

Falls Road Primary
Independent Public School
EMERGENCY and
CRITICAL INCIDENT
MANAGEMENT PLAN

Date of Review	Reviewing Officer	Date Submitted	Next scheduled review

School Details

Number of Students	319
Number of Staff	37
Number of students requiring extra support if evacuating	1
Names of major roads bordering school	Falls Road, Burma Road and Connor Road
School's site specific emergency signal	Three (3) blasts of the SIREN Continuous HOOTER Continuous HANDBELL or Three (3) localised WHISTLE BLASTS

School Response Team Details

Principal David Ingle	0408 955 470
Deputy Principal Simon Docherty	0437 055 689
Manager of Corporate Services Brenda Martin	0427 662 181 0477 711 477 (work mobile)

Emergency Contacts

EMERGENCY CONTACT NUMBERS - EMERGENCY SERVICES & SUPPORT AGENCIES	
Police Emergency	000
Police Attendance	13 14 44
Forrestfield Police (8 am – 4 pm Mon-Fri)	9359 1033
Ambulance Emergency	000
Midland Hospital EMERGENCY	9462 4000
Department of Fire and Emergency Services - DFES	000
Bushfire Risk Management Officer EM & Hazard Planning DFES - Moira Darmody	08 9482 1762 / 0408 757 564
SES Emergency Assistance	13 25 00
Lesmurdie Bus Service – Roy Waters	9293 8212 / 0408 197 258
Electricity Emergencies – WESTERN POWER	13 13 51
Gas Emergencies – ALINTA GAS	13 13 58
TELSTRA	13 22 00
City of Kalamunda & A/H Ranger	9257 9999
MEDICAL SUPPORT SERVICES	
Poisons Information Centre	13 11 26
Alcohol/Drug Information Service	9442 5000
Crisis Care Unit (24 hrs)	9223 1111 / 1800 199 008
Department of Communities	6217 6888
Mental Health Emergency Response Line	1300 555 788
Health Direct	1800 022 222
EDUCATION DEPARTMENT	
Incident Support Unit	9264 4768
Director of Education – Ken Peris	9336 9539 / 0408 918 019
Deputy Director General, Schools	9264 5602
Assist. Regional Exec Director – Cheryl Townsend	9336 9536/0407 776 559
South Metropolitan Education Region	9336 9545/0477 355 419
Coordinator of Regional Operations – Will Davis	9336 9545
DoE – Media Liaison Central Office	9264 5821
Director of Corporate Communications Marketing	9264 4855 / 0419 943 085
DoE – Security	9264 4632 or 9264 4771 (24 hours)
Head of Security – John Marrapodi	9264 4825/0417 910 388
DoE – Occupational Health and Safety	9264 8470
Falls Road Primary School (switch)	9291 2150
DoE- Central Office (main switch)	9264 4111
Manager Environmental Services	9264 5186
Manager Student Services	9402 6100

Staff need to be familiar with the following procedures should the need arise.

The EMERGENCY SIGNAL will be one of the following:

*Three (3) blasts of the **SIREN**,*

*Continuous **HOOTER**,*

*Continuous **HANDBELL**, or*

*Three (3) localised **WHISTLE BLASTS**.*

On hearing the Emergency Signal all classes are to carry out the EMERGENCY DRILL.

1. EMERGENCY DRILL

On hearing the Emergency Signal:

1. Do not panic, be quiet, listen to PA for information on the type of emergency and required response.
2. Teacher to confirm number of students in class, note missing students.
3. Assemble students efficiently (No bags or personal items are to be taken by students).
4. Take Class List, whistle (if handy), turn off lights, power and gas, leave air conditioner on (only if can be done quickly). Close doors and windows (do not lock).
5. DON'T send children anywhere alone, DON'T leave your class group, DON'T try to carry personal belongings.
6. Under teachers direct supervision, move in an orderly manner in double file to ASSEMBLY AREA on the school oval next to the wall.
7. Teachers to seat students.
8. Class numbers and missing students to be confirmed with Assembly Warden (Deputy).
9. Emergency Drill ends.
10. Remain seated; await Emergency Procedures Brief and actions on.

2. ADDITIONAL TEACHER INSTRUCTIONS

1. **If the emergency takes place in your immediate vicinity you are to:**
 - a. Evacuate the classroom.
 - b. Inform others in your block, and administration.
 - c. Proceed to the Assembly Area using the safest route.
 - d. Ensure the Incident Manager is informed at the Assembly Area.

