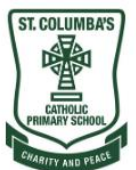


Crisis Management Plan 2022

ST COLUMBA'S
CATHOLIC PRIMARY SCHOOL
South Perth



RATIONALE

Emergencies do occur on school campuses. In times of crisis, the school will need to respond immediately to prevent and reduce the possibility of further accidents and tragedies. Schools are neither immune to naturally occurring conditions like earthquakes nor can they prevent completely unwanted disturbances or intrusions. However, by having special strategies in place, school staff can prevent unnecessary confusion and turmoil and also minimize the possibility of further accidents or tragedy on their school campus.

A planned school wide crisis response that provides basic support for people can significantly reduce disruption during times of high stress by having strategies readily available for immediate implementation.

A structured response, implemented efficiently, will help to promote emotional security and facilitate the return to normal school routine in the unlikely event of a crisis occurring on or near our school campus.

CRITICAL INCIDENTS POLICY STATEMENT

The principal or person appointed to replace the principal in their absence, is responsible for the management of on-site and off-site school related emergencies and critical incidents. The intention is to minimise trauma and distress to students and staff and damage to property and to ensure the teaching and learning program is maintained or resumed.

DEFINITION

Critical incidents are:

- circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff;
- incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- death or life-threatening injury of a student or staff member at school, following an incident that occurred while being educated, or through a related school-based activity or circumstance;
- receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past;
- issuing a formal warning to a staff member or ceasing the employment of a staff member for breach of the staff Code of Conduct suspected to be grooming behaviour.

REPORTABLE INCIDENTS

The following are reportable incidents:

- (1) The death of a student or staff member at school or during a school-related activity, or following an incident at school or during school-related activity.

- (2) An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.
- (3) An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
- (4) An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
- (5) The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student –
 - (a) by a staff member or another student; or
 - (b) by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
- (6) Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code of Conduct suspected to have involved grooming behaviour.

BACKGROUND

Emergencies and critical incidents can vary significantly in duration. Some will be discrete and short in duration others may be protracted and last for days or weeks.

Effective emergency management involves coordinated actions based on line management principles and designated responsibilities.

This will:

- reduce the likelihood of emergencies and critical incidents;
- minimise the impact on students, staff and site activities; and
- facilitate the return of the site to normal operations as soon as possible. Management of emergencies and critical incidents will involve consideration of:
 - prevention and mitigation of;
 - preparedness for;
 - response to;
 - recovery from.

Crisis Management Plan

This plan will be comprehensive, covering the four areas of crisis management, namely,

- Prevention
- Preparation
- Response
- Recovery

and will be disseminated to the whole school community.

A crisis management team will operate to meet immediately after a crisis event, allowing for prompt and effective response to a situation. Crucial to management will be the consideration of the following

- Everyone is agreed on the common goal – to help students, staff and families.
- The school maintains an appropriate degree of control throughout.
- The needs of everyone, every group within the school are considered.
- A rapid, cohesive and coordinated response occurs.
- The community acknowledges and approves assistance.
- Organizations recognize and express appropriate concern and support.

CRISIS MANAGEMENT TEAM

To include:

- The Principal or acting principal
- Assistant Principals
- Parish Priest
- School Psychologist
- Teachers whose students are affected by the crisis situation
- Outside agencies (input sought at the planning stage)
- 1 Administration Officer.

ROLE OF THE PRINCIPAL

- Act as team leader
- Oversee the dissemination of information to staff
- Visit (contact) families of those in crisis
- After consultation with CEWA deal with media
- Delegate tasks
- Liaise with outside agencies
- Activate checklists (App.1, 2,3 immediate, short-term, long-term)

ROLE OF ASSISTANT PRINCIPAL

- After consultation with the Principal disseminate Information to staff
- Liaise with school-based personnel
- Provide support in response to needs of Principal, students, staff and families

ROLE OF ADMINISTRATION OFFICER AND OTHER TEAM MEMBERS

- As directed by the principal or person replacing the principal.

