St Peter’s Primary School
Port Macquarie

Critical Incidents Policy

Replaces: Critical Incidents Policy 2015
Date Issued: June 2017
Evaluation and Review: May 2019
RATIONALE

It is the responsibility of all members of the Catholic school community to collaborate in the provision of a caring environment.

In today’s society, people can be exposed to a crisis situation, which could have serious effects. The school community is such a group. A sensitive awareness of the varying needs and circumstances of students, staff and families is important in such a crisis.

Arising from the duty of care that Principals and staff owe to students for whom they have responsibility, planning for the management of an abnormal or critical incident is essential.

A critical incident may be defined as an event which causes disruption to an organisation, creates significant danger or risk and which creates a situation where staff, students and parents feel unsafe, vulnerable and under stress.

Examples of Critical Incidents may include:
- Serious injury, illness or death of a member of the school community
- Violent assault of a member of the school community
- Students or staff witnessing a serious accident or incident of violence
- Fire, bomb threat, explosion, gas or chemical hazard, flood, earthquake and extremes of temperatures.

Although such situations may be relatively unusual at St Peter’s, it is important to have guidelines such as these to be prepared for action.

IMPLEMENTATION

Stay Calm: First prioritise the safety of the students. Instant solutions may not be possible. Beyond taking safety precautions, little more may be immediately achievable.

Get the Facts: When trying to find out the information it is important for the teacher to try and remain calm and non-threatening.

Ensure Safety: Ensuring the safety of the student and others is the teacher’s first priority. Take quick common sense action to ensure safety. This may be to summons first aid, evacuate and assemble for a roll call in the designated area (refer to Appendix A - Lockdown Procedure or Appendix B - Emergency and Evacuation Procedure), isolate a student or any other sensible action.

Seek Assistance: Teachers must always seek the help of the Principal and Executive when dealing with such incidents.

Involve the School Administration: All details of the teacher’s involvement should be documented and sent to the Principal/ uploaded onto the WHS Safetynet website.

Public/ Press Announcement or Releases: Any public or press releases must be directed
by the Principal or delegated authority. No staff member or child is to access any form of social media or public forum to notify/comment on Lockdown.
FOLLOW UP

Class / School Community
Particular situations may require follow up. This may occur within a class group or as a school community. Should this be the case, teachers will provide students with opportunities for children to share and communicate their concerns. This may require the Principal to intervene and it is desirable for support to be offered for all including students and staff members.

If possible, resume normal duties as soon as possible once the event has been officially acknowledged.

Parents / Carers
If the situation arises and there is a need to contact parents / carers a flow of information is important, as is consistency and mutual support between school and home. This will be done with the discretion of the Principal.

Community Services and Agencies
The Principal may find it necessary to contact community services such as Counselling, the Department of Health and Community, Police etc. Again this will depend upon the incident at hand and will be done with the discretion of the Principal.

Appendix A – Lock Down Procedure
Appendix B – Emergency / Evacuation Procedure
Appendix A : Lockdown Procedure

RATIONALE
As we live in an age of uncertainty and rapid growth of domestic, local and international aggression/violence, St Peter’s Primary school aims to provide a friendly, caring, safe learning environment for students, staff, parents, parish and local community.

AIMS
St Peter’s Primary Lock Down Procedure aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat or critical incident and that exposure to danger and possible risk of harm are minimised.

Examples of such critical incidents could include:
- Death of a person on school property during school hours
- Students and/or staff being taken hostage
- 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
- Any other behaviour which could indicate a potential Lock Down situation

INITIAL NOTIFICATION
In the event of a critical incident requiring Lock Down the person witnessing the incident must try to notify the school office to raise the alarm (using the school’s intercom system, or own private mobiles to phone the office – 6584 1962)

The office staff members receiving the incident call will notify the Principal or Assistant Principal. In the event that they are both out of the school, either the Leader of Catechesis, Leader of Evangelisation and/or other coordinators are to be informed of the incident immediately.

The Principal and/or the person in charge at the time of the incident will determine the need for a Lock Down and sound the appropriate alarm.

In the event that Mackillop Junior and or Mackillop Senior College move into Lockdown, each of the schools will advise St Peter’s Primary School Staff.

IMPLEMENTATION
1. The school bell system will sound the alert (yellow key on the sound system) followed by an announcement over the loud speaker system.
2. The office staff will sound the alert bell (a siren that increases in volume and has an ascending tone)
3. The Principal/Assistant Principal will make the announcement
4. The announcement will state the following
THIS IS A LOCK DOWN
THIS IS NOT A FIRE DRILL
EVERYONE IS TO STAY IN THE ROOM, GET DOWN LOW AND
KEEP CALM AND QUIET
**Student and Staff Movement**

Students and staff will remain in their classroom or the room they occupied at the start of the alarm warning. Teachers are to make safe efforts to close and lock all doors and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain under their desks/down low, out of sight during this lock down period.

**Students from other Classes**

If you have children from other classes in your room at the time of Lockdown use the internal phone to ring their class to notify their teacher they are with you. When lockdown is over these children will sit on the silver seat at the front of the assembly and return to their class when they arrive on the basketball court.

