



St Joseph's School Port Lincoln

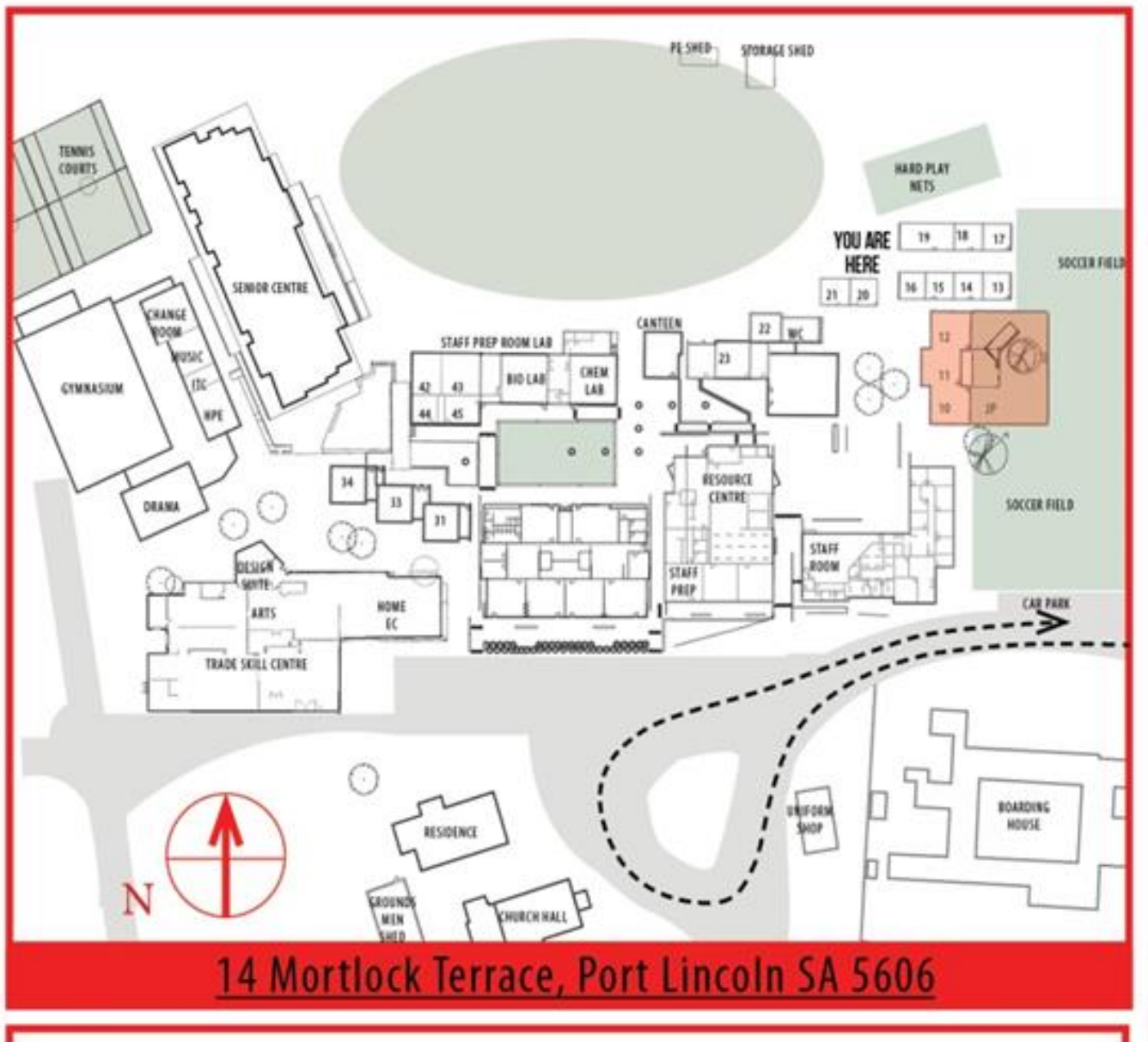
In all things love

Critical Incident Policy

This document contains the policies outlining planned responses to deal with various critical incidents that may occur within the school.

These policies are:

1. **Crisis Management Policy & Procedures** Outlines our planned responses to crises that may affect individuals in the community and/or the life of the school community.
2. **Critical Incident Management Procedures** *Outlines our planned responses to events or incidents that require either*
 - a. Fire or Emergency Evacuation
 - b. A Lock-down response
 - c. A Bushfire Lock-down response



VISION

St Joseph's is a nurturing Catholic school living the Josephite tradition of justice, compassion and hospitality, igniting a love of learning. We have a proud history of providing education in Port Lincoln for more than 130 years.

Our students are challenged to excel and become confident, respectful contributors to our global society.

UNDERLYING ASSUMPTIONS AND RATIONALE

The community is characterised by both diversity and interconnectedness, so that the lives of individuals affect the community as a whole.

- The gospel values which invite us to welcome and care for all people, especially the most vulnerable, and to practise justice and service, call us to respond to crises in the school community with well-planned guidelines which are respectful of all involved.
- St Joseph's School seeks to provide an environment which provides physical, spiritual and emotional security at all times, and especially in times of crisis and need.

PURPOSE / AIMS

Through application of this policy, St Joseph's School aims to:

- Respond to any death/tragedy/crisis in an informed and supportive manner which respects the requests of family/ies involved.
- Respond to situations of extreme danger in the school or where the safety of those in the school is severely threatened.
- Provide support to other members of the school community who are affected, liaising with agencies or individuals from the wider community where appropriate.
- Maintain the healthy functioning of school as far as possible.
- Clarify the responsibilities of those dealing with crisis so they can respond in a spirit of cooperation and collaboration to manage emergencies or other critical incidents.

DEFINITION

Critical Incidents occur when a person experiences or witnesses a sudden traumatic stressor which has the potential to harm life or well-being. This sudden unexpected event may be violent and shocking. Such events can challenge our ability to cope and sense of security.

Examples:

- Major injury
- Serious traffic crash/accident
- Death – accidental or following an illness
- Suicide
- Abduction
- Intruder on school/preschool grounds
- Bomb threat
- Sexual assault
- Terminal illness – staff or student
- Fire at school/preschool
- Hazardous substance spill or explosion
- Natural disaster bushfire, earthquake, flood

1. CRISIS IMPACT

Reactions may be immediate or may be delayed. They may be:

- physical
- behavioural
- emotional
- cognitive

In addition;

- Each person is unique
- Each loss/crisis is unique
- Each person's path to recovery will reflect that uniqueness
- In any group there will be many different paths to recovery.

2. ST JOSEPH'S SCHOOL CRISIS RESPONSE

Each situation will be unique and will require responses which are modified to fit the school/boarded house and the gravity of the situation.

During a Type A Critical Incident (defined below), emergency services assume responsibility for the management of the situation.

Under emergency services direction the Principal retains responsibility for the students, staff and the school/boarded house. Principals have the long term responsibility for the school/boarded house and the follow-up needed.

3. SCHOOL CRISIS DEFINITIONS

3.1 TYPE A: CRITICAL INCIDENT

A major event that closes down the school impacts the functioning of and requires intervention from community services eg. police, fire brigade, ambulance, State Emergency Services. During the immediate management of the incident the Principal in partnership with the leadership team takes direction from the emergency service personnel, however retains the long term responsibility for the school and the required follow up. These incidents may include: natural disasters (bush fires, earthquakes, floods, storms); industrial accidents (chemical spills, explosions); siege; major school fire.

