

Critical, Emergency and Reportable Incident Policy/Procedures

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Introduction	This statement outlines the Geraldton Grammar School policy on the management of a crisis at the school.
Scope and application	Policy applies to all employees of Geraldton Grammar School.
Related legislation and guidelines	Standards of Non-Government Schools School Education Act 1999 School Education Regulations 2000 Teacher Registration Act Working with Children (Criminal Record Checking) Act 2004
Related Policies	Lock Down Procedure, Evacuation Procedure, Bush Fire Policy, Child Protection and Mandatory Reporting Policy, Staff Code of Conduct, Bomb Threat Procedure, Pandemic Policy, Complaints Policy
Evaluation	Annual

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
9/5/02	Amended	SSW
5/2/09	Amended (logo)	
31/3/10	Revised	SSW
5/3/13	Revised, crest	SSW,SPN
18/08/13	Added 10 tips at end	BLE,DAS,JRE,SSW
14/02/14	Updated to include new staff and example letter	Executive
31/03/15	Updated to include DES details	NJE
24/08/15	Updated to included amended Incident Report	NJE
10/03/16	Amended – minor changes	NJE
05/10/16	DES statement added	NJE
13/03/17	Revised and amended (Critical and Emergency Incident Report Form updated)	NJE
16/04/18	Revised and amended	NFT
04/02/19	Revised and amended	NFT
30/05/19	Revised and amended	NFT
22/07/19	Definitions update	MNN
20/03/20	Policy amended to include Reportable Incidents	MNN
15/05/20	Revised and amended	NFT
07/07/22	Update to Reportable Incident Categories	MNN
30/10/23	Revised and Amended	NFT
11/03/24	Remove all references to the former Department of Education Services, replace with Department of Education.	MNN

POLICY STATEMENT

The Principal and the Emergency Management Team are responsible for the management of on-site and off-site school related Critical and Emergency incidents.

Incidents will be managed in such a way as to minimise trauma and distress to students and staff and damage to property and ensure the education program is maintained or resumed while giving highest priority to the best interests of the student or students affected.

DEFINITIONS

Critical Incident: An incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which has the potential to interfere with the ability of the individual, group or school to function either at the time or later.

Disaster: A sudden accident or natural event that causes significant damage and/or loss of life.

Emergency: An emergency can be considered to have three elements: (a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time. An emergency is often an accident or incident that requires immediate intervention.

Reportable Incidents

Reportable incidents must be reported to the governing body and to the Director General of the Department of Education, as soon as practicable and in any event, within 48 hours of the incident. The Director General must be notified of a *reportable incident* using the Reportable Incident Notification Form. The School Board must be notified as soon as possible, within 48hrs of a Reportable Incident by the School Principal.

The following are reportable incidents:

- (1) The death of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or during a school-related activity.
- (2) An actual or potential incident involving injury, illness or trauma to a student, staff member or visitor who is at school or during a school-related activity or following an incident at school or a school-related activity and where the incidents has resulted or may result in **significant impact**. Including requiring an ambulance or hospital attendance *Ambulance or hospital attendance must be "required" and not merely precautionary, for example as an alternative to GP or medical centre attendance. NB: An incident not initially reportable may become so as further information becomes available (such as doctor's advice).*
- (3) An incident requiring a police or other emergency services response when a student appears to have been taken or removed from the school or from a school-related activity without proper authority or goes missing and cannot be accounted for.
- (4) An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
- (5) The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student –
 - (a) by a staff member or another student; or
 - (b) by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
- (6) Issuing a formal warning, suspension (stood down) or ceasing the employment of a staff member for a breach of the school's Code of Conduct suspected to have involved grooming behaviour.

Trauma

For the purpose of a *reportable incident* (2) a trauma is defined as a psychological wound or injury. This means any physiological disorder or condition; cosmetic disfigurement, or anatomical loss; and any mental or psychological disorder.

Significant Impact Characteristics – Guide only ([Appendix 6](#))

- Police, Ambulance, Fire and Emergency Services, Worksafe or Child Protection and Family Support notified or involved.
- In respect of an actual injury, illness or trauma the apparent medical prognosis at the time is that the incident is likely to result in longer term physical or psychological impairment.
- Normal school operations or activities are significantly disrupted or cease.
- School has commenced a review to mitigate future risk and/or action has been taken against students or staff to prevent imminent harm.