TEACHERS

- May be co-opted onto the team
- Be alert to situations affecting staff involvement
- Liaise with the Principal and APs

MEDIA GUIDELINES

In dealing with the media, the Principal, as coordinator of the Plan, will address the media.

- A written statement will be prepared in consultation with CEWA
- A decision will be made determining
 - a) the presence of the media on school grounds and
 - b) only the principal will take interviews

St Columba's will maintain liaison with appropriate community organizations eg

- Police
- Fire
- Hospital
- SES
- CEO
- Parish Priest
- Families Concerned
- Child and Family Services
- CEWA Psychology Services

The school will ensure that students, staff and families have appropriate debriefing information available to them should a crisis event occur.

The school will ensure that appropriate evaluation of response to incidents and review of the maintenance plan takes place, at least annually. Induction of new staff to crisis care management will form part of the staff introduction to each year.

REVIEW OF EMERGENCIES AND CRITICAL ISSUES

Principals are required to notify CEWA and the Director General of the Department of Education Services of any critical and/or emergency school incidents as soon as practicable and, in any event, within 48 hours of the incident. A Critical Incident report form is to be completed and emailed to CEWA HR. If the principal is absent he/she is to be notified as soon as practical.

EMERGENCY CONTACT NUMBERS

ST. COLUMBA'S CATHOLIC PRIMARY SCHOOL, SOUTH PERTH

TELEPHONE: 6436 9500

CEO CONTACT - Deputy Director	63805200
POISONS INFORMATION	13 11 26
PSYCHIATRIC EMERGENCY TEAM	1300 555 788
CRISIS CARE UNIT	9223 1111
	1800 199 008
SCHOOL NURSE	9313 1150
SES – FLOOD, STORM, EARTHQUAKE	1300 130 039
ELECTRICITY EMERGENCY	13 13 51
GAS EMERGENCY	13 13 52
WATER FAULTS AND DIFFICULTIES	13 13 75

LOCAL SURGERIES

Como Medical Centre – 34 Talbot Ave, Como	9450 6633
Southern Medical Clinic –148 Douglas Ave, South Perth	9367 7944

KEY PERSON TO CONTACT FOR ASSISTANCE

HOSPITALS

ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

Princess Margaret Hospital	6456 2222
Fiona Stanley	6152 2222
Sir Charles Gardiner (QE11)	9346 3333
Graylands Hospital	9347 6600
King Edward Memorial Hospital	9340 2222
St John of God Hospital Murdoch	9366 1111
Royal Perth Hospital	9224 2244

COUNSELLING AND SUPPORT SERVICES

Catholic Outreach	9221 5172
Centrecare Marriage and Family Service	9325 6644
Dept for Community Development, Cannington	9351 0888
Police Child Abuse Unit	9492 5444
Relationships Australia	1300 364 277
St. Vincent de Paul	475 5400
Translations and Interpreter Service	13 14 50
Women's Refuge Group of W.A	9420 7264
Access Counselling	1300 667 700

Non- Government School Psychologist

Name : Michelle Blacklock

NGSPS SENIOR PSYCHOLOGIST 63805200

Name: Laura Allison

NGSPS CO-ORDINATOR

Name : Tim Wong 63805256

STATE EMERGENCY SERVICE 9227 70555

(Headquarters: All Hours)

HAZARD MANAGEMENT

The following list of hazards / emergencies identifies the Agency responsible for that hazard / emergency. This list is by no means exhaustive and will be added to as required.¹

HAZARD / EMERGENCY

MANAGEMENT

AGENCY

AIR TRANSPORT EMERGENCIES	WA
POLICE SERVICE HYDRAULIC STRUCTURE PROBLEMS	WATER
CORPORATION OF WA EARTHQUAKE EMERGENCY SERVICE	STATE
FIRE AND RESCUE SERVICE	FIRE
FLOOD EMERGENCY SERVICE	STATE
HAZARDOUS MATERIALS AND RESCUE SERVICE EMERGENCIES	FIRE
LAND SEARCH AND RESCUE POLICE SERVICE	WA
LANDSLIDE AND RESCUE SERVICE	FIRE
RAIL TRANSPORT EMERGENCIES	WESTR
AIL	
ROAD TRANSPORT EMERGENCIES	WA
POLICE SERVICE SEA SEARCH AND	

