean of Primary.
• On instructions from the Principal and in conjunction with the Dean of Primary supervise the orderly movement of the Primary students from the oval back to classrooms at the end of the evacuation.

**Human Resources Officer – Yellow Hat (if absent, Finance Officer)**
• Collect staff lists giving Operations list to College Finance Manager who will mark off your name.
• Enlist assistance from Operational staff to help mark off teaching staff
• Account for all staff, tutors, presenter, visitors and outside agencies.
• Enlist assistance from Operational Staff to act as runners to locate staff not marked off the lists.

**ICT Manager (if absent Computer Technician)**
• Collect the computer back up device and take the device to the Command Post for safekeeping
• Take laptop and connection device to Command Post for possible use
• Take two-way radio on UHF Channel 24, with CTCSS Tone 11.
• Move to your allocated location to control the entrance to keep people off the site.
• Report to Events & Promotions Coordinator at Command Post via two-way radio to have your name marked off once in position
• Await the call to stand down.

**ICT Technicians**
• One to fill ICT Managers duties if absent
• Take two-way radio on UHF Channel 24, with CTCSS Tone 11.
• Move to your allocated location to control the entrances to keep people off the site.
• Check ICT/Maths block (STEEL BLUE BLOCK) are clear
• Report to Events & Promotions Coordinator at the Command Post via two-way radio to have your name marked off once in position
• The technician allocated to patrol area 6 must turn off Primary school siren en route to their post.
• Await the call to stand down.

**Library Assistants (Primary) – Red hat**
• Conduct area checks for Upper Primary building (LIGHT GREEN BLOCK) to ensure evacuated
• Report to PA to Dean of Primary at the Command Post to have your name marked off
• Assist PA to Dean of Primary to mark Primary staff names off

**Library Assistants (Secondary) – Red hats**
• Conduct area checks for English, Maths and S&E rooms (PURPLE BLOCK) to ensure evacuated
• Conduct area checks for Auditorium (ORANGE BLOCK) to ensure evacuated
• Report to College Finance Manager at the Command Post to have your name marked off.

**Music Assistant (if absent, Director of Music) – prior action as standard risk procedure expectations for Music Tutors**
• Has provided Music Tutors with evacuation protocols and advised Tutors previously to sign in and sign out at student services so that Tutors are accounted for together with Relief staff sign in and out.

**PA to Dean of Administration (if absent, Admin Assistant to Dean of Admin)**
• Collect daily Relief report
• Proceed directly to Command Post
• Report to College Finance Manager at the Command Post to have your name marked off.
• Assist Human Resources Officer to ensure all teaching staff are accounted for
• Where appropriate, relieve Relief Teachers with permanent staff teachers on DOTT
• Proceed to the First Aid Post if required for additional support.

**Primary Reception**
• Ensure sign in/sign out list is brought to the Western oval and hand to the HR Officer

**EAs to Deans of Primary**
Collect Primary staff list from the Human Resources Officer
Mark off all Primary staff
When one and all are accounted for, inform the Human Resources Officer and assist HR Officer with find staff unaccounted for.

**Primary School Administration Officers**
- Collect Emergency Form file and sick child reference.
- Collect details of students on Excursion.
- Collect Visitors sign-in list.
- Check sick bay and take students and list of names of sick student with you to Western Oval near red flags. Ensure they are supervised.
- Report to PA to Dean of Primary at the Command Post to have your names marked off
- Assist the Heads of Primary with the head count of Primary students, staff and visitors.
- Hand reconciled pink slips to Human Resources Officer at the Command Post.
- Assist HR Officer with find staff unaccounted for.

**Property Services Coordinator**
- Take two-way radio on UHF Channel 24, with CTCSS Tone 11.
- Unlock or arrange the unlocking of gates to the Oval and check that a member of the grounds staff is in place to patrol this area.
- Take one ATV vehicle to Command Post.
- Report to College Finance Manager at the Command Post to have your name marked off.
- Remove the bollards and unlock Eastern Oval gates on the oval, if required by the fire brigade or ambulance service
- Report to the Infrastructure Operations Manager for further instructions regarding the switching off of electricity and gas if required.