3. CONTINGENCIES - ACTIONS ON

a. SCHOOL BUILDING FIRE

1. Remove anyone from immediate danger (if safe to do so).
2. Confine fire, if safe to do so, by turning off air conditioning, closing doors and windows.
3. Conduct EMERGENCY DRILL.
4. Inform administration.
5. **DO NOT RE-ENTER** fire damaged area.

b. BUSHFIRE

Follow Bushfire Plan.

c. BOMB THREAT

Critical information:

1. All bomb threats must be taken seriously until they are assessed.
2. The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

By phone call

- a. Complete the Checklist for Telephone Threats
- b. Do not communicate threat to anyone else other than Principal or delegate.
- c. Notify Police.

By written note

- a. Preserve evidence. Place note in plastic bag, if available.
- b. Photograph words written on walls.
- c. Notify Principal or delegate.
- d. Notify Police.
- e. Principal initiates Emergency Signal with evacuation or relocation according to threat assessment.

Caution: Overreacting may encourage additional threats.

BOMB THREAT – Actions on

1. On hearing Emergency Signal, Conduct EMERGENCY DRILL.
2. Students to leave behind all bags.
3. Leave windows/doors open.
4. Await further advice from Zone Warden/Principal on Relocation / Evacuation procedures.
- 5.

Scanning process considerations:

- a. Principal to assign Zone Wardens to certain areas of the school buildings. Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Keep in mind that a bomb could be placed *anywhere* on school property inside or outside. Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- b. Principal to manage until suspect package located. Then police assume control.
- c. Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- a. If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- b. While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- c. When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class lists.
Bomb squads generally will not search a building unless a suspicious package has been located.

d. **HAZARDOUS MATERIALS - GAS LEAK / CHEMICAL SPILL**

1. On hearing Emergency Signal, Conduct EMERGENCY DRILL.
2. Await further advice from Zone Warden/Principal on Relocation / Evacuation procedures.
3. Notify gas authority and DFES.
4. Zone Wardens to seal off area where possible and await DFES assistance.
5. Under the direction of the zone wardens, move in an orderly manner to a designated location upwind of leak / spill.
6. Incident manager to isolate all electrical, gas supply systems and ignition sources.

e. **EARTHQUAKE**

1. During initial stages children are to remain in class and are best served sitting calmly under their desks, or in door frames. If outside, classes are to stay away from buildings.
2. On hearing Emergency Signal, Conduct EMERGENCY DRILL.
3. Any injuries to be reported to Zone Wardens at Assembly Area.
4. Await further advice from Zone Warden/Principal on Relocation / Evacuation procedures.
5. Check proposed evacuation route for structural safety prior to evacuating.
6. Evacuate if directed or required, Zone Wardens to marshal.
7. Once All Clear, the Principal will give the signal to return to class.

f. **CYCLONE**

1. During initial stages children are to remain in class and are best served sitting calmly under their desk. Secure windows, doors, loose objects.
2. On hearing Emergency Signal, Conduct EMERGENCY DRILL.

3. Report injuries to Zone Wardens at assembly area.
4. First Aid station will be in senior basketball court area or as required.
5. Await further advice from Zone Warden/Principal on Relocation / Evacuation procedures.
6. Teachers are to have class registers at hand.
7. Check proposed evacuation route for structure safety before evacuating.
8. Evacuation: Follow procedure. Wardens to check damaged buildings, walkways, fallen power lines, debris, flooded areas, prior to any people movement.
9. Zone Wardens will communicate with staff after All Clear-the Principal will give the signal to resume class.

g. FLOOD (Highly unlikely)

1. On hearing Emergency Signal, Conduct EMERGENCY DRILL.
2. Identify flood-prone areas within the school site.
3. Use identified safe haven. (Zone 4 – senior area).
4. Identify alternative high ground areas.
5. Await further advice from Zone Warden/Principal on Relocation / Evacuation procedures

h. CIVIL DISORDER - INTRUDER

Intruder — an unauthorized person who enters school property:

1. Politely greet intruder and identify yourself. Consider asking another staff person to accompany you before approaching intruder.
2. Inform intruder that all visitors must register at the main office. Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit. Notify Principal or Police.

If intruder refuses to leave:

3. Notify Principal and Police if intruder refuses to leave. Give Police full description of intruder. Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact. Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.) Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, the Principal may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at school, use the "I CAN" rule.

Intercept - Contact - Ask – Notify

i. CIVIL DISORDER – HOSTAGE / ILLEGAL OCCUPANCY

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

1. Notify Principal who may wish to initiate lockdown procedures or evacuation.
2. Call **000**. Give dispatcher details of situation.
3. Seal off area near hostage scene.
4. Police will take control of hostage scene; Principal coordinates with Police for safety and welfare of students and staff.
5. Document all activities.

