



West Balcatta
Primary School

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INCIDENT MANAGEMENT PROCEDURES 2022

Refer to West Balcatta Primary School Incident Management Plan & Department of Education Incident Management Manual.

In the Education context, an incident can be any actual or alleged event or situation that:

- is associated with a high likelihood of traumatic effects and can evoke unusual or unexpectedly strong emotional reactions which have the potential to interfere with the ability of the individual, group or system to function either at the time or later
- causes harm or creates a risk of causing harm to staff, student, visitors and contractors' safety, health and wellbeing either directly or indirectly while under the care or supervision of the school
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment
- causes harm or creates a risk of causing harm to an employee's health, safety and wellbeing either directly or indirectly in the work setting
- affects or risks affecting the continuity of school operations, including matters of security, property damage or emergencies
- requires police notification or involves matters of serious conduct

1.0 BACKGROUND

The Department of Education (the Department) site managers are responsible for management of site-related incidents. In managing such incidents, the intention is to minimise trauma and distress to students and staff, damage to property and to ensure teaching and learning programs are maintained or resumed as quickly as possible.

Incident management involves the plans, structures and arrangements that bring together the activities of the Department, other government departments and non-government agencies in a comprehensive and coordinated way to deal with all phases of incidents, including prevention, preparedness, response and recovery.

Effective incident management involves coordinated actions based on line management principles and designated responsibilities. This will:

- reduce the likelihood of incidents;
- minimise the impact on students, staff and site activities; and
- facilitate the return of the site to normal operations as soon as possible.

The Department provides support services (for example, Student Services personnel) to enable Principals or site managers to exercise this responsibility. Management of emergencies and critical incidents will involve consideration of:

- prevention and mitigation of;
- preparedness for;
- response to;
- recovery from; and
- review of emergencies and critical incidents.

All Department employees should be mindful of their responsibility for confidentiality of information related to emergencies and critical incidents. 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.

2.0 RELATED DOCUMENTS

The following policies are related to this document:

- *Incident Management Manual*
- *West Balcatta Primary School Incident Management Plan*
- *Behaviour Management in Schools*
- *Child Protection*
- *Community Use of School Facilities*
- *Duty of Care*
- *Excursions*
- *First Aid*
- *Occupational Safety and Health*
- *Risk Management*
- *School Security*
- *Student Health Care*
- *Visitors and Intruders on School Premises*

3.0 RISK ASSESSMENT

See West Balcatta Primary School's Incident Management plan, as per DoE's *Incident Management Manual* for the prevention and preparation for emergencies and critical incidents.

4.0 PREVENTION AND PREPAREDNESS

4.1 Incident Management Procedures

The school will respond to a particular emergency or critical incident in accordance with the following sequenced actions:

Assess the situation, notify administration, call emergency services, and assist those in danger

Evacuate students, staff and visitors, if appropriate

Inform the North Metropolitan Education Region (NMER) Office/Central Office

Organise resources, advise parents

Undertake recovery operations and return site to normal

4.2 Warning Systems

The **activation signal** for **evacuation** is signified by a continuous WHOOP WHOOP WHOOP sound through the PA system. The purpose of this tone is to alert staff and students that an evacuation of the buildings is required. A verbal message over the PA system may be used if circumstances permit.

The **activation signal** for a **lockdown** is a PA system or loud hailer announcement which states, "Mr Lock, there is a phone call for you at the office, I repeat, Mr Lock, there is a phone call for you at the office".

The **deactivation signal** for a **lockdown** is a PA system or loud hailer announcement which stating that, "Thanks Mr Lock, you are no longer required".

"Teachers, please remind your students about Protective Behaviours before they leave the classroom" over the PA system is a **warning signal** referring to a situation whereby teachers are asked to remind students about 'stranger danger' (i.e. don't talk to strangers, walk with a friend, go straight home or wherever you are supposed to go after school etc.) before dismissing students.

In the case of no power, administration is to use a loud hailer (Evac Switch) to procure a continuous warning sound at each block in the event of an evacuation, or announcing "Staff, activate Lockdown" via loudhailer when Lockdown procedures apply.