RESCUE	WA
POLICE SERVICE	
STORM / TEMPEST EMERGENCY SERVICE	STATE
STRUCTURAL COLLAPSE AND RESCUE SERVICE	FIRE
TROPICAL CYCLONE EMERGENCY SERVICE	STATE

CRISIS MANAGEMENT TEAM

AFTER HOURS TELEPHONE NUMBERS

Principal-

Allen McMahon Mobile: 0417 936586

Assistant Principal-

Jesse Yock Mobile: 0433760174

Administration-

Amy Venturini Mobile: 0424821599

Andrea Creek Mobile: 0409105349

STRATEGIES FOR POSSIBLE CRISIS MANAGEMENT

▮ Earthquake	Page 8
▮ Chemical Spills	Page 9
▮ Bomb Threat	Page 10
▮ Fire	Page 11
▮ Abduction of a student	Page 12
▮ Suicide	Page 13
▮ Emergency/Lockdown	Page 14
▮ Evacuation Plan	Page 15
▮ Admin: Crisis Management Plan	Page 16
▮ Admin: Front Desk Statement	Page 17
▮ Admin: Crisis Action checklist and gathering of information	Page 18-20

This list is not inclusive of all possibilities. Remember:

- The prime concern is personal safety of not the protection of property.
- Remain calm.
- Assess the situation.
- Seek help.
- Provide follow up support.
- Disseminate information accurately and appropriately.

PROCESS OUTLINE FOR POSSIBLE EMERGENCIES SUCH AS: EARTH QUAKE, CHEMICAL SPILL, BOMB THREAT & FIRE

- Immediately inform the Principal or in their absence Support Coordinator ;
- Crisis Management Team to activate plan (as detailed in supplement)

EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE:

Shelter under a table, desk or door frame for protection

against falling debris. Stay away from windows and glassed areas.

Do not light candles, lighters, etc. These can create explosions as there may be flammable fumes from damaged containers or gas mains.

If instructed to evacuate, in accordance with St Columba's evacuation procedure, stay away from buildings, power lines, poles and trees while making your way to your designated assembly area.

After tremor stops check for any injured and render assistance as needed.

Do not return to the building until instructed by the Principal or in their absence Support Coordinator.

CHEMICAL SPILLS

DUTIES OF THE PERSON WITNESSING THE SPILL:

1. Remove people from immediate danger to a safe location.
2. Ask reception to:
 - Ring the Fire Brigade 000

Nearest cross street –
York and Forrest streets

b) Notify the Principal or in their absence person in charge.
3. Assist with evacuation of students, staff, and visitors in accordance with St Columba's Evacuation Policy.
4. Stay with any injured people and have an ambulance called on 000. For chemical burns call the Poisons Information Centre on 13 11 26.
5. Await arrival of the Fire Brigade and brief the Fire Chief on:
 - * Type and location of spill
 - * Whether evacuation is complete.

Do not return to the evacuated building until instructed by the Principal or in their absence person in charge.

BOMB THREAT

DUTIES OF PERSON RECEIVING BOMB THREAT:

- Notify the Police and Fire Brigade of the threat received.

Nearest cross street –
York and Forrest streets
- Notify the Principal or in their absence person in charge of the bomb threat.

Duties of teaching staff once informed of the threat :

- Do not touch any item which looks suspicious.
- Collect student rolls (essential) and mobile phone if readily accessible.
- Commence evacuation in accordance with St Columba's Evacuation Policy, keeping clear of any fire hydrants.
- If possible, make a final check of all rooms and toilets.
Leave doors and windows open.

Do not return to the building until instructed by the Principal or in their absence person in charge.

FIRE

DUTIES OF PERSON NOTICING THE FIRE:

On locating the fire, remove anybody in immediate danger to a safe location if safe to do so. Close the door and ask Reception to ring the Fire Brigade and notify the Principal or in their absence person in charge.