If taken hostage:

1. Cooperate with hostage-taker to the fullest extent possible.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage-taker as normally as possible.
4. Be respectful to the hostage-taker.
5. Ask permission to speak; do not argue or make suggestions.

j. CIVIL DISORDER – ARMED HOLDUP / SHOOTING

If a person displays a firearm or begins shooting:

1. Move to or seek safe shelter. Go to lockdown procedures.
2. Notify Principal /Police immediately.
3. Call **000**.

If you hear gunshots:

1. If possible, determine where shooting is taking place.
2. Seek safe shelter. If outside, stay as low to the ground as possible, and find any kind of cover.
3. If inside, go to lockdown procedures.
4. Teachers take attendance and notify the Principal of missing students or staff as soon as it is safe to do so.

Principal / security / law enforcement

1. Principal may order lockdown procedures.
2. Assess the situation as to:
 - a. the shooter's location.
 - b. Injuries.

- c. Potential for additional shooting.
3. Call **000** and give as much detail as possible about the situation.
4. Secure the school, if appropriate.
5. Help students and staff find safe shelter.
6. Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.

Work with local law enforcement to identify their response methods and capabilities.

Provide them with updated building diagrams.

k. SUICIDE

Suicide Threat

1. Consider any student reference to suicide as serious.
2. Do not leave the student alone.
3. Notify the school counselor, social worker, psychologist or building administrator immediately.
4. Stay with the student until suicide intervention staff arrives.
5. Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

Suicide Attempt in School

1. Notify Principal, school nurse or other appropriate professional staff.
2. **Call 000** if the person needs medical attention, has a weapon, needs to be restrained or parent/guardian cannot be reached.
3. Try to calm the suicidal person.
4. Stay with the suicidal person until suicide intervention staff arrives.
5. Isolate the suicidal person or the area, if possible.
6. Initiate first aid.
7. Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

Principal

1. Call parent(s) or guardian(s) if the suicidal person is a student. Call family or emergency contact if suicidal person is a staff member.
2. Notify superintendent or appropriate district level administrator.
3. Work with district public information officer.
4. Implement post-incident procedures.

4. SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants. Sheltering in place is used when evacuation would put people at risk (i.e., cyclone, bush fire, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency.

1. Identify safe areas in each school Zone.
2. Principal announces that students and staff must go to safe areas.
3. Bring all persons inside building(s).
4. Teachers take class lists.
5. Close all exterior doors and windows, if appropriate.
6. Turn off ventilation from outdoors, if appropriate.
7. Teachers account for all students after arriving in shelter area.
8. All persons remain in shelter areas until the Principal or emergency services commander declares that it is safe to leave.

If all evacuation routes are blocked:

1. Stay in room and close door.
2. Keep air as clean as possible. Seal doors.
3. Open or close windows as appropriate.
4. Limit movement and talking in rooms.
5. Communicate situation to admin or emergency officials by any means possible.

5. LOCKDOWN PROCEDURES

1. One means of securing the school is to implement lockdown procedures.

These procedures may be called for in the following instances:

- a. **Lockdown with warning** – The threat is outside of the school building.
The school may have been notified of a potential threat outside of the building.
- b. **Lockdown with intruder** – The threat/intruder is inside the building.

2. **Lockdown with warning procedures**

- a. Principal will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- b. Bring people inside.
- c. Lock exterior doors.

- d. Clear hallways, toilets and other rooms that cannot be secured.
- e. Draw curtains and blinds. Keep students away from windows.
- f. Control all movement, but continue classes. Do not use or disable sirens. Move on PA announcement only.
- g. Principal will announce "all clear."

3. Lockdown with intruder procedures (these actions happen rapidly)

- a. Principal will order and announce "lockdown with intruder."
Repeat announcement several times. Be direct. Code words lead to confusion.
- b. Immediately direct all students, staff and visitors into nearest classroom or secured space.
Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary relocation / evacuation site.
- c. Lock all doors.
- d. Move people away from windows and doors. Turn off lights.
- e. DO NOT respond to anyone at the door until "all clear" is announced.
- f. Keep out of sight.
- g. Principal will announce "all clear."

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e. assembly hall, library.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

SCHOOL ZONES

For expedient relocation of staff and students, the school is divided in to four (4) designated zones.

Zone 1 (Red)

The Arts Block comprising the Music and Art Rooms

Admin Block, Reception area, sickroom, offices (including toilets), Staffroom,

Zone 2 (Blue)

Rooms 1, 2, 3 & 4 and Kindergarten block

Zone 3 (Orange)

Senior Block (Rooms 5, 6, 7 and 8)

Library, Canteen and Gardeners Shed

Zone 4 (Green)

Junior Block, Rooms (9, 10, 11 and 12),

A Zone Warden for each zone to be appointed by the Assembly Warden at the ASSEMBLY AREA after EMERGENCY DRILL has taken place. Zone Wardens are to be issued a Checklist of roles and responsibilities for their Zone from the Contingency Package when appointed.