4.3 Communication Systems

Office to Classrooms

- PA System
- Emergency Alerts
- Phone system (school or mobile)

- Microsoft Teams

Office to Playground

- PA System
- Emergency Alerts

Classroom to Office

- Red Emergency Card
- Phone system (school or mobile)

Playground to Office

- Red Emergency Card

School to Regional Office

- Principal to have relevant Regional Office numbers readily available in mobile phone

5.0 RESPONSE

5.1 *Specific Emergencies and Critical Incidents*

Refer to the Department of Education's *Incident Management Manual for specific emergencies requiring evacuation or lockdown.*

5.2 *Onsite Evacuation Procedures*

The **activation signal** for **evacuation** is signified by a continuous WHOOP WHOOP WHOOP sound through the PA system. The purpose of this tone is to alert staff and students that an evacuation of the buildings is required. A verbal message over the PA system may be used if circumstances permit.

In the case of no power, administration is to use a loud hailer (Evac Switch) to procure a continuous warning sound at each block as they move to the oval.

Procedures:

1. The Principal, or in his/her absence Deputy Principals, to be notified of circumstances which may lead to a decision to initiate evacuation procedures.
2. When the Principal makes the decision to evacuate the school, s/he will notify the school by **a continuous WHOOP WHOOP WHOOP sound through the PA system** (red Evac button). A verbal message over the PA system may be used if circumstances permit.

3. **Teachers collect Temporary Rolls and quickly take their classes to the oval following the red arrow on the Evacuation Map.** Students are to move without talking so that directions can be heard. **All other school personnel are to check wet areas, toilets, storerooms etc. in the block they are located in at the time.**
4. Teachers assemble classes (in TA order from 1-20, starting with TA1 in the south) on the **eastern side of the cricket pitch, facing away from the school.** They are to remain with the class and check whether any students are missing. Once all students have been accounted for, the teacher should hold up the Red Temporary Roll with the large TA label facing outwards to indicate that all students are safe. Teachers inform Deputy Principals of any unaccounted absences, who will then inform the Principal.
5. There are to be colour **Evacuation Procedures** in all classrooms, work areas and other locations within the school so that visitors and others are able to access, and read and follow the procedures.
6. An evacuation practice will be conducted **minimum once per year.** The procedures are reviewed following each practice.

Responsibilities:

Principal

- Make decision as to whether to initiate school evacuation proceedings and action the determined response
- To lead the school's response to an incident and coordinate the school's Evacuation Procedures
- Take loud hailer and school mobile phone to oval (emergency numbers to be stored in memory)
- Contact Police/Emergency Services if necessary (**000, 131444 or 92221111**) and support their response as practical
- Ensure that missing students are accounted for
- To liaise with the Regional Director of Education NMERO (**9285 3708**) to provide advice or request assistance required to prepare and respond

Deputy Principals

- **Deputy Principal 1:** Take first aid kit and mobile phone
- **Deputy Principal 2:** Take School Evacuation Kit and mobile phone
- Organise assembly of classes on oval
- Inform Principal if leaving the evacuation area
- Inform Principal of students/staff not accounted for
- Assist in finding students whom teachers report as missing

Administration Staff

- **MCS:** Take red Emergency Management File, PassTab & Sign-in Sheet

- **School Officer:** Check administration building (medical room, toilets, staffroom, Deputies' Office, all storerooms) and then proceed to oval

Class Teachers

- Take students to oval with Temporary Roll
- Staff not in charge of students to check all other areas within the block
- Teachers on DOTT whose class is being taken by a Deputy Principal must return quickly and directly to their class to ensure the Deputy Principal can attend to the above listed responsibilities
- No belongings to be taken

Specialist Teachers/Education Assistants/Support Staff

- All staff not directly in charge of students to check all other areas within the block including toilets, wet areas and storage areas
- Specialist Teachers – take current class to the oval and follow “Class Teachers” directions until the class teacher takes over. At this point, report to admin and assist as required. If applicable, to supervise Deputies' classes so the Deputies can attend to duties as listed above.
- Education Assistants – Also assist with teachers they are working with at the time
- Library Officer– Also to check library, move to oval, report to Principal

Canteen Staff, Gardener, Cleaners, Parents & Visitors

- Move to oval, report to Principal

5.3 Lockdown Procedures and Responsibilities

The **activation signal** for a **lockdown** is a PA system announcement which states, “Mr Lock, there is a phone call for you at the office, I repeat, Mr Lock, there is a phone call for you at the office”.