**Science Technician & Science Assistant – Red hat**
- Check all rooms in the Science Building (LIGHT BLUE GREY BLOCK) to ensure total evacuation has been completed
- Check gas is turned off in Science rooms if safe to do so
- Lock Science Prep Rooms.
- Take two-way radio on UHF Channel 24, with CTCSS Tone 11
- Proceed to patrol Entrance 1 (T&E car park entry)
- Report to Events & Promotions Coordinator at the Command Post via two-way radio to have your name marked off once in position
- Report to Human Resources Officer and Finance Manager to assist finding staff unaccounted for.
- Await the call to stand down.

**Sports/HPE Assistant – Red hat**
- Check all HPE rooms (BROWN BLOCK) to ensure total evacuation has been completed
- Report to College Finance Manager at the Command Post to have your name marked off

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<table>
<thead>
<tr>
<th>Areas</th>
<th>Area supervisors</th>
<th>Area supervisors checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red – Lower Primary</td>
<td>Education Assistants</td>
<td>▪ Ensure correct evacuation routes are used</td>
</tr>
<tr>
<td>Light Green – Upper Primary</td>
<td>Primary Library Assistants</td>
<td>▪ Use whistle when alarm has not been heard</td>
</tr>
<tr>
<td>Yellow – Technologies</td>
<td>Foods Assistant/D&amp;T Assistant</td>
<td>▪ Check all rooms in allocated area to ensure total evacuation has been completed</td>
</tr>
<tr>
<td>Brown – Sports Centre</td>
<td>Sports/HPE assistant or HPE Staff (not teaching)</td>
<td>▪ Report to Payroll Officer at the Command Post and wait for further instructions from the</td>
</tr>
<tr>
<td>Light Blue Grey – Science Block, Rms 1-3, Rms P26-P28</td>
<td>Science Technician/Science Assistant</td>
<td></td>
</tr>
<tr>
<td>Dark Blue – Music, Arts, Hall, changerooms, PAT 2</td>
<td>EA to Dean of Studies/ Curriculum Administration ICT Staff</td>
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<tr>
<td>Steel Blue - Maths/ICT</td>
<td>Finance Officer</td>
<td></td>
</tr>
<tr>
<td>Pink – Administration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Patrol of entrance locations

<table>
<thead>
<tr>
<th>Locations number</th>
<th>Staff member</th>
<th>Instructions for all locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Science Staff (SOUJ/LOKJ)</td>
<td>• Go to your designated area</td>
</tr>
<tr>
<td>2.</td>
<td>ICT Technician (ORLR)</td>
<td>• UHF Channel 24, with CTCSS Tone 11</td>
</tr>
<tr>
<td>3.</td>
<td>ICT Technician (NGUL)</td>
<td>• Using two-way radio, check in</td>
</tr>
<tr>
<td>4.</td>
<td>ICT Technician (VERA)</td>
<td>• Patrol the allocated entrance making sure no one other than emergency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>services enters the property</td>
</tr>
<tr>
<td>5.</td>
<td>Grounds Staff (FREM)</td>
<td>• Wait for instructions to leave post</td>
</tr>
<tr>
<td>6.</td>
<td>Grounds Staff (GOOS)</td>
<td>• Do not make any comments to non-staff members, other than the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>media card</td>
</tr>
<tr>
<td>7.</td>
<td>ICT Technician (HAPH)</td>
<td>• All sensitive information must be transmitted by mobile phone</td>
</tr>
<tr>
<td>8.</td>
<td>Grounds Staff (BEAN)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grounds Staff (STUD)</td>
<td></td>
</tr>
</tbody>
</table>

Media Statement
Card to be issued to all staff controlling the entrances to the College and the Information Post.

“I am unable to answer any questions or make any comments. The Principal will make a statement at the appropriate time.”

(Staff please note: This comment is to be made to all non-staff members, as journalists will not always present themselves as journalists.)

This card also provides the mobile phone numbers for:
Principal, relevant CMT members,
Facilities Manager, Property Services Coordinator and staff controlling College entrances.