3.2 TYPE B: SCHOOL CRISIS

An event or series of events of sufficient gravity to impact on significant numbers of the school community and requires intervention by teacher and Educational Support Officers. The school may not close down, however the impact will be such that the normal functioning of the school is not possible. The Principal, in partnership with the leadership team, retains control and responsibility for the school and requests assistance for school support. These incidents may include: accidents at school or on excursions; fire; death; suicide; violent incidents; bomb threats; school explosions; abduction; rape; vandalism; terminal illness; severe conflict; school amalgamations and closures.

3.3 TYPE C: TRAUMATIC EVENT

An event which produces strong emotional reactions and affects the functioning of individuals and small groups of people within the school community however does not interfere with the normal functioning of the school. The Principal, in partnership with the leadership team, will facilitate access to appropriate support for those affected. These incidents may include: classroom accidents, death of family members (student/staff), violent incidents, chronic illness, conflict (staff/student/parent or caregiver). A series of significant traumatic events may in some circumstances develop into a school crisis.

4. IMPLEMENTATION OF ST JOSEPH'S SCHOOL MANAGEMENT PLAN

The Principal, in partnership with the leadership team, must first determine the type of incident which has occurred i.e. Type A, B or C. Once this has been established:

The Principal (or person nominated by the Principal) will undertake a series of actions, depending on the type of incident, including:

- Set up a Crisis Management Team and convene a meeting immediately with St Joseph's School administration team and support personnel.
- Contact the school Principal SQPT who will inform the appropriate personnel (e.g. social workers, WH&S Adviser).
- If Type A emergency, clarify with the emergency service personnel where the communications centre will be established and nominate a senior staff member to be the communication liaison (the Principal will be required to attend to numerous matters and need to have access to relevant details).
- Ensure all students and staff are accounted for.
- Determine whether additional support is needed:
 - Education (e.g. relief teachers, ancillary support)
 - Community support and human service agencies.
- The decision to cease emergency procedures rests with the emergency services personnel, in consultation with the worksite managers and health and safety representatives
- Important Note: only police or doctors can release any information about fatalities.
- All media is to go through Principal's School Performance Leader.
- Contact St Joseph's School Board chairperson.

5. CRISIS MANAGEMENT PROCEDURES

Action Plan

The Principal will appoint a CRISIS MANAGEMENT TEAM appropriate to the situation. When the school is notified of a death/tragedy, the crisis management team should meet as soon as possible.

Purpose of the meeting

- To ascertain the facts relating to the tragedy. Ensure that family/ies requests are respected.
- To allocate duties to each team member over the next few days.
- To consider the role and level of involvement of school resources.
- To plan, if appropriate, home visit/s to the family/ies affected by the tragedy.
- To plan communication to staff, students, parents & media.

General Guidelines

- Information to the school community and the media should be precise and the responsibility of one team member only.
- There should be regular updates of information to combat rumours.
- Staff meetings should be held before each school day to keep all staff informed. Written updates may be helpful especially for part-time staff.
- Two teachers need to be allocated to the class groups most affected. Allow open discussion of the tragedy and enlist the help of counsellors if necessary.
- Special care needs to be taken to identify siblings, close friends and relatives in the school.
- Set up recovery rooms for students and staff groups.
- The level of school involvement should be determined by the team member/s assigned to the home visit/s.
- External agencies need to be contacted for support and counselling; e.g. School Performance Leader at the Catholic Education Office, Parish Priest, School Counsellor, Centacare, other schools, etc.
- Parents should be informed in writing of the precise nature of the event and be given clear and accurate details with respect to the wishes of the family.
- One person needs to be appointed as spokesperson for the media. Contact with the Catholic Education Office for direction is required.

- Get the school back to normal functioning as soon as possible.
- Give attention to spiritual as well as to emotional needs, e.g., prayer, memorial service, etc.
- Be aware that there may be a ripple effect for staff, students and families because a tragedy may trigger unresolved grief relating to previous loss.
- After the tragedy, a record of the event needs to be documented and kept. A record of staff and student responses and needs is also required to be kept

6. COMMUNICATION

Communication is important during a critical incident. The following communications shall be undertaken.

6.1 STAFF

The Principal, in partnership with the leadership team, shall:

- Provide facts regarding the incident, if possible at a staff meeting.
- Outline the management plan.
- Suggest sources of personal support for school staff – Centacare to be approved by School Performance Leader. (1300 667700)
- Ensure staff, who may be absent, are informed (e.g. part-time, outside agency staff who may be involved in school projects).
- Offer Access programme (Employee Assistance Programs)

6.2 STUDENTS

The Principal (or person nominated by the Principal) shall:

- Assemble students and outline the facts of the incident at the earliest opportunity.
- Provide information to students regarding who they can approach for support with Centacare.

6.3 PARENTS/CAREGIVERS

The Principal (or person nominated by the Principal) shall:

- Make contact by telephone or visit parents/caregivers of any students directly affected (especially where a death has occurred). Inform all school volunteers.
- School Performance Leader and Catholic Education Office will help write letters and provide assistance with the setup of support.
- Provide the facts of the incident.
- Outline the school's immediate response.
- Indicate possible reactions children and adolescents may experience.
- Suggest sources of help for families.

6.4 SET UP A RECOVERY ROOM IN THE SCHOOL

The Principal (or person nominated by the Principal) shall:

- Provide, wherever possible, support personnel, refreshments, comfortable chairs (Staff Room or Church).

7. CRITICAL INCIDENT PROCEDURE

In the event of a critical incident, whether it be a Type A, B or C, St Joseph's School will take the following action.

- Work from the Critical Incident procedures, as outlined in appendix 1.
- Ask for assistance.

There are Catholic Education Office Staff who are willing to assist in a variety of ways. These services should be called upon and include:

- a. recovery planning
 - b. emotional support
 - c. legal issues
 - d. assessing needs of staff/students
 - e. advocacy with other agencies
 - f. extra staffing
- Refer media enquiries to the Catholic Education Office Director who is the official media spokesperson for Catholic Schools or the Principal or Senior Staff as school media spokespersons. Minimise media contact with staff, students and parents/caregivers.
 - Gather accurate information about the incident to disseminate to Staff, Students, Families, School Board Chairperson, Parents and Friends President, Parish, Priest and the school community.
 - Establish a Crisis Management Team: Principal, APRIM, Senior Staff, Parish Priest, Administration Officer, Bursar.
 - How the information is passed on, how much, and to whom, depends on the nature of the crisis.
 - Fact is better than rumour. Therefore, ensure that any person who is disseminating information has the correct information.
 - Anonymity of the identities of those involved needs to be maintained.

Families appreciate knowing what the school/preschool has done and plans to do to ensure the safety of the students. The Principal, in partnership with the leadership team shall:

- Inform people of how they can get help from within the system and from outside agencies.
- As soon as possible return to or maintain the usual school routine.
- Be flexible.
- Be aware of the probability of heightened reactions:
 - on the day of the crisis
 - on third day following (especially if a death)
 - one week later
 - one month later
 - three months later
 - one year later
 - other anniversary times, significant for your situation
- Ensure the Principal and Staff take care of themselves (nutrition, exercise, rest and talk).
- Review and revise the Action Plan with a Crisis Response team.

8. PERSONAL RESPONSES TO CRITICAL INCIDENTS

It is important to note that everyone in the school community:

- Will be affected differently by the crisis situation.
- May experience loss and grief reactions. These can be extremely strong and include feelings of despair, vulnerability, sadness, disbelief, shock and physical ill-health. The type and strength of reactions may surprise the individual and others. It is also possible for someone involved to exhibit no visible reaction at the time of the event and later experience delayed reactions.
- Past losses and current life issues may increase a person's vulnerability to the current crisis, and this will need to be considered and respected.

