

## 1.6 John Pujajangka –Piyirn School Crisis Management Plan (2012)

### Rationale

It is acknowledged that in a community school it is essential to maintain contact between both community and school when addressing issues as generally both are affected. At times there may be incidents arising in the community that will also affect the school and vice versa. It is beneficial to seek advice from people who are experts in relevant areas when dealing with critical incidents. Strategies should be developed to ensure that there are clear guidelines for all those who might be involved and the responsibilities that various people will undertake.

### Values

1. Self- acceptance and respect of self.
2. Respect and concern for others and their rights.

### Outcomes

1. All staff have a full understanding of the procedures undertaken in the event of a critical incident/ emergency situation.
2. All students have a full understanding of the procedures that they must follow in the event of a critical incident / situation.
3. The school and community make a coordinated response where possible.
4. Actions are as respectful and pastorally appropriate as possible for all individuals involved.

### Information Required

#### **Emergency Contact Phone Numbers (These numbers need to be checked periodically.)**

<b>91688133</b>	Clinic	<b>91686000</b>	SES Hall's Creek	<b>131126</b>	Poisons Information
<b>91688888</b>	On-call nurse	<b>91686000</b>	Police Hall's Creek		
<b>91688969</b>	Kutjunka Parish	<b>91949201</b>	CEO Broome		
<b>91688978</b>	Balgo Police Station	<b>0408913608</b>	Carol Geurts		
<b>91688939</b>	Mulan Administrator	<b>0477309722</b>	Clare Gray(Regional Officer)		
<b>0448848292</b>	Father John	<b>0417193060</b>	School Psychologist-Jo Fox		

**Roles & Responsibilities of Staff in Emergencies**

Evacuation:	Principal	Marshalling:	Second in Charge
Parent Notification:	Principal	Communication:	Second in charge
Report and review:	Principal	Accredited first Aid:	Most staff have accredited first aid
Incident reports:	Filed in Principal's Office		

**Types of critical incidents and/or emergencies**

An event which may threaten the safety of people and property or any situation that causes a person to experience unusually strong physical, emotional or psychological reactions.

**Checklist of emergencies and critical incidents that may be experienced at John Pujajangka-Piyirn School**

- |   |                      |
|---|----------------------|
| Transport accident                              | Accidental death     |
| Sexual assault                                  | Person with a weapon |
| Water supply failure                            | Intoxicated person   |
| Serious injury person / person                  | Animal in grounds    |
| Angry parent                                    |                      |
| Cyclone/ Tropical Rain Depression/ Thunderstorm |                      |
| Snake In School grounds                         |                      |
| Attempted suicide or suicide                    |                      |
| Electricity Supply Failure                      |                      |
| Fire in school                                  |                      |

## **Prevention**

Annual Review of potential hazards

OHS Contact Person is MaryAnne Ryan for 2012 (0863805232).

*Identify hazards throughout the workplace derived from your school's Risk Management Plan.*

*Determine potential risks associated with particular activities*

*Identify emergencies and risks that should be planned for.*

*Identify specialist support on site and off site*

*Review existing emergency and safety procedures, including crisis management plans.*

## **Preparedness**

- All staff to have a current Senior First Aid Certificate wherever possible.
- Staff to be trained for Water Safety to RLSA Bronze Medallion level wherever possible.
- Evacuation plan placed in all school buildings and checked at the start of each year.
- Fire Drill each term.
- Annual checking and/or replacement of fire extinguishers.
- First Aid Kits in school staff room and all school vehicles.
- Satellite and mobile phones available for all off campus travel and excursions.

## **Plans of action**

### ***General Principles Include:***

1. Assess the danger to self and students. Do not put yourselves in danger.
2. Contact principal or person in charge who contacts relevant emergency services.
3. Stay or move students to safe area. If staying inside lock the door and stay in classroom.
4. When possible evacuate students to a designated assembly area where appropriate and verify that everyone is accounted for.
5. Inform relevant people, Community Office, Parish Office, Health Office, Catholic Education Office.
6. Organise additional resources, principal to manage responses to media and provide parent advice.

### ***Fire / Hazardous chemicals / bomb threat***

1. All classes notified by a loud continuous ringing of siren.
2. Principal ring appropriate community emergency services.
3. Teachers to stop work and move class in a controlled manner to the basketball court, taking with them the class roll.
4. On arrival in safe area, children sit in groups and roll taken.
5. Teachers report to principal that all students are accounted for.
6. Principal declares all clear when appropriate.
7. Classes will move back to their rooms where possible.
8. Principal will inform community.

## **LOCK DOWN**

### ***Drunk Person / Angry Parent / Person with a weapon***

1. Exclude them from classrooms by locking doors.
2. If possible staff to contact/alert principal via walkie talkies.
3. Continuous broken long ringing of siren to alert everyone to lock doors.
4. Principal to contact C.E.O of community and Balgo police
5. Principal to inform classes when all clear.

### ***Snake in Grounds***

1. Assess the danger to self and students.
2. Keep students calm.
3. Contact Office or other staff member.
4. Move students to safe area.
5. Await skilled person to deal with snake.

### **Transport accident**

1. DRABC for people involved.
2. Contact school by satellite phone. If uncontactable ring other agencies to get a message through.
3. School principal to arrange suitable help for incident.
4. Principal to contact parents
5. Further support may need to be arranged for people involved.
6. Debriefing as soon as possible with all staff.

### **Death of a person on the premises / serious injury / Suicide / attempted suicide**

1. Isolate the area from view of children.
2. Inform principal
3. Principal contacts clinic and appropriate community members.
4. Consultation with Chairperson as to which action to take next.

5. Staff meeting as soon as possible to relate facts.
6. CEO and school Psychologist notified.
7. Special care for all those adversely affected by incident.

### **Death of a person off the premises**

1. Principal to notify students where appropriate after consultation with chairperson.
2. School takes part in shared prayer for deceased person.
3. It may be necessary for some family members to be absent from school.
4. Staff to visit sorry camp.

### **Electricity / Water Supply Failure**

1. Principal to contact Mulan CEO
2. Water failure of two hours or more – students sent home.
3. Electricity failure of two hours or more when over 40 degrees – students sent home.

### **Sexual assault**

1. The relevant authorities should be contacted immediately.
2. It is advisable to inform the school principal immediately.
3. Advice of appropriate action should be taken from authorities.

## **Recovery**

Return the workplace to normal operations as soon as practicable.

Make arrangements for counselling and other support processes for students and staff.

Conduct debriefing to determine what can be learnt from the incident and to support those involved.

Review preventative measures in the light of what has happened.

Policy created : 2004

Year for review: 2007

Reviewed: 2012

Year for review: 2014