The **deactivation signal** for a **lockdown** is a PA system announcement which simply states, “Thanks Mr Lock, you are no longer required”.

In the case of no power, administration is to use a loud hailer and making the continuous statement, “Staff, activate Lockdown”.

Procedures:

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings.

The Principal will initiate lockdown or partial lockdown based on an assessment of risks to students, staff and visitors. The decision to initiate lockdown or partial lockdown based on available information at the site, advice from emergency services, Central Services or education regional office.

Predetermined communication signals are required for the activation and de-activation of lockdown. Lockdown procedures cater for activation to occur either during class time or during non-class time

Responsibilities:

Principal – To Activate

- Liaise with school staff, other agencies and the NMER Office if considering a lockdown.
- Make decision as to whether to initiate school lockdown proceedings and action the determined response using the predetermined activation signal
- To lead the school's response to an incident and coordinate the school's Evacuation Procedures
- Contact Police/Emergency Services if necessary (**000, 13 14 44 or 9222 1111**) and support their response as practical
- Gather administration team (to plan further actions and enact the response plan)
- Guide visitors to safety
- Divert parents and returning groups from the school
- Ensure a telephone line is kept free
- Keep PA system free
- Stop the usual school bells from sounding 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 persons to 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
- Ascertain (where possible) if all students, staff and visitors are accounted for
- Record some details of actions undertaken and times
- Await de-activation advice from emergency services personnel

Principal – To Deactivate

- Confirm with emergency service personnel that it is safe to de-activate lockdown
- Determine whether to activate the school-parent re-unification process
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the school to avoid or parent re-unification process)
- De-activate lockdown using the predetermined deactivation signal
- Advise staff, students and visitors of any specific information they need to know
- Ensure any students, staff or visitors with medical or other needs are supported

Staff – During Lockdown

- If in class, stay in the classroom
- If out of class, move to the closest classroom or safe area
- Close and lock the classroom door
- Close windows and turn lights off
- Keep all people close to the ground (e.g. on the floor) and away from windows and doors

- Record the names of all people in the classroom
- Keep personal mobile phone on your person (silent mode)
- It is the responsibility of the School Officer to check the A Block toilets. Any students to go to TA11 immediately
- It is the responsibility of the TA15 Teacher to check the B Block toilets. Any students to go to TA15 immediately
- It is the responsibility of the TA16 Teacher to check the C Block toilets. Any students to go to TA16 immediately
- If your class is at sport, it is the classroom teacher's responsibility to notify the Phys Ed Teacher, who will take the class to the nearest safe space
- If a child from your class is on an errand they must go directly to the nearest classroom and report to the teacher
- If a class is in the library, they must be directed to the computer laboratory or library store room
- Do not allow any unauthorised people into the room
- Remain in the room until the de-activation signal is given
- If emergency medication is required, then contact the office for advice on 9253 4950
- When de-activation is signalled listen for/await any specific instructions from the Principal

6.0 RECOVERY

Following an emergency or critical incident, the Principal will complete relevant Response and Recovery Guidelines and Checklists contained in WBPS Emergency Management Plan and DOE Incident Management Manual, including:

- Recovery Support Checklist
- Recovery Debrief Checklist
- Short Term Recovery Checklist
- Medium and Long-Term Recovery Checklist
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7.0 REVIEW OF PROCESSES

The Principal will ensure that an evacuation/lockdown practice occurs **at minimum once per year**, and following this, feedback is sought and updates are made to the school's Emergency Management Policy.