Staffs need to be mindful that children from other classrooms, teachers assistants, visitors and parent helpers may seek sanctuary in their room. If the Lock Down Alarm is sounded before school or during recess or lunchtime, students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct to their classrooms, if it is safe to do so.

**RESPONSIBILITIES**

**Principal** - to telephone Police or relevant support services and liaise/follow instructions as directed by these organisations.

**School secretaries** - to telephone Parish Administration and the Parish Presbytery and answer telephone communications.

**Assistant Principal, Any Teacher not on class and Librarian** - are to head to the front of the school, if it is safe to do so, to control pedestrian access and vehicular movement and to liaise with emergency services.

**Teachers** - are to close and lock the classroom door and windows that could permit access to the room. Classroom lights are to be turned off. Students are to be directed to move under their desks/down low out of sight during this period. To this purpose, staff will require their keys at all times. Designated teachers need to lock the school gates, when directed.

**Teacher Assistants** – are to remain in the classroom they are currently in and assist teachers to secure the room and help calm children. If outside the classroom when the alarm sounds, they should seek shelter in the nearest classroom.

**Students** - are to remain under their desks/down low out of sight during this time and try to remain calm and silent. Should it be necessary to move out of the rooms or away from the school, instructions will be communicated via the loud speaker system or personally by the Principal or Assistant Principal. All staff/students/visitors are to remain in the locked rooms until the ‘ALL CLEAR’ is given.
Children outside the classroom - if children are outside the classroom when the alarm sounds, they should seek shelter in the nearest classroom or Hall. If in the toilets, children should quickly move to the nearest classroom if it is safe to do so. Children in the Library or the Hall, also need to remain where they are and close the doors, if it is safe to do so.

Children on the oval - if children are a considerable distance from the classroom e.g. the bottom oval, the teacher needs to direct students to lie flat on the ground and to remain quiet, if it is not safe to move to the nearest classroom or to the Hall.

A second announcement will confirm for staff that this is not a drill.

EXTENDED LOCKDOWN (This second announcement will confirm for staff that this is not a drill)

“This is a LOCK DOWN”
“Everyone is to stay in the room, remain in place and keep calm and quiet.”

Students and staff are to hold positions. When Lockdown is over a message will be put over the PA:

“The LOCK DOWN has now ended. However we will be moving into SAFE MODE for (period)”.

SAFE MODE

Safe Mode allows students to sit in their seats and move around the room, be escorted to the toilets in pairs by a Classroom Teacher or Aide, move their bags into the classroom. Doors and windows are to remain locked, blinds drawn. Minimal movement around the school is maintained. Staff continue to work to support each other in extraordinary circumstance until Safe Mode is lifted. Leadership will communicate with staff to update them on situation. No staff are to leave the grounds without informing the Principal. Alternate arrangements for student dismissal will be communicated and followed. Staff are not to comment via social media in any form. Student use of internet devices to be restricted and carefully monitored.

All Clear Signal: The ‘ALL CLEAR’ announcement will be communicated by the Principal or Assistant Principal only via a loud speaker system with intermittent bell ringtones.

The ‘ALL CLEAR’ announcement will state the following:

“The LOCK DOWN has now ended.”
“Everyone is to move in an orderly manner to the basketball court assembly area.”
“Line up in classes and sit quietly.”

All teachers are to bring their Emergency Evacuation folder to the Assembly area - Basketball Court
1. Each teacher responsible for the class at the time of the lock down will mark the roll on Schoolworx and hold up the green card if all children are accounted for at the back of their class line.

2. Each classroom teacher is to report any missing children to the Assistant Principal by holding up the red card in their Evacuation folder, who will notify the Principal.

3. Assistant Principal will bring the master copy of students roll for teacher’s who couldn’t collect their Emergency Folders or access a device.

4. All staff not responsible for a class at the time of the evacuation must report to Assistant Principal to be recorded as accounted for.

5. The Principal will check the Visitors Book and ensure that all visitors, staff and children are accounted for.

**Lock Down Follow-Up:** The executive staff members will investigate the incident, implement and evaluate, using the Google Doc: Issues/Comments.

**Lock Down Practices:** The school community will have a Lock Down practice in Week 8 each term.
Appendix B: Emergency and Evacuation Procedure

RATIONALE

In the event of fire, bushfire, severe storm, earthquake, explosion, plane crash, toxic spill, siege, hostage incident or bomb threat, evacuation of St Peter’s Primary buildings will be required to ensure the safety of all students, parents and visitors.

AIMS

To evacuate all students, staff, parents and visitors in an organised and controlled movement, from a threatened danger area to a safe area.

To evacuate everyone from St Peter’s Primary buildings to the safe area in the minimum possible time.

To ensure that exposure to danger and the possible risk of injury are minimised.

