



EMERGENCY AND EVACUATION MANAGEMENT PLAN

March 2022

EMERGENCY AND CRITICAL INCIDENT MANAGEMENT PLAN

Updated March 2022

FOR

NARROGIN SENIOR HIGH SCHOOL

NOTE: NEAREST INTERSECTION IS

Gray Street and Homer St,
Narrogin 6312, WA

Phone: (08) 9881 9300

IMPORTANT CONTACT TELEPHONE NUMBERS

Emergency Phone Number: **Emergency Services** - Access external line - **000**

Narrogin Police		9882 2555 opt 1
Narrogin Hospital		9881 0333
Narrogin Ambulance		000
Fire Brigade		000
F.E.S.A		000
S.E.S. State Headquarters		1300 1300 39
Wheatbelt Regional Education Office	Narrogin	9881 0000
	Northam	9622 0200

Other Contact Numbers:

Narrogin Residential College		98811066
Synergy		131 353
Water Corporation		131 375
Department of Child Protection		9881 0123
Town of Narrogin Ranger Service		0448 873 207
Department of Education Employee Support Services		9492 8900
		1800 674 1888
Wheatbelt Regional Education Office	Narrogin	9881 0000
	Northam	9622 0200
RED – Doug Cook		0417 910 198
CRO – Val McPherson		0427 985 310
CRO – Shannon Wasman		0436 409 421
CRS – Yvette Harrison		0409 082 730

Emergency and Critical Incident Management Procedures

NARROGIN SENIOR HIGH SCHOOL

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Part 1: Introduction

BACKGROUND

School staff owe a duty of care to students, especially in situations of danger and when confronted by the unexpected. There are times when unplanned situations occur that place students and staff in difficult circumstances and a response is required in order to preserve life and property. These situations may include fires, gas leaks and vehicle accidents. Events can take place in the community that impact directly on the school community and require the implementation of a co-ordinated reaction.

- An emergency is an event where there is a likelihood that life may be in danger or property
- A critical incident is one there is a high degree of trauma.

In order to manage such events, the school is required to undertake a risk management study to ascertain significant risks and then plan a response and return to normal operations. Responses should also be rehearsed and the outcomes of rehearsals reviewed.

This document establishes the procedures to be adopted at Narrogin SHS with the occurrence of an emergency or critical incident.

NARROGIN SHS EMERGENCY MANAGEMENT POLICY

NSHS staff MUST comply with the All Hazards Approach to Emergency Management in responding to emergency and critical incident situations as portrayed in the current Department of Education Emergency Management document - located under "Policies" on the Intranet.

PURPOSE OF THE EMERGENCY MANAGEMENT PROCEDURES

The purpose of these Emergency Management procedures is to manage the implementation of the following stages should any Emergency or Critical Incident impact on the school or its community:

- Prevention
- Preparedness
- Respond
- Recovery
- Review

The approach is based on the All Hazards Approach to Emergency Management sponsored by Emergency Management Australia. This is illustrated below.

The procedures are implemented in order to ensure:

- Injury is prevented, minimized or effectively dealt with
- Trauma and distress to students and staff and damage to property are minimized
- There is containment of effect of a critical incident on the school community
- The school is returned to normal functioning as quickly as possible after the event
- Likelihood of further traumatic incidents occurring is minimized

Part 2: Emergency Procedures

INTENT OF PROCEDURES

The purpose of these emergency response procedures is to ensure that should a major accident or natural disaster occur, these guidelines will minimise, firstly, the risk of injuries to people in the vicinity and, secondly, damage to property and/or the environment.

TYPES OF EMERGENCIES

The types of events that this document caters for include:

- ▲ fire and/or explosion
- ▲ gas leak/chemical spill
- ▲ bomb threat
- ▲ medical emergencies
- ▲ natural disasters: including bushfires
- ▲ physical threats
- ▲ civil disorder




Strategies to deal with these situations are attached at **Appendix 2A** (Page 17).

COMMUNICATING AN EMERGENCY SITUATION

If an emergency situation arises the PA system is the primary method of communicating. Should this system be unavailable, alternatives such as the use of voice/loudhailers/hand held bells will be used.

EMERGENCY RESPONSES

There are three (3) responses to emergencies

1. Lockdown (Internal threat)		Code Yellow
2. Lockdown (External threat)		Code Orange
3. Evacuation		Code Red

EVACUATION

PRINCIPAL CALLS AN EVACUATION

Teachers

- direct their students to leave their equipment/bags and line up at the class door.
- switch off lights and gas before leaving the room.
- windows and doors should be closed if the emergency is a fire
- evaporative air conditioners should be switched off, but water left on.
- lead students in a controlled manner to the Evacuation Assembly Area.
- staff without classes should move to the Evacuation Assembly Area and assist the orderly move of students.
- Staff and students should walk and not run and It is important that students move in an orderly and responsible manner, accompanied by their teacher

Zone Wardens

- upon receiving notification of an emergency, proceed to allocated evacuation.
- collect a Warden Vest and 2-way radio (**Channel 1**) from its designated position
- check all rooms, including toilets in their wing to ensure that there are no staff, students or visitors remaining.
- **must** have a key for their respective area/s and should lock classroom doors as they proceed.
- report to the Associate Principal that rooms have been checked and are clear. Ensure class teachers complete a roll call using their class list.

EVACUATION ZONE

ASSEMBLY AREA MARSHALLS

- collect a Marshall vest and 2-way radio from the Student Services Manager
- ensure all classes allocated to that area are present
- that teachers check their class rolls to ascertain that all students are accounted for.
- Student Services Manager to check that all Year Leaders are present. He/she is to appoint a teacher to act in the role of a Year Leader/SSO, if one is absent.

RECEPTION/STUDENT SERVICES SCHOOL OFFICER

Student Services Officer

- First Aid kit
- late book
- absentee sheets/green slips
- staff (including visiting prac. teachers' names) leave book
- form teachers and students list

Administration Officer/s

- visitors' book
- teacher relief book
- staff leave book
- Staff Evacuation Roster
- the 'Daily Notices' for that day
- a current staff and student list with contact phone numbers to the Evacuation Assembly Area (to be printed off at the beginning of each term)

RECEPTION/STUDENT SERVICES SCHOOL OFFICER

- Establish presence/absence of students by comparing class rolls against absentee sheet/green slips/evacuation report, 'Fire List' (Absent students by Year).
- Check presence/absence of staff and visitors against staff list/telephone tree/visitors book/teacher relief book.

WAIT FOR ALL CLEAR

EVACUATION

An evacuation will be called under the following circumstances:

- fire and/or explosion
- gas leak/chemical spill
- bomb threat

Should an evacuation be required, the primary communication mode is to be by the use of the school's public address system. Voice, or loudhailer may be used where the PA fails.

Instructions regarding a change to a secondary Evacuation Assembly Area, due to an issue with accessing the primary area, are communicated.

The voice command over the PA is:

Attention: **We have a code RED, all persons will stay in their present positions, stand by for further instructions.**

Please can staff and students move to Assembly area number _____

The Evacuation Assembly Areas are as follows:

Assembly Area	Location
1	Gym
2	School Oval
3	East Narrogin Primary School Oval

Evaluating the nature or extent of the emergency, the Evacuation Assembly Area selection and control of students, staff and visitors will be coordinated by the Principal or his/her representative. Parents, visitors and contractors on site during an evacuation are to comply with the directions of the Business Manager or Associate Principal

EVACUATION AND EVACUATION ASSEMBLY AREAS

Ordering an Evacuation

The Principal or his/her representative is the only officer authorised to order an evacuation of the school. This decision will be made after assessing the situation.

