CABOOLTURE STATE SCHOOL

CRITICAL INCIDENT & DISASTER RECOVERY POLICY
Contents

1. Introduction

2. Red Medical /Green Emergency cards

3. School Visitors

4. Staff leaving school in school hours

5. Students leaving school in school hours

6. Security of Property/Assets

7. (a) Evacuation Procedures – Fire/Bomb Threat
     (b) Evacuation duties for personnel
     (c) Evacuation Map

8. (a) Lockdown Procedures
     (b) Lockdown duties for personnel

9. Siege/Hostage/Assault Situations

10. Intruder Interaction

11. Chemical Spill/Toxic Fumes

12. Bomb Threat

13. Traffic Accident

14. Response to Storm/Cyclone

15. Critical Illness/Injury

16. Fatality

17. (a) Managing Critical Incidents
     (b) Disaster Recovery Plan
     (c) Disaster Recovery Action Plans

18. Appendix
     (a) Emergency Phone Numbers
     (b) Emergency Signals
     (c) Emergency Notification Response Sheet
     (d) Telephone Threat Check List
     (e) Bomb & Siege Threat Questions
     (f) Evacuation / Lockdown Checklist
     (g) Medical & Emergency cards
     (h) Fire Hydrants & Extinguishers Location Map
1. INTRODUCTION

The following policy is designed to comply with legislation under the Workplace Health & Safety Act 1995 to provide a safe workplace.

A Critical Incident can be described as any event or circumstance that causes people to experience unusually strong emotional or psychological distress which has the potential to interfere with their ability to function either at the time of the event or later.

This term often denotes disaster or crisis situations affecting many people but it can also refer to traumatic events of a much smaller scale, which can give rise to similar emotional responses.

This document attempts to provide a planned but flexible response to a Critical Incident which will facilitate:
- Optimum response at time of incident
- Sense of cohesiveness, control and responsibility within the school community
- Return to normal routines as quickly as possible

A Disaster Recovery Plan is essential to the physical and mental wellbeing of the school community. Any disaster depending upon the severity can cause varying levels of stress to all members of the school community e.g.
- Loss of records, resources and equipment may cause severe financial difficulties for the school as well as personal loss to staff and students.
- Extra workloads on staff seeking alternative administrative and teaching facilities, resources and equipment.
- Extra workloads on grounds and ancillary staff implementing clean up and maintenance arrangements.
- Suppliers and contractors unable to deliver goods and services in the usual manner.
- Parents and citizens of the school needing reassurance that the school will recover quickly.
2. RED MEDICAL EMERGENCY & GREEN EMERGENCY CARD

Playground folders are issued with a Red Medical Card (sent to First Aide room for immediate help) and Green Emergency Card (Administrator required urgently). These cards are to be used to notify First Aide or Administration of any emergency that arises in the playground whilst on duty. Staff should instruct two (2) students (if safe to do so) to quickly take the red card to the first aide room OR the green card to the office and present it to the first adult they see. Appendix 18 (g)

3. SCHOOL VISITORS

All visitors to the school must first report to the office the nature of their business and complete the sign on register. This includes regular classroom helpers. Visitors will be given a visitors badge to wear. All teachers are to ensure that classroom helpers are wearing the visitors badge between the hours of 9.00am and 2.30pm.

4. STAFF LEAVING SCHOOL IN SCHOOL HOURS

If any staff member leaves the school grounds during work hours, he/she must sign the Off Campus Register at the administration office before leaving and on their return.

5. STUDENTS LEAVING SCHOOL IN SCHOOL HOURS

Students once at school must not leave the school grounds without the permission of parents and administration of the school. In any case where a student will be leaving the school grounds on a school activity, that student must have a note indicating parental permission. In certain circumstances the Principal will approve a child’s participation if the parent has provided permission by phone. Parents or guardians must complete the Early Departure Register and collect a green slip at the office when collecting students early. Teachers must not release a student unless a green slip, signed by office staff, is received.

6. SECURITY OF PROPERTY/ASSETS

Security of property and assets is the responsibility of all personnel. Students are not to be in rooms unsupervised by a staff member. Staff must always lock their room when it is unoccupied. Staff must ensure that at the end of the day all doors and windows in the buildings they occupy are securely locked and lights and fans have been turned off. The school security system is to be armed by the cleaning staff when leaving at 5:30pm or, if later than this, by the last of the administration staff to leave.
7(a) EVACUATION PROCEDURES (Response to Fire/Bomb Threat)

CABOOLTURE STATE SCHOOL
FIRE/BOMB THREAT EVACUATION PROCEDURES

The following evacuation procedures should take place for a fire, bomb threat or similar emergency where students are to be evacuated outdoors or to remain outdoors. All Staff are required to ensure that they and their students are familiar with these procedures.