<table>
<thead>
<tr>
<th>Mobile phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Clements</td>
</tr>
<tr>
<td>Penny Houghton</td>
</tr>
<tr>
<td>Tammy Ozsvath</td>
</tr>
<tr>
<td>Lee Krug</td>
</tr>
<tr>
<td>Mark Downsborough</td>
</tr>
<tr>
<td>Helen Del Frate</td>
</tr>
<tr>
<td>John Petera</td>
</tr>
<tr>
<td>Andrew Burbidge</td>
</tr>
<tr>
<td>Paul Sonneman-Smith</td>
</tr>
<tr>
<td>Carol Harris</td>
</tr>
<tr>
<td>Tony Fisher</td>
</tr>
<tr>
<td>Dale Emery</td>
</tr>
<tr>
<td>Alyssa Baker</td>
</tr>
</tbody>
</table>

Staff patrolling entrance locations

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip Ha</td>
<td>0412 414 590</td>
</tr>
<tr>
<td>Rob Orlowsky</td>
<td>0408 467 628</td>
</tr>
<tr>
<td>Adrian Vermeulen</td>
<td>0430 270 499</td>
</tr>
<tr>
<td>David Studman</td>
<td>Radio</td>
</tr>
<tr>
<td>Max Fretwell</td>
<td>Radio</td>
</tr>
<tr>
<td>Steven Gooch</td>
<td>Radio</td>
</tr>
<tr>
<td>Jodie Southwell</td>
<td>Radio</td>
</tr>
</tbody>
</table>

Evacuation plan
During Recess and Lunch time

The instructions, duties, responsibilities and information above remain except that, during recess, lunch or any other non-class time:

Duty Teachers duty will:
Find a central but safe spot in their duty area and call all students to gather close to them.
Marshall and direct all students in the group to the Western Oval
Sit students in rows on the Western Oval as normal behind their designated Year group sign

Teachers not on duty will:
move to various duty locations and assist Duty Teachers to gather the students together and assist
by moving students to the Western Oval (in smaller groups if practical)
Patrol Locations
Appendix 2: Lockdown Procedures

LOCKDOWN PROCEDURE

Scope
This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Responsibility
Principal and ECIT

Procedure - Raising the Alarm
When an emergency arises that may require a lockdown, the Principal (or Dean of Students if the Principal is unavailable) should be notified immediately and make a decision on whether to put a lockdown in place. They will assume full command and immediately arrange for the lockdown alarm to sound.

Should any staff member be notified by an external agency such as the police that a lockdown is required they will immediately inform the Principal who shall assume full command and immediately arrange for the lockdown alarm to sound.

The lock down alarm is the musical sound of Beethoven’s - Für Elise being played. In the event of a PA failure or in the event that lockdown occurs during recess or lunch, the constant turning on and off of the siren, or ringing of a bell in 5 second intervals for at least one minute or any other noise repeated loudly in 5 – 10 second intervals for at least two minutes will be utilised. **No one is to stand down** from lockdown until the “All Clear” is announced via the PA and by the voice of the Executive Assistant to the Principal on the Principal’s instruction. In the event of the PA failing, the “All Clear” will be conveyed to classrooms by a staff member or a runner, on instruction from the Principal.

In the event of classes on the oval and a lockdown occurs, the HOLA HPE and Dean of Administration will send a message via mobile and or radio to the teacher on duty that there is a lockdown in place

**All clear announcement sounded through the PA**
*Staff and students, please be advised the ‘All Clear’ is now in place. Please resume your normal activities.*

**Should the person sounding the ‘all clear’ through the PA be under duress to sound the all clear under force, staff and students will remain in lockdown if they hear the code ‘LJBC’**

Therefore, Lockdown remains in place if the voice over the PA says **LJBC, please be advised the ‘All Clear’ is now in place. Please resume your normal activities.**

The emergency services, usually the police, are called on 000.

The Principal then assumes lockdown position in the Administration building, while securing and maintaining phone contact with police by dialling 000. When police arrive on site they will be directed immediately to make contact with the Principal.

The Principal will also contact the Dean of Administration to arrange the SMS to parents to signal “a lockdown is in place. Do not call”.

**Intruders**
Staff should not approach unknown intruders during periods of lockdown but get a message to the Principal at College Reception ext: 400 or ext: 404 or mobile phone: 0488209274. The Principal shall advise the police.