Evacuating Rooms

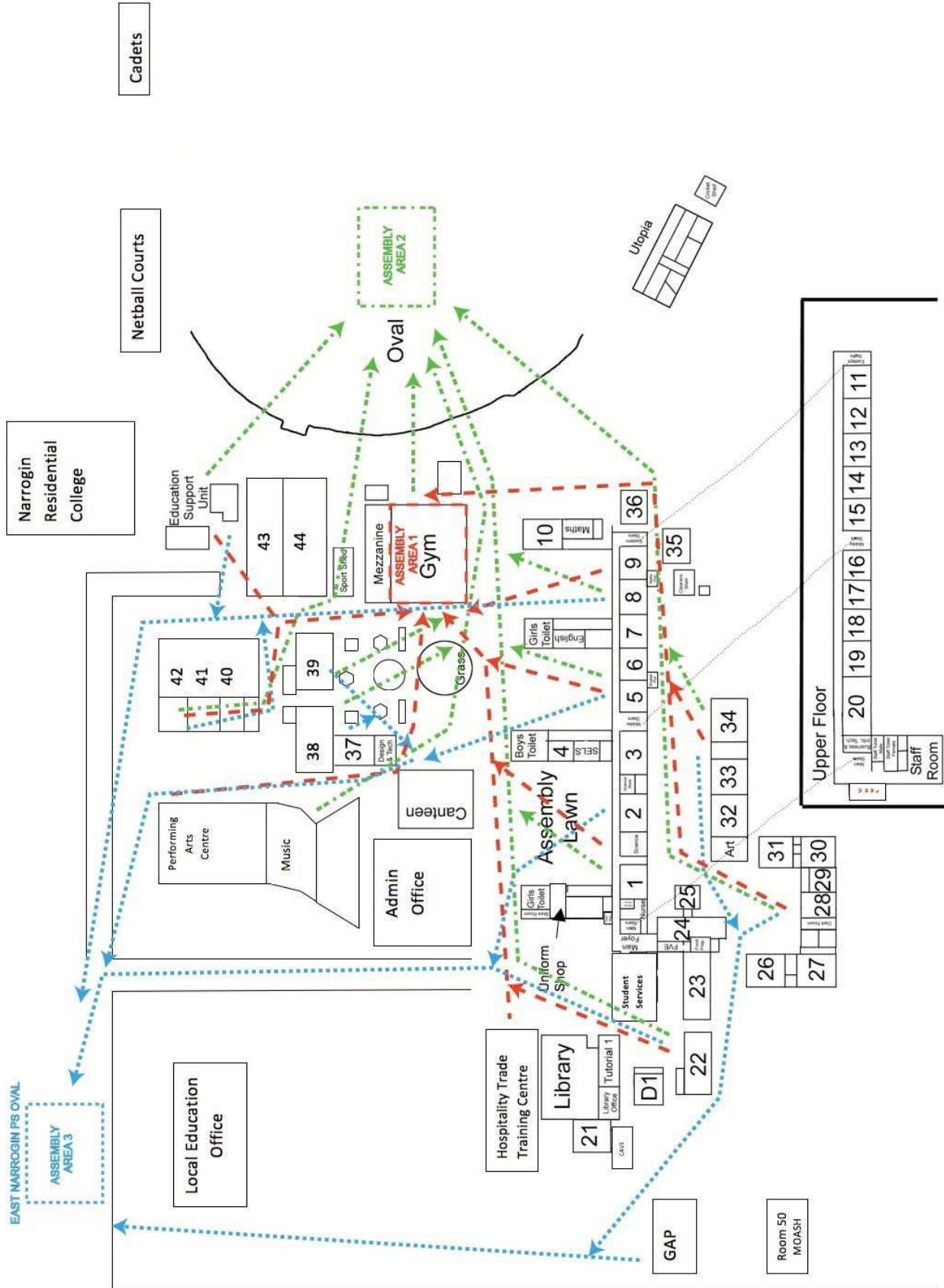
Following the evacuation order, staff should:

- direct their students to leave their equipment/bags and line up at the class door.
- switch off lights and gas before leaving the room.
- windows and doors should be closed if the emergency is a fire
- **evaporative air conditioners should be switched off**, but water left on.
- lead students in a controlled manner to the Evacuation Assembly Area.
- staff without classes should move to the Evacuation Assembly Area and assist the orderly move of students.
- Staff and students should walk and not run and students move in an orderly and responsible manner, accompanied by their teacher

Emergency and Critical Incident Management Procedures

EVACUATION ASSEMBLY ROUTES

Teachers are to move their class to the Evacuation Assembly Area in accordance with the routes on the map below.



Emergency and Critical Incident Management Procedures

EVACUATION COMMAND AND CONTROL

The Principal is to establish an Emergency Control Post (ECP). The Principal will monitor and control the evacuation from the ECP - Gymnasium, Narrogin Senior High School oval, East Narrogin Primary School oval. The school's Associate Principals will assist the Principal monitor and respond to the events. The Manager of Corporate Services (MCS) will manage the liaison with emergency services staff.

Command and control of emergency situations is invested as follows:

Table 1: Emergency Control

Function	Staff Member
Overall Control	Principal
Building Clearance	Associate Principals
Road Access Closure	Gardener (Gray St)/VET Coordinator (Butler St)
Emergency Control Post	School Officer
Student Clearance and Safety	Student Services Manager
Room Checkers/Clearance	Zone Wardens (HoLA's)
Evacuation Assembly Area Marshalls	Year Leaders
Emergency Services Liaison Officer	MCS
Communications	MCS or School Officer Checking
Support Staff, Contractors etc	Reception School Officer
Medical Coordinator	School Nurse/First Aid trained staff member

Communication between staff will be via 2-way radios (**Channel 1**).

ALLOCATION OF YEAR GROUPS TO EVACUATION ASSEMBLY AREA

- Classes will move from the wings of the school led by their teacher.
- The teacher will take their class to their appropriate Year group area.
- The students will line up in a single file behind their teacher.
- Year Leaders will have placed signs indicating which year group is located at which spot in the marshalling area (these signs will be clearly placed on the gym walls) and students will face the wall.
- At all times, students must remain with their respective teachers.
- If the evacuation occurs during a break, students assemble in Form groups.
- Classes should **sit** in the designated area under the direction of their teacher.
- Each room in the school contains a poster advising the appointed assembly area for that room and designated exit door.

The table below shows the allocation of groups to the Evacuation Assembly Areas.

Group	Evacuation Assembly Area 1	(RED ARROWS)
Year 12	Facing East Wall of Gym	
Year 11	Facing East Wall of Gym	
Year 10	Facing East Wall of Gym	
Year 9	Facing West Wall of Gym	
Year 8	Facing West Wall of Gym	
Year 7	Facing West Wall of Gym	

Group	Evacuation Assembly Area 2	(GREEN ARROWS)
Year 12	Narrogin Senior High School Oval (Hostel side)	
Year 11	Narrogin Senior High School Oval	
Year 10	Narrogin Senior High School Oval	
Year 9	Narrogin Senior High School Oval	
Year 8	Narrogin Senior High School Oval	
Year 7	Narrogin Senior High School Oval	

Group	Evacuation Assembly Area 3	(BLUE ARROWS)
Year 12	East Narrogin Primary School Oval (Hansard St side)	
Year 11	East Narrogin Primary School Oval	
Year 10	East Narrogin Primary School Oval	
Year 9	East Narrogin Primary School Oval	
Year 8	East Narrogin Primary School Oval	
Year 7	East Narrogin Primary School Oval	

Routes to the Evacuation Assembly Area are to be the most direct.