THE ASSEMBLY AREA IS THE OVAL

1. An alarm will be sounded by the CONTINUOUS RINGING OF THE ELECTRONIC BELL (approx 30sec). This is the signal to evacuate the whole school to the oval via their emergency route, to their designated area. See 7(c) Emergency Evacuation Map.
2. The person who discovers the emergency should contact administration immediately so emergency services may be contacted and emergency procedures are put into action. (Admin – Phone 530 or 520)
3. Staff should be concerned solely with the safe evacuation of people. (Not in saving personal or school property)
4. Class Rolls must be taken to the assembly area considering safety first.
5. Children will be kept under control in class groups and will proceed according to the Emergency Evacuation Map. (There must be no running, but evacuation should be executed quickly).
6. Schools Officers (Grounds & Facilities) shall check that all toilet blocks and the Activity Hall are cleared.
7. Teacher Aides/Teachers should check their teaching block is clear and proceed with teacher and students to the assembly area.
8. Principal and Registrar will undertake a final check of entire school wherever it is safe to do so.
9. On arrival at the assembly area, the roll is to be checked immediately. Once all persons have been accounted for, the teacher must send a runner to the Deputy Principal to indicate everyone is accounted for or the names of those who are not. For example: 3A all present or 3A Mary Steward at SICK ROOM.
10. Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that particular area (e.g. Library, Music, LOTE or Admin) to the assembly area. Their escort will ensure they rejoin their class when they arrive at the assembly point. 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.
7(b) EVACUATION DUTIES FOR PERSONNEL

CABOOLTURE STATE SCHOOL
DUTIES FOR EVACUATION PERSONNEL

DEPUTY PRINCIPAL
CHECKPOINT OFFICER - PROCEED DIRECTLY TO ASSEMBLY AREA AT THE TOP OF THE OVAL WITH THE LOUD HAILER, CHECKPOINT LIST.

PRINCIPAL
ASSESS SITUATION. RAISE ALARM THROUGHOUT SCHOOL AND COMPLETE FINAL SWEEP OF BUILDINGS. PROCEED TO ASSEMBLY AREA.

REGISTRAR
COMPLETE SWEEP OF ADMINISTRATION BLOCK, LOCK ADMINISTRATION BLOCK, COLLECT BACK UP TAPE, TURN OFF LIBRARY ALARM AT MASTER CONTROL. AND ESCORT ANY PERSONNEL TO ASSEMBLY AREA. ASSIST PRINCIPAL WITH SWEEP OF SCHOOL.

ADMIN OFFICER
(ALL RELEVANT DOCUMENTS FOUND UNDER PA SYSTEM)
• ASK THE 3 QUESTIONS AND RECORD ON EMERGENCY NOTIFICATION RESPONSE SHEET. Appendix 18(c)
• IF EMERGENCY IS A BOMB THREAT, FOLLOW STEPS OUTLINED IN BOMB THREAT QUESTIONS. Appendix 18(e)
• NOTIFY ADMINISTRATION.
• CALL 000.
• PROCEED WITH EMERGENCY SIGNALS AND ANNOUNCEMENTS AS PER APPENDIX 18(b)
• COLLECT THE FOLLOWING BOOKS:-
  - VISITORS BOOK;
  - RELIEF TEACHER BOOK;
  - STUDENT EMERGENCY CONTACT PRINT OUT (Updated each term);
  - OFF CAMPUS REGISTER;
  - YELLOW EVAC. BOOK; and
  - MOBILE PHONE.
• PROCEED TO ASSEMBLY AREA, ADVIsE CHECKPOINT OFFICER WHICH STAFF ARE ABSENT AND THEIR REPLACEMENT IF APPLICABLE & ANY VISITORS ON SITE.

FIRST AIDE OFFICERS
COLLECT A FIRST AIDE KIT AND ESCORT ANY SICK STUDENTS TO THE ASSEMBLY AREA.

SCHOOLS OFFICERS
CHECK AMENITIES BLOCKS & ACTIVITY HALL ARE CLEAR AND PROCEED TO ASSEMBLY AREA.

TEACHERS
COLLECT CLASS ROLLS THEN ESCORT STUDENTS, VOLUNTEERS AND ANY OTHER PERSONS IN THEIR CHARGE TO THE ASSEMBLY
AREA. CHECK CLASS ROLL. HOLD UP RED OR GREEN CARD TO SHOW CHECKPOINT OFFICER RESULTS. SEND VOLUNTEERS TO ADMINISTRATION OFFICER.

