



Department of  
Education

**Shaping the future**

# WA College of Agriculture Narrogin Incident management plan

Version date: March 2024

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Date of review	Reviewing officer	Date submitted	Next scheduled review
March 2024	Clare Roser		November 2024

**Instructions to complete this plan:**

- enter information into all sections highlighted in grey.
- when complete, ensure the Incident management plan is accessible when off-site, for example submit the plan to the 'Data submission' tab in your secure login area of [Schools Online](#). Instructions on how to do this are in the [Incident Management Manual](#).

<b>School name:</b> (include name of co-located school if applicable)	Western Australian College of Agriculture-Narrogin
<b>School address:</b>	216 Cooramining Rd Dumberning 6312
<b>Plan prepared by:</b> (principal's name)	Clare Roser
<b>Date prepared:</b>	March 2024

## 1. School details

Number of students:	<b>140</b>
Number of students with special needs:	<b>2</b>
Number of staff:	<b>56</b>
Number of students requiring extra support if evacuating:	1 (hearing loss) 1 (physical)
Number of school sides bordered by bush:	Bordered by farmland. Northeast corner adjoins the golf club and Water Corporation catchment reserve.
Names of major roads bordering school:	Cooraminning Rd Tarwonga Rd Williams-Kondinin Rd Lavater Rd
School's site-specific alert For example: <ul style="list-style-type: none"> <li>• siren/Pause x 3</li> <li>• continuous handbell</li> <li>• continuous siren or short whistle blasts</li> </ul>	<b>Continuous siren + CODE *** depending on type</b>

## 2. Emergency contacts

Group		Phone number
WA Police Force	Life-threatening or time-critical emergency	000
	Incident requiring police response, not life-threatening	131 444
	Local police station	
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Hospital(s)		
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local government		
Pollution Watch Hotline		1300 784 780

Central services staff contact	Phone number
Deputy Director General, Schools	9264 5602
Department's Media unit (diverts to a mobile phone outside of normal business hours)	9264 5821
Security Monitoring Centre	9264 4632 9264 4771
Manager Environmental Services	9264 5186
Communications and Media	9264 4855

### 3. School specific contacts

Organisation	Details	Phone number or website
Local police		98822555
Local ambulance or hospital		98810333
Local fire brigade		000 Captain
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Narrogin/Boddington Williams/Quindanning Narrogin	98811590 98422133 / 98811032 98811736
Electricity provider (in case of a power outage)	Western Power	98811344
State emergency service		132500 Duty Officer
Poisons information		131126
Director of Education Wheatbelt A/Director Agriculture Education	Doug Cook Steve Watt	
Education Regional Office	Colin Fergusson CRO  Yvette Harrison CRS – Narrogin  Shane Wynne – Northam	9622 0205   96220207

Role	Name		Phone numbers		
			Day time	Mobile	Out of hours
Principal or site manager	Clare Roser		98819700		
Deputy Principal	#1	Joan Armstrong	98819700		
Manager Corporate Services	Teresa Rafferty		98819700		
Year leaders / coordinators	Christo Argæt		98819700		
	Leanne Sjollemma		98819700		
	Mitch Wray		98819700		
	Steve Madson		98819700		
Head of Residence	Heather Rae		98819700		

Role	Name	Phone numbers		
		Day time	Mobile	Out of hours
Lead School Psychologist	Felicity Watt			
School Psychologist	David Ranson			
School Chaplain				
School nurse				
Head Cleaner 2IC	Eugene McCarthy Kylie Kirby	98819700		
Gardener	Brad Gilmore	98819700		
Work health and safety representative/s	Steve Madson Mark Batt	98819700 98819700		
P&C President	Nyree Brown	98819700		
Phone number (assigned number that all calls can be directed too)	<b>Clare Roser</b>	98819700		

## 4. School response team details

Team	Name and mobile number	Back-up officer name and mobile number
Principal/ site manager	Clare Roser	Mitch Wray
Deputy/ associate principal	Joan Armstrong	Steve Madson
Manager corporate services	Teresa Rafferty	
Support staff	Heather Rae Mark Batt	
Communications	<b>Mary Kittow (Principal PA)</b> <b>Chris Zielke (Promotions/Media)</b> <b>Sharon Ward (Front Desk)</b> <b>Julie Armstrong (Enrolments)</b> <b>Annette Atkinson (Finance)</b>	
First aid	Dee Dartnell Allan Dewing Frank Haydock	