Zone 1 Red - Emergency Drill Route

The Arts Block comprising the Music and Art Rooms

Admin Block, Reception area, sickroom, offices (including toilets), Staffroom:

On initiation of the Emergency Drill the Admin block becomes the Emergency Control Point.

Principal is to remain. All non - emergency control personnel are to exit via most expedient door and follow path to the Assembly Area on west side of free-standing wall on the school oval.

Zone 2 Blue - Emergency Drill Route

Rooms 3 & 4: Exit via most expedient door and move to the Assembly Area on west side of the free-standing wall on the school oval. Ensure gates are opened prior to a northern move to the oval.

Kindergarten: Exit via most expedient door and move to the Assembly Area on west side of the free-standing wall on the school oval. Ensure gates are opened prior to a northern move to the oval.

Room 1 & Room 2 -: Exit via most expedient door and move to the Assembly Area on west side of the free-standing wall on the school oval.

Zone 3 Orange - Emergency Drill Route

Rooms 5, 6, 7 & 8: Exit via most expedient door and follow path North to the Assembly Area on west side of the free-standing wall on the school oval.

Library: Exit via most expedient door and follow path North to the Assembly Area on west side of the free-standing wall on the school oval.

Canteen / Moonlight Hall: Exit via most expedient doorway and follow path North to the Assembly Area on west side of the free-standing wall on the school oval.

Zone 4 Green - Emergency Drill Route

Rooms 9, 10, 11 & 12:

Exit via most expedient doorway and follow path North to the Assembly Area on west side of the free-standing wall on the school oval.

CRITICAL INCIDENT PROCEDURES – ON SITE

ANNEX D

If the Principal is off-site, the Deputy Principal/s assumes responsibility for the implementation of the plan. Some procedure will not apply for all critical incidents. (see Checklist – Appendix I)

THE PROCEDURES	COORDINATED BY	WHEN
<ul style="list-style-type: none"> • Contact emergency services e.g. Ambulance, police, fire brigade. 	Principal	Immediately
<ul style="list-style-type: none"> • Ensure accident site remains undisturbed. 	Principal	Immediately
<ul style="list-style-type: none"> • Take appropriate safety precautions e.g. cut power, turn off gas. 	Principal	Immediately
<ul style="list-style-type: none"> • Inform all staff of known facts (either verbally, and/or in writing). 	Principal	Immediately
<ul style="list-style-type: none"> • Remove children from scene to appropriate assembly area or class. 	Conduct Emergency Drill	
<ul style="list-style-type: none"> • Arrange for, or make direct contact with family/families. 	Principal	Immediately
<ul style="list-style-type: none"> • Principal to Contact the following immediately <ul style="list-style-type: none"> o South Metro Education Region Office o Director of Education o Coordinator of Regional Operations o Media Liaison Central Office o Director Corporate Communications and Marketing 		
<ul style="list-style-type: none"> • Record details of event from witnesses 	Principal	ASAP
<ul style="list-style-type: none"> • Brief the MCS on how to handle enquiries. Ensure telephone is free. Direct media enquiries to Principal. 	Principal	ASAP
<ul style="list-style-type: none"> • In class groups, inform students of the known facts. 	Class Teachers	ASAP
<ul style="list-style-type: none"> • Inform School Health & Safety Officer who then contacts SSTUWA. 	Principal	ASAP
<ul style="list-style-type: none"> • Make direct contact with parents of affected students. 	Principal	ASAP

• Prepare written information for Parents.	Principal	ASAP
• Meet and brief School Psych.	Principal	ASAP
• Provide counselling for staff and students.	Principal School Psych	ASAP
• Debrief and plan for next day.	Whole Staff	End of day
• Provide information to staff and students.	Principal	Continuing
• Maintain record of the actions following the event.	Principal	Continuing
• Consider the need for: Relief staff Parent meeting Death notice Memorial service Funeral attendance Continuing assistance for students and Staff Class or whole school grief activities	Principal	Continuing
• Review responses and needs on a continuing basis.	Principal	Continuing
• Review crisis management plan, making necessary alterations.	Whole Staff	Later

CRITICAL INCIDENT PROCEDURES – OFF SITE

ANNEX E

If the event is off-site, independent of the school, but is likely to affect the school community.