9. A GUIDE TO RESPONSIBILITIES

RESPONSIBILITIES OF STUDENT

- To be aware of, and take responsibility for, their own behaviour in response to crises.
- To respect and support the rights of other students, staff, and themselves to continue to participate as far as possible in the teaching and learning processes when there is a crisis.
- To offer care and support for their peers in an appropriate manner, seeking help where necessary.

RESPONSIBILITIES OF PARENTS

- To become actively involved, as primary role models and partners in the education process, in discussion and decision making about school policy.
- To encourage their child/ren to respect and support the rights of others and be sensitive to the needs of those affected by death/tragedy.
- To inform the school of any crisis which is likely to affect their child/children's life at school and/or impact upon others in the community.
- To read all communication from the school so that they are informed of any crisis and can respond to their child/ren's needs effectively.
- To support the planned implementation of this policy and encourage its regular review.
- Follow directives of the School Crisis Response Team and /or their delegated representatives.
- Refrain from providing personal interpretation of events to the media and anyone else, except those conducting official investigations on the understanding that an official school representative will provide regular and precise information and updates.

RESPONSIBILITIES OF STAFF

- To ensure that they are accurately informed about any crisis, that they inform students accurately and combat rumours.
- To offer support for students and families in their care.
- To allow open discussion of the tragedy, working with counsellors if available.
- To direct any media enquiries to the Appointed Representative.
- To seek personal and/or professional help when needed to assist their response.
- To support guidelines and procedures that promote the dignity and rights of other community members and promote the continuation, as far as possible, of teaching and learning processes when there is a crisis.

RESPONSIBILITIES OF PRINCIPAL

- To provide clear guidelines and procedures to staff and regular, relevant professional development in crisis management.
- To ensure that values of justice, service and respect are modelled and supported in all crisis management procedures.
- To communicate with families and media in a sensitive manner.
- To ensure that the spiritual as well as emotional needs of the community are met and encourage those affected by a crisis to seek help.
- To set up a crisis management team.

RESPONSIBILITIES OF CRISIS MANAGEMENT TEAM

- Members of the Crisis Management Team will each be allocated a task to manage.
- Liaising with families.
- Identifying vulnerable students, staff and close friends for personal contact and follow up where appropriate (e.g. in case of suicide).
- Preparing written information for students, staff and parents.
- Liaising with mental health professionals.
- Liaising with police and protecting student belongings.
- Liaising with sector support staff.

- Managing all incoming and outgoing information (including sympathy cards, newspaper notices, etc.).
- Managing media contact.
- Documenting all actions. Making appropriate environmental changes.
- Meet daily for the first week following the event.

Site Control

- Assess site for further investigation
- Advise what emergency services are required
- Contain the site
- Remove spectators and bystanders from the area
- Record details of witnesses
- Control the site until professional assistance arrives
- Provide details of statements from witnesses

First Aid

- Senior First Aid Officer to gather all available first aid equipment including blankets and a large supply of plastic gloves from the First Aid Room
- Move to the scene and assess the situation.
- Do not enter the site if it is still dangerous.
- When clear, attend to injured as required.
- Keep accurate log of treatments and injured parties.
- Assist until professional assistance arrives.
- Continue to assist if required.
- Provide details of injured parties and injuries treated (as permitted by the privacy policy).

Emergency Services Call

- Assess which emergency services are required by Fire Warden. Fire Warden/s WH&S Representative
- Be advised by site control.
- Make necessary calls.
- Further calls may be required to other services e.g. Gas, Electricity, Council, Water.
- Monitor situation for response.
- Supervise the telephone lines for official use.

Media

- Intercept all media (Principal or Delegate)
- Act as official spokesperson.
- Make necessary statements as required.
- Write all media/communication releases. Check legalities with CEO lawyers.

Communications

- Contact local clergy when required (Principal or Delegate)
- Contact parents of injured parties.
- Meet with parents on arrival, direct them and maintain contact.
- Gather all data from site control, First Aid and other agencies.
- Assist in formulation of internal communications – staff, students and parents.

Follow Up Assistance

- Post trauma debrief.
- Liaise with CEO to ascertain if post trauma debrief is required.
- Organise additional staff if required.
- Organise counselling for students/staff/parents.
- Maintain contact with injured parties.

- Arrange visitations if required.
- Support for families of injured.
- Ensure communication updates.

10. LONGER TERM CONSIDERATIONS

- Residual dangers/
- Legal matters/ Insurance
- Rehabilitation – counselling etc
- Evaluation of response/ Risk assessment
- Further planning

CHECKLIST FOR ADMINISTRATORS AFTER A CRITICAL INCIDENT AFFECTS A SCHOOL

FIRST 24 HOURS

FIND OUT THE FACTS Collect information about the incident from reliable sources as soon as possible.

ESTABLISH A MANAGEMENT PLAN Contact our School Performance Leader at the Catholic Education Office. (CEO)
Convene a meeting immediately with the Crisis Management Team and all support personnel.
Determine if additional support from helping agencies is needed.

INFORM ALL STAFF Provide the facts of the incident.
Outline the proposed management plan.
Suggest sources of personal support for teachers.
Provision of professional assistance may be necessary.

INFORM ALL STUDENTS Organise visits to all classrooms to outline the facts of the incident at the earliest opportunity.

SET UP A RECOVERY ROOM IN THE SCHOOL Provide, where possible, tea/coffee, comfortable chairs and an appropriate support person.
Allow distressed students and staff access to this room for several days after the incident.

LIAISE WITH THE MEDIA Minimise media contact with staff and students.
All staff are to direct any media enquiries to the Appointed Representative. All media statements will be ratified by the Leadership Team after liaising with the CEO.

IN THE LONG TERM

MONITOR STAFF FOR SIGNS OF STRESS Encourage stressed staff to seek professional help, accessed through ACCESS - Employee Assistance Program
Try to provide a supportive environment.
Provide for an increased demand on teacher relief time.

MONITOR OTHER MEMBERS OF THE SCHOOL/PRESCHOOL COMMUNITY FOR SIGNS OF STRESS Grief related to past losses may be triggered by the crisis and current life issues will be felt strongly.
Encourage those affected to seek help support and/or professional help.
Special support for those affected may be needed again at these times.

BE ALERT FOR AND SENSITIVE TO THE DISTURBING INFLUENCES OF ANNIVERSARIES, INQUESTS AND LEGAL PROCEEDINGS Make extra staff and services available, if necessary.

Critical Incident Management depends on:

- Personnel knowing their duties and carrying them out to the best of their ability.
- Teamwork.
- Accepting the leadership roles of those designated
- Maintaining professionalism.
- Genuine support for each other.

In the event of a critical incident:

There is a grave risk of post-incident trauma which could endanger a staff member's capacity to function adequately or safely.

Therefore, **No staff member should leave the workplace until after they have had an opportunity to discuss the situation.**

The debrief will normally occur in the staff room.

CRITICAL INCIDENT MANAGEMENT PROCEDURES

In the event of Extreme Danger or Threat:

Action Plan

Whoever first detects the Danger or Threat will immediately notify the Principal or person in charge who will authorise and implement evacuation or lock-down procedures as necessary.

- The person in charge will delegate responsibilities for:
- Sounding alarms – Activate PA Emergency/ Evacuation System
- Notifying all work areas via the page-all facility on the phone systems.
- Contacting the police, CEO, and other agencies where necessary.
- Contacting classes or groups who are off campus of the danger or threat and requesting them not to return to school until notified that it is safe to do so.