TEACHER AIDES ASSIST TEACHERS TO ASSEMBLE STUDENTS AS QUICKLY AS POSSIBLE, CHECK BUILDING IS EMPTY AND PROCEED TO THE ASSEMBLY AREA.

SPECIALIST STAFF CHECK BUILDING IS EMPTY AND PROCEED TO ASSEMBLY AREA WITH ANY PERSONS IN YOUR CHARGE. STUDENTS MUST BE ESCORTED TO THEIR CLASS TEACHER.

TUCKSHOP TURN OFF ANY COOKING APPARATUS AND PROCEED TO ASSEMBLY AREA.

DENTAL STAFF STAFF TO MAKE THEIR WAY, INCLUDING ALL PERSONS IN THEIR CHARGE, TO THE ASSEMBLY AREA AS PER THE EVACUATION MAP. STUDENTS MUST BE ESCORTED TO THEIR CLASS TEACHER.

VISITORS ALL VISITORS MUST REPORT TO THE ADMINISTRATION OFFICER, NEAR THE CHECKPOINT OFFICER, SO THEY CAN BE MARKED AS PRESENT IN VISITORS BOOK.

TRS / OTHER STAFF WHO ARE REPLACING ABSENT STAFF, SHOULD ENSURE THEY FAMILIARISE THEMSELVES WITH THE EMERGENCY EVACUATION PROCEDURES WHICH CAN BE LOCATED IN TRS FOLDERS AND THE STAFFROOM NOTICEBOARD.
7(c) Emergency Evacuation Map

Legend

Hydrants ■ 3
Extinguishers ● 16
Fire Blankets ▲ 6
Smoke Alarms ◊ 7
Hose reels © 3
Ground level □

Alternate route E Block
George St to Mill Rd to Main Oval

Alternate route E Block
George St to Mill Rd to Main Oval
8(a)  LOCKDOWN PROCEDURES

CABOOLTURE STATE SCHOOL
LOCKDOWN PROCEDURES

The following lockdown procedures should take place for response to a severe storm /
dangerous animal / siege / hostage or similar emergencies where students are required to
remain indoors or return to classrooms. Staff are required to ensure that they and their
students are familiar with these procedures.

1. An alarm will be sounded by **3 short bursts, three long bursts and three short
   bursts of the electronic bells.**

2. The person who discovers the emergency should contact admin immediately so
   emergency services may be contacted and emergency procedures are put into action.
   (Admin – Phone 530, 520, 501 or 510)

3. **In some cases of a siege or hostage, notification of the situation may be by
   telephone or other means as it may trigger a dangerous response from the
   intruder. Admin staff will be guided by emergency services.**

4. Lock all doors and windows, turn off lights and fans and sit under a desk. Keep a low
   profile by sitting on the floor until the “all clear” is given.

5. Administration will also delegate staff to undertake a complete sweep of all school
   buildings where it is safe to do so.

6. Staff members are required to include and take charge of any visitor / contractors that
   are in their vicinity at the time of the alarm activation.

7. Teachers should complete a roll call and advise admin of any missing persons and
   their whereabouts.

8. Encourage everyone to remain seated and calm. Insist on silence.

9. Staff are not to place themselves at risk at any stage.

10. Phone lines are to be kept clear unless immediate threat exists. Admin will advise staff
    of lockdown situation as time and safety permits.

11. When the threat is over, the Principal or an admin staff member acting on behalf of the
    Principal will advise all staff of the “all clear” through **three long bursts, three short
    bursts and three long bursts** of the electronic bells.

12. If the “all clear” cannot be given by 3.00pm, students, staff and visitors will be
    progressively dismissed as advised by emergency services.

13. Any unknown person to staff on the grounds at the time of lockdown is to be asked to
    leave the grounds immediately. Contact must be made with administration if unknown
    people refuse to leave.
8(b) LOCKDOWN DUTIES FOR PERSONNEL

**CABOOLTURE STATE SCHOOL**

**DUTIES FOR LOCKDOWN**

**PRINCIPAL**
- Confirm available facts by assembling personnel with direct knowledge of preceding events and the assailant.
- Cooperate and assist police as necessary.
- Principal will delegate staff to control traffic for emergency vehicles to be able to access school grounds and control public/parent vehicles in the car parks and all entrances.
- Advise district office of events.
- Arrange for debriefing session for staff and students and notification in writing to parents as soon as possible.
- Check security of A, B, C, D, E and Admin blocks.

