St Ambrose Catholic Primary School, Pottsville

Critical Incident Management Plan

(Incorporating Evacuation and Lockdown Procedure)

The emergency number for Police, Ambulance and Fire Service at all times for all areas is 000.
**Rationale**

St Ambrose Primary School, Pottsville is committed to ensuring, so far as reasonably practicable, the health and safety of all individuals while on school grounds. An important component of this endeavour includes the management evacuation protocols when staff and students are required to evacuate buildings due to a threat of harm.

The following evacuation procedures should take place in the event of an emergency where students are to be evacuated outdoors or to remain outdoors and in the event of the school being placed into a lockdown situation.

Staff are required to ensure that they and their students are familiar with these procedures.

**Critical Incidents explained**

Examples of Critical Incidents may include:

- The death of a person on school property during school hours
- Students, staff or visitors being taken hostage
- Onset of inclement weather which may place lives in danger
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds

In the event of a critical incident or crisis happening that affects our school community, the following procedures are to be implemented:

- Upon receiving news of a critical incident potentially affecting the school community the Principal will contact members of the Leadership Team and other school personnel as required to form the Critical Incident Management Team.
- The Principal will verify information about the event and inform the Lismore Catholic Schools Office.
- The Critical Incident Management Team will enact contact procedures e.g. Parish Priest or appropriate agencies to provide personnel to assist the school with counselling of students, staff and families.
- The Critical Incident Management Team will decide how and when to inform staff, students and families.
- A Staff Meeting will be called as soon as possible. If possible and practical, all staff will be informed at the same time so that they receive the same information. Updates to staff on the current situation during the day are essential. Debriefing at the end of the day is crucial.
- The Critical Incident Management Team will allocate tasks to staff.
- Students will be informed simultaneously in class groups. (Public announcement at convened assembly may be required).
- Changes may need to be made to timetables and duty rosters.
- Only the Principal or his delegate will deal with any media requests.
- Other schools in the area will be notified so they too are prepared for any reactions in their schools
- Parents & Caregivers will be informed by letter, which will be sent by the Principal advising them of the incident. Parents will be advised about signs of distress that children may display, what the school will be doing to cope with the crisis and the support channels available to them and their families.
Critical Incident – Evacuation and Assembly

The aim of the Evacuation and Assembly Procedure is to:

- Ensure the safety of all students, staff, and visitors present at the school during the event of an Evacuation and Assembly critical incident
- Ensure that exposure to danger and risks of harm are minimized.

Evacuation and Assembly Procedure

1. A CONTINUOUS ALARM will be sounded over the Public Address System. This is the signal to evacuate the whole school to the oval via their emergency route, to their designated area.

2. The person who discovers the emergency should contact administration immediately so emergency services may be contacted and critical incident management procedures are put into action. (Phone Principal – ***, Assistant Principal - YYY or School Secretary – ZZZ)

If however the fire can be easily extinguished use fire extinguisher. Principal will notify Emergency Services – 000.

3. Staff should be concerned solely with the safe evacuation of people. (Not in saving personal or school property)

4. Class Rolls (contained in class folders) must be taken by Administration staff to the assembly area, considering safety first.

5. Children will be kept calm in class groups and will proceed to assembly point according to the Emergency Evacuation Map. (There must be no running, but evacuation should be executed quickly). Line up in class order.

6. Admin Staff should check the Office, Sick Bay (Collect first aid kit), Staff Room, Church and boys, girls and disabled toilets.

7. Teachers downstairs classrooms should check Withdrawal Rooms and Hall.

8. Teachers upstairs in should check the Withdrawal Rooms.

9. On arrival at the assembly area, each teacher will be provided with class roll which is to be checked immediately. Students who are unexplained absences should be listed for follow up by Admin staff. Once all persons have been accounted for, the teacher must raise class folder overhead for collection.

10. Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that particular area (eg. Art, Music, Drama, Sick Bay or Music Tutors) to the assembly area. Their escort will ensure they rejoin their class when they arrive at the assembly point. Learning Support students must be escorted to their allocated class. If a teacher is on release time, they must join their class.

11. Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area.