THE PROCEDURES	CO-ORDINATED BY	WHEN
• Establish the facts	Principal	Immediately
• Advise verbally the staff directly affected.	Principal	ASAP
• Advise verbally the whole staff.	Principal	ASAP
• Determine the level of response required and the steps to be taken.	Principal	ASAP
• Consider the need to contact the South Metro Regional Office	Principal	Immediately
• Contact family, families involved to express sympathy and offer support. Request establishment of ongoing communication between family & school.	Principal	When appropriate
• Prepare and distribute to staff written information for students.	Principal	ASAP
• Inform all affected students, in classroom setting.	Teachers	ASAP
• Provide counselling for staff and students if required.	Principal School Psych	ASAP
• Debrief and plan for next day.	Principal School Psych	End of day
• Provide information to staff & students.	Principal	Continuing
• Maintain record of the steps taken following the event.	Principal	Continuing
• Consider the need for: Relief staff Parent meeting Death notice Memorial service Funeral attendance Continuing assistance for students & staff Class or whole school grief activities		
• Review responses and needs.	Principal	Continuing
• Review crisis management plan	Whole Staff	Later

CRITICAL INCIDENT RESPONSE PLAN - CHECKLIST

- Contact Principal
- Principal arranges meeting of Critical Incident Management Team
 - Deputy –
 - Nurse –
 - School Psychologist –
 - Safety Officer –
 - Teacher Witness (if appropriate)
- Establish and verify facts and events
 - e.g. witness reports
 - Gather as much information as possible
 - Record facts and details
 - Start keeping records of events
- Decide on level of response required
- Liaise with police, emergency services
- Prepare information release
- Advise staff, including office staff, of important data
- Contact:
 - South Metropolitan Education Regional Office
 - Director of Education
 - Coordinator of Regional Operations
 - Director, Corporate Communications and Marketing
- School's Health & Safety Officer liaises with Principal
- Advise students as agreed
- Establish guidelines for dealing with media
 - Advise staff not to respond to media
 - Direct all enquiries through Principal or delegate
- Advise office staff on handling enquiries
- Contact family / parents of most affected students

GATHERING INFORMATION ON AN INCIDENT

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

- Date: Time: Recorded by:
- What happened?
- Who was involved?
- Where?
- When?
- Has the Principal been contacted?
- Who is reporting?
- Who witnessed the incident?
- Who knows about the incident?
- Have emergency services been contacted?
- Are/Were police officers on the scene?
- Name of attending officer?
- What is known on the extent of injuries or deaths?
- Have any other actions been taken?
- Have parents been contacted?
- Telephone contact numbers?

name	number
name	number
name	number
- Crisis response team called together? Date: Time:
- Crisis management plan enacted? Date: Time:

EMERGENCY “ACTIONS ON” TASK SHEET

(COPY TO BE ISSUED TO ALL KEY PERSONNEL)

Principal (Incident Manager)

In the event of an emergency:

- Locate yourself at the reception area or in stated alternative.
- Take action in accordance with appropriate action sheet.
- Decide on position for First Aid Post.
- Brief Emergency Services on their arrival.

Deputy Principal (Assembly Warden)

In the event of an emergency

- Proceed to reception area.
- Assist the Principal as directed.
- Deputize for the Principal in his/her absence.
- Should an Emergency Drill be initiated, proceed to Assembly Area as Assembly Warden.
- Familiarize yourself thoroughly with the action sheets.

Assembly Warden (within the Assembly Area)

- On instruction from the Principal, locate yourself at the assembly area.
- Register classes that have reported there and whether any person is missing.
- Report situation to Incident Manager / Principal.
- Once appointed Zone Wardens have accounted for all staff and students and the area is secure, appoint a caretaker Assembly Warden, then assist Principal as required.

Manager of Corporate Services

On being informed of an emergency you are to:

- Notify the Principal and Deputy Principal.
- On instruction from the Principal notify the appropriate Emergency Service.
- **On instruction from the Principal sound the Emergency signal.**
- Takes current class lists, school loud hailer and school keys and liaises directly with the Assembly Warden.

You should prepare as follows:

- List any emergency numbers in a ready to use location.
- Familiarize yourself with the Bomb Threat Check List, as well as
- Siege / Hostage questionnaire.

Teachers

On hearing the Emergency Signal you are to:

- Assemble all students in the class.
- Note any missing students.
- Conduct Emergency Drill, proceed to Assembly Area.

If the emergency takes place in your class room or affects your classroom in part you are to:

- Conduct Emergency Drill using the safest route.
- Inform others in your block.
- Ensure the Principal is informed.
- Proceed to Assembly Area.
- Check attendance of students and report to Assembly Area Warden.

DOTT Teachers / Non-Teaching Staff

- If you have no class at the time and no specific duty conduct the Emergency Drill and report to Assembly Warden.
- Be prepared to be appointed as a Zone Warden and given a Zone Warden Task Sheet

Zone Wardens

Once appointed a Zone Warden.