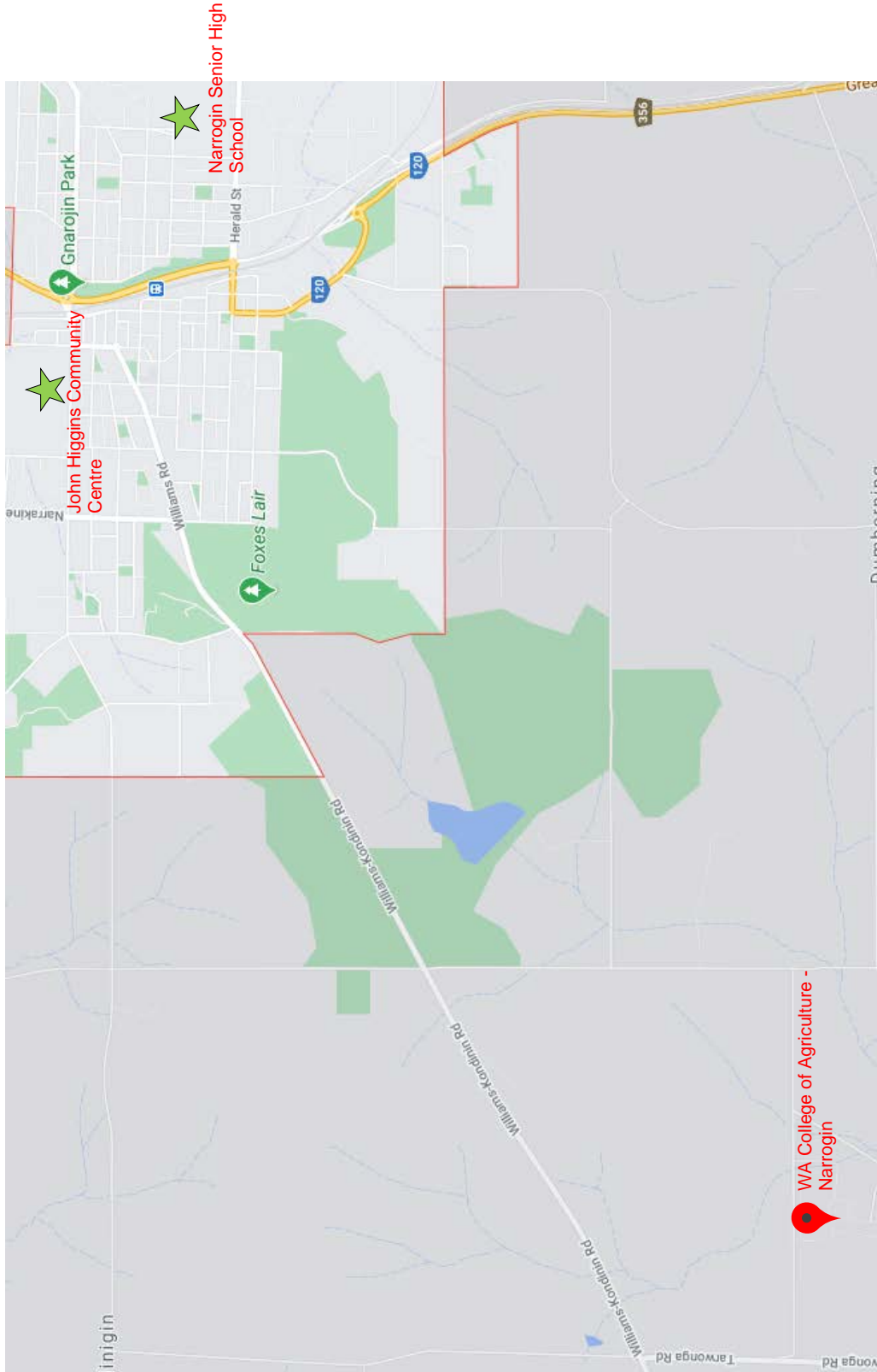
Areas or items	Location	Notes
Emergency control post	Admin Office	See blue star symbol on map
Emergency control post (alternative)	Trade Office Duty Room	Emergency keys with evacuation kit (front office)
Evacuation assembly areas	Quadrangle Lawn, Dining room	See red star symbol on map Quadrangle grass Night – Dining Room
Evacuation on-site designated safer locations	Quadrangle Lawn, Dining room	
Evacuation off-site designated safer locations	John Higgins Centre, Clayton Road Narrogin  Narrogin Senior High School, Gray St	as described in local community emergency response plan  as communicated with Principal
Evacuation kit (include a hard copy of the site's Incident management plan/s)	Admin office under TV desk	
First aid kit	Admin office	DP to take to Muster Point
Security keys (this could create a security risk depending on how this document is distributed)	MCS office in Admin	
Power board	Front of Admin building	
Water mains – shutoff	Front of house 8	See blue square symbol on map
Gas main – shutoff	Near kitchen / butcher shop	See gas shut off valve on map
List of people on site	Admin Staff  MCS	Maintain Emergency and Critical Incident diary. Visitors check off
Incident management plan (including standalone bushfire plan and standalone cyclone plan if applicable): <ul style="list-style-type: none"> <li>• Hard copy location</li> <li>• Online copy location for offsite access</li> </ul>	Admin Office	See blue star symbol on map

## 6. Maps

### School site map and assembly points

### School off-site map

Insert an aerial view of your school showing off-site locations in opposite directions.



## 7. Duties for evacuation personnel

Areas or items	Location
<p><b>PRINCIPAL or SITE MANAGER</b></p> <p><b>(INCIDENT CONTROLLER)</b></p>	<p>Access situation.</p> <p>Raise alarm throughout school and complete final sweep of buildings.</p> <p>Proceed to designated muster point.</p> <p>Check for damage, gas leaks, power failure and any other hazard.</p> <p>Monitor situation and ensure that no-one returns to any building unless authorised to do so after consultation with emergency services.</p> <p>Advise Regional Executive Director.</p>
<p><b>DEPUTY</b></p>	<p>Collect a first aid kit and escort any sick students.</p> <p>Checkpoint officer – proceed directly to muster point.</p> <p>Sound <b>stand down</b> signal when instructed.</p>
<p><b>MANAGER CORPORATE SERVICES</b></p> <p><b>ADMINISTRATION STAFF</b></p> <p><b>Promotions/Media Enrolment officer</b></p> <p><b>Principal PA</b></p> <p>Front Desk</p> <p>Finance Officer</p>	<p>Complete sweep of administration block, lock administration block, and collect backup data.</p> <p>Assist principal or site manager with sweep of school.</p> <p>Call 000, upon instructions from on-site incident controller.</p> <p>Notify administration upon instruction from on-site incident controller.</p> <p>Collect the evacuation file and kit from front office. Collect any student Medication from first aid cupboard.</p> <p>Proceed to designated assembly area.</p> <p>Print Student attendance list by House, print staff Time Card attendance and collect Visitors Register.</p> <p>Maintain Emergency and Critical Incident Diary (see Appendix).</p> <p>Receive Calls from HOD,s regarding staff on site</p> <p>Telephone on mobile: gardener, cleaning staff, any staff off campus to remain off campus until notified.</p> <p>Advise checkpoint officer which staff members are absent and their replacement, if applicable, and any visitors on site.</p>
<p><b>INSTRUCTIONAL STAFF</b></p> <p><b>HOD's</b></p> <p>Staff delegated by HOD's</p>	<p>HODS will conduct a search of their area rooms to ensure all students staff and visitors have left the buildings.</p> <p><b>HOD's will be assigned to a student's House and will delegate a staff member to complete a House roll call.</b></p> <p><b>HOD's to delegate area staff to find any missing students visitors and staff.</b></p> <p>Escort students, volunteers and any other persons in their charge to the designated assembly area.</p> <p>Carry out House roll call and report any absence to HOD.</p>

	<p>Inform checkpoint officer of students present/absent. Stay with any persons in your charge.</p>
<b>NON-TEACHING STAFF</b>	<p>Assist teachers to assemble students as quickly as possible. Check buildings are empty and proceed to the designated assembly area.</p>
<b>KITCHEN</b>	<p>Turn off any cooking apparatus and proceed to designated assembly area. Report to checkpoint officer.</p>
<b>VISITORS</b>	<p>All visitors must report to the Manager Corporate Services, near the checkpoint officer, so they can be marked as present in Visitors' Book.</p>