8.0 APPENDICES

Appendix A	Emergency Contact Tree
Appendix B	Lockdown Procedures & Responsibilities
Appendix C	Evacuation Procedures & Responsibilities
Appendix D	Evacuation Map



EMERGENCY CONTACT TREE 2022

PRINCIPAL
Caroline Booth
0409 300 062

DEPUTY PRINCIPAL 1
Lee Tanner
0416 032 848

DEPUTY PRINCIPAL 2

EMERGENCY	HEALTH	EDUCATION	SERVICES	OTHER
Police 000 13 14 44 9345 9000 (Mirrabooka Station)	Perth Children's Hospital 6456 2222	Regional Executive Director (Jo Harris) 9285 3708	ATCO Gas 13 13 52	Crisis Care (after hours) 1800 199 008
Fire & Rescue Services 000 9244 9577 (Osborne Park Station)	Royal Perth Hospital 9224 2244	Coordinator Regional Operations (Peter Wilson) 9285 3600 0478 220 080	FESA & State Emergency Service 132 500	City of Stirling 9205 8555
Ambulance 000	Poisons Information 13 11 26	Lead School Psychologist	Western Power 13 13 51	DCPFS (Perth) 9214 2444
	School Nurse (Brittany Seeley) 0456 627 171	School Psychologist (Ilse Webster) 0452 447 341	Telstra 13 22 55	DCPFS (Mirrabooka) 9344 9666
	Chaplain (Stephanie Reynolds) 0423 039 119	Corporate Communications and Marketing (DoE) 9264 5233	Water Corporation 13 13 75	
		Education Security 9264 4771		

Administration to contact Parents/Caregivers as necessary.



LOCKDOWN PROCEDURES AND RESPONSIBILITIES

Principal – To **Activate**

- o Liaise with school staff, other agencies and the Regional Education Office if considering a lockdown
- o Activate lockdown using the **PA system**, stating **“Mr Lock, there is a phone call for you at the office, I repeat, Mr Lock, there is a phone call for you at the office”**.
- o Advise WA Police and other appropriate emergency service agencies
- o Advise NMER Office (**9285 3708**) if necessary
- o Gather administration team (to plan further actions and enact the response plan)
- o Allocate specific responsibilities
- o Guide visitors to safety
- o Divert parents and returning groups from the school
- o Ensure a telephone line is kept free
- o Keep PA system free
- o Stop the usual school siren from sounding period changes or break times
- o Secure external doors and entrances
- o Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised persons to have access
- o Have a delegated staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so
- o Ascertain (where possible) if all students, staff and visitors are accounted for
- o Record some details of actions undertaken and times
- o Await de-activation advice from emergency services personnel

Principal – To **Deactivate**

- o Confirm with emergency service personnel that it is safe to de-activate lockdown
- o Determine whether to activate the school-parent re-unification process
- o Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the school to avoid or parent re-unification process)
- o De-activate lockdown using the **PA system**, stating **“Thanks Mr Lock, you are no longer required”**.
- o Complete relevant checklists contained in WBPS Emergency Management Plan
- o Advise staff, students and visitors of any specific information they need to know
- o Ensure any students, staff or visitors with medical or other needs are supported
- o Provide appropriate information on the lockdown to staff and students
- o Advise NMER Office that the lockdown is over and the outcomes
- o Seek support from the NMERO Director of Education or Coordinator Regional Operations, as required
- o Brief staff on the incident
- o Ensure all personnel are made aware of Employee Assistance Program contact details

Principal – **Follow Up Actions**

- o Prepare and maintain records and documentation.
- o Follow up with any students, staff or visitors who need support
- o Have an operational debrief to review the lockdown and school procedural changes that may be required