- Proceed to reception area.
- On instructions from the Incident Manager (Principal) proceed to your zone and carry out his/her instructions as laid out on Actions on task sheets.
- If emergency drill is carried out notify Incident Manager / Principal on completion.
- Proceed to assembly area.

First Aid Wardens Instructions

- Proceed to reception area.
- With the Principal decide on location of First Aid Post, collect First Aid Kit and proceed to location.
- Attend to casualties and notify Principal if outside medical help is needed.
- Await further instruction.

Standard Fire Order

Any staff member discovering or being notified of a fire should:

- Assist anyone in immediate danger (if safe to do so).
- Close any doors to isolate smoke and fire.
- Raise the alarm:
- Contact reception to ensure the fire is reported to the Fire Brigade.
- Notify anyone else in the block.
- Evacuate to assembly area, taking class register.
- Remain at assembly area in class groups until all clear is given.

Actions on – Fire

When notified of a fire in the school the Principal shall:

Follow the Bushfire Plan

Standard Earthquake Order

- Do not run outdoors.
- Take shelter under desk or such objects which will offer protection.
- After tremor stops check for any injured and render assistance if needed.
- Check for any internal structural damage.
- Do not evacuate until told by Zone Wardens unless you are in any immediate danger.

Actions on – Earthquake

When tremor has subsided Principal is to

- Have Zone Wardens check the outside of all buildings for external damage.
- Check paths that will be used for egress to make sure they are safe from any hazards i.e. falling trees, electric cables, etc.
- Have Zone Wardens check the inside of all buildings for internal damage and check for any casualties.
- Have Zone Warden start relocation / evacuation if necessary and report situation to Principal.
- Have Assembly Warden and First Aid Warden report to their areas.
- Sound emergency signal if necessary.
- If any emergency service is required make sure they have been called.

Actions on – Bomb Threat

When notified of a bomb threat the Principal shall:

- Make sure the check- list has been completed.
- The Police have been called.
- Sound the emergency signal if warranted.

Have Zone Wardens:

- Notify teachers in their zones and have them carry out a search of their classes (leaving all doors open).
- Wardens and teachers to help students check their schoolbags before Emergency Drill (if bags to be taken with students).
- Check the areas outside of buildings as well as pathways to assembly areas before moving to Assembly Area.
- Report to Principal.
- On evacuation signal return to zone and check emergency drill is complete.
- Report to assembly area.

Have Assembly Warden:

- Check assembly area.
- Report situation to Principal.
- Carry out assembly instructions.
- Appoint Zone Wardens
- Issue Zone Warden Task sheets

Have First Aid Warden:

- Set up First Aid Post.
- Report any casualties.

HAZARD MANAGEMENT AGENCIES LIST BY HAZARD

The following list of hazards/emergencies identifies the HMA responsible for that hazard/emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

SER	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY
1	Air Transport Emergencies	WA Police Service
2	Dam Break (including major hydraulic structures)	Water Corporation of WA (1)
3	Earth quake	Department of Fire and Emergency Services
4	Exotic Animal Disease	Department of Agriculture
5	Fire (CALM Managed Land)	Gazetted Fire Districts: Fire and Emergency Services Authority Other: Department of Conservation and Land Management
6	Fire (Rural and Urban)	Gazetted Fire Districts: Fire and Emergency Services Authority Other: Department of Conservation and Land Management
7	Flood	Fire and Emergency Services Authority
8	Fuel Shortage Emergencies	Office of Energy
9	Hazardous Materials Emergencies (including radioactive materials)	Department of Fire and Emergency Services
10	Human Epidemic	Department of Health
11	Land Search and Rescue	WA Police Service
12	Landslide	Department of Fire and Emergency Services
13	Marine Oil Pollution	Department for Planning and Infrastructure
14	Marine Transport Emergencies	Department for Planning and Infrastructure
15	Nuclear Powered Warships	WA Police Service
16	Offshore Petroleum Operations Emergencies	Department of Minerals and Petroleum Resources
17	Rail Transport Emergencies	Transperth (1)
18	Road Transport Emergencies	WA Police Service
19	Sea Search and Rescue	WA Police Service
20	Space Re-Entry Debris	WA Police Service
21	Storm/Tempest	Department of Fire and Emergency Services
22	Tropical Cyclone	Department of Fire and Emergency Services
23	Tsunami	Department of Fire and Emergency Services

NOTES

(1) HMA responsibilities are limited to those rail systems and hydraulic structures for which Transperth and WCWA are the managing agencies.