## 8. Evacuation kit

School evacuation kit	Date checked
Duties of school response team	Feb 24
School mobile telephone and charger	Feb 24
Hand-held radio (if applicable)	Feb 24
Portable, battery-operated radio	Feb 24
Megaphone	Feb 24
Whistle	Feb 24
Pens/pencils	Feb 24
Torch and spare batteries	Feb 24
Camera	Feb 24
School key	Feb 24
Water	Feb 24
Sunscreen	Feb 24
First aid kit	Feb 24
Student health care medication (for example, EpiPen)	Feb 24
Electronic or hard copies (or both) of the school: <ul style="list-style-type: none"> <li>• Incident management plan</li> <li>• running sheet (refer to appendix)</li> <li>• student health care plans</li> <li>• student class lists</li> <li>• student release forms</li> <li>• student home and emergency telephone numbers</li> <li>• attendance registers for that day.</li> <li>• sign-in list.</li> </ul>	Feb 24

## 9. Off-site evacuation

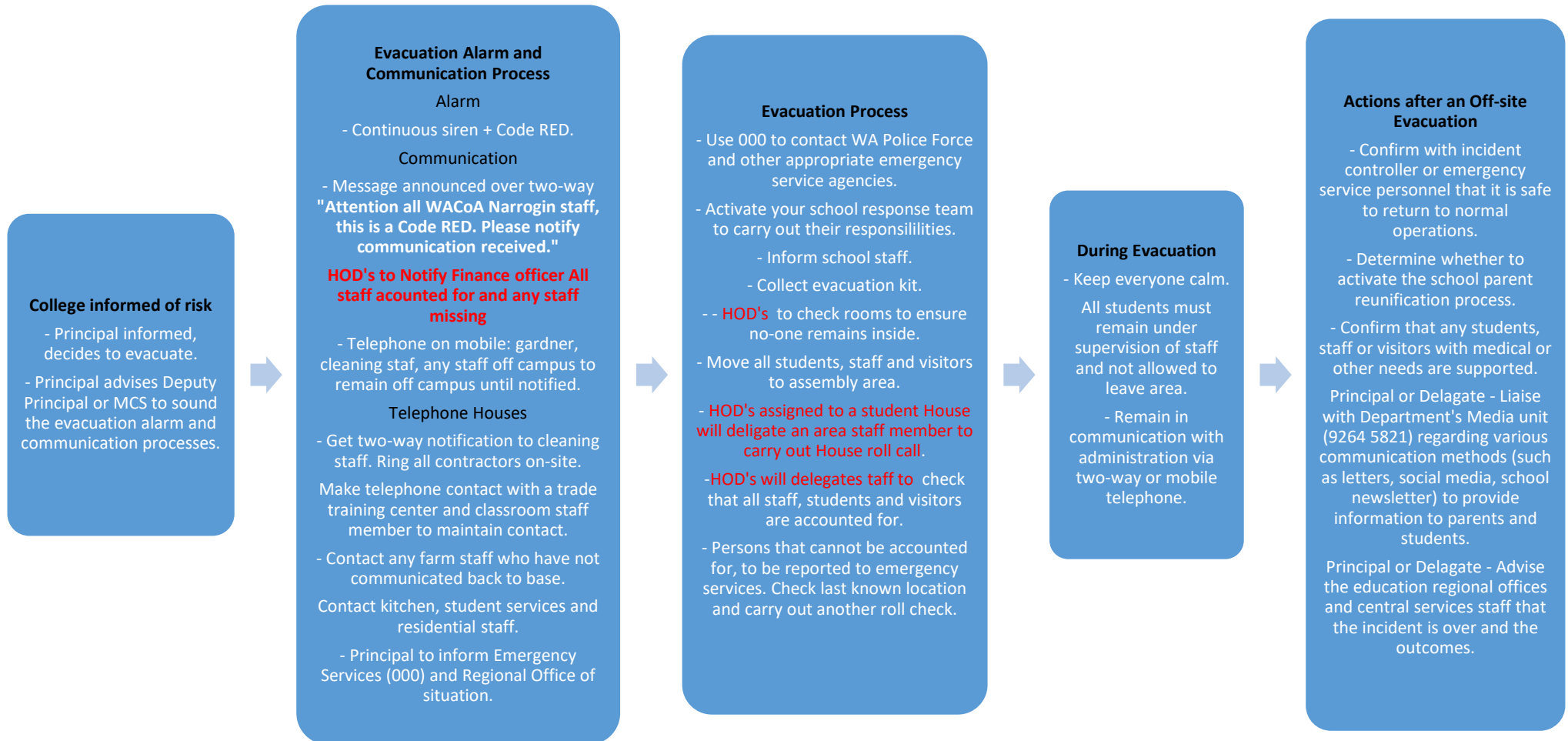
### CONTINUOUS SIREN : CODE RED

Actions (to activate, and during an off-site evacuation)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Activate your school response team to carry out their responsibilities	
Follow advice from the incident controller or emergency services on which of the school's off-site evacuation location(s) is the safest to use.	
Inform school staff.	
Collect evacuation kit.	
Staff to check rooms to ensure no-one remains inside.	
Move all students, staff and visitors to assembly area before evacuating off-site.	
Check that all staff, students and visitors are accounted for before evacuating off-site.	
All students must remain under supervision of staff and not allowed to leave area.	
Persons that cannot be accounted for to be reported to emergency services. Check last known location and carryout another roll check.	
Procedures in place to assist students with additional needs	
Contact parents via SMS alerts to inform them of relocation	
Divert parents and returning groups from the school grounds	
Secure external doors and entrances	
Record some details of actions undertaken and times.	
Actions (after an off-site evacuation)	
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent reunification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Principal or Delegate to liaise with Department's Media unit (9264 5821) regarding various communication methods (such as letters, social media, school newsletter) to provide information to parents and students.	
Principal or Delegate to advise the education regional office and central services staff that the incident is over and the outcomes.	