Collect student rolls (essential) and mobile phone if readily available.

Commence evacuation in accordance with St Columba's Evacuation Policy, keeping clear of any fire hydrants.

If possible, make a final check of all rooms and toilets. Leave all doors and windows closed.

Do not return to the building until instructed to do so by Principal or in their absence person in charge .

Duties of receptionist on being notified of the fire outbreak :

Ring the Fire Brigade on 000 and state location of the fire:

Nearest cross street –York and Forrest streets

Contact the Principal or in their

absence person in charge

ABDUCTION OF A STUDENT

1. Person who becomes aware of the abduction notifies the Principal

2. Principal contacts relevant family, confirms that the child has not been returned to family members, and then notifies police and HR at CEWA.
3. Meeting of the Crisis Management Team.
Members to take up allocated roles.

Staff need to be aware of the following:

Children react differently to an abduction than to a death because of the unknown whereabouts of the child. There is a high degree of concern, fear and media interest.

They may be increasingly concerned with their own safety, and conscious of their parents' heightened anxieties at this time. They need to be given clear and accurate information, appropriate to their developmental level and emotional state.

There will need to be a response (weeks/months later) to help them deal with the fate of their class mate - clear and specific information and strategies for coping with the news.

Removal of a student by a family member:

Under the Family Law Act 1995 a school is to assume that both parents of a student have full responsibility for that child unless a Parenting Plan or Court Order is presented to the school stating otherwise.

If a non-custodial parent attempts to take a child off the school grounds without the consent of the other parent, staff should respond as follows:

1. If there is no Court Order in place, either parent may collect the child; staff however should inform the other parent and the Principal of the situation.
2. If there is a Court Order in place restricting the non-custodial parent's right to remove the child then staff should:
 - Suggest the non-custodial parent comply with the order.
 - Do not attempt to restrain the non-custodial parent, detain the child or physically prevent their departure; such confrontation may aggravate an already difficult situation.
 - Try to move any discussion to a more private area, away from onlookers but keeping your own safety in mind.
 - Advise the Principal of what has happened; notify the custodial parent or other authorised person on the school records. The Principal may decide to contact the Police.
 - Such cases should be handled with compassion, common sense and the welfare of the child as the first priority.
3. In any situation where a parent is armed or otherwise acts violently the police should be called immediately on 000.

SUICIDE

The same issues and aspects of grief apply to suicide, however people's

responses/reactions can be more intense or extreme.

It is important to stress that this was the person's choice. People can feel anger and guilt toward the person for not seeking or accepting help and also for leaving them.

Affirm with the people affected –

- That it is a sad loss
- There is a lot which is unknown and may never be known
- The person may have been very sad

Stress that if a person is sad or has a difficult problem the best choice is for them to talk to someone who can help them or find another person to help.

Children can be seriously affected by suicide, particularly if they have experienced some other loss, have low self-esteem, or have an isolated and/or inadequate support system outside of school.

The family, friends, and staff who have known the person who has suicided, often question, “What is this person’s place before God?”

A response to the above could include:

We are not sure but we believe that when a person takes their own life, we know that they are overwhelmed at the time, by either depression, a psychiatric illness or severe emotional pain which they want to stop.

At the time, their emotional disturbance interferes with their normal mental functioning. They are unable to contemplate an alternative, positive solution to their problems, or other options to help them cope.

We know that God does not condemn people experiencing such severe distress. It is with that knowledge that we entrust the person to the mercy and compassion of a loving God.