**DEPUTY**
- Assist the principal in ensuring the safety of all principal personnel and notifying the appropriate authorities.
- Check security of F, H, Prep blocks and library and hall.

**REGISTRAR**
- Lock all windows and doors. Close blinds and turn off lights and fans. Instruct visitors, staff and students to sit under desks and insist on silence. Assist administration officers.

**ADMIN OFFICERS**
- Notify administration.
- Call 000.
- Proceed with emergency signals.
- Complete lockdown checklist as phone calls are received from staff.
- Compile lists and ensure that all staff and students are accounted for.
- Notify administrators.

**TEACHERS**
- Lock all doors and windows. Turn off lights and fans.
- Instruct students to sit under desks or a suitable safe position and insist on silence.
- Complete a roll call and provide block coordinator with class name and name of any student on campus but not accounted for.
- Block coordinator to phone administration office on 520, 530, 501 or 510 with only class names and names of any students on campus but not accounted for.
  (EG. 1A – ALL PRESENT; 1B – JOHN BROWN AT LIBRARY; 1C – ALL AT MUSIC; and 1D – ALL PRESENT)
<table>
<thead>
<tr>
<th>Phone 520</th>
<th>Phone 530</th>
<th>Phone 501</th>
<th>510</th>
</tr>
</thead>
<tbody>
<tr>
<td>• BLOCK A</td>
<td>• BLOCK H</td>
<td>• PREP ROOMS</td>
<td>USE ONLY IF OTHER NUMBERS ARE BUSY</td>
</tr>
<tr>
<td>• BLOCK E</td>
<td>• BLOCK D</td>
<td>• GROUNDS STAFF</td>
<td></td>
</tr>
<tr>
<td>• BLOCK F</td>
<td>• BLOCK B</td>
<td>• CLEANING STAFF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TUCKSHOP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• LIBRARY</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• LEARNING SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DETENTION</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SWD</td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOLS OFFICERS**

Check amenities blocks and activity hall.

Instruct students and visitors to return to classrooms immediately.

**ALL OTHER PERSONNEL**

Lock all doors and windows. Turn off lights and fans. Instruct students to sit under desks and remain silent. Phone admin officers with student names under your supervision. All blocks must phone admin.
9. SIEGE/HOSTAGE/ASSAULT SITUATIONS

It is critical that on the first sightings of any stranger(s) and/or potential intruder(s) that:

- Admin is notified immediately by green emergency card, telephone or runner with details of potential intruders, whereabouts and number of persons.
- Staff and students in the area evacuate to classrooms.
- Recipient of green card to notify administration or commence lockdown procedures.

10. INTRUDER INTERACTION (if safe or unavoidable)

Remain at an appropriate distance from intruder(s) and address in a non-confrontational manner irrespective of their response.

- How can we help you?
- Who are you here to see?
- I’m sure we can solve this problem if we discuss it calmly.
- I’m not sure we’ve met before. Your name is?
- Your request for contact with this student would be best discussed at the office.
- Please leave the grounds immediately.

Use the recommended questions only if relevant to the situation. Attempt to maintain a controlling presence without backing the intruder(s) into a corner.

If confronted by an intruder, staff need to exercise personal control.

Observations of the interaction, description of intruder(s) and their movements and actions need to be precise.

In the event of an assault, it is recommended that an administrator accompanied by several staff members approach the offender with the expectation that the presence of several adults will act as a deterrent.

11. CHEMICAL SPILL/TOXIC FUMES

1. Upon first warning (alarm as for Lockdown)
   - Move all students, staff and visitors into buildings immediately and undertake Lockdown procedures until further notice or “all clear” received from emergency services or admin.
   - Occupy rooms furthermost from emission.

2. Evacuation
   - Do not attempt to evacuate unless officially advised by emergency services or admin staff.
   - Upon advise to evacuate the assembly point for a chemical spill or toxic fumes is the oval as for a fire evacuation, however this will depend on where the chemical
spill is, from which direction the fumes are blowing and the recommendations of emergency services.