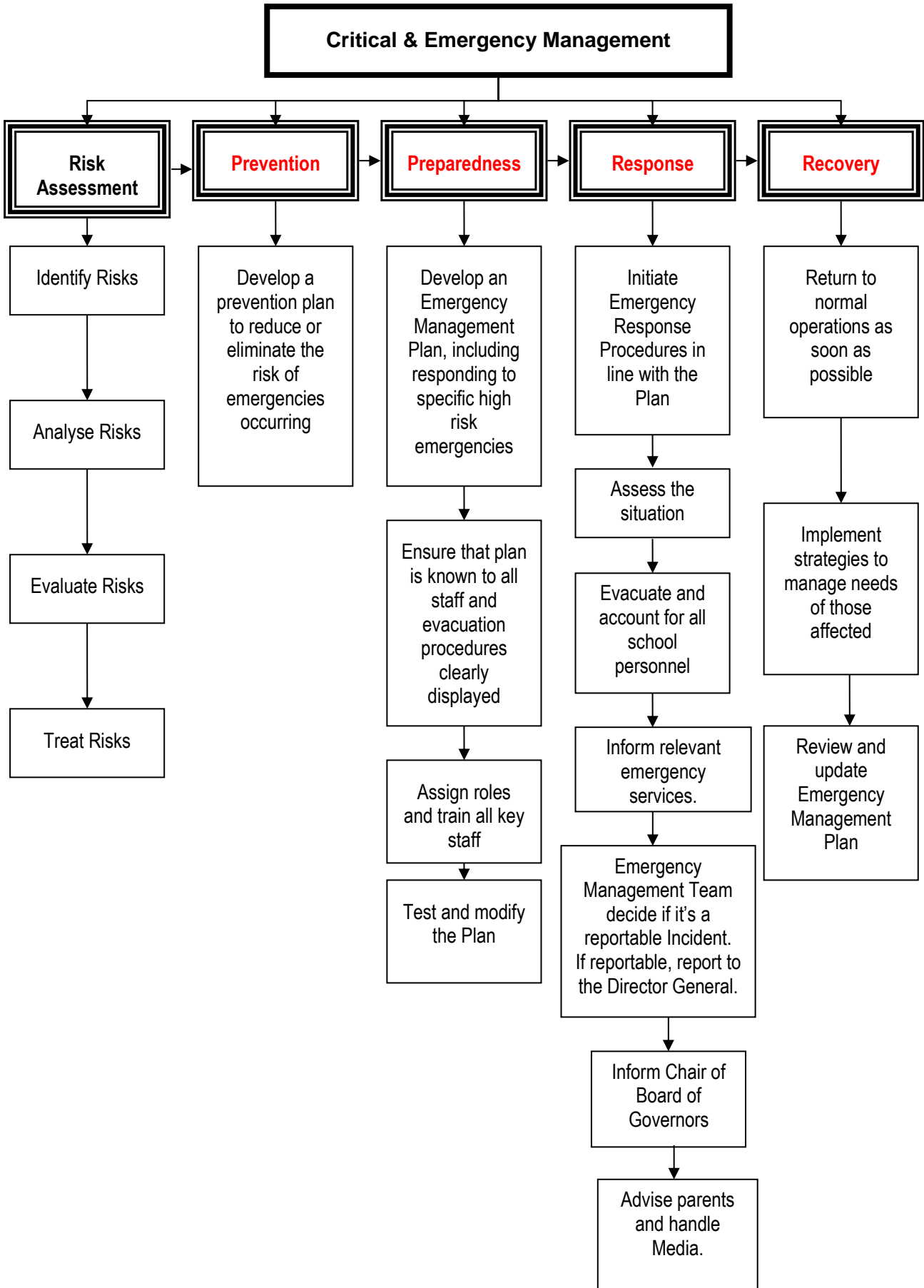
Grooming

For the purpose of a *reportable incident* (6) grooming is defined as the use of a variety of manipulative and controlling techniques with a vulnerable subject in order to establish trust or normalise sexually harmful behaviour with the overall aim of facilitating exploitation and/or avoiding exposure.

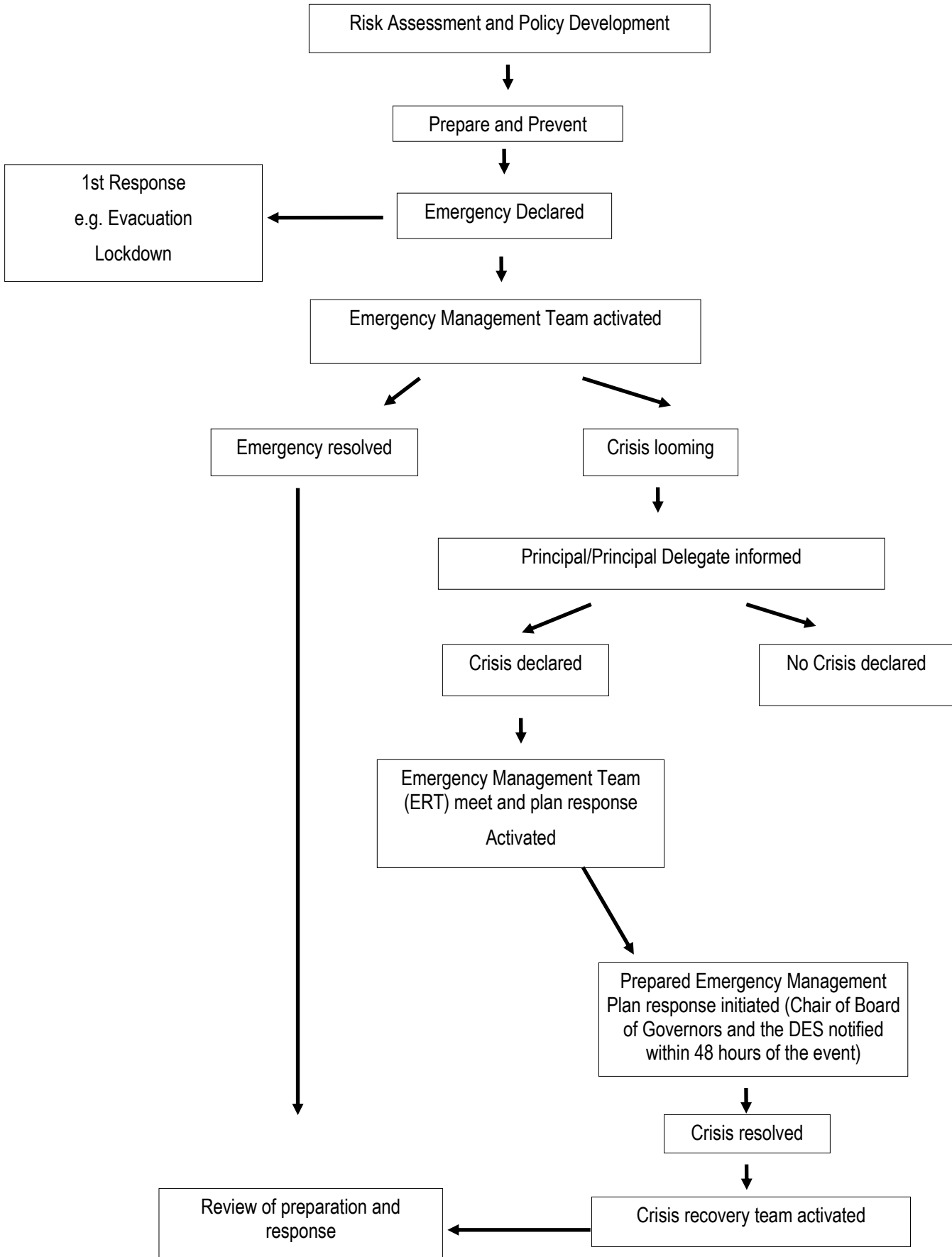
NOTE: Not all critical incidents will be reportable. The Emergency Management Team will make the decision, if in doubt the Incident will be reported to the Director General.