EVACUATION & LOCKDOWN PROCEDURE

Emergency Evacuation & Lockdown Procedures – Staff & Student

Evacuation	Lockdown
<p><i>Emergency Procedure – In School Hours</i> Audible Warning – Short Bursts of the Siren or Whistle (2 second siren with a 2 second interval)</p>	<p><i>Emergency Procedure – In School Hours</i> Audible Warning – Longer Bursts of the Siren or Whistle (5 second siren with a 5 second interval)</p>
<p>On hearing a fire alarm/emergency warning siren and/or you discover smoke/fire, follow these instructions:</p> <p>The acronym (RACE) should be used as a guide to manage the response.</p> <ul style="list-style-type: none"> Remove students and/or staff from immediate danger to a place of safety. Alert others in the immediate vicinity and dial 501 and state the nature and location of the emergency. Confine the fire and smoke by closing the door/and windows (ensure to leave the doors unlocked). Evacuate to the respective ‘Assembly Area’ and perform a ‘role-call’. 	<p>On hearing an alarm, follow these instructions:</p> <ul style="list-style-type: none"> Under no circumstances should staff place themselves at risk. Raise the alert, if safe to do so, by dialling 501. If outdoors, move to the closest securable room. Remain inside the building, lock the doors, close the blinds, turn off lights and sit below window level. Instruct students that all mobile phones/iPads are to be turned off. Students must not be left unattended at any time. Staff and students are to remain in lockdown and follow the lockdown procedure until the ‘all clear’ announcement is heard over the PA and/or the phone system.

Evacuation Wardens to check their respective areas and report to the Incident Controller on the bottom oval. See separate section re: Evacuation Wardens.

- Classrooms must have the Emergency and Lockdown Procedure and Evacuation Plan clearly displayed near their exiting door.
- Please ensure that you have a laminated class list on the wall marked with the children who are absent each day. You will need to bring this class list to the Assembly point in the event of an evacuation.
- Copy of Lock down and Emergency Procedure to be provided in relief teachers folder.

Find in TEAMs - Staff Electronic Portfolio- School Polices & Procedures

- Emergency / Lock down procedure
- Evacuation Plan for each area of the school

LOCKDOWN POLICY

In the event of an incident that requires the school to go into ‘lock-down’ mode, contact Admin by ringing the front office on: 501

Siren Lock-Down

- The lock down siren will then sound.

- In the event of a power failure, or for whatever other reason, a hand horn may also be used and will sound continuously for durations of 15 seconds.
- Each teacher is to lock their classroom door and monitor any absence (ie – child gone to the toilet or child attending a musical instrument lesson).
- **REPORT THIS ABSENCE TO THE OFFICE**
- If you are outdoors within the vicinity of the school buildings, make your way to the closest securable room as soon as you hear the lock down siren.
- If you are in the Kalyara Mia, remain there, ensuring that all the glass doors are locked. You will be visible but in the event of a real lock down emergency, you would do what you need to do to protect the children and yourself, for example move the table tennis tables and sit behind them.
- If you are on the top oval with your class (for sport or maybe you are reading a story to the children) make your way to the Kalyara Mia which is your closest securable room. If you are on the bottom oval remain there but move close to the nature playground so that if you need to get children off the property, you are close to a gate. Coming up from the bottom oval to find a securable room might be bringing the children into harm's way.
- If you are out on the oval in the event of a lock down, assemble near the gate at the nature playground.
- Principal or in their absence the person in charge to investigate the incident and ensure that rooms are locked as per evacuation plan.
- A message over the phone system / PA will notify 'End of Lockdown' Admin to check all areas to ensure message has been received.

Silent Lock-Down

- You will be notified by telephone with the words 'MRS Smith'. Follow procedures above.

EVACUATION POLICY

It is the responsibility of all staff members to ensure they understand the school's evacuations drill, routes to and formations at the Assembly Area. During an evacuation staff are to work together in a coordinated response to ensure buildings and facilities are evacuated in a controlled and timely manner.

EVACUATION WARDENS

Evacuation Wardens: The school is served by five evacuation wardens tasked with clearing designated Warden Areas. Nominated staff have been allocated to roles of Primary and Alternate Evacuation Wardens.

EVACUATION INSTRUCTION AND CONSIDERATION

The following points outline instructions and considerations during an evacuation.