Staff – **During Lockdown**

- o If in class, stay in the classroom
- o If out of class, **move** to the **closest classroom** or safe area
- o Close and lock the classroom doors
- o Close **windows** and turn **lights** off
- o Keep all people **close to the ground** (e.g. on the floor) and away from windows and doors
- o Record the names of all people in the classroom
- o It is the responsibility of the **School Officer** to check the **A Block toilets**. Any **students to go to TA11** immediately
- o It is the responsibility of the **TA15 Teacher** to check the **B Block toilets**. Any **students to go to TA15** immediately
- o It is the responsibility of the **TA16 Teacher** to check the **C Block toilets**. Any **students to go to TA16** immediately
- o If your **class is at sport**, it is the classroom teacher's responsibility to notify the Phys Ed Teacher
- o If a **child from your class is on an errand** they **must go directly to the nearest classroom**
- o If a **class is in the library**, they **must go directly to the computer laboratory**
- o Do not allow any unauthorised person into the room
- o Remain in the room until the de-activation signal is given
- o If emergency medication is required, then contact the office for advice (**9253 4950**)
- o When de-activation is signalled listen for/await any specific instructions from the Principal

EVACUATION PROCEDURES AND RESPONSIBILITIES

Principal

- Make decision as to whether to initiate school evacuation procedure
- **Takes school mobile phone to oval** (emergency numbers to be stored in memory)
- **Take loud hailer**
- Contact Police (**13 14 44** or **9222 1111** for attendance) if necessary
- Contact Emergency Services if necessary (**000**)
- Ensure that missing students are accounted for
- Advise NMER Office (**9285 3708**) if necessary
- Ensure that parents are made aware of the crisis and of the school's response
- Complete Online Incident Notification

Specialist Teachers/Education Assistants/Support Staff

- **Staff not in charge of students are to check all other areas within the block they are in move to oval, report to Principal**
- Education Assistants – assist with teachers they are working with at the time
- Library Officer– check library
- ECE Education Assistants - check play areas, toilets and storage areas before moving to the oval
- Specialist Teachers – take class to the oval and follow "Class Teachers" directions until the class teacher takes over. At this point, report to Principal and assist as required.
- Teachers on DOTT – see to the above, then join their class on the oval

Deputy Principals

- **Deputy Principal 1: Take first aid kit and mobile phone**
- **Deputy Principal 2: Take School Evacuation Kit and mobile phone**
- Organise assembly of classes on oval
- Inform Principal if leaving the assembly area
- Help find students whom teachers report as missing

Administration Staff

- **MCS: Take Emergency Management Plan File & PasTab**
- **School Officer: Check** medical room, toilets, staffroom, Deputies' Office, all storerooms and then proceed to oval

Class Teachers

- Collect **Temporary Rolls and quickly take their classes** to the oval following the red arrow on the Evacuation Map. Students are to move without talking so that directions can be heard.
- Teachers on DOTT whose class is being taken by a Deputy Principal must return quickly and directly to their class to ensure the Deputy Principal can attend to the above listed responsibilities
- Teachers assemble classes (in TA order starting with TA1 in the south) on the eastern side of the cricket pitch, **facing away from the school**. Remain with class. Report missing students to Principal. Once this has been reported and/or if all students are accounted for, hold up temporary roll with the TA label facing outwards.
- No student belongings are to be taken
- Staff not in charge of students to check all other areas within the block before moving to the oval, where class teachers take over responsibility for their class

General Procedure

1. The Principal, or in his/her absence Deputy Principals, to be notified of circumstances which may lead to a decision to initiate evacuation procedures.
2. When the Principal makes the decision to evacuate the school, s/he will notify the school by activating the evacuation signal (red Evac button), a continuous WHOOP WHOOP WHOOP sound through the PA system. A verbal message over the PA system may also be used if circumstances permit.
3. Teachers collect Temporary Rolls and quickly take their classes to the oval following the red arrow on the Evacuation Map.
4. All other school personnel are to check wet areas, toilets, storerooms etc in the block they are located in at the time before moving to the oval following the red arrow.
5. There are to be colour Evacuation Procedures in all classrooms, work areas and other locations within the school so that visitors and others are able to access, read and follow the procedures.