DRIVERS	BUS	COACH
Allan D	X	X
Steve M	X	X
Mark B	X	
Frank H	X	X
Brian H	X	X
Dee D	X	X
Danielle Q	X	X
Leon B	X	X

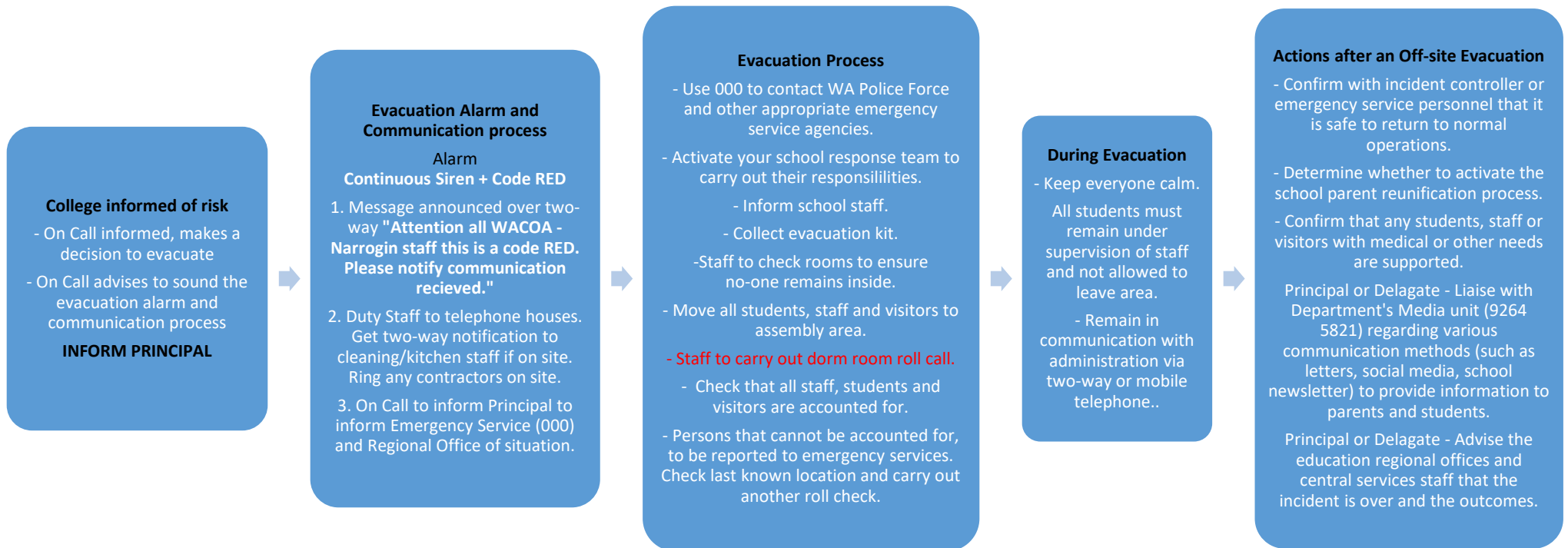
DRIVERS	BUS	COACH

**OFF-SITE EVACUATION - CODE RED – Day Time  
9am to 4pm Monday to Thursday, 8am to 3pm Friday.**





**Evacuation Procedure Residential – CODE RED – AFTER HOURS**  
**4pm to 9am Monday to Thursday, 3pm to 8am Friday,**  
**All Day Saturday and Sunday**