**Lock-down procedures**
1. In the event of a lockdown, it is mandatory that all students, teachers, non-teaching staff and visitors/assistants remain in the classroom or offices. All persons who are outside but near buildings are to move into the closest occupied classroom.
2. Staff who are not teaching at the start of lockdown should go to the nearest office or preferably the nearest classroom to assist.

3. Staff should quickly check outside areas in the vicinity of their room for students and direct them to the classroom and invite known visitors inside. If a class or any person is caught outside a classroom when the alarm is sounded they must immediately go to the closest room or building they can before that room is locked down and join whoever is in that room.

4. College Reception must contact the HOLA HPE to signal a lockdown is in progress so that the HPE HOLA can inform his/her staff who may be outdoors.

5. The HOLA HPE assumes the duty of informing HPE staff via phone (for staff on ovals or outdoors). In the event of relief staff taking HPE, a HPE phone is required to be used by the relief staff in order to receive a message from the HOLA HPE.

6. For all occupied rooms and buildings, once the lockdown alarm/music has been heard, lock all doors, close all windows and close curtains and blinds if available. If the room does not have blinds or curtains cover as many windows in any way possible. Turn lights off. (If the room is in total darkness, leave minimal lights on for safety). Position students on the floor against the door, wall or in the most non-visible positions. If the door in the particular room cannot be locked, try to prevent it from being accessed by using desks or chairs or similar as a blockade.

7. Where the room is in an enclave or part of a larger, lockable area, such as the Science Building, if it is safe to do so, lock the entrances to the building/area as well as the room you are in. This will include areas such as the Upper Primary Building, the T&E Building, the Science Building and the Secondary locker area.

8. This procedure should be applicable for each room you use regularly.

9. The classroom teacher should then check the attendance of the class and inform Student Reception via e-mail to ‘StudentRec’, of any students not accounted for since the commencement of class as students may be at First Aid or in the toilets. (Every classroom/teacher should have computer access)

10. Operations staff including Reception staff, must also remain out of sight during lockdown

11. Do not allow students to use their mobile phones for calling, texting or filming. Have all students place their mobile phones or other electronic devices on a desk to ensure they are not used.

12. Do not allow students to use computers if in a computer lab

13. No one is to leave a room during a lockdown.

14. Do not release students into the hands of parents or others should they wish to take them away during a lockdown.

15. Insist everyone remains quiet. Any announcements will be made by PA, loudspeaker, megaphone or runner.

16. If the classroom has a phone or you have a mobile, keep it free so you can be contacted should the need arise.

17. No one is to answer the door under any circumstance except to let recognised students or other people in for safety or to respond to a senior staff member who you can identify.

18. Follow the commands of police at all times once they have clearly been identified.

19. If in doubt, remain in lockdown until you are certain it is safe and the “All clear” issued

20. Remain in this position until “All clear” is announced via the PA

21. After the “All clear” is sounded the Principal can authorise the contacting of parents.

Should a lockdown be required during recess or lunch, duty teachers should immediately instruct students in their duty area to go to the closest hall, auditorium or a large enclosed building space such as the Upper Primary Hall, College Hall, Church Hall, Auditorium, T&E Cafe or Science Building Foyer. Once all students are inside, the duty teacher will then enter and proceed to lock all doors, close all windows, close blinds or curtains or cover the windows as much as possible.

The duty teacher will then radio the office that these tasks have been completed and await further instructions.
Emergency Lockdown Procedure

If a lockdown is sounded on campus, following these procedures to lockdown all rooms:

Lock all doors

Close all blinds

Keep quiet and away from any doors and windows – consider ‘line of sight’

Everyone is to stay near the floor and shielded under or behind furniture as much as possible

Silence all mobile phones—students are not to use mobile phones

Remain calm and stay with others

The campus lockdown will remain in effect until the all clear is sounded

If you find yourself in the toilet or if you arrive during a lockdown, hide wherever you are and stay out of line of sight

No one should leave a building or secure area whilst under lockdown
Appendix 3: First Aid Incident Report