As soon as it is safe to do so:

- The school will gather on the oval for a brief assembly to ensure everyone that there is no danger.
- Staff will reassure students of their safety and resume normal functioning as soon as possible.

As soon as possible after the event, the Principal will convene the Crisis Management Team to evaluate the evacuation or lock-down procedure and record details of the event and evacuation or lock-down response.

In consultation with the CEO, the Principal will organise appropriate information for families regarding the incident.

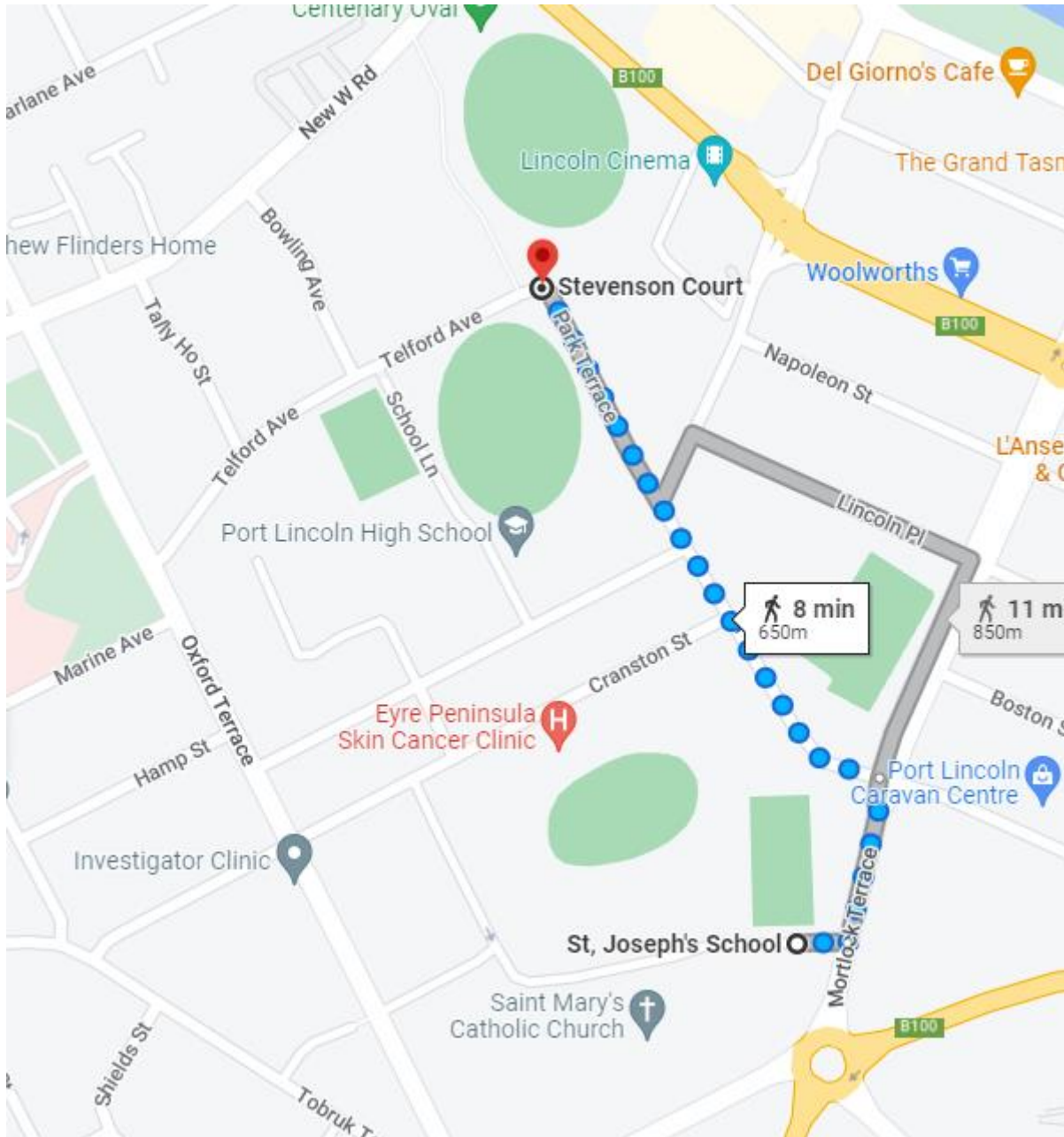
In the days following the event, the Crisis Management Team will:

- Monitor staff and student well-being.
- Arrange counselling where needed.
- Provide information to CEO, Police and other agencies where needed.

FIRE or EMERGENCY EVACUATION PROCEDURE

Rationale

There are a number of circumstances when it may become necessary for the safety of our community to evacuate St Joseph's School or premises. For example; fire, gas leak or bomb threat. In this circumstance the school will evacuate to Centenary Oval via the entrance on corner of Park Terrace and Telford Avenue.



EMERGENCY EVACUATION

1. On hearing the evacuation alarm, immediately prepare to leave the building – secure confidential materials and valuables, shut down experiments, switch off computers, electrical appliances, equipment, machinery, gas and emergency shut off. Staff with students who carry medication for high-risk medical conditions are to ensure their medication is taken to the oval.
2. Leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving. Place your room evacuated tag on the outside door handle upon evacuation.
3. A sweep through of the buildings will be conducted by Wardens to ensure that all staff and students have been evacuated.
4. If possible, take handheld personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.
5. Assist any person with a disability to leave the building.
6. Walk quickly and calmly to the designated assembly area (MAIN OVAL) or as advised by a Warden or Fire and Emergency Services personnel. Staff and students are to sit in pastoral care groups.
7. Front office Staff will distribute class lists.
8. All non-teaching staff are to assemble in a group around the staff member wearing the vest labelled: NON-TEACHING STAFF where the roll will be marked.
9. Teaching staff without PC classes are to assemble in a group around the staff member wearing the vest labelled: TEACHING STAFF where the roll will be marked.
10. PC teachers are always to stay with their class. Class lists will be distributed to PC teachers by a Staff Member wearing a vest labelled: PC CLASS ROLLS.
11. PC teachers are to raise their hand if a problem/issue arises (seen to by staff member wearing a vest labelled: PC CLASS ROLLS).
12. PC teachers are to take the roll for their class Front Office staff will take the roll for PC staff in Primary and Secondary.
13. Completed Student rolls will be collected by those who distributed them and then given to Front Office Staff.
14. Wardens are to report to WHS that their area is clear.
15. Everyone is to remain at the assembly area until instructed to leave by a Warden or Fire and Emergency Services personnel.
16. Do not re-enter the building until informed that it is safe to do so by a Warden or Fire and Emergency Services personnel. Do not enter a building when the alarm is sounding.
17. Principal will be informed by WHS once all rolls are complete and will then address the whole school.

Classrooms/Laboratories; It is the responsibility of the teacher to ensure that their class is evacuated and to maintain control of the students during an emergency until released by the Chief Warden

LOCKDOWN

1. On hearing the lockdown alarm, immediately prepare to lockdown in the building you are in. Secure and lock any doors and windows. Close curtains and blinds, turn off lights.
2. Anyone outside is to quickly and calmly make their way inside via the closest entrance.
3. Everyone is to remain calm, inside and away from doors and windows until the relevant emergency services have declared the site safe.
4. Staff are to contact the office to inform of students who have entered from other classes. Teaching staff must complete a roll call. If a student or students are missing – the teacher must call the Front Office. Please be aware that the Office and Emergency Yard Duty phones may be busy so be patient. The main thing is that all students and staff are safely in a building.
5. If it is safe to do so Wardens are to conduct a sweep through of the building they are in and check that doors, blinds and windows are closed and locked.
6. Once the all clear is given by emergency services the evacuation siren will sound, and evacuation procedures will then be followed with all staff and students moving to the ASSEMBLY AREA.