- On arrival at the assembly area, the roll is to be checked immediately. Once all persons have been accounted for, the teacher must send a runner to the Deputy Principal to indicate everyone is accounted for or the names of those who are not.
- Grounds & Facilities Officer and WHSO to check all buildings and grounds are cleared wearing PPE (Personal Protection Equipment).
- Admin team will contact local bus companies to order buses to remove all staff, students and visitors from the grounds to a safe location.
- Teachers to recheck rolls on arrival at safe location.
- Principal to advise District Office of situation.
- Management will advise radio and TV stations of emergency to enable urgent advice to parents so they may collect their children from the safe location.
- Admin staff will continue to contact parents via phone from the Emergency Contact List from a safe location.
- Teachers will maintain responsibility for their students and mark off the class roll as each student has been collected by their parent or guardian.
- First Aid to be administered to anyone who is overcome with fumes.
- Principal to arrange debriefing session as soon as possible.

12. **BOMB THREAT**

- *Make* accurate notes of exact wording of the threat.
- *Prolong* the conversation as long as possible and obtain as much information as possible. (Use BOMB THREAT QUESTIONS & Telephone Threat Check List)
- *Do Not Break* the connection if the caller terminates the call, this will assist TELSTRA personnel in tracing the origin of the call.
- *Do Not Replace* the telephone handset until instructed to by Police or Telstra personnel.
- *Immediately* notify the following:
  - Administrators
  - Caboolture Police Station 5495 1100 on or 000 advise the operator of the type of threat, exact wording, type of device, time of explosion.

13. **TRAFFIC ACCIDENT**

**Response (on site)**
Upon notification, administration will:
- Determine the seriousness of the situation.
- Contact 000.
- Send a staff member with first aid certification to the scene of the accident.
- If students are involved, contact parents/guardians.
- Keep area clear.

**Response (off site)**
Staff present and capable, immediately instigate the following emergency procedures:
- Contact 000 for emergency services.
14. RESPONSE TO STORM OR CYCLONE

Upon first warnings -
- Listen to local radio for further warnings and reports.
- Secure all doors/windows and tape (cross fashion ‘X’) to cover windows.
- If a thunderstorm approaches, disconnect all electrical appliances.
- In case of cyclones, if a local evacuation warning is issued, turn off electricity etc. and assemble all students and staff and follow instructions from emergency services.

When the storm/cyclone strikes –
- Ensure everybody stays inside, away from windows.
- Do not use the telephone (lightening danger).
- Listen to the portable radio for weather updates.
- During cyclones, beware of the calm ‘eye’. Everybody must remain inside until advised by emergency services or weather bureau that the danger has passed.

After the cyclone passes –
- Listen to the radio for warnings and reports of disruption to services.
- Check buildings for damage and evacuate if in dangerous condition.
- Before moving outside, check for – damage to buildings, fallen power lines and debris.
- For emergency assistance contact SES.

15. CRITICAL ILLNESS/INJURY

In the event of a life-threatening emergency, (e.g. severe asthma attack, heart attack, drowning, etc.) the following procedures must take place:
- Contact 000 for emergency services.
- CPR applied until ambulance arrives.
- Parents, next of kin or other nominated persons notified.

16. FATALITY

If a life-threatening emergency results in a fatality, the following procedures should take place:

**Fatality (on site)**
- Contact 000 for emergency services.
- Assist police with contacting next of kin.
- Assist police in investigation.
- Notify District Office.
- Provide immediate counseling for school community.
- Complete Accident forms and forward to District Office and the Division of Workplace Health & Safety.

**Fatality (off site) involving a staff member or student**
- Provide ongoing counseling for school community.
17(a) MANAGING CRITICAL INCIDENTS

Executive Director initiates process at central office level (if required)

Initial school → Notifies District Office Executive Director

Critical Incident Response District Coordinator for data gathering

Plan Development
- Principals to manage in school

Cross District Support to be engaged

Disseminate Plan
- Staff briefing
- Managing the media-Principal
- Information to community

Work through plan

Review the Plan – including
- Process involved
- Follow up for targeted

Debriefing of

School based

District Support
A Disaster Recovery Plan is essential to the physical and mental wellbeing of the school community. Any disaster depending upon the severity can cause varying levels of stress to all members of the school community eg.

- Loss of records, resources and equipment may cause severe financial difficulties for the school as well as personal loss to staff and students.
- Extra workloads on staff seeking alternative facilities, resources and equipment.
- Extra workloads on staff implementing clean up and maintenance arrangements.
- Suppliers and contractors unable to deliver goods and services in the usual manner.
- Parents & Citizens of the school needing reassurance that the school will recover quickly.

Cost is a major factor in developing a recovery plan. If an adequate action plan with appropriately trained staff is in place, the costs and length of recovery time should be decreased significantly. It is imperative in the eyes of the community that the school returns to normal operations as soon as possible to:

- Ensure that there is minimal loss of student numbers, which directly affects funding; and
- Working families are not financially disadvantaged seeking alternative daycare arrangements.