HAZARD MANAGEMENT LIST BY AGENCY

AGENCY	HAZARD
Department of Agriculture	<ul style="list-style-type: none"> Exotic Animal Disease
Department of Conservation and Land Management	<ul style="list-style-type: none"> Fire (CALM managed land other than in Gazetted Fire Districts)
Department of Health	<ul style="list-style-type: none"> Human Epidemic
Department of Minerals and Petroleum Resources	<ul style="list-style-type: none"> Offshore Petroleum Operations Emergencies
Department for Planning and Infrastructure	<ul style="list-style-type: none"> Marine Oil Pollution Marine Transport Emergencies
Department of Fire and Emergency Services	<ul style="list-style-type: none"> Earthquake Fire (CALM managed land in Gazetted Fire Districts) Fire (Rural and Urban in Gazetted Fire Districts) Flood Hazardous Materials (including radioactive materials) Landslide Storm/Tempest Tropical Cyclone Tsunami
Local Government Authorities	<ul style="list-style-type: none"> Fire (Rural and Urban in areas other than Gazetted Fire Districts)
Office of Energy	<ul style="list-style-type: none"> Fuel Shortage Emergencies
WA Police Service	<ul style="list-style-type: none"> Air Transport Emergency Land Search and Rescue Nuclear Powered Warships Road Transport Emergencies Sea Search and Rescue Space Re-entry Debris
Water Corporation of WA	<ul style="list-style-type: none"> Dam Break (including major hydraulic structures but only those for which WCWA are the managing agency)
Transperth	<ul style="list-style-type: none"> Rail Transport Emergencies (only those rail systems for which Westrail is the managing agency)

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephoned threat (bomb / chemical / other):

Remain calm.

Do not hang up. Keep the caller on the line as long as possible and listen carefully.

Ask the following questions:

- What is your name? _____
- Where are you? _____
- Where is the bomb/chemical or other hazard? _____
- When will it explode/be activated? _____
- What does it look like? _____
- What kind of bomb/hazard is it? _____
- What will cause it to explode/activate? _____
- Did you place the bomb/hazard? WHY? _____

Exact wording of the threat:

If voice is familiar, who did it sound like?

Circle those that apply.

Caller ID information:

male female adult juvenile Approx. age _____

Call origin:

local long distance internal cell phone

Caller's voice:

Note pattern of speech, type of voice, tone.

Circle all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter

Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds:

Circle all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Circle all that apply.

Well-spoken (educated)	Taped	Incoherent	Irrational	Abusive
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Message read from script

Did caller indicate knowledge of the building?

Give specifics:

Person receiving call: _____

Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK.

DO NOT HANG UP AFTER CALLER HANGS UP.

ACTIONS TO BE TAKEN ON RECEIPT OF BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. Do not reply to, forward or delete message
2. If sent via email – note the address
3. If sent via social media what application has been used and what is the username/ID?
4. Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