BUSHFIRE LOCKDOWN

1. The siren will sound for 5 minutes to alert everyone that the school is going into a 'Bushfire Lockdown'

There will be an email and voice over advising that the school is going into Bushfire Lockdown

2. Staff and students are to move quickly but calmly to the allocated secure buildings and adhere to the procedures for a 'Bushfire Lockdown'. Before departing any room, not used as a 'secure building', ensure windows are locked, lights and air-conditioners are switched off and evacuated door hangers are placed on the outside of rooms.

Year Levels	Secure building
Junior Joeys & Little Saints	Staff Room
Reception and Year 1	Rooms 10, 11 and 12
Year 2	Room 22
Year 3 - 4	GP Room
Years 5 – 7	Kelly Centre
Years 8 – 9	Resource Centre
Years 10 - 11	Senior Centre Common Area
Year 12	Senior Centre Yr 12 Area

If the designated building cannot be used seek an alternative and notify the Front Office (ext. 419)

3. Students must take their bags, lunch boxes and water bottles to their allocated building.
4. Visitors and contractors are to report to the Front Office to sign out as soon as possible.
5. ESOs are to report to the staffroom to be signed off the roll and then to offer support. Teaching Staff who DO NOT have a PC class are to report to the staffroom to be signed off the roll and assigned a task.
6. STAFF with an approved BUSHFIRE PLAN are to sign out from the roll in the staff room should they need to activate their plan.
7. 'Emergency Bushfire Procedure Folders' will be delivered to all 'secure buildings' by 'runners. PC class teachers must get their class list from the folder and ensure all their students are accounted for and mark them off on the list. Any students unaccounted for must be reported to the Front Office (ext. 419).
8. 'Emergency Bushfire Procedure Folders' for Years 10, 11 and 12 are held in the Senior Centre Administration office and will be distributed from there.
9. Teaching staff must keep the secure rooms cool with air-conditioning, curtains closed and engage with the students to distract them from becoming unnecessarily anxious about the circumstances. Staff must endeavour to monitor student behaviour and the need to access water and toilet amenities in a controlled and supervised manner. If teachers require more assistance with supervision, they must contact the Front Office for ESO support (ext.419).
10. Front Office Staff will use the telephone system and Teams to advise teachers of Year 7-12 students in designated 'secure buildings' to be marked off the 'class attendance list' and sent to the Front Office for "signing out", when parents/caregivers arrive. R-6 students must be accompanied by a member of staff when moving to the Front Office and ESOs will collect students.
11. The 'Emergency Bushfire Procedure Folders are to be kept until all students have left their designated 'secure building'. Folders are returned to the Front Office once the emergency is over.
12. Boarding House students must remain with their class during school hours.
13. The school canteen may continue to provide lunch orders, no counter sales will be available. Lunch orders can be delivered to designated lockdown buildings by ESO's, provided it is safe to do so.
14. If parents/caregivers arrive in classrooms to collect students, they must be directed to the Front Office. Collection of all students must be conducted through the Front Office.
15. Students who drive a vehicle to school must remain at school for their safety until parent/caregiver permission is telephoned through to the school. These students will not be permitted to take other students with them other than family members.

Once we have the "ALL CLEAR", the school bell will be sounded. If an Evacuation is required, the Evacuation Siren will sound, and Evacuation Procedures will then be followed

“SILENT” LOCK IN - VOICE ANNOUNCEMENT

When Voice Announcement sounds:

1. Administration staff will call all classes to inform all Staff of a “Silent Lock In”.
2. Stay in place, if outside find shelter in the nearest building.
3. Cease all movement around the school and movements between classes.
4. Lock all external doors.
5. Take head count and ensure all additional staff or students are recorded and confirmed with Front Office staff when they perform call around.
6. No one is to leave ‘Silent Lock In’ until all clear is given by the chief warden. This includes using toilets etc.
7. Remain in rooms, students are able to continue with class activities.
8. Yard duty teachers are to round up students to the nearest lock in space.

ADMIN STAFF WILL CONTACT EACH CLASS/ROOM via phone for roll count confirmation to ensure all students, staff and visitors are accounted for (STUDENTS NOT TO ANSWER PHONE). Please wait to be called.

Await all clear or further advice from Principal or Chief Warden.

EMERGENCY WARDENS

Location	Warden	Title
Administration Building	Business Manager	Chief Warden
	Dianne Drennan Kristle Baldwin Nadia Nicholls	Warden
Junior Primary area rooms 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 19a, 20, 21,	Colin Bridgeland John Keane Justin Howard Ben Manners	Warden
Primary Area Room 22, 23, toilets, GP room, Fine motor skills, Canteen	Colin Bridgeland John Keane Justin Howard Ben Manners	Warden
Resource Centre Including staff offices	Veronica Roach	Warden
	Nadine Hackett	Deputy Chief Warden
Kelly Centre	Tara Clarke	Warden
Science Centre	Rowann Lambert	Warden
Rooms 31, 33, 34 Rooms 42, 43, 44,45	Colin Bridgeland John Keane Justin Howard Ben Manners	Warden
Trade Skills Centre	Nicholas Frezza	Warden
Art/Home Ec Centre	Nicholas Frezza Jodi Howard Hana Jelenik	Warden
Gymnasium, PAC, Music	Justin Howard Colin Bridgeland John Keane Ben Manners	Warden
Senior School	Justin Howard Colin Bridgeland John Keane Ben Manners	Warden
Preschool	Sarah Wohling	Warden
Transportables	Justin Howard Colin Bridgeland John Keane Ben Manners	Warden

TELEPHONE NUMBERS / EXTENSION LINES

EXT NO	LEADERSHIP - EXECUTIVE		
412	Catherine Gurr – Principal		
408	Karen Browne – Deputy Principal (R-12)		
440	Nicole Russell - APRIM		
407	Dan Harders – Leader of Learning & Wellbeing Rec-Year 6		
425	Nathan Wohling – Leader of Learning & Wellbeing Year 7-9		
590	Mark Aldridge – Leader of Learning & Wellbeing Year 10-12		
LEADERSHIP - MANAGEMENT			
416	Business Manager		
413	Director of Boarding		
405	Reece Francis – School Coordinator Rec-Year 12		
ADMINISTRATION			
415	Di Drennan – Principal’s PA		
406	Office Manager		
400	Front Office / SR	Sharon McEvoy, Linda Schubert, Nadia Nicholls, Marissa Evans, Kate Heading	
589	Senior Centre Reception		
420	Nadine Hackett – WHS (Mon-Wed)		
PUBLICITY & PUBLICATIONS			
417	Maree Easton – Publicity & Publications/Photographer		
419	Admin Support – Publicity & Publications Office		
FINANCE			
423	Rosie Mrvelj – Payroll Officer (Mon-Wed)		
421	Kathy Schreiber – Finance (Mon-Thurs)		
402	Jo Furth – Finance (Wed – Fri)		
448	Enrolments		
IT			
411	Mark Pollard – ICT Administrator		
477	Liam Hennessy – ICT Support Officer		
GROUNDS & MAINTENANCE			
Grounds & Maintenance	Justin Howard (7am-3pm)	0408 898 867	
	John Keane (6.30am-2.30pm)	0427 013 427	
	Colin Bridgland (6am-1pm & 4.30pm-5.30pm)	0419 981 239	
	Ben Manners (6.30am-2.30pm)	0492 233 414	
EXT NO	PREP AREA		
449	Art Office	548	PE Office
413	Boarding House	547	Portable Phone (Front Office)
453	Boarding House Kitchen	410	Resource Centre
414	Boarding House Multi-Purpose Room	519	Resource Centre Work Room
443	Canteen	451	Room 19A Prep Area
436	Conference/Board Room	438	Resource Centre – Teacher Prep
445	Drama & Music Office	444	School Counsellor – Josh McKenzie (Mon-Thurs)
545	GP Room	442	Science Prep Room
450	Home Economics	590	Senior School Prep
430	Kelly Centre Prep 1	441	Staff Room
425	Kelly Centre Prep 2	433	Student Support – Tara Clark
578	Literacy Support Room	452	Tech Office
512	Music Room - Primary	409	Youth Office – Natalie Hart