CRITICAL AND EMERGENCY MANAGEMENT

The Management of Critical and Emergency Incidents will involve consideration of:



Emergency and Crisis Management Flow Chart



The Emergency Management Team will consist of the following people:

Role	Position	Phone Numbers	
		Work	Mobile
Incident Manager	Principal	9965 7802	0430 430 841
	Deputy Principal of Students	9965 7814	0402 552 136
Emergency Services Coord	Business Manager	9965 7816	0447 657 804
	Deputy Principal of Students	9965 7814	0402 552 136
Student Welfare	Head of Early Learning	9965 7874	0421 014 363
	Head of Upper Primary	9965 7805	0499 446 179
	Head of School	9965 7825	0458 118 528
	Welfare Officer	9965 7808	0403 259 669
Staff Welfare	Senior Leadership Team	9965 7800	
Security, internal access	Business Manager	9965 7816	0447 657 804
	Deputy Principal of Students	9965 7814	0402 552 136
	Mark Wilkinson	9965 7806	0409 857 806
Onsite Personnel Mgmt	Principal	9965 7802	0430 430 841
	Deputy Principal of Staff	9965 7830	0427 367.762
	Head of Upper Primary	9965 7805	0499 446 179
Safe Evacuation from school buildings	Senior Leadership Team	9965 7800	
Communication	Principal or delegate	9965 7802	0430 430 841
Medical Coordinator	Deputy Principal of Students	9965 7814	0402 552 136
	Front Admin Staff	9965 7823	
	Primary Admin (Sue Mundy)	9965 7841	0439 944 384
Documentation	Principal	9965 7802	0430 430 841
Review	Senior Leadership Team & OSH Committee	9965 7800	

Emergency Contacts

Group		Phone Number
WA Police	Life-threatening or time critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station	9923 4555
Ambulance		000
Ambulance local		9964 5222
Department of Fire and Emergency Services (DFES)		000
Fire service local		9921 2222
State Emergency Service (SES)		132 500
Hospital - Geraldton Regional Hospital		9956 2222
Hospital - St John of God		9921 1233
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local Government		9956 6600
Pollution Watch		1300 784 780

EMERGENCY MANAGEMENT PLAN

Crisis Response Procedure:

The staff member that receives the news of an incident/crisis immediately contacts the Principal or member of the Senior Leadership Team.

Assess the situation, call Emergency Services and Assist those in Danger

On-Site Actions (as required and necessary)	Coordinated by
Verify the accuracy of information <ul style="list-style-type: none"> • The nature of the incident • Number of people involved • Names of persons involved • Name of the person reporting the incident • Date and time of the incident occurring • Location of the incident • Contact number of staff member present • What action has already taken place 	
Principal to convene Emergency Management Team and assess the scope of the incident <ul style="list-style-type: none"> • What is the emergency? • Has the worst already happened? • Can the situation get worse? • Where is it – is it close enough to be a threat? 	
Ensure no one is in immediate danger	
Administer First Aid as necessary	
Contact emergency services as appropriate: <ul style="list-style-type: none"> • Ambulance • WA Police • Fire Brigade • Water provider • Electricity provider. 	
Take appropriate safety precautions (e.g. turn off gas, water and/or electricity).	
Ensure the incident site remains secure and undisturbed where WA Police or DFES are likely to be involved.	
Remove people from the scene to an appropriate assembly area or classroom. (<i>Evacuation Procedure, Lockdown Procedure</i>)	
Eyewitnesses and student most effected are placed together and names recorded	
Account for everyone in the vicinity.	
The Emergency Management Team will plan further actions and allocate specific responsibilities.	
Record details of the incident, including the source/s of information. Make notes as information is received.	
Gain family/WA Police authority to release information.	