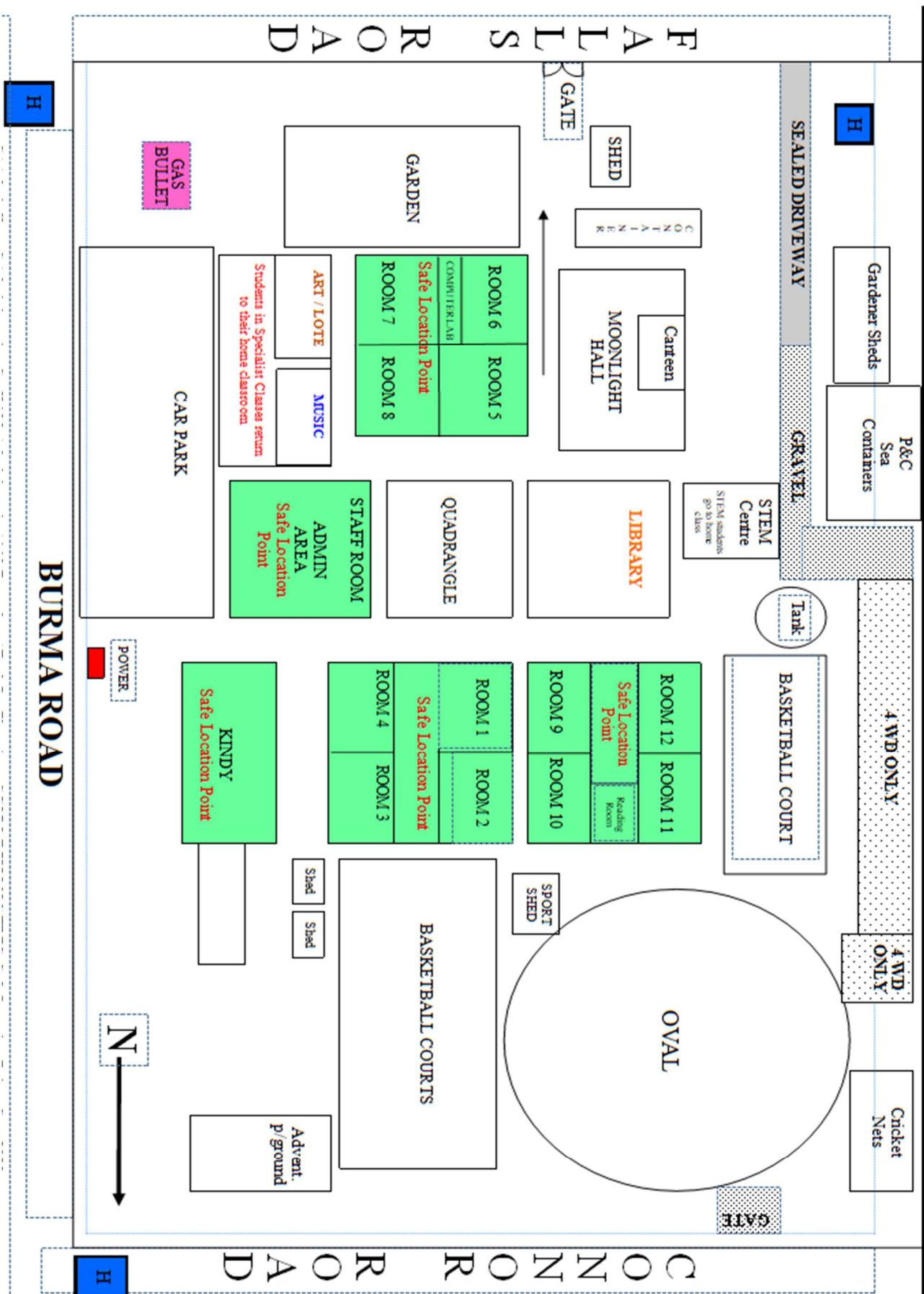
RECOVERY

<input type="checkbox"/>	Return workplace to normal
<input type="checkbox"/>	Offer immediate comfort and support to those most affected – Psychological – First Aid
<input type="checkbox"/>	Make direct contact with affected staff or families. (In case of a death, WA Police Force contact the family)
<input type="checkbox"/>	Liaise with Regional Office and/or Department Media Unit
<input type="checkbox"/>	Prepare a written statement related to incoming enquiries and for students to take home to their parents.
<input type="checkbox"/>	Brief all staff of known facts
<input type="checkbox"/>	Set up a recovery room
<input type="checkbox"/>	Attend to security – contact Head of Security
<input type="checkbox"/>	Manage administrative details, including insurance

DEBRIEF

<input type="checkbox"/>	What worked, what didn't
<input type="checkbox"/>	Was anything overlooked?
<input type="checkbox"/>	What could you do better next time?
<input type="checkbox"/>	Should roles change?
<input type="checkbox"/>	Communicate changes with staff and other
<input type="checkbox"/>	Share knowledge with other schools
<input type="checkbox"/>	Test revised bushfire crisis management plan and procedures

FALLS ROAD PRIMARY - Fire Safe Location Points



ACTION	BY WHEN	REFER TO DOCUMENT	RESPONSIBILITY OF	DATE COMPLETED
Ensure staff members understand those policies and procedures that impact on student and staff safety, health and wellbeing.	Term 1 Or on arrival for new staff	Documents / policies listed in section 3.2 of DoE <i>Emergency and Critical Incident Management Policy</i>	Principal or site manager	
Ensure staff are aware of standard response to those natural disasters and emergencies that are identified in the school risk management plan	Term 1	School risk management plan	Principal or site manager	
Discuss plans with support agencies <ul style="list-style-type: none"> Education regional office Local government Local Emergency Management Committee 	Term 1			
Provide a copy of the school Emergency and Critical Incident Management Plan to the Regional Executive Director	Term 1		Principal or site manager	
Update student health care authorisations and emergency health management plans	February	<i>Student Health Care Policy</i>	Principal or site manager	
Identify staff with First Aid certificates (see Appendix)	February			
Ensure the Evacuation procedures and school site plan are publicly accessible and communicated to staff	February		Principal or site manager	
Set up school evacuation kit			Principal or site manager	
Evacuation and Lockdown drills	February August		Principal or site manager	
Review and update staff and student contact details. Telephone contact tree.	As changes occur		School officer	
Review emergency contact numbers	February			
Induct new staff during the year	As required			
Ensure bushfire Plan is tested and updated prior to October of each year	Prior to October		Principal or site manager	