## 10. On-site evacuation

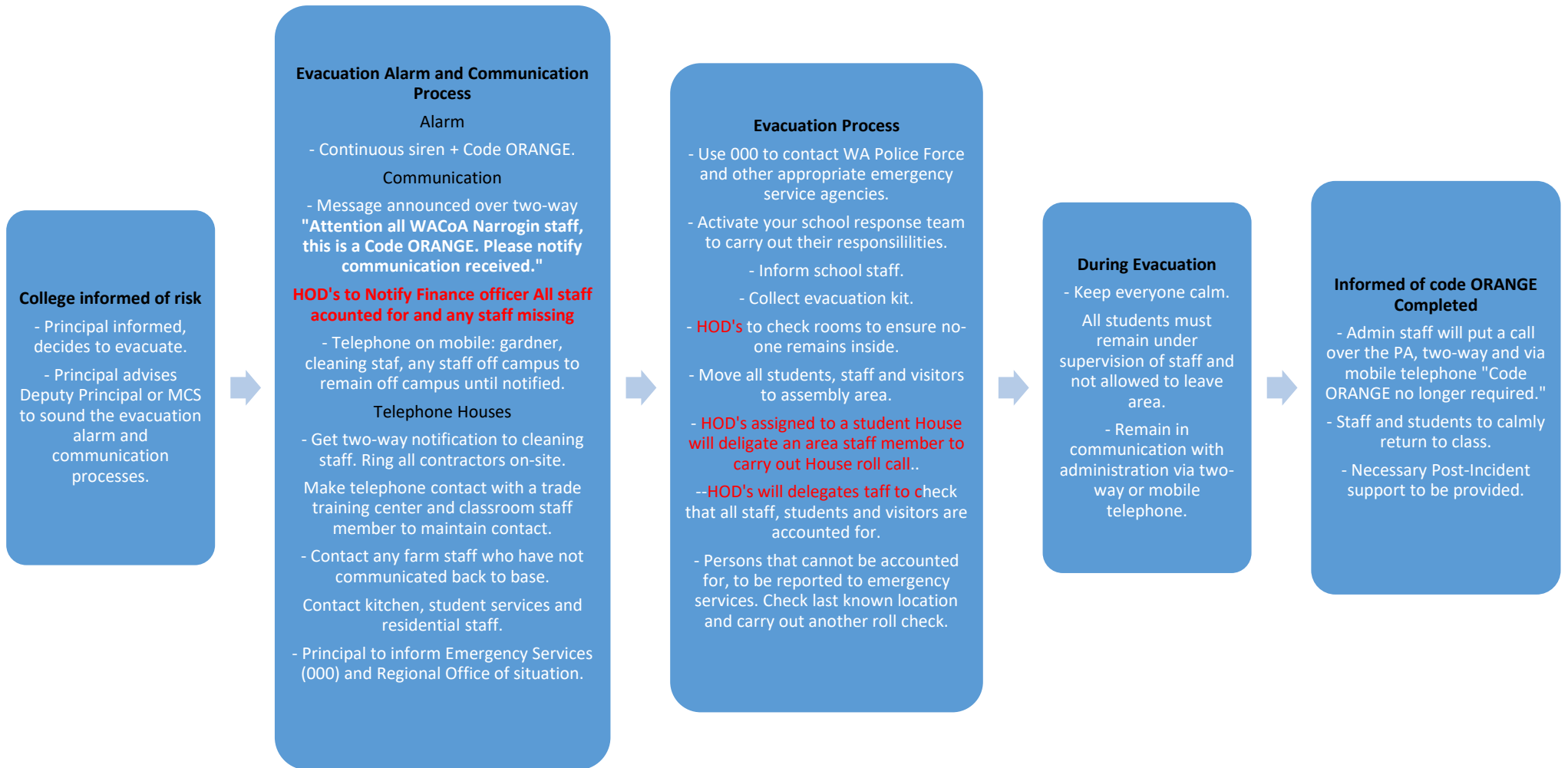
### CONTINUOUS SIREN : CODE ORANGE

Actions (to activate, and during an evacuation)	Completed
Contact appropriate emergency service agencies	
Activate your school response team to carry out their responsibilities	
Follow advice from the incident controller or emergency services on which of the school's on-site evacuation location(s) is the safest to use.	
Inform school staff.	
Collect evacuation kit.	
Staff to check rooms to ensure no-one remains inside.	
Move all students, staff and visitors to assembly area.	
Check that all staff, students and visitors are accounted for.	
All students must remain under supervision of staff and not allowed to leave area.	
Persons that cannot be accounted for to be reported to emergency services. Check last known location and carryout another roll check.	
Procedures in place to assist students with additional needs	
Divert parents and returning groups from the school grounds	
Secure external doors and entrances	
Record some details of actions undertaken and times.	
Actions (after an off-site evacuation)	
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent reunification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Principal or Delegate to liaise with Department's Media unit (9264 5821) regarding various communication methods (such as letters, social media, school newsletter) to provide information to parents and students.	
Principal or Delegate to advise the education regional office and central services staff that the incident is over and the outcomes.	

## RESIDENTIAL EMERGENCY FIRE PLAN

ROLE	ACTION
<b>Fire Warden</b> (first staff member in the Duty Room)	<ul style="list-style-type: none"> <li>• Wear Fluro vest</li> <li>• Go direct to Muster Point (outside dining room adjacent to grassed quadrangle)</li> <li>• Allocate roles to other staff</li> <li>• Hand out dorm lists</li> </ul>
<b>Role 1</b>	<ul style="list-style-type: none"> <li>• Check fire panel outside Admin for affected area</li> <li>• Ring On-Call person</li> <li>• Wait for Fire Brigade</li> </ul>
<b>All other staff</b>	<ul style="list-style-type: none"> <li>• Lead movement of students to designated Muster Point, coordinate line up in dorm groups for check off</li> <li>• Assist Dorm Captains to check off all students</li> <li>• Check dorms, if safe, for any students unaccounted for.</li> <li>• Assist in moving students to safe building when instructed by On-Call person</li> </ul>
<b>On-Call</b>	Coordinates communications to parents and liaises with fire department/regional office. Informs Principal if needed.

**ON-SITE EVACUATION - CODE ORANGE – DAY TIME.  
9am to 4pm Monday to Thursday, 8am to 3pm Friday.**



**ON-SITE EVACUATION - CODE ORANGE – After Hours  
4pm to 9am Monday to Thursday, 3pm to 8am Friday,  
All Day Saturday and Sunday**

**College informed of risk**

- On Call informed, makes a decision to evacuate
- On Call advises to sound the evacuation alarm and communication process

**INFORM PRINCIPAL**



**Evacuation Alarm and Communication process**

Alarm

Continuous Siren + Code ORANGE

1. Message announced over two-way "Attention all WACOA - Narrogin staff this is a code ORANGE. Please notify communication recieved."
2. Duty Staff to telephone houses. Get two-way notification to cleaning/kitchen staff if on site. Ring any contractors on site.
3. On Call to inform Principal to inform Emergency Service (000) and Regional Office of situation..



**Evacuation Process**

- Use 000 to contact WA Police Force and other appropriate emergency service agencies.
- Activate your school response team to carry out their responsibilities.
  - Inform school staff.
  - Collect evacuation kit.
- Staff to check rooms to ensure no-one remains inside.
- Move all students, staff and visitors to assembly area.
- **Staff to carry out dorm room roll call.**
  - Check that all staff, students and visitors are accounted for.
- Persons that cannot be accounted for, to be reported to emergency services. Check last known location and carry out another roll check.



**During Evacuation**

- Keep everyone calm.

All students must remain under supervision of staff and not allowed to leave area.

- Remain in communication with administration via two-way or mobile telephone.



**Informed of code ORANGE Completed**

- Admin staff will put a call over the PA, two-way and via mobile telephone "Code ORANGE no longer required."
- Staff and students to calmly return to class.
- Necessary Post-Incident support to be provided.

## 11. Relocation to a safer building location

Actions (to activate, and during an on-site movement to a safer location)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Inform school staff	
Activate movement to safer building location on advice from incident controller or emergency services using the predetermined activation signal	
Activate the school response team, if necessary	
Procedures in place to assist students with additional needs	
Notify education regional office and other agencies	
Collect evacuation kit if applicable	
Guide visitors to safety	
Divert parents and returning groups from the school grounds	
Confirm a telephone line is kept free	
Silence all mobile phones	
Keep public address system free	
If possible, stop the usual school siren from sounding period changes or break times	
Secure external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access	NA
Have an assigned staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so	NA
Account for all students, staff and visitors as possible.	
Record some details of actions undertaken and times (use running sheet from appendix)	
Await deactivation advice from incident controller or emergency services personnel	
Actions (after an on-site movement to a safer location)	Completed
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with Department's Media unit (9264 5821) regarding various communication methods (such as letters, social media, school newsletter) to provide information to parents and students.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