IMPLEMENTATION

Emergency Numbers

Fire 000 or 65 833000
Police 000 or 65 830199
Ambulance 000 or 13 1233
Hastings Council 65 818111
State Emergency Service 65 81 0150
Port Macquarie Base Hospital 6581 2000
Port Macquarie Private Hospital 6582 9800
Presbytery 65 831024
Administration Office 6588 7444
Catholic Schools Office (02) 6622 0422
Mobile ‘Out of Range’ Emergency 112
Emergency Assembly Area

The Emergency Assembly Area will be located in the centre of the bottom oval, a clear area removed from trees, plants and fences.

The Alternative Assembly Area will be the School Car Park directly opposite the Administration Office.

Initial Warning System

1. In case of emergency evacuation of the room-notify the office to sound alarms.

   In the event of a Bushfire – staff will be notified to close all windows and doors immediately to prevent entry of smoke and embers.

2. The fire alarm is the continuous ringing of the electric fire bell (approx. 2 minutes).

3. In the case of electricity failure, the office staff will activate the continuous ringing of the hand bell (located at the internal staffroom door closest to the office).

4. The secretaries will telephone the appropriate Emergency Service.

5. The Principal will ensure that assistance has been requested.

6. When conducting a drill notify the Parish and McKillop College as a courtesy.

Evacuation of Premises

1. Teachers should immediately cease work, collect their roll book & school keys (if possible) and instruct children to move quietly and calmly out of the building via their designated exit, in an orderly fashion, as indicated on the Evacuation Plan. This is located beside each external classroom door.

2. The last person out of the room should close the door. This will be a sign that everyone has left the room.

3. Classes will move by the required exits to the Emergency Assembly Area (Bottom oval) where the rolls are to be called.

4. Each teacher responsible for the class at the time of the evacuation will mark the roll and hold up the green card if all children are accounted for.

5. Each classroom teacher is to report any missing children to the Assistant Principal by holding up the red card in their Evacuation folder, who will notify the Principal.

6. Assistant Principal will bring the master copy of students roll for teacher’s who couldn’t collect their Emergency Folders.

7. All staff not responsible for a class at the time of the evacuation must report to Assistant Principal to be recorded as accounted for.

8. The Principal will check the Visitors Book and ensure that all visitors, staff and children are accounted for.

9. Classes outside the classrooms are to proceed directly to the Emergency Area – Bottom oval. Outside reading groups, school helpers, children at the toilet etc are to proceed directly to the Emergency Area.
6. The Principal and one Office Secretary (nominated by the Principal) will check children’s toilets to ensure they are empty and check all doors are closed.
7. No person is to enter the premises until the ‘all clear’ is given by the Principal.
8. Classes have an alternative Evacuation Assembly Area (St Paul’s Hall), if the normal area is unavailable - School car park.
Emergency Key

WT  Water Taps  I  Intercom
WM  Water Meters  EM  Electricity Meters
FH  Fire Hose  FE  Fire Extinguishers
T  Telephone

WT – Water Taps
- Outside toilets – Block A B C D
- Outside Library
- Outside Canteen
- Front of the Administration Block
- Corner of Teacher’s car park

FH – Fire Hoses
- Outside Blocks A B C D and Administration Blocks
- Outside Library

T – Telephone
- Principal’s Office
- Secretary Office (3)
- Assistant Principal’s Office
- Leaders of Catechesis and School Evangelisation office
- Additional Needs Office
- Canteen
- Hall
- Library
- Classrooms 7 and 8

I – Intercom
- In Secretary’s Office
- Available in all classrooms
- Canteen

EM – Electricity Meter
- Outside Principal’s Office/Opposite Secretary’s Desk
- In Computer Server Room
- In Room 2 Storeroom
- In Room 12 Storeroom

WM – Water Meters
- Entrance to Staff Car Park
- Garden in front of Room 9

Emergency Follow-Up: The executive staff members will investigate the incident, implement and evaluate, using the Google Doc: Issues/Comments.
Emergency Practices: The school community will have an Emergency Drill practice in Week 5 each term.
**Bomb Threat Telephone Check List**

**QUESTIONS TO ASK**
1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

**EXACT WORDING OF THE THREAT**

**ACTION**
Inform Principal Immediately

**THREAT LANGUAGE**
- Well spoken?
- Incoherent?
- Irrational?
- Taped?
- Message read by caller?
- Abusive?
- Other (specify)

**BACKGROUND NOISE**
- Street Noise?
- House Noise?
- Aircraft?
- Voices?
- Music?
- Machinery?
- Local Call?
- Long Distance?
- STD?
- Other?

**OTHER**
- Sex of caller?
- Estimated age?

**CALL TAKEN**
- Date ____/____/____
- Time ________
- Duration of Call ________
- Number called ________

**RECIPIENT**
- Name (print) ________
- Telephone Number ________
- Signature ________

**CALLERS VOICE**
- Accent (specify) ________
- Any impediment (specify) ________
- Voice (loud, soft etc) ________
- Speech (fast, slow etc) ________
- Diction (clear, muffled) ________
- Manner (calm, emotional etc) ________
- Did you recognise the voice? ________
- If so, who do you think it was? ________
- Was the caller familiar with the area? ________