It is our responsibility to ensure the safety and wellbeing of persons coming onto the workplace after such an emergency by:

- Assessing the emergency and the danger.
- Notifying and liaising with emergency services.
- Establishing an emergency coordination centre.
- Contacting District Office and QBuild and liaising with personnel.
- Identifying and providing resources and extra staff as necessary to ensure a swift return to curriculum delivery and administrative services.
- Notifying staff, school families and the local community through the media with a possible recommencement date if unable to continue normal operations.
- Responding to the media if required.
- Identifying hazards by clearly marking with appropriate signage with easy to read language and barriers indicating danger areas and prohibiting entry to these areas.
- Providing debriefing and counseling support for staff and students by District Office staff.
- Ensure the school and local community is kept informed of progress.
- Publicly thank everyone associated with the recovery.

It is important to notify the relevant governmental bodies such as Emergency Services, Education Queensland and the Division of Workplace Health & Safety if an injury or fatality occurred so that it can be determined if the incident was an accident or willful damage. Once the cause has been determined by emergency services personnel, a thorough investigation may be undertaken by the Principal & WHSO whereby accurate records will be forwarded to the relevant governmental bodies and later filed for audit purposes.

Preparation for a possible emergency situation is essential to ensure that an emergency has the least possible effect on the workplace. This reduces the risk that such an emergency presents to the health and safety of staff, students and visitors of the school.
### DISASTER RECOVERY ACTION PLAN

<table>
<thead>
<tr>
<th>Area</th>
<th>Action Required</th>
<th>Person Responsible</th>
<th>Resources</th>
<th>Evaluation</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Callout</strong></td>
<td>➢ Attend incident scene after hours.</td>
<td>Principal</td>
<td>Telephone</td>
<td>Brief assessment of damage to scene.</td>
<td>Immediate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notification</strong></td>
<td>➢ Notify D/O personnel &amp; school admin team.</td>
<td>Principal</td>
<td>Telephone</td>
<td>Response by the community.</td>
<td>Immediate</td>
</tr>
<tr>
<td>immediate</td>
<td>➢ Contact all staff.</td>
<td>Admin team</td>
<td>-Alternative facilities if needed (local school or community hall)</td>
<td>Survey after recovery.</td>
<td>As soon as practically possible</td>
</tr>
<tr>
<td>secondary</td>
<td>➢ Notify school families.</td>
<td></td>
<td>-Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Word of mouth</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Investigation &amp; Recording</strong></td>
<td>➢ Conduct an official investigation into the incident ensuring all evidence is untampered until either the Division of WH&amp;S or Police have seized or completed their investigation of same.</td>
<td>WHSO</td>
<td>-Security</td>
<td>Feedback from District Office.</td>
<td>Immediate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Emergency Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Witnesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-D/O staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Div of WH&amp;S</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Evidence</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>➢ Organise alternative facilities and equipment for admin.</td>
<td>Technology Coordinator</td>
<td>-Admin &amp;</td>
<td>Minimal loss of data.</td>
<td>Immediate</td>
</tr>
<tr>
<td></td>
<td>➢ Backup tapes retrieved and restored onto administration and curriculum servers.</td>
<td></td>
<td>-Curriculum servers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Backup tapes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Morale Counseling</strong></td>
<td>➢ Contact District Office to arrange for whole school counseling.</td>
<td>Management</td>
<td>-D/O staff</td>
<td>Monitor action and reactions throughout recovery.</td>
<td>First day or next day if after hours.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Exec. Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-EAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Action Required</td>
<td>Person Responsible</td>
<td>Resources</td>
<td>Evaluation</td>
<td>Timeline</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------</td>
<td>------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| Teaching & Resources | ➢ Resource alternative facilities.  
➢ Resource classroom equipment & furniture. | Management  
Management  
Teaching & Admin Staff | Central Office  
-Local School and Business Community  
-Suppliers | How soon classes return to normal operations. | First 2 days |
| Facilities         | ➢ Clean up operation                                | Grounds staff  
Ancillary staff  
Parents & Local Community | -On hand  
-On hand & Ancillary Services | As soon as investigation has been completed and emergency services and division personnel are finished. | 1st Week         |
EMERGENCY PHONE NUMBERS
SCHOOL EMERGENCY PHONE LINE – 3480 7388