## 12. Lockdown

### CONTINUOUS SIREN : CODE BLUE

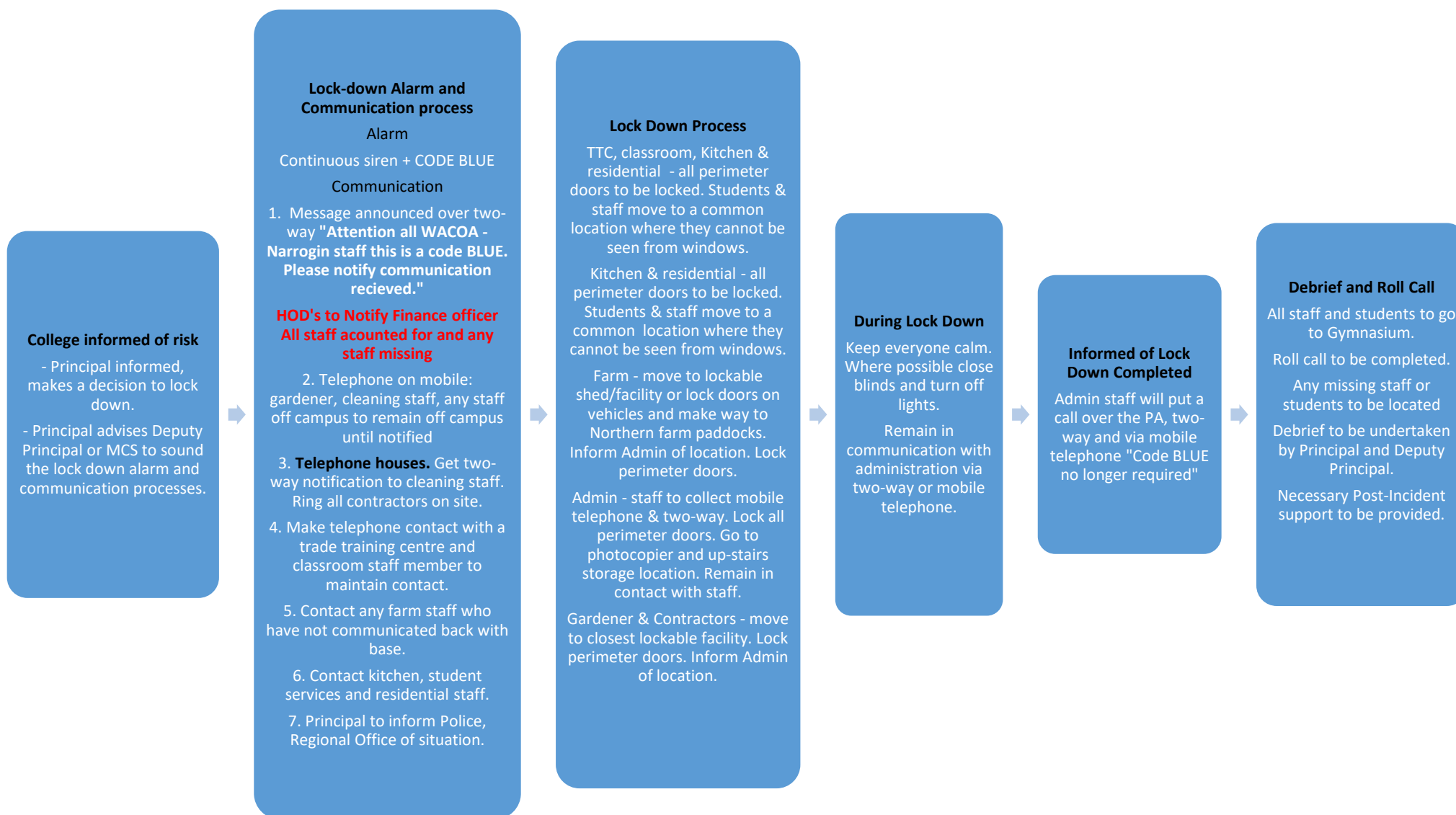
Actions (to activate, and during, a lockdown)	Completed
<b>Assess the threat</b>	
Contact 000 – advise WA Police Force and other appropriate emergency service agencies of the type of emergency.	
Activate lockdown using the predetermined activation signal.	
Establish the school response team, if necessary.	
Ascertain if all students, staff and visitors are accounted for (as far as possible)	
Divert returning staff and students, parents and community members away from the school site.	
Keep a telephone line free.	
Keep public address system free.	
Silence all mobile phones.	
If possible, stop the usual school siren.	
Secure external doors and entrances.	
Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access.	
Have a delegated staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so.	
Inform school staff, education regional office, nearby schools and other agencies when initiating a lockdown.	
Record some details of actions undertaken and times.	

Actions (to activate, and during an evacuation to a perceived place of safety)	Completed
Providing it is safe to move students, identify the safest route moving as far away as practicable from the threat.	
Leave personal possessions behind except your mobile phone. Silence all mobile phones. Turn off vibrate mode. Where possible, call 000 and inform them of the following: Location, such as site, building name, room number, road/street name Description of the offender If any weapons have been seen and what type The direction of the offender/s Any injuries, if so what type and how many Motive, if known.	
If it is safe to do so, stay on the phone to the police and provide updates.	
Avoid congregating in open areas or at assembly points unless directed to do so.	
Continually reassess the situation and your options based on the best available information.	

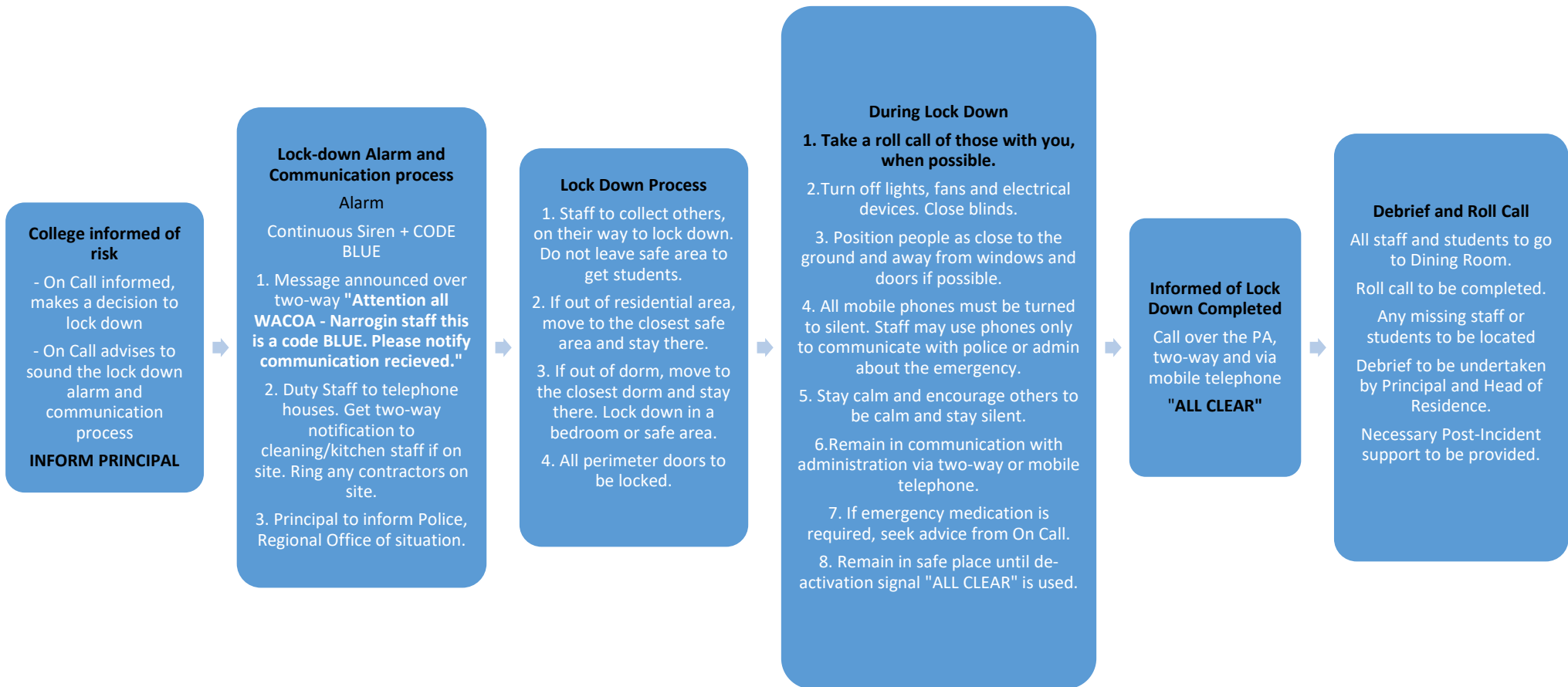
Actions (to de-activate, and immediately following, a lockdown)	Completed
Confirm with emergency service personnel that it is safe to de-activate lockdown.	
De-activate lockdown using the predetermined de-activation signal.	
Determine whether to activate the school parent re-unification process.	
Advise staff, students and visitors of any specific information they need to know.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Provide appropriate information on the lockdown to staff and students.	
Liaise with Department's Media unit (9264 5821) regarding various communication methods (such as letters, social media, school newsletter) to provide information to parents and students.	
Advise the education regional office and central services staff that the lockdown is over and the outcomes.	
Seek support from the education regional office, as required.	
Conduct debrief.	