Students with Disabilities are to be assisted to the Evacuation Assembly Area with their respective Education Assistant or their classroom teacher. Teachers and Assistants are to ensure that the route is safe. Wheelchair bound and/or handicapped students (i.e. leg crutches) are to be taken to the Evacuation Assembly Area and supervised by the Assistant where they can be seen by the Marshal

Emergency and Critical Incident Management Procedures

ALLOCATION AND ROLES OF STAFF IN EVACUATION ASSEMBLY AREAS

<p>INCIDENT MANAGER Principal – Sandii Stankovic</p>	<p>In the event of an emergency the Incident Manager will:</p> <ul style="list-style-type: none"> • Upon receiving notification of an emergency, proceed to a position to coordinate a response to the situation. • Establish an Emergency Control Post • Assume responsibility until appropriate emergency service officer arrives and takes control of the specific emergency. • Ensure relevant emergency service(s) is/are notified dependent on the situation. (Fire & Rescue Service, WA Police Service, St Johns Ambulance - access an external line and then DIAL 000.) • If evacuation is required, use the siren or PA or voice command system outlined to pass on this direction. • As far as possible ascertain that evacuation areas are safe prior to ordering an evacuation. • Ensure that Marshalls and Wardens are in place and carrying out their duties. • Coordinate the headcount/roll call of all staff, students, visitors and contractors as appropriate. • Liaise with the Manager of Corporate Services via 2-way radios (Channel 1) • Advise visitors/casual staff/contractors etc to the school officers for head counting via loudhailer (stored in the emergency black boxes).
<p>ASSOCIATE PRINCIPAL (Teaching and Learning) Tara Percival</p>	<ul style="list-style-type: none"> • In the absence of the Principal, assume that position and appoint another staff member to fill Admin positions as required. • Collect the Emergency Evacuation kit (including laminated year signs, attention device (whistle, air horn), megaphones, Marshall's vests, list of staff with First Aid certificates, year grids, and year lists) from the front office. Signs should be placed where year groups are to assemble. Emergency Evacuation kit will be kept in the Front Office. • Assist with the establishment of the Emergency Control Post. • Assist Reception School Officer in establishing presence of staff and students by acting as "spotters". • Send two staff who do not have another duty to direct emergency crews at the corner of Gray St and Homer St. • Ensure that marshals are in place and carrying out their duties. • Assist with maintaining communications between the Emergency Control Post and senior staff members. • Assist the Principal command and control the evacuation. • Carry out other duties as directed by the Principal or Emergency Control Post staff. • Check off teachers on the Relief List
<p>ASSOCIATE PRINCIPAL (Positive Communities and Partnerships) Karen Thomas</p>	<ul style="list-style-type: none"> • Establish, annually, that maps, 2-way radios (Channel 1) and vests are available in the event of an evacuation. Update staff checkoff list and distribute to HoLA's. • Announce the emergency evacuation as directed by the Principal • Assist with the establishment of the Emergency Control Post. • Ensure that buildings (especially Lower School Girls' toilets and Canteen) are clear of staff, students and visitors. • Collect wandering students. • Assist with maintaining communications between the Emergency Control Post and staff members. • Carry out other duties as directed by the Principal or Emergency Control Post staff. • Check staff present against list with assistance of other support staff.

Emergency and Critical Incident Management Procedures

<p>STUDENT SERVICES PROGRAM MANAGER Maxine Clark</p>	<ul style="list-style-type: none"> • Check that the following area is clear as part of Zone Warden duties - Student Services Block, Staff Room, UAT toilet, Participation and JS Girls toilets • Supervise Evacuation Assembly Area Marshalls and appoint an acting Marshall if necessary • Assist the flow of information • Assist staff control of the orderly movement of students • Assist the Principal in the command and control of the evacuation • Carry out other duties as directed by the Principal or Emergency Control Post staff
<p>MANAGER OF CORPORATE SERVICES Peter Trefort</p>	<ul style="list-style-type: none"> • Check that the office, admin areas are clear of staff, students and visitors (with the Associate Principal Performance) and that all cleaners are present. • Assist any special needs students and staff who have gone to Student Services for assistance. • Move to Evacuation area as nominated by the Principal. • Inform Marshalls if any special needs students and staff are at the evacuation area. • Liaise with emergency services staff, especially to gain entrance to rooms. • Carry out other duties as directed by the Principal or Emergency Control Post staff. • Liaise with Principal at Emergency Control Post via 2-way radio.
<p>RECEPTION/STUDENT SERVICES SCHOOL OFFICER</p>	<ul style="list-style-type: none"> • Student Services Officer <ul style="list-style-type: none"> ○ First Aid kit ○ late book ○ absentee sheets/green slips ○ staff (including visiting prac. teachers' names) leave book ○ form teachers and students list • Administration Officer/s <ul style="list-style-type: none"> ○ visitors' book ○ teacher relief book ○ staff leave book ○ Staff Evacuation Roster ○ the 'Daily Notices' for that day ○ a current staff and student list with contact phone numbers to the Evacuation Assembly Area (to be printed off at the beginning of each term) • Establish presence/absence of students by comparing class rolls against absentee sheet/green slips/evacuation report, 'Fire List' (Absent students by Year). • Check presence/absence of staff and visitors against staff list/telephone tree/visitors book/teacher relief book. • Carry out other duties as directed by the Principal or Emergency Control Post staff.
<p>SUPPORT STAFF</p>	<p>Move to the Evacuation Assembly Area and report to the Reception School Officer and establish presence.</p> <ul style="list-style-type: none"> • Assist students with physical difficulties. • Carry out other duties as directed by the Principal or ECP staff. • Assist School Officer if needed.
<p>ZONE WARDENS</p>	<ul style="list-style-type: none"> • upon receiving notification of an emergency, proceed to allocated evacuation. • collect a Warden Vest and 2-way radio (Channel 1) from its designated position • check all rooms, including toilets in their wing to ensure that there are no staff, students or visitors remaining. • must have a key for their respective area/s and should lock classroom doors as they proceed. • report to the Associate Principal that rooms have been checked and are clear. Ensure class teachers complete a roll call using their class list. <p>If a class is not in their timetabled location (for example the class was in the Library at the onset of the emergency) the Zone Warden of that area should advise the other Zone Warden that the class is present. Teachers must use the change of room door signs to indicate that they have moved for the period which will allow Zone Wardens to coordinate their checks.</p>