R-6 CLASS TEACHERS

CLASS	TEACHER
R GOLD (Rm 10) 500 R TEAL (Rm 11) 501 R RED (Room 12) 502	Teresa Cragg-Sapsford / Joshua Mckenzie Jacki Bailey / Alison Cocks Jodi Salisbury
1 GOLD (Rm 13) 503 1 RED (Rm 14) 504 1 TEAL (Rm 15) 505	Casey Longbottom / Emma Wilson Belinda Keryn Sarah Wohling / Jemma Hunt
2 TEAL (Rm 16) 506 2 RED (Rm 17) 507 2 GOLD (Rm 25) 530	Taylor Hood / Emma Wilson Sian Ford Caitlin Button
3 TEAL (Rm 19) 529 3 RED (Rm 20) 509 3 GOLD (Rm 21) 510	Amanda Sinkunas Erin McInerney / Cassie Maxfield Kayla Bray
4 GOLD (Rm 18) 508 4 RED (Rm 24) 531 4 TEAL (BHMPR) 414	Lucy Kolega Indiah van Doorn Hayley Craig
5 TEAL (KC1) 520 5 GOLD (KC2) 521 5 RED (KC6) 525	Anthony Ianniello/Lee-Anne King Catherine Taylor / Jessica Treasure Gracen Dyer / Alison Cocks
6 GOLD (KC3) 522 6 TEAL (KC5) 524 6 RED (KC4) 523	Megan Dempsey / Daniel Harders Malcom Watt / Daniel Harders Bridget Manning

7 – 12 PASTORAL CARE TEACHERS

PASTORAL CARE GROUP	PASTORAL CARE TEACHER
7 RED (Rm 43) 535 7 GOLD (Rm 42) 534 7 TEAL (Rm 31) 526	Matthew McLachlan Tara Clark Andrew Casanova
8 GOLD (Rm 23) 512 8 RED (Rm 33) 527 8 TEAL (RCM) 410	Neil Edwards James Zanello Bill Kannussaar
9 GOLD (MC1) 540 9 RED (HPE) 543 9 TEAL (SMA) 528	Hannah Goldfinch Mark Blight Jessica Casanova
10 GOLD (SC1) 580 10 RED (SC7) 586 10 TEAL (SC2) 581	Mark Aldridge Nick Frezza Carolyn Coulson
11 GOLD (SC5) 584 11 RED (SC4) 583 11 TEAL (SC3) 582	Kellie Grace/Catherine Gurr Jodi Howard/Kate Benjamin Kelly Thorpe
12 GOLD (SC6) 585 12 RED (SC9) 588	Matt Keatley Julie Kay

Staff are requested to turn their phone to silent

- Under no circumstances should missing people be searched for outside the current building.
- Do not open the door to any person unless they are recognised as accredited staff, eg, police or emergency services personnel.
- When PA/ Emergency Evacuation System is activated, people outside should immediately go to the nearest secure building and inform the front office of your location in the school/preschool.
- Students and Staff to go to the nearest building accessible to them.
- Staff members are to be accessible to the students.

During Play Time Response

Teachers on duty need to carry their mobile phones with them at all times and will direct students to the nearest building. Staff members in the staffroom are to go to these areas to assist with supervision if the situation is deemed safe to do so.

IF IT IS DANGEROUS TO EVACUATE TO THE DESIGNATED BUILDING STUDENTS WILL BE DIRECTED TO AN ALTERNATE DESIGNATED BUILDING AND FOLLOW THE ABOVE PROCEDURES

EVACUATION ACTION PLAN INTERNAL FIRES, GAS LEAKS, CHEMICAL SPILLS AND BOMB THREATS The assembly area for these events is the Main Oval If it is deemed necessary to leave the School site the assembly area is Centenary Oval	
Principal or Deputy Principal	<ul style="list-style-type: none"> • Move to evacuation assembly area • Once informed by the WHS that all roles are complete address the whole school community
Business Manager (Incident Controller)	<ul style="list-style-type: none"> • Move to evacuation assembly area and take amplifier • In the absence of front desk staff coordinate distribution of lists • In the absence of WHS perform role • Check with Front Office or WHS that Emergency Services have been contacted. • Business manager will use amplifier to calmly direct staff and students if required
Administration Staff	<ul style="list-style-type: none"> • Collect the Visitor, late and leave books • Collect 7-12 trolley from under the front desk • Collect the ESO & Teachers without a PC box which is under the front desk • Move to evacuation assembly area with the boxes • Follow direction from Office Manager
First Aider	<ul style="list-style-type: none"> • Put on the Green vest • Collect the sick room books and emergency yard duty phone • Collect medication, excursion bags and evacuate with any students in the sick room
Office Manager	<ul style="list-style-type: none"> ❖ Move to evacuation assembly area ❖ From boxes, Delegate duties and vests <ul style="list-style-type: none"> ○ 2 staff members with YELLOW vests labelled 7-12 PC Rolls and 7-12 PC Teachers <ul style="list-style-type: none"> • Put on vest and move to senior end • Distribute and collect class lists for 7-12 • Take the role for 7-12 teachers with a PC class • Once returned check over the completed roles and inform WHS of their completion and or missing staff or students ○ 2 staff members with YELLOW vests labelled non-teaching staff and Teaching without PC <ul style="list-style-type: none"> • Put on vest and move into a clear position for ease of visibility for staff • Take the role for teaching staff without PC groups • Take the role for non-teaching staff • Once completed inform WHS of their completion and or missing staff ○ 1 staff member review the Visitor, late and leave books ensuring everyone is accounted for <ul style="list-style-type: none"> • Once completed inform WHS of their completion and or missing staff, students or visitors
Finance Staff	<ul style="list-style-type: none"> • Collect R-6 trolley from under the front desk

	<ul style="list-style-type: none"> • Move to evacuation assembly area with the box • Put on vests, 2 staff members with YELLOW vests labelled R-6 PC Rolls and R-6 PC Teachers • Distribute and collect class lists for R-6 • Take the role for R-6 teachers with a PC class • Once returned check over the completed roles and inform WHS of their completion and or missing staff or students
WHS	<ul style="list-style-type: none"> • Send an email to all staff at the time of the siren advising of the procedure in place • If this is not a practice call appropriate emergency services • Telephone G&M staff and advise of emergency, Telephone schools nearby
WARDENS	<ul style="list-style-type: none"> • Conduct a sweep through of designated building to ensure all staff have evacuated • Close all internal doors as each room is checked • Close and lock all external doors and mark the building as checked by displaying evacuated door hangers • Move to evacuation assembly area • Advise WHS that your building is clear and all evacuated
TEACHERS	<ul style="list-style-type: none"> • Evacuate classroom • Proceed to the assembly area • Teachers should be aware that the smell of fire can be a trigger of a trauma event for students