Gardener/Cleaners

- Move to oval, report to Principal

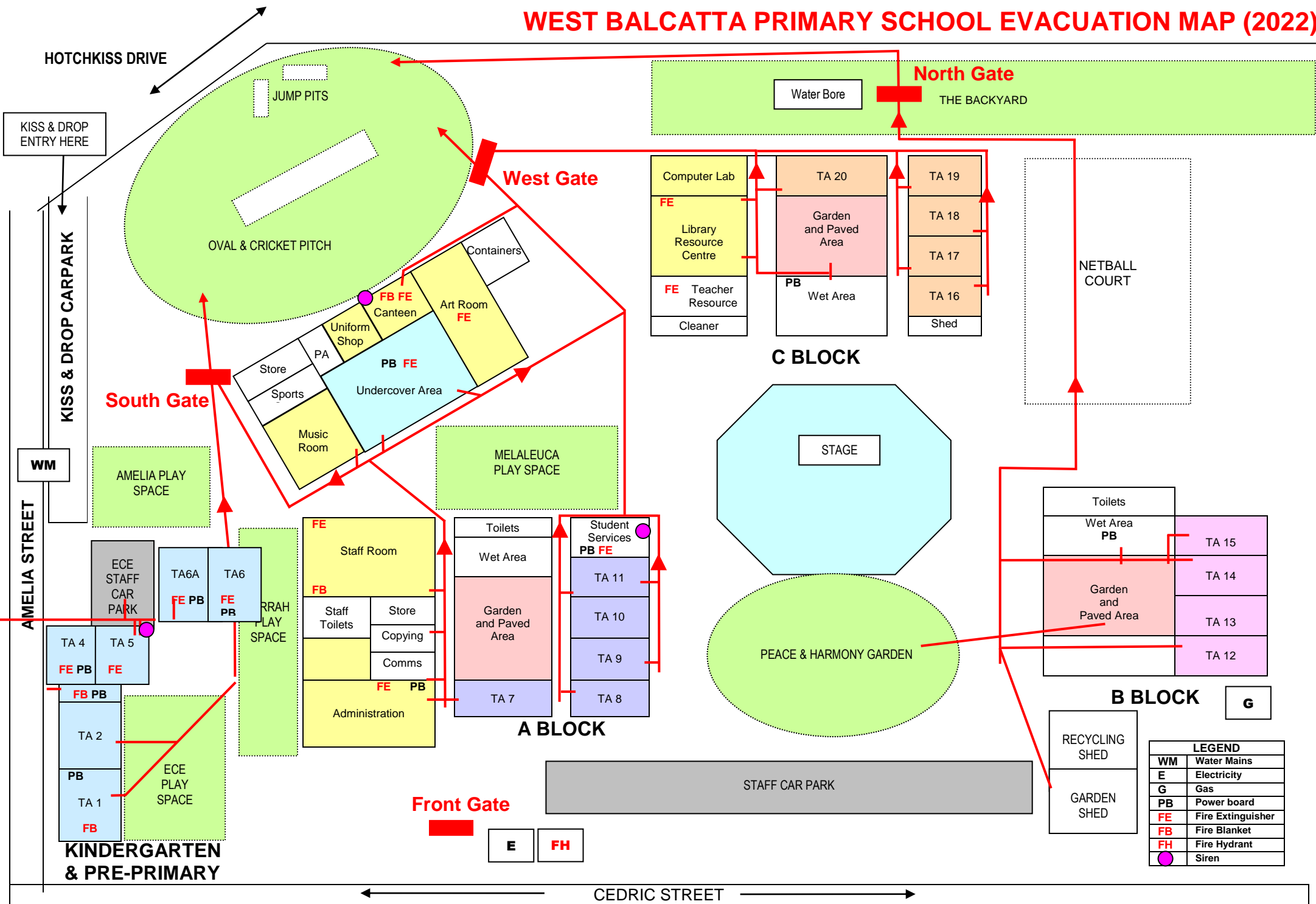
Canteen Staff

- Move to oval, report to Principal

Parents and Visitors

- Move to oval, report to Principal

WEST BALCATT A PRIMARY SCHOOL EVACUATION MAP (2022)



LEGEND	
WM	Water Mains
E	Electricity
G	Gas
PB	Power board
FE	Fire Extinguisher
FB	Fire Blanket
FH	Fire Hydrant
●	Siren