Emergency and Critical Incident Management Procedures

	<p>If a HoLA assigned to a duty has a class, s/he or she is to have a teacher from a neighbouring class escort the HoLA's class with the class roll to the relevant Evacuation Assembly Area and mark their attendance on arrival. If a HoLA is absent, the next senior teacher in accordance with the Learning Area succession plan is to complete the required duties. HoLA's are to nominate and brief a staff member on the role required due to their absence</p>															
<p>Zone Wardens (Room Checkers)</p>	<p>Wing/Room</p> <p>Front Office Administration Music Rooms, PAC, ARTS office Rooms 5 to 10 and Boys Toilets Rooms 16 to 20, HASS office Home Economics Area Rooms 11 to 15 and US Girls Toilets Science Rooms (office and prep rooms) Arts, Media, Photography, Room 30</p> <p>Design and Technology Block (storage rooms) Gymnasium/Oval/Residential College courts Trade Training Centre Canteen Library + R21 Student Services Block, Staff Room, UAT toilet and JS Girls toilets</p>	<p>Zone Wardens</p> <p>Manager of Corporate Services HoLA Arts HoLA Maths HoLA HASSL TIC Home Economics HoLA English HoLA Science</p> <p>HoLA Design and Technology</p> <p>HoLA HPE TIC Home Economics Canteen Manager VET Coordinator Student Services Manager</p>														
<p>ASSEMBLY AREA MARSHALLS (Year Leaders & Student Services SSO)</p>	<p>Are responsible for:</p> <ul style="list-style-type: none"> ensuring all classes allocated to that area are present that teachers check their class rolls to ascertain that all students are accounted for. collect a Marshall vest and 2-way radio from the Student Services Manager Student Services Manager to check that all Year Leaders are present. He/she is to appoint a teacher to act in the role of a Year Leader/SSO, if one is absent. <p>Evacuation Assembly Area Marshalls</p> <table border="0" data-bbox="467 1485 1165 1724"> <tr> <td>Assembly Area</td> <td>#1Marshall</td> </tr> <tr> <td>Gymnasium</td> <td>Year 12 Year Leader</td> </tr> <tr> <td>Gymnasium</td> <td>Year 11 Year Leader</td> </tr> <tr> <td>Gymnasium</td> <td>Year 10 Year Leader</td> </tr> <tr> <td>Gymnasium</td> <td>Year 9 Year Leader</td> </tr> <tr> <td>Gymnasium</td> <td>SSO – Behaviour Support</td> </tr> <tr> <td>Gymnasium</td> <td>Year 7 Year Leader</td> </tr> </table>		Assembly Area	#1Marshall	Gymnasium	Year 12 Year Leader	Gymnasium	Year 11 Year Leader	Gymnasium	Year 10 Year Leader	Gymnasium	Year 9 Year Leader	Gymnasium	SSO – Behaviour Support	Gymnasium	Year 7 Year Leader
Assembly Area	#1Marshall															
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Gymnasium	SSO – Behaviour Support															
Gymnasium	Year 7 Year Leader															
<p>CLASS TEACHERS</p>	<ul style="list-style-type: none"> Remind class of Evacuation Assembly Area (Gymnasium). Ensure that equipment/bags are left in the room. If a bomb threat leave windows and doors open, if a fire close windows and doors. Turn off electrical switches at the wall and if possible fuse boxes and gas at key points (especially in Science labs). Turn off evaporative air conditioners – keep water running. Move class in an orderly fashion to Evacuation Assembly Area as appropriate to the classroom. Take class list. 															

Emergency and Critical Incident Management Procedures

	<ul style="list-style-type: none"> Organise class in Evacuation Assembly Area as directed by Marshalls. Conduct a roll call. Teachers must take a CURRENT hard copy class list (and a pen/pencil) with them to the Evacuation Assembly Area. Students must be marked present/absent on class rolls which are then handed to their respective Marshall. Carry out other duties as directed by the Marshall or other senior staff member. Maintain order in their class and ensure directions are delivered clearly and calmly.
TEACHERS (INCLUDING RELIEF TEACHERS) WITHOUT CLASSES	<ul style="list-style-type: none"> Move to the Evacuation Assembly Area and report to the Associate Principal. Assist Marshalls with supervising students and classes. Carry out other duties as directed by the Principal or ECP staff.
RELIEF TEACHERS	<ul style="list-style-type: none"> Are given an Induction at the start of the year by the relief coordinator. Are given a current class list(s) for the day's relief, and therefore are able to move the class to the gymnasium and check off current student attendance.
SCHOOL NURSE	<ul style="list-style-type: none"> Move to the ECP as nominated by the Principal. Be prepared to provide First Aid as required. Take First Aid kit to Emergency Control Post. Be prepared to support emergency services medical staff as required. Carry out other duties as directed by the Principal or Emergency Control Post staff.
CANTEEN STAFF	<ul style="list-style-type: none"> Move to the Evacuation Assembly Area and report to the Reception School Officer and establish presence.
CLEANING STAFF	<ul style="list-style-type: none"> Head Cleaner is to provide a sign in sheet for the day, that cleaning staff use and this must be brought to the ECP in the event of a drill and/or evacuation All cleaning staff are to move to the Evacuation Assembly area and establish their presence with the Reception School Officer.
GARDENER	<ul style="list-style-type: none"> Place Signs and Witches hats at entrance on Homer St to deter vehicle access. A sample sign is attached at Appendix 2I.
VET COORDINATOR	<ul style="list-style-type: none"> Place Signs and Witches hats at entrance on Butler St to deter vehicle access. A sample sign is attached at Appendix 2I.
EMERGENCY SERVICES STAFF	<p>If the situation warrants calling the Police Service, the senior Police Officer responding, on arrival at the school, takes charge of the response. This is an accepted protocol. The Principal, Associate Principals and Manager of Corporate Services completing their assigned duties will liaise with the senior Police Officer. In particular, the senior Police Officer decides whether the situation warrants a detailed search of the buildings and maintenance of the evacuation process, or if classes are to return to their rooms.</p> <p>The Manager of Corporate Services is to liaise with the emergency services staff and any contractors that form part of the response team. This includes responsibility to assist emergency services staff gain access to buildings.</p>
ALL STAFF - GENERAL RESPONSIBILITIES ON BECOMING AWARE OF AN EMERGENCY	
<ul style="list-style-type: none"> Advise the Principal or other school leader as relevant of the situation. Communicate the situation to other staff members as relevant. Act on any instructions given. Provide First Aid as required. (List of staff with a current First Aid certificate is in the Emergency Evacuation kit) If safe to do so and equipment is nearby fight fires. <p>NOTE: Staff should use their initiative in dangerous situations. If evacuation of an area seems necessary, calmly move students away from danger.</p>	
All Clear	
<p>When the Principal or his/her representative is satisfied that the emergency situation is under control, the ALL CLEAR should be given and classes are to return to their rooms under the direction of their teacher. If emergency services have been called, the senior member present (especially the Police Service) will have responsibility for the decision and not the Principal</p>	

Emergency and Critical Incident Management Procedures

LOCKDOWN PROCESSES

PRINCIPAL CALLS A LOCKDOWN

CODE YELLOW INTERNAL THREAT

1. Staff and students remain in the classroom when the code is called.
2. Students out of class join the nearest classroom
3. Physical Education classes on the ovals move to the far side of the oval.
4. Staff lock classroom doors and **continue lesson as planned.**
5. Students are not to use their mobile phones
6. Staff and students are not to leave the classroom
7. Student Services will monitor CCTV cameras and be available to assist staff if a student needs to leave the room for any reason.
8. Should a lockdown be called during a break, the bell will sound and students will move to their timetabled classes. Duty teachers to assist student movement. Lockdown processes follow as above.

CODE ORANGE – EXTERNAL THREAT



1. Staff and students remain in the classroom when the code is called.
2. Staff lock classroom doors.
3. **Students sit on the floor away from windows and doors, so they cannot be seen.**
4. **Cover window with sheet provided, place on window of door.**
5. **Draw blinds or window coverings if they are attached.**
6. Students out of class join the nearest classroom
7. Physical Education classes on the ovals move to the far side of the oval/or gym if safe to do so
8. Students are not to use their mobile phones
9. **Staff and students are not to leave the classroom**
10. Student Services will monitor CCTV cameras and be available to assist staff if a student needs to leave the room for any reason.
11. Should a lockdown be called during a break, the bell will sound and students will move to their timetabled classes. Duty teachers to assist student movement. Lockdown processes follow as above.

WAIT FOR ALL CLEAR

LOCKDOWN PROCESSES

There are two forms of Lockdown

1. Internal Threat: Minor disruption (Unsettled students/student in distress)
2. External Threat – Major disruption normally caused by an external entity (intruder on the property)

1. Lockdown (Internal threat)		Code Yellow
2. Lockdown (External threat)		Code Orange

LOCKDOWN INTERNAL THREAT

The voice command over the PA is:

Attention: **We have a code YELLOW**, all persons will stay in their present positions, stand by for further instructions.