LOCKDOWN ACTION PLAN

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings

Principal / Deputy Principal / Leadership	<ul style="list-style-type: none"> • The Principal will initiate a lockdown based on an assessment of risks to school students and staff • The decision to initiate a lockdown may be informed advice from other agencies external to the school • Activate signal for lockdown • De activate lockdown • Leadership Team Members who are not in the Admin Building will phone either the office (ext. 403) or emergency absentee mobile (0429823655) to advise their location. • Preparing communications for parents following a lockdown • Liaise with School Performance Leader and Catholic Education Office with records and documentation associated with a lockdown • Maintained WHS documentation for all lockdowns • Operational debrief to review the lockdown and school procedural changes that may be required • Prepare for debriefing of students • Provide support as needed for staff, students and families • Allocate specific responsibilities • Ensure a telephone line is kept free
Administration Staff	<ul style="list-style-type: none"> • Secure and lock any doors and windows. Close curtains and blinds turn off lights • Anyone outside is to quickly and calmly make their way inside via the closest entrance. • Everyone is to remain calm, inside and away from doors and windows until the relevant emergency services have declared the site safe • Front Desk Staff will stay close to the phone and lock all external doors. Front Desk Staff will place a sign on the front door advising of the Lockdown in progress • All Office Staff are to ensure their office windows are locked and blinds closed. • Office Staff, who are in another building, are to advise Front Desk of their location • Front Desk Staff will have the Emergency Yard Duty Phone. • Front Desk Staff will record any information regarding staff or student whereabouts • All students in Administration Building will be taken to sick room by Front Desk Staff and supervised • If it is safe to do so Wardens are to conduct a sweep through of the building they are in and check that doors, blinds and windows are closed and locked
WHS	<ul style="list-style-type: none"> • Send an email to all staff at the time of the siren advising of the procedure in place • If this is not a practice call appropriate emergency services • Telephone G&M staff and advise of emergency, Telephone schools nearby
TEACHERS	<ul style="list-style-type: none"> • Lock doors and windows • Pull down blinds if fitted • Roll attendance check for classroom • Wait for Administration Team to call - Report if students missing/unaccounted for • Proceed with students to safe area away from windows • Keep all students, volunteer or visitors close to the ground (e.g. on the floor) • Turn off lights • Stay calm and encourage calmness and quiet from all • Do not allow any unauthorised people into the room • De activation will be given by Principal (Chief Emergency Warden) when safe to do so • Debrief students

BUSHFIRE LOCKDOWN ACTION PLAN

Principal / Deputy Principal/ Leadership	<ul style="list-style-type: none"> • The principal will initiate a lockdown based on an assessment of risks to City of Port Lincoln, school students and staff • The decision to initiate a lockdown may be informed advice from other agencies external to the school • Activate signal for lockdown • De activate lockdown once the “ALL CLEAR”, is given • Preparing communications for parents following a lockdown • Liaise with School Performance Leader and Catholic Education Office with records and documentation associated with a lockdown • Maintained WHS documentation for all lockdowns • Operational debrief to review the lockdown and school procedural changes that may be required • Prepare for debriefing of students • Provide support as needed for staff, students and families • Allocate specific responsibilities • Ensure a telephone line is kept free
Administration Staff	<ul style="list-style-type: none"> • Place signs in window of front, rear and side doors to inform parents of procedures • Front Desk Staff are to collect the ‘Emergency Bushfire Procedure Folders’ from the box and arrange for them to be distributed to class teachers in ‘secure buildings’ to check all students are present • Office Manager (or front office staff in absence) will delegate roles during the event as required: <ul style="list-style-type: none"> • 1 x staff member to conduct a “sweep through” of the administration building to close all internal doors and move all staff to the staff room • 1 x staff member in the staff room complete roll call for ESOs & non PC teachers • 1 x staff member in the staff room to manage student sign outs (exit through rear staffroom door) 3 x staff members to answer the phones; <ul style="list-style-type: none"> • 1 to record the name and Year Level of students to be collected by “runners” for R-6 • 1 to record the name and Year Level of students to be collected in Years 7-12 • 1 to answer the 403 telephone and take messages • 2 x staff members that are familiar with school layout to be given a high vis vest & used as “runners” for (R-6) student collection and other errands • 1 x staff member at the student desk to pass notes • 1 x staff member in the hall to manage the side door into the Administration building and direct students to sign out and wait for parents in the staff room • 1 x staff member at the front door to check the visitor book and ensure that all visitors are accounted for and signed out • To direct parents collecting students through to the staffroom • To check Bushfire plan list for staff and ensure staff are signing out and then back in again • Student list used to update live roll every hour

Teaching Staff	<ul style="list-style-type: none"> • Staff and students are to move quickly but calmly to the allocated secure buildings and adhere to the procedures for a 'Bushfire Lockdown'. Before departing any room, not used as a 'secure building', ensure windows are locked, lights and air-conditioners are switched off and evacuated door hangers are placed on the outside of rooms. • Keep the secure rooms cool with air-conditioning, curtains closed and engage with the students to distract them from becoming unnecessarily anxious about the circumstances. Staff must endeavour to monitor student behaviour and the need to access water and toilet amenities in a controlled and supervised manner. If teachers require more assistance with supervision, they must contact the Front Office for ESO support (ext.419). • Teachers should be aware that the smell of fire can be a trigger of a trauma event for students
ESOs and non PC Teachers	<ul style="list-style-type: none"> • Report to the staffroom to be checked off the role and then to offer support
Grounds & Maintenance	<ul style="list-style-type: none"> • Will move through school and check buildings are secure before returning to monitor school grounds for fire. • Will patrol the church and school grounds in pairs, to identify and extinguish embers and ignitions should they occur. The Fire Fighting Unit will be filled with water in preparation • Follow SOP for the use of the unit and inform MFS of any breakouts. Phones must be carried and at no stage should staff expose themselves to unnecessary risk.
Library Staff	<ul style="list-style-type: none"> • Telephone (ext. 403) the front office to be signed off the role and remain in the RC
Canteen	<ul style="list-style-type: none"> • Telephone (ext. 403) the front office to be signed off the role & will remain in the canteen
Boarding House Supervisor	<ul style="list-style-type: none"> • Make direct contact with front office (ext. 403) to advise of any students in their care and for what reasons (i.e. illness or injury). If deemed necessary the Leadership Team may request that the Boarding House be evacuated to the front office and/or sick room
Visitors/Contractors/Tutors	<ul style="list-style-type: none"> • Report to the front office to sign out as soon as possible