Off-Site Considerations (<i>Camps & Excursions</i>)	Coordinated by
Off-site School events are expected to have a risk management plan including an emergency and critical incident procedure	
Staff members must adhere to school policies and procedure's relating to off-site events	
Staff member in charge will attend to necessary emergency procedures and organise medical assistance if required	
Staff member in charge must notify the Principal and Deputy Principal of the incident and action taken	
Principal to convene Emergency Management Team and decide further response	
Staff member in charge must record details of the incident as soon as possible including <ul style="list-style-type: none"> • The nature of the incident • Number of people involved • Names of persons involved • Name of the person reporting the incident • Date and time of the incident occurring • Location of the incident • What action has already taken place 	

Evacuate (on-site or off-site) or Lockdown

Actions (as required and necessary)	Coordinated by
Consider the need to either evacuate, close or lockdown the School.	
See the checklist of Evacuation Procedure	
See the checklist of Lockdown Procedure	
Notify the Police/DFES Communication Centre and seek advice as to whether evacuation is safe.	

Inform the School Community and Department of Education (DES, if a reportable incident)

Actions (as required and necessary)	Coordinator / Decision maker
Contact Department of Education (if a reportable Incident) using the Reportable Incident Notification Form as soon as possible but within 48 hours. Email to: NGSRegulation.Criticalincidents@education.wa.edu.au	Principal or delegate
The School Board must be notified as soon as possible but within 48 hours	Principal or delegate
Notify TRBWA if required	Principal or delegate
Advise the Workplace Health and Safety Officer	Principal or delegate
Brief all staff of known facts (if necessary) – Appendix 1	Principal or delegate
Inform students using a prepared statement and offer comfort and support. Consider siblings and close friends – Appendix 2	Principal or delegate, inc Wellbeing Officer
Consider staff and students absent or off-site today, relief staff, ex-students and ex-staff that need to be informed	Principal or delegate
Prepare a written statement for parents – Appendix 3	Principal or delegate
Prepare for Media interest – Appendix 5	Principal or delegate
Identify and notify others who need early advice (e.g.the Boarding House, other schools affected).	Principal or delegate

Organise support for those affected (as determined by the assessment of the situation)

Actions (as required and necessary)	Coordinator / Decision maker
Offer immediate comfort and support to those most affected.	SLT & Wellbeing Officer
Set up a recovery room if needed.	
Make direct contact with affected staff or families. (In the case of a death, WA Police should contact the family.)	SLT & Wellbeing Officer
Seek the family's consent about informing the school community of the incident. Clarify how they wish the information to be shared	SLT & Wellbeing Officer
Send the inconsolable to a recovery area and/or relevant support people (Wellbeing Officer, First Aid). Make arrangements for students/siblings/parents to be reunited.	SLT & Wellbeing Officer
Be alert to the needs of any students who may require specific and additional responses following the incident	SLT & Wellbeing Officer
Identify teachers too distressed to take classes and arrange a replacement.	SLT & Wellbeing Officer
Consider the counselling referral options for those in need.	SLT & Wellbeing Officer

Recovery

Further considerations in the following days to support recovery

Actions (as required and necessary)	Coordinator / Decision maker
Take appropriate action to return the School to normal structure	SLT
Update information to staff, parents, and students, as appropriate. Consider media response and rumour control.	SLT
Identify and offer more specialised personal support to vulnerable and/or most affected staff and students.	SLT & Wellbeing Officer
Follow up contact with family/families involved to express sympathy, arrange retrieval of personal items of student/staff member as appropriate and discuss school role in ongoing support.	SLT & Wellbeing Officer
Special considerations for suicide, including contagion effect. (<i>Suicide and Self-Injury Policy and Preparedness Plan</i>)	SLT & Wellbeing Officer
Cultural considerations.	
Death notice.	Principal or delegate
Funeral attendance, with attention to the wishes of the family.	Principal or delegate
Alert teachers to be sensitive to curriculum content.	SLT
Links with AISWA psychology personnel as needed.	SLT
Instruct Reception as to what information is to be told to parents and others who may approach for information – Appendix 4	Principal or delegate
Review responses and continuing needs.	SLT
Acknowledge people who have supported the school.	Principal or delegate
Operational debrief.	SLT
Lodgment of insurance claims or legal action resulting from the incident	Principal/Business Manager
The Principal or delegate will record all details of the critical incident and any follow-up pertaining to the incident on Critical Incident and	Principal or delegate

Actions (as required and necessary)	Coordinator / Decision maker
Emergency Register.	
Review the effectiveness of the Emergency Management Plan and make any changes.	SLT

COMMUNICATIONS

- Staff and absent staff briefing – [Appendix 1](#)
- Student body – [Appendix 2](#)
- Chair of Board and or Board members – Phone or email from Principal
- Geraldton Residential College – Phone or email from Principal
- Parents – [Appendix 3](#)
- Administration staff for enquires – [Appendix 4](#)
- Other local Principals and schools if necessary – Phone or email from Principal
- Department of Education (as soon as is practicable and within 48 hours of the incident, the Reportable Incident Notification Form is to be completed and emailed to NGSRegulation.Criticalincidents@education.wa.edu.au)
- Media – [Appendix 5](#)