<table>
<thead>
<tr>
<th>Category</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POLICE</strong></td>
<td></td>
</tr>
<tr>
<td>Caboolture Police</td>
<td>000 5495 1100</td>
</tr>
<tr>
<td>Mobile: Krystal Moore</td>
<td>0429 875 151</td>
</tr>
<tr>
<td><strong>FIRE BRIGADE / AMBULANCE</strong></td>
<td>000</td>
</tr>
<tr>
<td><strong>HOSPITAL</strong></td>
<td></td>
</tr>
<tr>
<td>Redcliffe</td>
<td>(07) 3883 7777</td>
</tr>
<tr>
<td>Caboolture</td>
<td>(07) 5433 8888</td>
</tr>
<tr>
<td>Royal Brisbane</td>
<td>(07) 3636 8111</td>
</tr>
<tr>
<td><strong>POISONS INFORMATION</strong></td>
<td>13 11 26</td>
</tr>
<tr>
<td><strong>COMMUNITY HEALTH</strong></td>
<td></td>
</tr>
<tr>
<td>Caboolture</td>
<td>(07) 5433 8300</td>
</tr>
<tr>
<td>Redcliffe</td>
<td>(07) 3883 7300</td>
</tr>
<tr>
<td>Pine Rivers</td>
<td>(07) 3881 9999</td>
</tr>
<tr>
<td><strong>CHILD &amp; YOUTH MENTAL HEALTH SERVICE</strong></td>
<td></td>
</tr>
<tr>
<td>Caboolture &amp; Redcliffe</td>
<td>(07) 5499 3100</td>
</tr>
<tr>
<td>Pine Rivers</td>
<td>(07) 3881 9999</td>
</tr>
<tr>
<td><strong>ELECTRICAL EMERGENCIES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Caboolture</td>
<td></td>
</tr>
<tr>
<td>Pine Rivers</td>
<td></td>
</tr>
<tr>
<td><strong>DISTRICT OFFICE</strong></td>
<td>(07) 3881 9600</td>
</tr>
<tr>
<td><strong>STATE GOVERNMENT SECURITY</strong></td>
<td>(07) 3224 6666</td>
</tr>
<tr>
<td><strong>Q BUILD – URGENT</strong></td>
<td>(07) 5420 2023</td>
</tr>
<tr>
<td><strong>AFTER HOURS SCHOOL CONTACTS</strong></td>
<td></td>
</tr>
<tr>
<td>Principal – Russell Knowles</td>
<td>0437 200 020</td>
</tr>
<tr>
<td>Schools Officer –</td>
<td></td>
</tr>
<tr>
<td>Schools Officer –</td>
<td></td>
</tr>
</tbody>
</table>
## EMERGENCY SIGNALS.

This card is to be displayed in every room throughout the school.

<table>
<thead>
<tr>
<th>FIRE or OTHER EMERGENCY (such as a bomb threat) requiring children to be <strong>evacuated outdoors</strong> or to <strong>remain outdoors</strong> if an emergency occurs during a break.</th>
<th><strong>CONTINUAL RINGING OF ELECTRONIC BELLS FOR APPROX 30 SECONDS.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Fire in library information in Emergency Notification section. (Page 3)</td>
<td></td>
</tr>
<tr>
<td><strong>INDOOR EMERGENCY</strong> – lock down procedure requiring children to remain indoors) e.g. hail, severe storm, chemical spill etc.</td>
<td><strong>THREE SHORT BURSTS, THREE LONG BURSTS AND THREE SHORT BURSTS OF ELECTRONIC BELL</strong> <strong>S ALL CALL ANNOUNCEMENT</strong> According to situation.</td>
</tr>
<tr>
<td><strong>OUTDOORS EMERGENCY</strong> requiring children to return indoors <strong>and follow lock down procedures</strong> e.g. hail, storm, toxic fumes, dangerous persons at large etc.</td>
<td><strong>THREE SHORT BURSTS, THREE LONG BURSTS AND THREE SHORT BURSTS OF ELECTRONIC BELLS</strong></td>
</tr>
<tr>
<td><strong>ALL CLEAR SIGNAL.</strong></td>
<td><strong>The ‘all clear’ signal will be THE AIR RAID SIREN</strong></td>
</tr>
</tbody>
</table>
EMERGENCY NOTIFICATION RESPONSE SHEET

1. WHERE IS THE EMERGENCY?
   BLOCK: ……… ROOM: ……… TEACHER: ……………………………

2. ARE THE EVACUATION ROUTES CLEAR OR OBSTRUCTED?
   CLEAR: YES / NO
   OBSTRUCTED YES / NO
   Brief details of Obstruction: …………………………………………………
   ……………………………………………………………………………………

3. IS ANYONE TRAPPED OR INJURED?
   TRAPPED OR INJURED: YES / NO
   Brief details: ………………………………………………………………………
   ……………………………………………………………………………………

G:\Critical Incident Disaster Recovery Policy.doc - 14 -
Telephone Threat Checklist

TELEPHONE THREATS
(Response Check List)

A. Response by Receiver of Call
   1. Record the exact wording and nature of the threat.
   2. Ask the following questions and record the answers.