Evacuation checklist for Administration Staff	
WHS (Deputy Chief)	
1.	Telephone 000 FIRE/POLICE/AMBULANCE as needed
2.	Send email to all staff at time of siren, advising of procedure in place
3.	Telephone Grounds Staff to notify and ensure awareness of evacuation
4.	Telephone schools nearby
5.	Move to evacuation assembly area & notify Principal of completed role calls
BUSINESS MANAGER (CHIEF)	
1.	Move to evacuation assembly area and take amplifier
2.	In the absence of front desk staff coordinate distribution of lists
3.	In the absence of WHS perform role
OFFICE MANAGER	
1.	Move to evacuation assembly area
2.	From boxes, Delegate duties and vests
3.	Once completed inform WHS of their completion and or missing staff
FIRST AIDER	
1.	Put on the Green vest
2.	Collect the sick room books and emergency yard duty phone
3.	Collect medication, excursion bags and evacuate with any students in the sick room
4.	Move to evacuation assembly area
ADMINISTRATION STAFF	
1.	Collect the Visitor, late and leave books Collect 7-12 trolley from under the front desk Collect the ESO & Teachers without a PC box which is under the front desk
2.	Move to evacuation assembly area
3.	Follow direction from Office Manager
FINANCE STAFF	
1.	Collect R-6 trolley from under the front desk
2.	Move to evacuation assembly area with the box
3.	Put on vests, 2 staff members with YELLOW vests labelled R-6 PC Rolls and R-6 PC Teachers
4.	Distribute and collect class lists for R-6
5.	Take the role for R-6 teachers with a PC class
6.	Once returned check over the completed roles and inform WHS of their completion and or missing staff or students
WARDENS	
1.	Conduct a sweep through of designated building to ensure all staff have evacuated
2.	Close all internal doors as each room is checked
3.	Close and lock external doors, mark the building as checked by displaying evacuated door hangers
4.	Move to evacuation assembly area and advise WHS that your building is clear and all evacuated
EVACUATION COMPLETE - ONLY CHIEF EMERGENCY WARDEN CAN DECLARE ALL CLEAR	
1.	Unlock front door and remove sign
2.	Return all books and folders to original locations. Return Emergency trolley and Defibrillator to First Aid room
3.	Ensure note home to Parents/ Guardians is placed in Classroom bags
4.	Re-print paperwork and place in Emergency trolley

AN EXAMPLE of how CRISIS MANAGEMENT PROCEDURES may appropriately be implemented in the case of the death of a student member:

Crisis management team meets

Core team: Leadership Team and Student Counsellor

Inform all staff

Assemble all available staff at the next scheduled break.

(May be appropriate to telephone staff closest to the student or visit them at home.)

Inform close friends

Ideally staff closest to student would do this.

Teachers inform all students

Present statement prepared by Leadership Team & Crisis Management Team.

Set up counselling for staff and students

Phone the Principal Consultant at the Catholic Education Office to organise ACCESS team.

Organise recovery rooms

Visit family as soon as possible

If appropriate, visit the family at a suitable time. Support may be offered in various ways dependent upon needs, requirements and preferences.

Letter to parents

Prepared by the Leadership Team and sent home at the end of the day. May be different letters to different classes.

Media response

Any media enquiries to be directed to Appointed Representative. All media statements will be approved by the Principal after liaising with the CEO.

Funeral arrangements

Decide who will attend the service and what other involvement is appropriate.

Death notice for the Advertiser

Responsibility for writing and delivering this will be shared by the Leadership Team & if appropriate, students.

Special assembly/memorial

The Leadership Team & Class Teacher will schedule this with the appropriate group (or groups) of students and classes, in negotiation with others.

Home Visit

If appropriate, a School Staff Member/s will visit the family at a suitable time. Support may be offered in various ways dependent upon needs, requirements and preferences. While this is never easy and may be uncomfortable and distressing, it can be an appropriate gesture of support and respect.

Attendance at the Funeral

If the family consents to close school/preschool friends and staff attending the funeral, details of funeral arrangements will need to be known and made available to parents. Students who attend need to be prepared and supported. If appropriate, students who do not attend could be encouraged to contribute to a group card expressing condolences.

Return of Student's School/Preschool Work

Return of the student's school/preschool work should be handled sensitively within the first two to three weeks following the death. The class teacher could visit the family at home or the family may wish to visit the school/preschool, meet with other students or attend the memorial activities.

Ongoing Support

Some students will need ongoing support and opportunities to talk about their feelings, thoughts and memories which may persist for some months. The class teacher could consider appropriate activities such as a memorial book.

The staff members may need ongoing support for themselves, in dealing with their own feelings while at the same time helping the students come to terms with their loss.

Informing Parents of an Emergency or Critical Incident

The following information can help inform parents of an emergency or critical incident

Date

Dear Parents;

The facts	Provide accurate information, in line with SA Police and Catholic Education Office. Facts including: a) the event; b) the child/children/staff – incident/injuries/death.
What has been done	I have spoken with the parents/families of school students, and on behalf of our staff and the school community 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	Should you or your children feel the need for professional help or counselling please contact me through the School Office school and psychologist or social worker support can be made available

Yours sincerely

PRINCIPAL

Staff Debrief

- Introduce additional support staff or community resource people who are present and explain their roles.
- Provide accurate information, in line with SA Police direction and confidentiality requirements, including: names of the students or staff members directly involved;
 - Time and place of the event; names and classes of siblings directly affected who are also in the school; and additional information surrounding the event.
- Outline actions taken
- Describe the agreed response plan (make copies available) including:
 - roles and responsibilities;
 - any timetable and procedural changes;
 - classroom briefing advice and written statement to be read to students;
 - register of students identified as being at-risk;
 - counselling venues, procedures and record keeping;
 - student movement and monitoring within the school, and early release procedures;
 - media and other enquiries; and handouts available/description of expected student responses.
- Outline actions and communications planned for parents/community, staff and students absent or off-site today, relief staff.
- Questions.
- Next briefing time. This follow-up meeting will provide an opportunity for staff members to discuss classroom experiences and feedback information back to the Principal; Monitor the wellbeing of staff throughout the meeting and afterwards.

PREPARING FOR EMERGENCIES AND CRITICAL INCIDENTS				
ACTION	BY WHEN	REFER TO DOCUMENT	RESPONSIBILITY OF	DATE COMPLETED
Ensure staff members understand policies and procedures that impact on student and staff safety, health and wellbeing.	New staff: At induction	Documents / policies listed in staff handbook	Principal and WHS Coordinator	
Ensure staff are aware of standard response to those natural disasters and emergencies that are identified in the school Critical Incident management plan.	Term 1	School Critical Incident Management Plan	Principal	
Discuss plans with support agencies • Staff at staff meetings under WHS Management • Catholic Education Office	Term 1		Principal and WHS Coordinator	
Provide a copy of the school Emergency and Critical Incident Management Plan to all staff and information for the parent body	Term 1		Front Office Staff	
Update student health care authorisations and emergency health management plans.	February	<i>Student Health Care Policy</i>	Front Office Staff	
Identify staff with First Aid certificates.	February	Preceda	All Staff	
Ensure the Evacuation procedures and school site plan are publicly accessible and communicated to staff.	February		WHS Coordinator	
Regular check of school evacuation kit .			Front Office Staff	
Evacuation, Bushfire and Lockdown drills	1 each school term		Principal and WHS Coordinator	
Review and update staff and student contact details. Telephone contact tree.	As changes occur		Front office staff	
Review emergency contact numbers.	February		WHS Coordinator	
Induct new staff during the year.	As required		WHS Coordinator	

EMERGENCY SERVICES CONTACT DETAILS		TELEPHONE NUMBER
SA Police	Life-threatening or time critical emergency	000
	Local Police Station – Port Lincoln	8688 3020
Ambulance	Emergency	000
	Local Station - Port Lincoln	8683 2284
Metropolitan Fire Services	Emergency	000
	Local MFS Station - Port Lincoln	8682 2889
State Emergency Service		13 25 00
Port Lincoln Hospital		8683 2200
Poisons Information Centre		13 11 26
Gas Leak (School with Origin)		1800 427 532
Electricity – SA Power Networks		13 13 66
SA Water - Emergency		1300 650 950
City of Port Lincoln		8621 2300
CATHOLIC EDUCATION SOUTH AUSTRALIA		Phone Number
Catholic Education Office		8301 6600

St Joseph's School Port Lincoln Critical Incident Policy Authorisation

Catherine Gurr

Principal Dated: August 2022