12. All staff must know the whereabouts of fire extinguishers and how to use them.

13. Return to work area / class may only occur after the ALL CLEAR signal has been given.

14. All visitors, contractors, volunteers must follow directions from staff.
Critical Incident – Lock Down

The aim of the Lock down Procedure is to:

- Ensure the safety of all students, staff, and visitors present at the school during the event of a Lock Down critical incident
- Ensure that exposure to danger and risks of harm are minimized.

Lock Down Procedure

Initial Notification

1. In the event of a critical incident, the person witnessing the incident must use the 2-way radio (channel 16) if on playground supervision or use the internal telephone system and dial ***** stating the nature of the incident. If unable to access either of these, report the incident via runner or in person to the office to raise the alarm.

2. The office staff member receiving the incident message will notify the principal or delegated authority.

3. The Principal and/or the delegated authority at the time of notification will determine the need for a Lock Down and initiate the procedure should it be warranted. At Principal’s discretion, Emergency Services will be notified on 000.

‘Lock Down’ Announcement

Initially a Lock Down siren will be sounded. On hearing this notification all work is to immediately cease and all students are to pay immediate attention to announcements and to teacher instructions.

Following the siren an announcement which will state the following:

“This is a Lock Down. This is not a drill.

Please secure all classes and building entrances.”

Student and Staff Movement

Students and staff will remain in their rooms and make efforts to close and lock the door and windows that could allow access into the room. Vacant rooms adjacent to you are to be locked also ie. Withdrawal Rooms. Refer to Schoolworx and inform the office of students present at school but absent from the class.

The librarian and or teachers using the library at the time of the lockdown are to make an effort to close and lock the doors and windows of the library. Classes in the library or hall are to remain there.

Students and staff involved in activities on the fields are to move promptly to their classrooms. Report your position to the office and wait for instructions.

Teachers on ‘Release Time,’ are to remain in the staff room or work area to assist the Principal. They may be required to assist with emergency vehicular movement at the front of the office.

If the ‘Lock Down’ announcement is given before school or during Recess or Lunch, students are to move directly to their classrooms unless the supervising teacher deems it unsafe to proceed. All teachers are to move promptly to their classrooms to assist in further supervision as directed by authority.
Responsibilities

Principal/Designated Authority to coordinate the procedure

Secretary to telephone the Police or relevant support services.

Parent Helpers and Teachers are to remain with classes.

Students are to remain seated and quiet at all times. Instructions will come via the Intercom System.

No one is to leave the locked room until the ‘All Clear’ is given

‘All Clear’ Signal

The ‘All Clear’ announcement will be communicated by the Principal or Delegated Authority via the intercom system.

The ‘All Clear’ announcement will state the following:

“The Lock Down has now ended. Normal class activities may resume.”

Lock Down Follow –Up

The Executive will investigate the incident and implement an evaluation in accordance with the school’s Critical Incidents Management Plan.

Related Documents

How to be a safer school – NSW Dept. of Education and Training

Outside of School Hours Contacts

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Brian Laybutt</td>
<td>0412 247 978</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr Nic Constable</td>
<td>0400 644 613</td>
</tr>
<tr>
<td>Parish Priest</td>
<td>Fr Paul McDonald</td>
<td>0419 215 379</td>
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Continuous Improvement

Our school executive team, in consultation with staff through the WHS Representatives will regularly monitor, evaluate and review this Critical Incident Management Plan.
This Management Plan will be reviewed within twelve months of its date of adoption.

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<tr>
<th>POLICY DATES</th>
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<tr>
<td>Formulated</td>
<td>16/12/2014</td>
<td>Adopted</td>
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<tr>
<td>Next Review Due</td>
<td>16/12/2015</td>
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| POLICY AUTHORISATION  |           |           |       |
| Principal             | Mr Brian Laybutt | Signature |       |

In Case of Fire

- **Remove** persons from immediate danger.
- **Alert** nearby personnel and the Incident Controller, call 000.
- **Confine** fire and smoke. Close windows and doors (if safe).
  - Keep low, under the smoke.
- **Extinguish** or control fire (if safe to do so).