**Lockdown Procedure School – CODE BLUE - (DAYTIME)**  
**9am to 4pm Monday to Thursday, 8am to 3pm Friday.**



**Lockdown Procedure Residential – CODE BLUE - (NIGHT)**  
**4pm to 9am Monday to Thursday, 3pm to 8am Friday,**  
**All Day Saturday and Sunday**



### 13. Bomb threat resource sheet

**By telephone:** The person receiving the call is to note/record as many details and ask as many questions as possible. Record this on this form as soon as is practicable.

**From another source:** This form is still to be used. The source of notification is asked to provide as much detail as possible.

Telephone bomb threats <sup>1</sup> response checklist	
Note the caller's number if displayed on your phone:	
Important questions to ask	
What is your name?	
Where are you?	
What is your address?	
Where did you put it?	
When is the bomb going to explode?	
What does it look like?	
Exact wording of threat	
General questions to ask	
How will the bomb explode OR how will the substance be released?	
Did you put it there?	
Why did you put it there?	
Bomb threat questions	
What type of bomb is it?	
What is the bomb?	
What will make the bomb explode?	
Telephone bomb threats <sup>1</sup> response checklist	
Note the caller's number if displayed on your phone:	

Notes for after the call					
Caller's voice was:	<input type="checkbox"/> male		<input type="checkbox"/> female		<input type="checkbox"/> child
Approximate age:	<input type="checkbox"/> 0-11	<input type="checkbox"/> 12-18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-70	<input type="checkbox"/> 70+
Accent:					
Speech:	<input type="checkbox"/> normal	<input type="checkbox"/> fast	<input type="checkbox"/> slow	<input type="checkbox"/> other:	
Dictation:	<input type="checkbox"/> clear	<input type="checkbox"/> muffled	<input type="checkbox"/> other:		
Manner:	<input type="checkbox"/> calm	<input type="checkbox"/> emotional	<input type="checkbox"/> abusive	<input type="checkbox"/> other:	
Did you recognise this caller?	<input type="checkbox"/> yes		<input type="checkbox"/> no		
If so, who do you think it was?					
Was the caller familiar with the area?					
<b>Threat language:</b>	<input type="checkbox"/> well-spoken	<input type="checkbox"/> incoherent	<input type="checkbox"/> abusive	<input type="checkbox"/> irrational	
<b>Background noises:</b>	<input type="checkbox"/> message read by caller	<input type="checkbox"/> music	<input type="checkbox"/> machinery	<input type="checkbox"/> voices	
	<input type="checkbox"/> harbour	<input type="checkbox"/> taped	<input type="checkbox"/> typing	<input type="checkbox"/> house noise	
	<input type="checkbox"/> street noise	<input type="checkbox"/> aircraft	<input type="checkbox"/> other:		
<b>Duration of call (time):</b>					
<b>Origin of call:</b>	<input type="checkbox"/> bomber	<input type="checkbox"/> police	<input type="checkbox"/> DFES	<input type="checkbox"/> other	
Who received the call					
Name (print):					
Phone number:					
Duration of call:					
Date call received:					
Time call received:					
Signature:					

<sup>1</sup> This has been adapted from the Australian Bomb Data Centre 'Phone bomb-threat checklist'

### Actions to be taken on receipt of a bomb threat sent via email or social media

1. Do not reply to, forward or delete the message.
2. If sent via email, note the address.
3. If sent via social media, note the application used and the username or ID
4. Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

## 14. Recovery support checklist

Support those affected (as determined by the assessment of the situation)				
Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Offer immediate comfort and support to those most affected - psychological first aid	Chaplain Student Support coordinator			
<input type="checkbox"/> Make direct contact with affected staff or families (in the case of a death, WA Police Force contact the family).	Principal			
<input type="checkbox"/> Liaise with education regional office and/or Department's Media unit (9264 5821) and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery.	Principal			
<input type="checkbox"/> Prepare a written statement related to incoming enquiries and for students to take home to their parents.	Principal			
<input type="checkbox"/> Brief all staff of known facts (refer to 14. Recovery debrief checklist below). Direct all enquiries to the on-site incident commander. Liaise with education regional office and/or Department's Media unit (9264 5821) before speaking with media.	Principal/Deputy			
<input type="checkbox"/> Inform students using a prepared statement and offer comfort and support. Consider siblings and close friends.	Principal Student Support coordinator Chaplain			
<input type="checkbox"/> Set up a recovery room.	Deputy			
<input type="checkbox"/> Direct staff and students who may require additional support to a recovery area and/or to student services staff (for example, school psychologist, school nurse, chaplain, year coordinators). Make arrangements for students/siblings /parents to be reunited.	Deputy Head of Residence			
<input type="checkbox"/> Consider staff and students absent or off-site, relief staff, ex-students and ex-staff that need to be informed.	Admin Staff			
<input type="checkbox"/> Identify and notify others who need early advice (such as school board chair, P&C, key community agencies, other schools affected, other regions).	Admin Staff			
<input type="checkbox"/> Consider the Employee Assistance Program for staff in need.	Principal			