CLASSROOMS

1. Staff and students remain in the classroom when the code is called.
2. Students out of class join the nearest classroom
3. Physical Education classes on the ovals move to the far side of the oval.
4. Staff lock classroom doors and continue lesson as planned.
5. Students are not to use their mobile phones
6. Staff and students are not to leave the classroom
7. Student Services will monitor CCTV cameras and be available to assist staff if a student needs to leave the room for any reason.
8. Should a lockdown be called during a break, the bell will sound and students will move to their timetabled classes. Duty teachers to assist student movement. Lockdown processes follow as above.

ADMINISTRATION

1. Control Team activated
2. Office personnel secure external doors and entrances to the Administration area.
3. Main entrance is the only school entry/exit point.
4. Place a delegated staff member at the main entry.
5. Divert returning staff and students, parents and community members away from the school site

STUDENT SERVICES

1. Student Services personnel secure external doors and entrances to Student Services
2. School bell is turned off
3. CCTV cameras are monitored to support the control team
4. CCTV cameras used to support staff where students need to leave the classroom for any reason.

Emergency and Critical Incident Management Procedures

LOCKDOWN EXTERNAL THREAT

The voice command over the PA is:

Attention: **We have a code ORANGE**, all persons will stay in their present positions, stand by for further instructions.

CLASSROOMS

1. Staff and students remain in the classroom when the code is called.
2. Staff lock classroom doors.
3. Students sit on the floor away from windows and doors, so they cannot be seen.
4. Cover window with sheet provided, place on window of door.
5. Draw blinds or window coverings if they are attached.
6. Students out of class join the nearest classroom
7. Physical Education classes on the ovals move to the far side of the oval/or gym if safe to do so
8. Students are not to use their mobile phones
9. Staff and students are not to leave the classroom
10. Student Services will monitor CCTV cameras and be available to assist staff if a student needs to leave the room for any reason.
11. Should a lockdown be called during a break, the bell will sound and students will move to their timetabled classes. Duty teachers to assist student movement. Lockdown processes follow as above.

ADMINISTRATION

1. Control Team activated
2. Office personnel secure external doors and entrances to the Administration area.
3. Main entrance is the only school entry/exit point.
4. Place a delegated staff member at the main entry to monitor unauthorized access
5. Contact Emergency Services
6. Inform Regional Office, neighbouring schools and residential college
7. Divert returning staff and students, parents and community members away from the school site

STUDENT SERVICES

1. Student Services personnel secure external doors and entrances to Student Services
2. School bell is turned off
3. CCTV cameras are monitored to support the control team

UNDER NO CIRCUMSTANCE ARE STAFF/STUDENTS ARE TO LEAVE THE CLASSROOM OR OFFICE

Emergency and Critical Incident Management Procedures

SPECIFIC TYPES OF EMERGENCIES

The Principal or his/her representative should respond in accordance with the nature of the emergency. Some guidance for staff and school leaders from the reference is as follows. Naturally, the circumstances will dictate the response and the resources deployed to manage events.

Bush Fire

Bushfires happen every summer. They usually start suddenly and without warning.

- ▲ Narrogin SHS is on the Bushfire Zone Register as having a rating of **Extreme**
- ▲ Advice regarding a bushfire is usually received from FESA or external experts
- ▲ The survival of students and staff is always the Department's main priority
- ▲ At times a planned (pre-emptive) closure of the school may be necessary. The Regional Executive Director contacts the principals of affected schools directly.
- ▲ The Regional Executive Director confirms with the Principal the final decision to close the school no later than 1.30pm the day before the planned closure
- ▲ Prepare to evacuate building by safest exit rout or lockdown as directed by the Principal. This will be dependent as how much advance notice is given
- ▲ Take requirements to allocated Evacuation Assembly Area
- ▲ Do not re-enter buildings until cleared by the Emergency Services

Fire

If faced with a fire you should carry out the following actions:

- ▲ Investigate and assess the situation
- ▲ Notify the Principal or other school leader of the following details to ensure accurate report to emergency services - nature of emergency location, any injuries, extent of situation etc
- ▲ If safe to do so and you have been trained to use the available equipment, initiate firefighting (in pairs)
- ▲ If unable to contact the Principal, telephone Emergency Services (giving details about the situation.)
- ▲ Prepare to evacuate building by safest exit route (if necessary)
- ▲ Take requirements to allocated Evacuation Assembly Area
- ▲ Do not re-enter buildings until it is cleared by the Emergency Services

Emergency and Critical Incident Management Procedures

Bomb Threats

Refer to **Appendix 2D** for more detailed instructions in regard to bomb threats.

If you receive a **telephoned** bomb threat you should carry out the following actions:

- ▲ Take threat seriously
- ▲ Remain calm
- ▲ Record message (if possible)
- ▲ Notify the Principal or other school leader ASAP
- ▲ Keep the telephone line open. **DO NOT HANG UP.** The Police Service will be able to arrange a telephone trace.
- ▲ Prepare to evacuate building by safest exit route (if necessary)
- ▲ Take requirements to Evacuation Assembly Area
- ▲ Do not re-enter buildings until told to do so by the attending Emergency Services
- ▲ Fill in Bomb Threat Checklist (**Appendix 2E**)

If you receive a suspected bomb in the **mail** you should carry out the following actions:

- ▲ Remain calm
- ▲ Notify the Principal or other school leader ASAP
- ▲ Place in a plastic bag and restrict access to the item
- ▲ Do not attempt to photocopy the item
- ▲ Record details on a Bomb Threat Checklist (**Appendix 2E**)

Armed Hold-up or Physical Threat

If faced with a physical threat you should carry out the following actions:

- ▲ Remain calm
- ▲ Try to keep distance between yourself and the offender
- ▲ Notify the Principal or school leader ASAP
- ▲ Follow instructions. (Do not defy the offender)
- ▲ Hand over requested items
- ▲ Observe as much as you can about the person (accurate descriptions provide great assistance to Police in apprehending the offenders)
- ▲ Contact the Police as soon as possible after the incident
- ▲ If another person is being threatened then contact the Police as soon as possible
- ▲ Fill in checklist after event (**Appendix 2F**)

Severe Storm or Earthquake

If faced with a severe storm or earthquake you should carry out the following actions:

- ▲ Remain calm
- ▲ Stay indoors
- ▲ Take shelter - under doorways, tables, etc. (away from windows)
- ▲ Attend to any injured
- ▲ Contact the Chief Warden for instructions
- ▲ Wait for the situation to pass

Emergency and Critical Incident Management Procedures

Medical Emergency

If faced with a medical emergency, you should carry out the following actions:

- ▲ Remain calm.
- ▲ Respond to the injured person's immediate needs - render first aid (DRABC).
- ▲ Assess severity of the injury (i.e. can the person be taken to the nurse, doctor or will ambulance have to attend).
- ▲ If the person's condition is serious telephone for the School Nurse, doctor or ambulance.
- ▲ Inform the Principal or other school leader of the situation ASAP.
- ▲ If the Ambulance Service is called, send a guide to meet the vehicle ambulance and direct the driver to your location.
- ▲ Keep a record of all details for future reference.

Civil Disorder, Illegal Occupancy

If faced with civil disorder or illegal occupancy you should carry out the following actions:

- ▲ Notify the Principal or other school leader ASAP.
- ▲ Alert other staff members, students and visitors.
- ▲ Prepare to evacuate the area.
- ▲ Confine disturbance to one area (if possible).
- ▲ Secure valuables, records and property.
- ▲ Do not confront offenders unless instructed to do so by the Principal.