- All classes and activities are to cease. Students and volunteers are to be accounted for by the staff member in charge (this may not be the grade teacher).
- The staff member in charge is to evacuate the room or building they are responsible for and coordinate the movement of the students in file to the Assembly Area.
- They are to ensure their building/room is clear.
- They are to bring the class list.
- They are to guide the students safely to the Assembly Area and follow directions provided by Evacuations Wardens.
- At the Assembly Area they are to report to the Incident Controller who will check them off against the evacuation checklist.
- On arrival at the Assembly Area students are to sit facing the Incident Controller in Class Groups in the following order.

Assembly Area on Bottom Oval (Face Foreshore)
Visitors, Other Staff, PP, 1,2,3,4,5,6

- Wardens are responsible to be the last to leave the school grounds and must clear their allocated areas in a safe manner.
- Wardens are to report 'Area Clear' to the Incident Controller at the Assembly Area.
- The Incident Controller is to compare absentees with the SEQTA 'Emergency Absentee' information, Visitor, Staff and Student Sign-In Logs.
- The Incident Controller is to liaise and support the incoming emergency agency.
- The Incident Controller is to give "all clear".

EVACUATION EQUIPMENT LIST

The following documents and equipment are to be taken to the Assembly Area.

ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

ITEM	RESPONSIBILITY
Class Emergency Folders	All Class Teachers
First Aid Kit	Admin Warden
Mobile Phone	Incident Controller
Crisis Management Plan	Incident Controller
Visitor, Staff and Student Sign-In Logbook	Admin Warden
SEQTA Emergency Absentee	Admin Warden

EVACUATION WARDENS

Role	Primary	Alternate
Evac Warden Area 1	Amy Venturini	Andrea Creek
	Responsible for clearing Area 1	
Evac Warden Area 2	Lisa Burnett	Julie Pilatti
	Responsible for clearing Area 2	
Evac Warden Area 3	Kristie Sadowski / Nadia Dundas	Steve Popadyneec / Orna O'Brien
	Responsible for clearing Area 3	
Evac Warden Area 4	Maria Daniele	Gemma Lucas
	Responsible for clearing Area 4	
Evac Warden Area 5	Kate Wilkes / Lucy Ferrante	Monica Italiano
	Responsible for clearing Area 5	
Evac Warden Area 6	Jillian French	Ranelle Dixon
	Responsible for clearing Area 6	

DUTY CARD – Evacuation Warden Areas 1- 6

St Columba's Primary School



REPORTS TO: Incident Controller.

OBJECTIVE: Coordinate the orderly evacuation of personnel in your area, search all allocated rooms and areas.

IMMEDIATE ACTION

Notify the Incident Controller when you have cleared your **Area**.

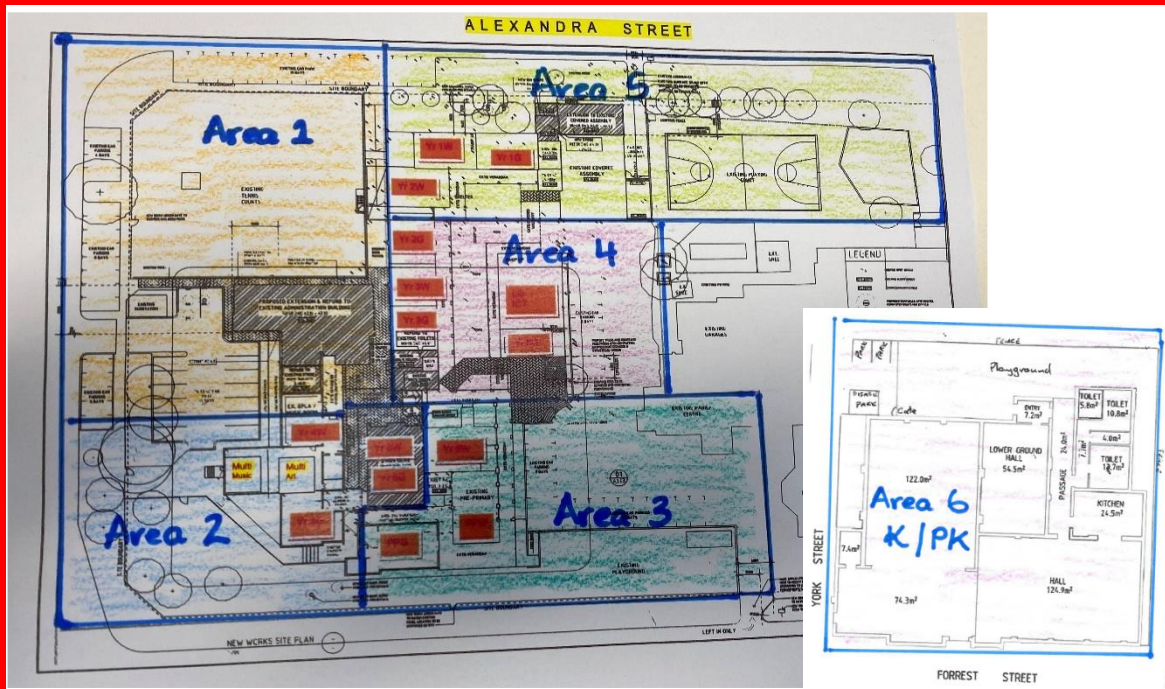
Ensure all personnel are responding to the alarm:

- Coordinate the orderly flow of people to the Assembly Area.
- Coordinate any assistance for occupants with disabilities or injuries.

Search your allocated zone (Do not rush):

- If possible, close all doors and windows to slow the spread of fire and smoke.
- Ensure doors and gates are left unlocked to assist fire fighters' access.
- Check for arriving vehicles or buses and wave them away if possible.

AREA OF RESPONSIBILITY



ASSEMBLY AREA

Once all areas have been searched move to the Assembly Area.

Report to the Incident Controller 'All Clear - Area (Insert Number 1-6).'

Contact Area 6 (Kindy) if the Evacuation has been on the main school site to update.

CRISIS MANAGEMENT PLANNING: SAMPLE DOCUMENTS

Drowning:

- Prepared front desk statement by the Principal / Designate
- Letter Home
- Media Statement

Fire:

- Prepared front desk statement by the Principal / Designate
- Letter Home
- Media Statement

Suicide:

- Prepared front desk statement by the Principal / Designate
- Letter Home
- Media Statement

Teacher Collapses:

- Prepared front desk statement by the Principal / Designate
- Letter Home
- Media Statement

Traffic accident:

- Prepared front desk statement by the Principal / Designate
- Letter Home
- Media Statement

NON GOVERNMENT SCHOOLS PSYCHOLOGY

FRONT DESK STATEMENT SAMPLE

Introduction:

This is an authorised statement.

The school principal was informed this afternoon of some tragic news.

Facts:

The school was contacted by phone this afternoon by the Assistant Principal, returning by bus from the Year 6 school camp. The Principal was informed that the school bus had been involved in a serious traffic accident on the freeway. The accident has apparently resulted in both student fatalities and injury.

At this time the school has no further information available regarding the accident, or names of students fatally injured or hurt.

What we've done so far:

All parents of children on the bus have been contacted by telephone as have family members of teachers and accompanying adults. The school has informed staff and students at school today of the tragedy.. Some parents have been contacted by telephone where students have been particularly affected by this news. Other parents will be advised in a letter sent home with students. As more information becomes available parents and staff will receive current information.

The school has a number of supports in place including psychologists from the Non Government Schools Psychology Service who will be available to staff, students and parents for counselling, information and advice following the tragedy.

What we're going to do:

School personnel have arranged to have this counselling support available to the whole school community for the next few days.

Who you can contact:

If parents are worried about their son or daughter or would like to talk to a psychologist, contact the Principal on 08 97521800 to arrange for this to take place.

Close Sentence:

We ask that the school community keep the individuals affected by this tragedy in our thoughts and prayers.

Authority Statement: The Principal after consultation with CEWA I has authorised this statement.