Appendix 1:

Staff and Absent Staff Briefing - coordinated by SLT and Wellbeing Officer (may be via email if required)

- Check attendance – staff absent should be briefed as soon as possible.
- Verify and restate factual information about the incident, so that staff can understand what has happened, (this is subsequent to consent from family and adhering to Police instructions and confidentiality).
- Information may include:
 - Names and or number of students directly involved and their year group.
 - Name of staff directly involved.
 - Date, time and place of incident.
 - Name and year group of any siblings attending the school directly affected.
 - Parents/families wishes about what information they want to be shared/withheld.
 - Which school policy applies to the incident and how it has been implemented?
 - Authorities that have been notified.
 - Action the School has/ will take.
 - Any ongoing risk to students, staff or school property.
 - Identify members of the Emergency Management Team; their roles, particularly highlighting the staff liaison person to whom people should convey any new or relevant information they receive or any other concerns about staff, student or parents.
- Outline the management strategy to be implemented, which may include:
 - Roles and responsibilities.
 - Discuss any changes to normal school operation.
 - Provide teachers with a written summary for use as a reference when discussing the incident with students and answering questions.
 - Process for at risk students identified.
 - Strategy for accessing pastoral care and counselling.
 - How phone enquiries are to be managed.
 - Discuss procedures to be followed by staff during the day.
 - Discuss action to communicate with parents and the community.
- Ensure staff have time to have their questions answered and to talk about the incident amongst themselves.
- Remind staff of supports available to them.
- Instruct staff to direct all media enquiries to the Principal or delegate

Appendix 2:

Informing Students - coordinated by SLT and Wellbeing Officer (may be via email if required)

- Inform students as soon as possible after informing the staff.
- Consent from family/ Police is obtained regarding what information can be released.
- Determine the forum that students will be informed about the incident either at a whole school assembly, by year levels or individual classes depending upon the nature of the incident.
- Students who are close friends of any student involved in an incident should be identified and informed individually before other students. The parents of these students should also be contacted directly.
- Prepare a written statement to be used.
- Identify teachers who are uncomfortable informing students and arrange for support from another teacher or member of the Emergency Management Team.
- In the case of a serious incident, students may be informed in their Home rooms to monitor students' reactions and refer to Heads of School or Student Wellbeing Officer.
- Teachers take a roll to record students who have been informed and identify those who are absent.
- Avoid speculation and rumours.
- Inform students of supports available and location of such support.
- Inform students of any arrangements regarding memorial services and funeral.
- Discuss appropriate ways to express condolences.
- Ensure students have time to have their questions answered and to talk about the incident amongst themselves.
- Inform students of the arrangements for the day.

Appendix 3:

Correspondence to Parents

Dear Parents

Introduction

- State that you have some tragic or sad news to inform them

The Facts

- The event
- Who was involved
- What happened
- Any Injuries or death

What has been done

- Reiterate the School's commitment to the welfare of students and the school community
- Contact with the family
- Informed students
- The parents of significantly affected students contacted by telephone
- Support system in place

What the School plans to do

- As per the Emergency Management Team's decision
- Confirm will provide further information when available and if needed

How students may react

- Common reactions
- Importance for routine

Support available

- Classroom Teacher
- Home room Teacher
- Heads of School
- Student Wellbeing Officer

Closing sentence

- This letter was written after consultation with the family
- Ask the School Community to keep the family in their prayers

Attached resources – eg Headspace

Yours sincerely

Principal

Date

Appendix 4:

Statement for Administration Staff handling incoming enquires with regard to a critical incident

Administration staff should not:

- Speculate about an incident
- Provide any information or answer any questions
- Offer an apology or personal view

Statement for Administration staff in response to media

“I’m sorry, I am not able to comment on this matter at this time. Can I please take your telephone number and email address as the school expects to be in a position to provide a statement soon”

Statement for Administration staff in response to parents

“I’m sorry, I am not able to provide you with information at this stage, however a member of the Senior Leadership Team will be in a position to speak with you shortly. Can I please take your telephone number and email address so that someone can contact you as soon as possible”

If a statement is given for Administration staff to use, ask them to keep to the information such as that provided below and to give no other information unless advised otherwise:

- There has been an unfortunate incident at the School
- Geraldton Grammar School has implemented its Emergency and Critical Incident Response Plan
- The Emergency Management Team are responding to the incident and addressing any issues or needs.
- You will be notified of any statements released by the Principal informing parents and other relevant parties of the incident and what action the School has taken.
- That is all the information that has been provided at this time

Other relevant information:

Appendix 5:

Guidelines for Media contact

In any critical incident, media interest is likely. **The Principal or delegate is the only school-based point of contact for media.** AISWA may be consulted by the Principal or delegate depending on the incident.

Set-up an appropriate site for the media away from any active or ongoing incident. This could be on or off-site depending on the situation. This step needs to be addressed quickly so media cannot set-up too close to an ongoing incident – once they have established a site, it is difficult, if not impossible, to move them.