UNAUTHORISED VISITORS ON SCHOOL GROUNDS

This aspect of school operations is outlined in the section on Visitors on the School Grounds.

If faced with an unauthorized visitor on the grounds of the school, you should carry out the following actions

- ▲ Ask the individual/s for a Visitor's Pass.
- ▲ If not ask him/her/them to report to the front office and ask for a Deputy Principal.
- ▲ If the person/people refuse to do so, advise him/her/them being on school grounds without the Principal's approval is an offence and the police can be requested to provide assistance.
- ▲ Advise a school administrator via a student, peer, radio etc.

- ▲ The individual or group should be followed albeit, if necessary, at a safe distance.

A school administrator will accept carriage of the matter as he/she has certain powers under the School Education Act, 1999 and its attendant regulations.

ROOM PLANS

Room plans are attached in **Appendix 2H** to facilitate management of emergency situations. The plans show locations of key features such as fire extinguishers, doors and the location of the relevant Evacuation Assembly Area.

APPENDIX 2

- A: Emergency Procedures – What to do if.....
- B: Map of Evacuation Assembly Areas
- C: Sample Room Poster Specifying Evacuation Area
- D: Written Bomb Threats and Letter Bombs – Guidance Notes
- E: Bomb Threat Checklist
- F: Physical Threat/Armed Hold-up Checklist
- G: Online Incident Notification System for Wheatbelt Region Education Office
- H: Room Plans showing position of doors and extinguishers
- I: External Signage for School Closure

APPENDIX 2A

NSHS EMERGENCY MANAGEMENT PROCEDURES

WHAT TO DO IN CASE OF

HEARING EVACUATION COMMAND OR WHISTLE:

- Go to Evacuation Procedure

FIRE

- Rescue any person in immediate danger (if safe to do so)
- Investigate situation
- Advise the Principal or his/her representative
- Call Emergency Services - **000**
- Prepare to evacuate
- Attack fire (if safe to do so)
- Follow Principal's or school leader's instructions.

BOMB/PHYSICAL THREAT

- Remain calm
- Attempt to obtain details of threat
- Advise the Principal or his/her representative ASAP

Emergency and Critical Incident Management Procedures



EARTHQUAKE

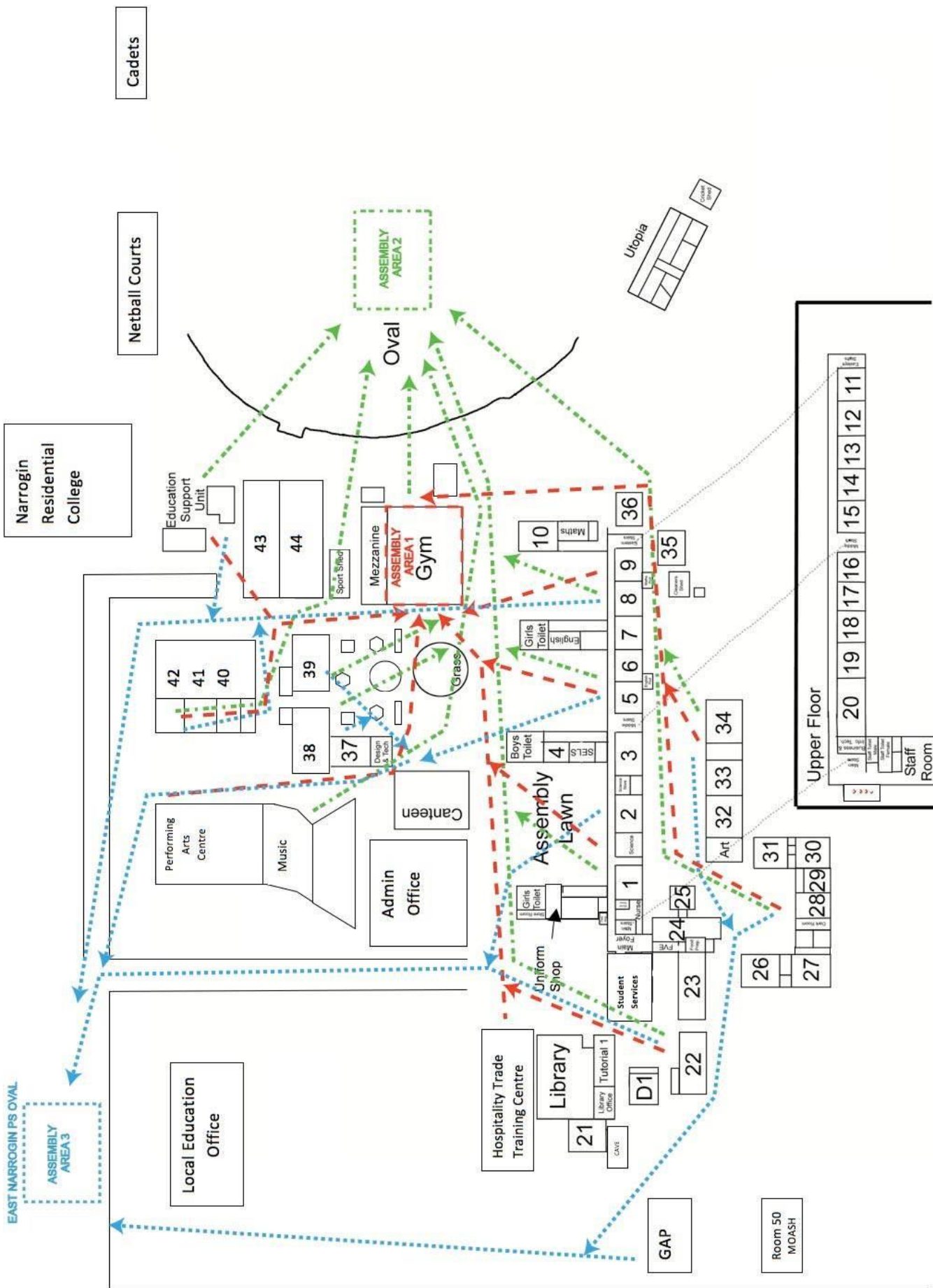
- Do not run out of doors
- Take shelter under desk or doorway (away from windows)
- Attend to the injured
- Follow instructions of the Principal or his/her representative.

AGGRESSIVE INTRUDER

- Go into Lockdown procedure

APPENDIX 2B

NSHS EMERGENCY MANAGEMENT PROCEDURES



APPENDIX 2C

NSHS EMERGENCY MANAGEMENT PROCEDURES
DESIGNATING EVACUATION/CRITICAL INCIDENT PROCEDURES

**EVACUATION PROCEDURE**

1. The evacuation of buildings will be ordered by PA announcement as follows:
 Attention: **We have a code RED in area /zone ____, all persons will stay in their present positions, and stand by for further instructions.**
2. Move in an orderly fashion.
3. Do not push others.
4. Leave your equipment and bag in the room.
5. Your teacher will deal with windows, gas and electricity as required.
6. At your assembly point, ensure that your name is ticked off by your teacher.

EXIT BY THIS DOOR, GO TO THE NOMINATED ASSEMBLY AREA

LOCK DOWN PROCEDURES

1. The Lockdown of buildings will be ordered by PA announcement as follows:
 Attention: **We have a Code YELLOW/Code ORANGE. All persons will stay in their present positions and stand by for further instructions**
2. Staff and students remain indoors
3. Students out of class join the nearest classroom.
4. Physical Education classes on the ovals move to the far side of the oval.
5. Staff lock doors.
6. Students follow teachers' directions
7. If there is a problem, staff contact the Front Office /Student Services without leaving the room.
8. Resume normal classes on hearing a PA announcement which indicates the situation is resolved.