Identifying /Locating the caller

Caller’s Voice/Locating

- Male
- Female
- Old
- Young
- Laughing
- Emotional
- Well spoken
- Foul
- Slow
- Rapid
- Soft
- Loud
- Raspy
- Abusive
- Incoherent
- Recorded
- Slurred
- Nasal
- Stuttering
- Lisping
- Familiar
- Inconsistent
- Message read by caller
- Deep Breathing
- Cracking voice
- Disguised
- Accented

Background Noises

- Street noises
- Crockery
- Voices
- PA System
- Music
- House noises
- Motor
- Aircraft
- Office Machinery
- Factory Machinery
- Animal noises
- Clear
- Muffled
- Static
- Fading
- Local
- Long distance

Other details: ………………………………………………………………………………………………………………………

3. Follow pre-arranged telephone procedures to assist in tracing the call. (eg leave phone off the hook, notify police using another telephone)

B. Response by Principal
   1. Notify police (Request trace of call)
   2. Assess seriousness of threat
   3. If evacuation is necessary, check exit route for suspicious object, then follow your agreed evacuation plan.
# Bomb & Siege Threat Questions

**GENERAL THREAT**

1. What are you threatening to do?

2. Why are you making this threat?

3. When do you intend to carry it out?

4. Do you intend to telephone again?

5. What is your name?

6. Where are you?

7. What is your address

8. Exact Wording of Threat

---

**BOMB THREAT**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When is the Bomb going to explode?</td>
<td></td>
</tr>
<tr>
<td>2. Where did you put the bomb?</td>
<td></td>
</tr>
<tr>
<td>3. When did you put it there?</td>
<td></td>
</tr>
<tr>
<td>4. What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>5. What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>6. What will make the bomb explode?</td>
<td></td>
</tr>
<tr>
<td>7. Did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>8. Why did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>9. What is your name?</td>
<td></td>
</tr>
<tr>
<td>10. Where are you?</td>
<td></td>
</tr>
<tr>
<td>11. What is your address?</td>
<td></td>
</tr>
</tbody>
</table>

---

*Remember to keep calm*

**DON’T HANG UP**
18 (g) Medical & Emergency Cards

**MEDICAL EMERGENCY**

FIRST AIDE REQUIRED URGENTLY

TAKE CARD TO FIRST AIDE ROOM

**EMERGENCY**

ADMINISTRATOR REQUIRED URGENTLY

TAKE CARD TO ADMINISTRATION OFFICE
Fire Hydrants & Extinguishers Location Map

Legend

Hydrants ■ 3
Extinguishers ● 16
Fire Blankets ▲ 6
Smoke Alarms ◊ 7
Hose reels © 3
Ground level □

Alternate route E Block
George St to Mill Rd to Main Oval

Alternate route B Block
Alternate route A Block A3
Alternate route A block

Phys Ed Storeroom

D block alternate route, walk rear of E block to Main oval

To Main Oval

To

Walk to George Street, to Mill Road
To main oval

G:Critical Incident Disaster Recovery/Policy.doc

- 18 -
18 (i) CRITICAL INCIDENT REPORT FORM

DATE: _____/_____/_____
TIME OF INCIDENT: ________ am / pm

NATURE OF INCIDENT AND LOCATION:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PERSONS INVOLVED:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

NAME OF PERSON REPORTING THE INCIDENT: _____________________________
CONTACT NUMBER OF PERSON REPORTING INCIDENT: _____________________
WHO ELSE HAS BEEN CONTACTED? ________________________________________
________________________________________________________________________
WHAT ARE THE SCHOOL’S NEEDS? _________________________________________
________________________________________________________________________

CRITICAL INCIDENT MANAGEMENT PLAN IMPLEMENTED:  Yes  No
CRITICAL INCIDENT FILE STARTED:  Yes  No
MANAGEMENT PLAN SATISFIES INDIVIDUAL:  Yes  No
MANAGEMENT PLAN SATISFIES SCHOOL COMMUNITY NEEDS:  Yes  No
REVIEW OF PLAN IN PLACE:  Yes  No

_____________________________  _______________
(Principal / Nominee’s Signature)  (Date)