Develop Messages:

The Emergency Management Team will, once the crisis level has been determined and factual information to be communicated has been confirmed, begin planning a response strategy for communicating critical information to the media and for responding to potential questions.

During this step, the Emergency Management Team should:

- Develop key messages for conveying key information points. In doing so the following must be considered;
- Only comment after parents of all children who have been affected have been fully informed.
- Restrict comments to the facts only.
- Do not speculate or provide theories.
- Protect confidential information.
- Determine if a holding statement is required.
- Develop or refer to a list of questions that could be asked by a variety of audiences (families, media, partner, organizations) about the crisis.
- Be prepared to address the School's record for the relevant crisis situation, e.g., financial integrity, treatment of employees.
- Identify the best methods for delivery of key messages.
- Monitor crisis and update messages based on the crisis.
- Confirm with Police whether the School is authorised to provide media comment.

All statements to the media should reiterate:

- The School's commitment to the welfare of students and the school community.
- Where possible, demonstrated compliance with established school and or sector policy.
- Actions undertaken by the school to protect the welfare of its students.

Message Release

Depending on the circumstances, message release can be done by one or more of the following distribution channels.

1. Media conference - An appropriate representative should be identified to provide on camera update/s.
2. Media statement - Media statements to be issued to relevant media outlets.
3. Social media - The School's social media platform to be used to maintain regular, approved updates on the situation.

GUIDANCE FOR SCHOOLS - INCIDENT CATEGORY 2.

<p>DEFINITIONS</p> <p>Visitor: This term could include the following: parent/guardian; governing body member; professional coach; peripatetic teacher; tradesperson, contractor or other volunteer.</p> <p>Significant Impact: In considering whether an incident under this category meets the definition of significant impact, schools should refer to the significant impact characteristics below as a guide.</p> <p>Physical or Psychological Impairment: This means: any physiological disorder or condition; cosmetic disfigurement, or anatomical loss; and any mental or psychological disorder.</p>
<p>SIGNIFICANT IMPACT CHARACTERISTICS</p> <p><i>This is not an exhaustive list of characteristics and is for guidance only – If in doubt schools are encouraged to either submit a report or contact the Department for further guidance on 9441 1983.</i></p> <ul style="list-style-type: none"> • Police, Ambulance, Fire and Emergency Services, Worksafe or Child Protection and Family Support notified or involved. • In respect of an actual injury, illness or trauma the apparent medical prognosis at the time is that the incident is likely to result in longer term physical or psychological impairment. • Normal school operations or activities are significantly disrupted or cease. • School has commenced a review to mitigate future risk and/or action has been taken against students or staff to prevent imminent harm.
<p>EXAMPLES (NOT REAL EXAMPLES – PROVIDED FOR GUIDANCE ONLY)</p> <ul style="list-style-type: none"> • Student severs hand in a woodwork class and ambulance is called. • Student suffers serious spinal injury playing sport, ambulance attends and student is stretchered off campus. • The roof of a brand new classroom collapses and staff and students are injured. Emergency Services respond and Worksafe is involved. • Student brings an object to school and threatens other students and staff. Staff de-escalate the situation and Police called. • A staff member, student, parent, volunteer or visitor contravenes the school code of conduct and their actions present an imminent risk of harm to others. WA Police involved. • Cyber-attack on the school involving inappropriate images is averted. Police are notified. • Student with a known serious allergy to nuts inadvertently ingests a cake containing nuts. A teacher applies first aid before the allergic reaction harms the student. Ambulance called. • Threat to school community, police intervene and school remains open but is on heightened alert while threat is being assessed. • Fight breaks out at an inter-school carnival between competing students. Non-life-threatening injuries are sustained by students and staff. WA Police are called and carnival cancelled. • A school bus filled with students, rolls on a country road on the way to a camp. No life threatening injuries sustained but Police and Ambulance attend. Camp cancelled.

Risk Assessment, Prevention and Preparedness

Some critical incidents can be prevented or at least mitigated by having policies, procedures and good risk management strategies to identify potential critical incidents and develop mitigation strategies.

Risk Management Strategies

Strategies for prevention and control of Critical and Emergency Incidents – Death or life-threatening injury

Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
Death at the School or during a School Activity	<ul style="list-style-type: none"> Major accident during a School excursion/incursion due to inadequate risk controls Lack of Emergency planning Insufficient follow up of incidents including near misses. 	<ul style="list-style-type: none"> Safety program for workplace. OHS checklist for all current and incoming Staff Staff aware of Incident Reporting Procedure. Emergency planning complete. Incident management and investigation processes in place. 	<ul style="list-style-type: none"> Contact emergency services 000. Take steps to ensure safety of other staff and students. Isolate the victim, do not cover. Make arrangements with the Police for parents/carers or next of kin to be notified. Principal will complete the Reportable Incident Notification Form Principal will inform School Board Record all information on the Critical and Emergency Incident Register. Arrange immediate counselling and support for Staff and students 	<ul style="list-style-type: none"> Provide simple, factual information about the death to all affected. Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. Those affected should have ready access to counselling Review the Emergency Management plan. Manage the Media 	<ul style="list-style-type: none"> The Emergency Management Team.