APPENDIX 2D

NSHS EMERGENCY MANAGEMENT PROCEDURES

WRITTEN BOMB THREATS & LETTER BOMBS GENERAL GUIDANCE NOTES

WRITTEN BOMB THREATS & LETTER BOMBS

OVERVIEW

Written bomb threats and letter bombs are generally considered to be a less likely scenario than a telephone bomb threat, however it is important to ensure that contingencies are in place to manage such a situation should it arise.

Written threats or letter bombs may be sent through the mail or dropped into the school's mail box.

WRITTEN BOMB THREATS

Written threats are rare because they provide useful evidence. If a written threat is recognised excessive handling of the document must be avoided to preserve handwriting, fingerprints and postmarks.

Keep all documents and items connected with the written threat and place in a plastic envelope.

DO NOT PHOTOCOPY any written threats and restrict access to the documents.

Evacuation should be considered for the area following instructions from the Principal or his/her representative. Local emergency plans, including evacuation, should be considered. Leave doors and windows open to minimise blast effects.

LETTER BOMBS

Letter bombs are not a new concept and historically they have been designed to cause minor injury or to frighten. However, modern explosive technology simplifies the designing of explosive letters.

It is rare that the person the letter bomb is intended for, actually opens the letter. It is usually clerical staff that will be at risk.

Letter bombs are generally designed to detonate upon opening and it is natural behaviour for a bomber to attempt to disguise the device to be as thin as possible. Some electronically initiated letter bombs can be produced at only 5mm thick.

Never attempt to open a suspect letter/parcel or package and never attempt to immerse the letter in water.

Evacuation should be considered for the area following instructions from the Principal or his/her representative. Local emergency plans, including evacuation, should be considered. Leave doors and windows open to minimise blast effects.

Utilise the attached mail bomb recognition point guidelines to assist in recognising these threat scenarios.

LETTER BOMBS

SUPERFICIAL APPEARANCE & OTHER INDICATIONS

REMEMBER: The physical appearance of a mail bomb is limited only by the imagination of the bomber. However, mail bombs have unique characteristics, which should be helpful in identifying a suspect item.

- (a) Mail bombs have been contained in letters, books and parcels of varying sizes, shapes and colours
- (b) Letters feel rigid, appear uneven or lopsided, or are bulkier than normal. There is sometimes a distinct lack of balance.
- (c) Oil stains may be present on the wrapper
- (d) Weight: if it appears excessive for the size of the letter or package, - letters usually weigh up to about 30g. An effective letter bomb will weigh more than 60g and therefore need more than the usual postage stamps.
- (e) Unusual point of origin, or there is no return address
- (f) The sender is unknown
- (g) Envelope enclosed under double cover
- (h) Unusual restricted endorsements such as "Personal" or "Private"
- (i) The addressee normally does not receive personal mail at the office
- (j) Name and title of addressee are not accurate
- (k) Address is prepared to ensure anonymity of sender (i.e. homemade labels, cut and paste lettering)
- (l) Mailing emits a peculiar odour
- (m) Mailing appears to be disassembled or re-glued
- (n) Handwriting appears distorted or foreign
- (o) Protruding wires, tinfoil, or string are present (even the best prepared devices can go adrift in transit)
- (p) Pressure or resistance is noted when removing the contents
- (q) Outer container is shaped irregular or asymmetric or has soft spots or bulges
- (r) Small pin sized holes in the edges or corners of envelope
- (s) Wrapping exhibits previous use such as traces of glue, mailing labels, return addresses or tape
- (t) Several combinations of tape are used to secure the parcel
- (u) Unprofessionally wrapped parcel is endorsed "Fragile -Handle with Care" or "Urgent"
- (v) Packing makes a buzzing or ticking noise
- (w) Contents of parcel make a sloshing sound, or give indications of a loose object inside when shaken gently
- (x) A smell of almonds, marzipan or oil

APPENDIX 2E
NSHS EMERGENCY MANAGEMENT PROCEDURES

BOMB THREAT CHECKLISTS

<i>Place this card under your telephone</i>	
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?	THREAT LANGUAGE Well spoken: _____ Incoherent: _____ Irrational: _____ Taped: _____ Message read by caller: _____ Abusive: _____ Other: _____
EXACT WORDING OF THREAT: _____ _____ _____ _____ _____	BACKGROUND NOISES Street noises: _____ House noises: _____ _____ Aircraft: _____ _____ Voices: _____ _____ Local call: _____ _____ Music: _____ _____ Long Distance: _____ Machinery: _____ _____ STD: _____ _____ Other: _____ _____
ACTION Report call immediately to: _____ Phone number: _____	OTHER Sex of caller: _____ Estimated age: _____
CALLER'S VOICE Accent (specify): _____ Any impediment (specify): _____ Voice (loud, soft, etc): _____ Speech (fast, slow, etc): _____ Diction (clear, muffled): _____ Manner (calm, emotional, etc): _____ Did you recognize the voice? _____ If so, who do you think it was? _____ Was the caller familiar with the area? _____	CALL TAKEN Date: _____ / _____ / _____ Time: _____ Duration of call: _____ Number called: _____
	RECIPIENT Name (print): _____ Telephone number: _____ Signature: _____

REMEMBER KEEP CALM – DON'T HANG UP

APPENDIX 2F**NSHS EMERGENCY MANAGEMENT PROCEDURES****PHYSICAL THREAT/ARMED HOLD-UP CHECKLIST**

A separate form is required for each person and is to be compiled immediately after the incident by each staff member or any person witnessing the incident. If an answer is not known, write "not known" or "NK" against the heading. Do not consult others during compilation.

CHECKLIST

NAME OR NICKNAMES USED _____

SEX _____ APPROX. AGE _____ NATIONALITY _____

HEIGHT _____ WEIGHT _____

COMPLEXION	fair	dark	BUILD	thin	stout
	Fresh	pale		medium	nuggetty
	ruddy	sun-tanned			
VOICE	Clear	loud	WALK	quick	slow
	Thick	slangy		limp	springy
HAIR	colour _____		EYES	colour _____	
	Curly	wavy		starry	squint
	Thick	straight			
	bald	long	GLASSES	colour _____	
	Crew			shape _____	
EARS	size _____		NOSE	size _____	
	shape _____			shape _____	
LIPS	size _____		GLOVES	type _____	
	shape _____			colour _____	
TEETH	Good	uneven	SCARS	tattoos	scars
	spaced	bad		describe _____	
	missing	protruding		_____	