Name of person injured ______________________________________ Date of injury ________
(print) Time of injury ___ am/pm

Connect    Year    Age    Male    Female

Staff   Student   Visitor

Name(s) of other person(s) involved
How did the incident occur? (Mention any objects, balls, rocks aspect of the environment involved; eg playing football on school oval, tripped running and fell heavily on ground) PTO for additional details

________________________________
________________________________
________________________________

Type of injury          Area of injury          Incident location          Action taken

Asthma                  Head                  Arena car park          Antiseptic
Bruise                  Face                  Canteen                Band aid
Burn                    Neck                  Classroom             Bandage
Choking                 Chest                  Which class            Compression bandage
Concussion              Abdomen                Court                   Cleaned
Crushing                Spinal                 Hall                    Non-stick dressing
Cut/puncture            Multiple                Oval                    Eye pad
Dental                  Back                   Playing Field          RICE
Dislocation             Limb                   Quadrangle             Sling
Foreign Body            Head                   School excursion        Splint
Fracture                Eye L/R                  School stairs          Stingoes
Graze                   Neck/back              T&E Café                Wound closures
Heat Stroke             Arm L/R                 Travel to/from school   Burn Aid
Internal                Wrist L/R               Walkway/verandah        Other
Nose Bleed              Trunk                  Other                  Dispatch by First Aid Officer
Pain                    Leg L/R                 
Poisoning               Knee L/R                 
Poisonous Bite          Ankle L/R                
Scald                   Foot L/R                 
Sprain/strain           Other                    
Sting                   
Swelling                

Other signs/symptoms

Breathing/wheezing?
Skin-flushed/pulse slow

Staff code    Signature    Date
Office use only
Name of First Aid Officer (if applicable) ___________________________ Date ____________
Signature _________________________________________________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Y</th>
<th>N</th>
<th>Staff code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referred to a CMT member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy to Head of House/other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referred to Dean of Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered and Scanned on Synergetic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filed on Student Admin file</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance claim form given to parents/carer</td>
<td></td>
<td></td>
<td>Date ______</td>
<td>By ____________</td>
</tr>
</tbody>
</table>

Additional information
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Name __________________________ Signature __________________________ Date ____________

Additional information
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Name __________________________ Signature __________________________ Date ____________
Appendix 4: First Aid Incident (FAI) – Reporting Flow Chart

Incident involving a Parent

Incident involving a Visitor

Incident involving a Teacher

Incident involving a STUDENT

Serious incident

The Dean of Students, Deans of Primary are informed as soon as possible after the incident has been managed.

Principal is informed by Deans

Incident Report Form completed by the staff member the same day

Incident Report Form completed by the staff member the same day

Incident Report Form completed by the staff member the same day

Incident Report Form completed by the staff member the same day (or email alert to Student Reception that report is coming within 24 hours), Report given by staff member to Student Reception the same day First Aid also completes incident report

Serious incident FAI form is digitally filed into synergetic within 24 hours, by Student Reception and directly into the Student’s Admin file within 48-72 hours

Minor incident

FAI form is filed by Student Reception into Synergetic and Student file within 48 hours.

Student Reception email all incident reports to incident@ljbc.wa.edu.au

FAI form scanned and emailed to incident@ljbc.wa.edu.au within 24 hours

Original to EA to Principal

FAI form scanned and emailed to incident@ljbc.wa.edu.au within 24 hours

Original to EA to Principal

FAI form scanned and emailed to incident@ljbc.wa.edu.au within 24 hours

Copy of FAI form given by Student Reception to Dean of Students, Deans of Primary within 24 hours. Referred to the Head of House for follow up action the same day eg care call, gathering of additional information etc

Dean of Students, Deans of Primary to inform relevant CMT members, Leadership, Primary etc

Managers Business & Finance to inform Principal of matters of concern regarding insurance and follow up

Given to Student Reception the same day

Student Reception to inform relevant Deans (Admin/Primary) who inform Principal

Student Reception to inform relevant Deans (Admin/Primary) who inform Principal

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Copy of FAI form given by Student Reception to Dean of Students, Deans of Primary within 24 hours. Referred to the Head of House for follow up action the same day eg care call, gathering of additional information etc

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