Prevention and control of Critical and Emergency Incidents – Bushfire, Electrical, Explosion, Fire and Storms

Critical and Emergency Incident	Risk associated Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
Bushfire	<ul style="list-style-type: none"> • Bushfire prone areas are those that can support a bushfire or are likely to be subjected to bushfire attack 	<ul style="list-style-type: none"> • Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept clear of buildings • Liaise regularly with the Department of Fire and Emergency Services • Conduct fire drills • Arrange for maintenance of gutters and buildings to be free of dry leaves and other debris 	<ul style="list-style-type: none"> • Contact FESA on 000. Do not assume that a fire has been reported. • Check that taps are working and leave sprinklers on, where possible. • Evacuate only under the direction of the commander of FESA or police. • Evacuate immediately if lives are endangered and emergency services cannot be contacted. • Principal will complete the Reportable Incident Notification Form • Principal to notify the School Board • Record all information on the Critical and Emergency Incidents Register. 	<ul style="list-style-type: none"> • Decide when to reopen the workplace, in conjunction with local emergency services. • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Where property has been damaged, liaise with the emergency services and Business Manager for asset management • Review the Emergency Management plan. 	The Emergency Management Team.

Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Electrical</p> <p>Death or serious injury</p> <p>Evacuation</p>	<ul style="list-style-type: none"> • Electrocution from faulty electrical wiring or equipment, frayed cords, bad connections, overload of power boards or other electrical fault. • Use of high risk electrical equipment e.g. power tools, commercial and kitchen appliances 	<ul style="list-style-type: none"> • Ensure testing of electrical equipment • Encourage reporting of all electrical faults. • Consider electrical safety as part of the OHS risk assessment and risk management programs. • Encourage general safety precautions. 	<ul style="list-style-type: none"> • Isolate the area or hazard and provided it is safe, the following can be performed: • If domestic electricity is involved, switch off the current: do not cut the cable. • If high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected by the appropriate electricity authority. • Ensure all bystanders and you are safe. • Do not touch the person or any conducting material until the current is disconnected. • Act immediately to arrange first aid and to contact emergency services. • Warn any onlookers of the danger. 	<ul style="list-style-type: none"> • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Review the Emergency Management plan. • Ensure any faulty equipment is 'tagged/out' labelled to prevent use. • Principal will complete the Reportable Incident Notification Form • Principal to notify the School Board • Record all information on the Critical and Emergency Incidents Register. 	<p>The Emergency Management Team</p> <p>The Business Manager</p>

Critical and Emergency Incident	Risk associated with Critical and Emergency Incidents	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Explosion</p> <p>Death or life threatening injury.</p> <p>Evacuation</p> <p>School Closure</p>	<ul style="list-style-type: none"> • Inadequate maintenance of gas and facilities • Damage gas outlet • Faulty portable LPG gas tanks • Fire in the workplace • Spill of a flammable substance • Bomb 	<ul style="list-style-type: none"> • Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. • Ensure proper maintenance of gas facilities. • Ensure fire precautions are in place. 	<ul style="list-style-type: none"> • Raise the alarm. • Contact Emergency services on 000. • Consider evacuation as explosion may have weakened building structure or damaged electrical wiring. • Ensure any faulty equipment is 'tagged/out' labelled to prevent use. • Principal will complete the Reportable Incident Notification Form • Principal to notify the School Board • Record all information on the Critical and Emergency Incidents Register. 	<ul style="list-style-type: none"> • Decide when to reopen the workplace, in conjunction with local emergency services. • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Where property has been damaged, liaise with the emergency services and Business Manager for asset management • Review the Emergency Management plan. • Manage the Media 	<p>The Emergency Management Team.</p> <p>The Business Manager</p>

Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Fire</p> <p>Death or life-threatening injury</p> <p>Evacuation School Closure</p>	<ul style="list-style-type: none"> • Evacuation plans not communicated regularly or not regularly tested • Staff and students are not aware of, or unclear on, procedures /Staff responsibilities in case of fire. • Staff are unsure of their responsibilities under evacuation plans if a fire occurs. • Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds. 	<ul style="list-style-type: none"> • Educate staff and students about workplace fire prevention and safety. • Follow evacuation procedures Conduct fire drills. • Liaise with Department of Fire and Emergency Services for regular maintenance of Fire Hoses. • Conduct annual fire extinguisher checks • Conduct Fire Safety audits 	<ul style="list-style-type: none"> • Raise the alarm. • Contact Emergency services on 000. • Assist all persons to evacuate, using the safest route away from the fire. • Contain: close doors nearest to the fire • Attempt to extinguish the fire – only if the Staff are trained and it is safe to do so. • Principal will complete the Reportable Incident Notification Form • Principal to notify the School Board • Record all information on the Critical and Emergency Incidents Register. 	<ul style="list-style-type: none"> • Secure the site. • Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Be aware of structural damage caused by fire. Damaged roofs and floors may be subject to collapse. • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Where property has been damaged, liaise with the emergency services and Business Manager for asset management • Review the Emergency Management plan. • Manage the Media 	<p>The Emergency Management</p> <p>The Business Manager</p>

Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Storms (including high wind and catastrophic weather warning)</p> <p>School Closure</p> <p>Evacuation</p>	<ul style="list-style-type: none"> • Danger from high winds where trees are located on or around the workplace are not regularly checked and trimmed • Electrocutation from fallen wires. • Roofs are in need of repair. • Excursion activities undertaken without a risk assessment 	<ul style="list-style-type: none"> • Ensure gutters and downpipes are cleaned regularly. • Ensure overhanging branches are trimmed • Ensure roofs and awnings are in good repair. 	<ul style="list-style-type: none"> • Monitor the warnings and advice from the Bureau of Meteorology • Direct Staff and students to stay indoors and stay clear of windows. • If caught outdoors, seek shelter in a building or a vehicle, but not under a tree. • Principal will complete the Reportable Incident Notification Form • Principal to notify the School Board • Record all information on the Critical and Emergency Incidents Register. 	<ul style="list-style-type: none"> • Decide when to reopen the workplace, in conjunction with local emergency services. • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Where property has been damaged, liaise with the emergency services and Business Manager for asset management • Review the Emergency Management plan. • Manage the Media 	<p>The Emergency Management Team.</p>

Strategies for prevention and control of Critical and Emergency Incidents – Health

Critical Incident	Risk associated with critical incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Emergency health situation</p> <p>Death or life-threatening injury</p>	<ul style="list-style-type: none"> • Staff and students at the workplace with sudden medical conditions that may require emergency response. • Distance from emergency services or other medical assistance. (e.g camps) • Individual health care plans for a student not in place or updated. • Environmental risks that may trigger health condition (e.g. asthma, epilepsy, anaphylaxis) • Child with a communicable disease has attended School. 	<ul style="list-style-type: none"> • Implement individual health care plans for students. • Ensure effective emergency and first aid response plans are in place. • Educate Staff on how to respond in an emergency (first aid). • Implement policies and procedures to support health and wellbeing of staff and students. • Manage health risks in the workplace environment • Develop effective emergency response strategies in consultation with relevant groups (e.g. parents, carers, emergency services) 	<ul style="list-style-type: none"> • Contact emergency services 000 if critical. • Administer first aid and provide medical treatment as soon as possible, including specialized responses in accordance with individualised health care plans (e.g. a student with epilepsy or asthma) • Assess the situation, plan who to contact and their roles, and what assistance is needed from emergency services. • Notify next of kin, parents or carers. • Principal will complete the Reportable Incident Notification Form • Principal to notify the School Board • Record all information on the Critical and Emergency Incidents Register. 	<ul style="list-style-type: none"> • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident • Review the Emergency Management plan. 	<p>The Emergency Management Team</p>

Strategies for prevention and control of Critical and Emergency Incidents – Child Abuse

Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
Child Abuse	<ul style="list-style-type: none"> • Students know their rights in reporting abuse. • Students know who to disclose to if there is any sexual abuse • The School has a culture of trust and openness in reporting any form of abuse. • The School has a well-developed curriculum in Child Protection Strategies in Years K-12. • Child Protection Strategies are prominently displayed in the School, on the School website and brochures. • Staff are trained in the appropriate handling of students and trained in the Staff Code of Conduct. • Annual Child protection and Mandatory Reporting training for all staff www.mandatoryreporting.dcp.wa.gov.au • Annual Grooming Training for all 	<p>When the Principal knows that a Mandatory Report has been made regarding a student at their school, the Governing Body and Director General are to be notified</p> <ol style="list-style-type: none"> 1. Principal will complete the Reportable Incident Notification Form 2. Principal to notify the School Board 3. Record all information on the Critical and Emergency Incidents Register. <p>Other forms of abuse – physical, emotional, psychological or neglect www.dcp.wa.gov.au/Pages/Home.aspx</p> <ol style="list-style-type: none"> 1. Principal will complete the Reportable Incident Notification Form 2. Principal to notify the School Board 3. Record all information on the Critical and Emergency Incidents Register 	<ul style="list-style-type: none"> • Teachers to seek guidance and counselling if needed. • School Support and outside agencies are available for counselling. • Review Child Protection and Mandatory Reporting Policy. 	Principal

	Staff from AISWA			
--	---------------------	--	--	--

Strategies for prevention and control of Critical and Emergency Incidents – Staff

Critical Incident	Key risk elimination or control measures	Key response measures	Recovery and Review measures	Key Staff responsible for implementation
<p>Issuing a formal warning to a Staff member or ceasing the employment of a Staff member for a breach of the Staff Code of Conduct or A Staff Member suspected to be grooming behaviour.</p>	<ul style="list-style-type: none"> • Staff are trained in the recognition and prevention of grooming behaviour. • Staff are trained in the knowledge and use of the Staff Code of Conduct. • Staff are trained in the knowledge and use of the Complaints Policy and Procedures. 	<ul style="list-style-type: none"> • The Principal will assess the information provided by a complaint or concern raised about the behaviour of a Staff member. • If the outcome of the investigation is that the Principal issues a formal warning to a Staff member or ceases employment of a Staff member for a breach of the Staff Code of Conduct or suspected behaviour of grooming, the Principal will <ol style="list-style-type: none"> 1. Principal will complete the Reportable Incident Notification Form 2. Notify the School Board 3. Notify TRBWA 4. Record all information on the Critical and Emergency Incidents Register. 	<ul style="list-style-type: none"> • Teachers to seek guidance and counselling if needed. • School Support and outside agencies are available for counselling. • Review the Child Protection and Mandatory Reporting Policy. 	<p>Principal</p>