ACTION SHEET CRISIS MANAGEMENT PLAN : TASK CHECKLIST

Immediate to first 24 Hours

- Gather and confirm information.
- Is there a need for immediate contact to the police or emergency services?
- Is the crisis site safe? Should there be an evacuation?
- Endeavour to save life. Provide first aid to the injured.
- Decide on the level of response required.
- Call together the School Leadership Team.
- Enact the Crisis Management Plan.
- Liaise with police and other emergency service to confirm information and establish the what and when of information that the Office may release.
- Has contact been made with families of victims? Arrange to visit or meet as soon as possible.
- Prepare or adapt information release for staff, schools and groups in the community.
- Inform staff.
- Support distressed staff.
- Keep telephone lines free for essential calls. Email/fax CEO and all regional schools, including independent schools, with prepared statement re phone contact How will St Columba's handle enquiries?
- Does front desk have an accurate written statement (from the Principal or designate) to use for incoming calls?
- Who will deal with media enquiries?
- Start keeping a written record of events
- Provide support facilities for distressed staff. Who will deal with those most affected?
- Do outside agencies and/or organisational administrators need to be contacted?
- Establish a support centre and ensure support is available there at all times.
- Prepare for any visitors who may arrive.
- Is family permission required for some kinds of information release?
- Do the most critically involved helping personnel have support?
- Have arrangements been made to sustain staff providing support off site, eg those attending hospital with colleagues
- Have arrangements been made for staff members who may want to stay after hours?
- Is the Leadership Team maintaining regular contact/meetings?
- What follow-up is planned for the next day?
- Arrange that the Leadership Team meets at the end of the day.
- Clarify needs and what is required of staff who are still actively involved at the end of the day, eg at the hospital.
- Arrange how overnight developments will be monitored and managed.

MEDIUM TERM

Who will attend to victims' desks and personal belongings?
Will St Columba's hold a memorial service or create a memorial to victims?
Remember that there may be deaths subsequent to the initial fatalities.
What level of support has been considered for the most critically involved helping personnel?
What follow-up is planned for the next week?
Continue to monitor reactions within the School and provide support.
Return St Columba's as far as possible to regular routine.
Update staff with new information.
Consider preparation of staff for funeral and burial arrangements.
Maintain contact and support to families of victims.
Monitor those in caregiver roles.
Keep note of expressions of sympathy, condolences and offers of help for later response.

TASK CHECKLIST- LONG TERM

- Will St Columba's hold a memorial service or create a memorial to the victims?
- Has support been considered/offered for the critically involved St Columba's helping personnel?
- What follow-up has been planned for staff once things quieten down?
- Will the School do anything to mark the anniversary date?
- Be aware of anniversaries eg, birthdays of victims
- A coronial inquest may take place some considerable time after the event. Staff may need time spent to understand the process. The inquest may cause some re-living of the events with consequent renewed distress.
- Establish when Leadership Team will reconvene to review the response made and make any necessary amendments to the Crisis Management Plan.
- Continue liaison with outside agencies.
- If liability is an issue, be prepared for legal proceedings.
- Be aware that all St Columba's staff will need special attention to their wellbeing. Ensure that all who have taken on extra tasks are publicly acknowledged.

ACTION SHEET CRISIS MANAGEMENT

Gathering Information On An Incident

Anyone may have to gather information on an incident

date _____ time _____ recorded by _____

- What happened?
- Who was involved ?
- Where, When Who is reporting ?
- Who witnessed the event ?
- Who knows about the incident?
- Have emergency services been contacted ?
Are there police officers on the scene?
- Name of attending officer
- What is known on extent of injuries or deaths
- Has anyone been taken to hospital?
- Which hospital
- Have any other actions been taken
- Have next of kin been contacted

Telephone contact numbers

name _____ number _____ name _____
_____ number _____ name _____
_____ number _____ name _____ number _____

Leadership Team called together

date _____ time _____

Crisis Management Plan enacted date_time __signed Has anyone been taken to hospital? Which hospital Have any other actions been taken Have next of kin been contacted

Telephone contact numbers

name _____ number _____ name
_____ number _____ name
_____ number _____ name _____ number

Leadership Team called together

date _____ time _____

Crisis Management Plan enacted

date_time__signed