## 15. Recovery debrief checklist

Debrief				
Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Debrief all staff as necessary. Review with the school response team. Debrief should not be used as a means of directing blame. Focus on: <ul style="list-style-type: none"> <li>• a debrief with staff, student and parents as soon as possible</li> <li>• a return to the normal routine as soon as possible</li> <li>• providing support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre, Employee Assistance Program. Inform families and community of impact on the school and school routine, including if there is none.</li> <li>• organising relief or additional staff to meet teaching, support, administration and front office needs.</li> </ul>	Principal			
<input type="checkbox"/> Assess damage and action as required: <ul style="list-style-type: none"> <li>• check any equipment or stock used and arrange for replacement or replenishment</li> <li>• arrange isolation of physical damage to the school, if required</li> <li>• relocate to alternative accommodation if necessary</li> <li>• contact the Department of Finance to commence repairs</li> <li>• attend to security if necessary. Phone Security and Emergency Management on (08) 9264 4825</li> <li>• manage administrative details including insurance.</li> </ul>	Principal Deputy MCS Admin Staff			
<input type="checkbox"/> Liaise with local agencies for possible after hours and weekend support.	Chaplain			
<input type="checkbox"/> Complete Online Incident Notification (OIN).	PRINCIPAL			

## 16. Short-term recovery checklist

Further considerations in the following days to support recovery				
Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Identify and offer more specialised personal support to vulnerable or most affected staff and students.	Chaplain School Psychologist			
<input type="checkbox"/> Provide recovery support and advice for students/ staff/ parents about indicators that a person may not be coping and the normal cycle of recovery.	School Psychologist Student Support coordinator			
<input type="checkbox"/> Follow up contact with family or families involved to express sympathy, arrange retrieval of personal items of student or staff member as appropriate and discuss school role in ongoing support.	Student Support coordinator Principal			
<input type="checkbox"/> Update information to staff, parents, and students, as appropriate. Enlist the help of the Department's Media unit (phone 9264 5821). Monitor social media where possible.	Principal			
<input type="checkbox"/> Considerations for suspected suicide postvention.	Student Support coordinator			
<input type="checkbox"/> Cultural considerations.	Principal			
<input type="checkbox"/> Considerations for death notice.	Principal			
<input type="checkbox"/> Considerations for memorial service.	Principal			
<input type="checkbox"/> Consideration for funeral attendance.	Principal			
<input type="checkbox"/> Continued support for students and staff.	Student Support coordinator			
<input type="checkbox"/> Notify staff who currently are not at school.	Deputy			
<input type="checkbox"/> Notify families who currently are not at school.	Deputy			
<input type="checkbox"/> Alert teachers to be sensitive to curriculum content.	Student Support coordinator			
<input type="checkbox"/> Maintain documentation.	Principal			
<input type="checkbox"/> Ongoing liaison with other affected or vulnerable schools.	School Psychologist Deputy			
<input type="checkbox"/> Consideration of ex-students and ex-staff.	Deputy			
<input type="checkbox"/> Process for meeting visitors, for example community people most affected.	Principal			
<input type="checkbox"/> Interagency liaison.	Principal Student Support coordinator			

## Further considerations in the following days to support recovery

Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Liaise with school psychology personnel.	Student Support coordinator Principal			
<input type="checkbox"/> Advise school officers as to what information is to be provided to parents and others.	Principal			
<input type="checkbox"/> Review student, staff and school community responses and monitor needs.	Student Support coordinator			
<input type="checkbox"/> Acknowledge people who have supported the school	Principal			
<input type="checkbox"/> Review school records and mailing lists and amend as appropriate	Admin Staff			
<input type="checkbox"/> Complete operational debrief	Principal			
<input type="checkbox"/> Consider coronial inquest or court dates (arrange support for staff involved)	Principal			
<input type="checkbox"/> Review and modify the school's Incident management plan as appropriate.	Principal			
<input type="checkbox"/> Monitor anniversary dates	Student Support coordinator			
<input type="checkbox"/> Update incident report via the Online Incident Notification System if appropriate.	Principal			



## 17. Medium and long-term recovery checklist

Further considerations to support medium-term recovery				
Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program.	School Psychologist			
<input type="checkbox"/> Liaise with the Department's Media unit (phone 9264 5821) regarding monitoring media reports and images related to incident, if appropriate.	Principal			
<input type="checkbox"/> Review communication processes (if appropriate).	Deputy			
<input type="checkbox"/> Monitor and support reactions from students and staff within the school community.	Student Support coordinator			
<input type="checkbox"/> Cultural and religious considerations of death and what the funeral may entail.	Principal			
<input type="checkbox"/> Attendance at the funeral and operational aspects (for example, teacher relief).	Deputy			
<input type="checkbox"/> Request additional service providers to assist with recovery (if necessary)	Student Support coordinator Principal			
<input type="checkbox"/> Review the school's Incident management plan.	Principal Deputy			
<input type="checkbox"/> Complete operational debrief	Principal			
<input type="checkbox"/> Consider coronial inquest or court dates (arrange support for staff involved if necessary).	Principal			

## Further considerations to support long-term recovery

Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program	School Psychologist			
<input type="checkbox"/> Monitor significant dates or anniversaries.	Student Support coordinator			
<input type="checkbox"/> Monitor and support teachers, students and families of the school community.	Student Support coordinator Chaplain			
<input type="checkbox"/> Review and revise the school's response and the effectiveness of the Incident management plan.	Principal Deputy			
<input type="checkbox"/> Liaise with inter-agency and intra-agency networks (if appropriate).	Principal			
<input type="checkbox"/> Request additional service providers to assist with recovery (if necessary).	Principal Student Support coordinator			
<input type="checkbox"/> Consider coronial inquest or court dates (arrange support for staff involved if necessary).	Principal			

## DRILL SCHEDULE 2024

DATE	TYPE	SCHOOL	RESI	COMPLETED	COMMENTS
TERM 1	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Lockdown</li> </ul>	✓	✓		
TERM 2	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Lockdown</li> </ul>	✓	✓		
TERM 3	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Lockdown</li> </ul>	✓			
TERM 4	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Lockdown</li> </ul>	✓ OS	✓ OS		

➤ Need to inform O Site locations/authorities and parents for fire evacuation to off-site locations, prior to drill.