JEWELLERY	describe _____			location _____	

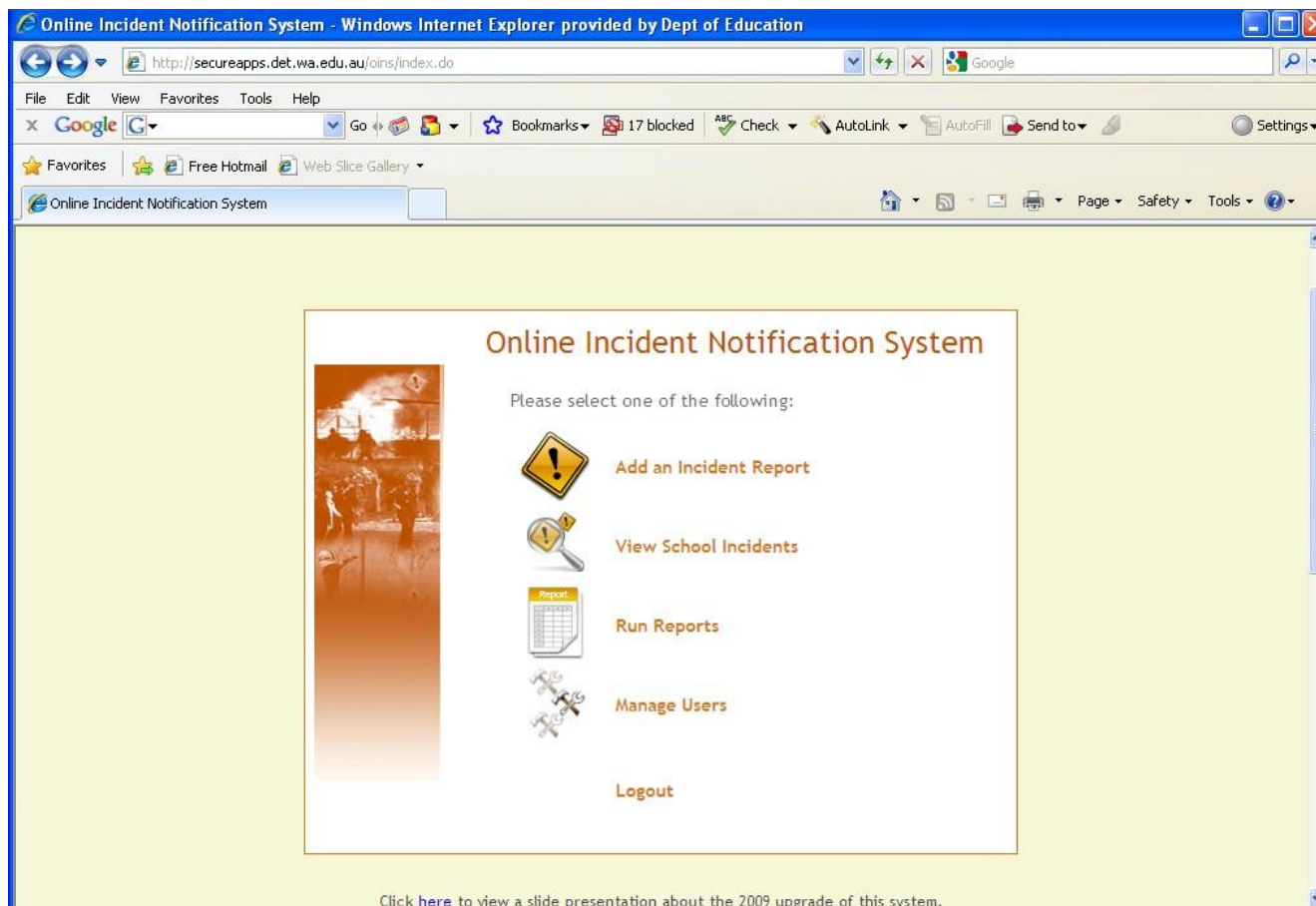
DISGUISE	_____		HANDS	size _____	
	_____			callused	soft

	_____			hairy	nails
	_____			missing/deformed	
MOUSTACHE	colour _____		BEARD	fingers _____	
	Type _____			colour _____	
	_____			type _____	
	_____			_____	
CLOTHING	Including hat, tie, shirt coat, trousers, dress, skirt, sweater, shoes etc				

VEHICLE	describe / type colour _____		Weapon (describe) _____		
	direction of travel _____		_____		

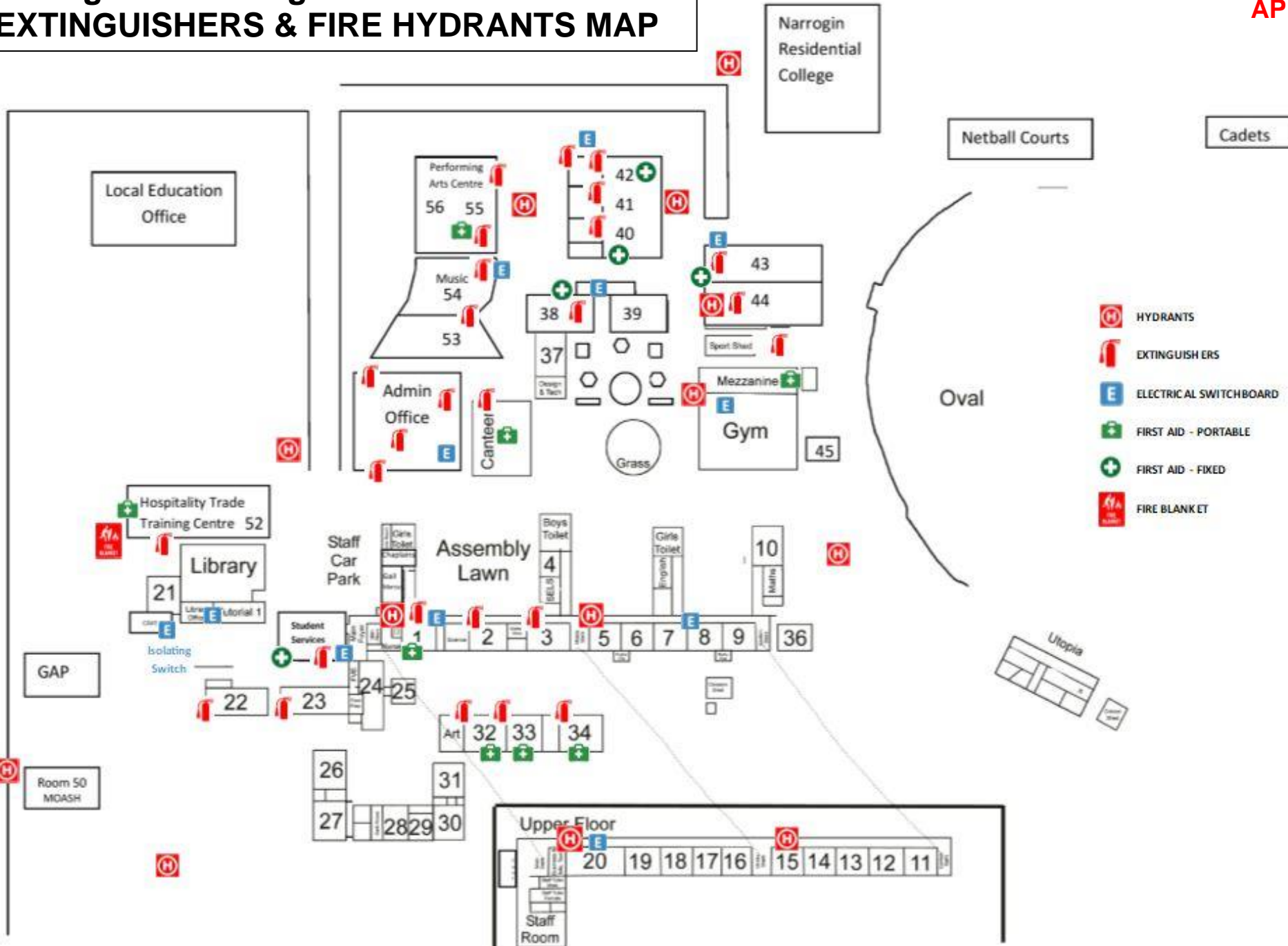
(<http://secureapps.det.wa.edu.au/oins/>)

Only to be completed by
Principal or his/her delegate



Narrogin Senior High School EXTINGUISHERS & FIRE HYDRANTS MAP

APPENDIX 2H



**WE HAVE AN
EMERGENCY/CRITICAL
SITUATION**

**THE SCHOOL HAS BEEN
EVACUATED**

PLEASE, DO NOT ENTER

Emergency and Critical Incident Management Procedures