



Colo Heights Public School

Serious Incident Management Plan

Policy Statement

Last revision: 2005

Rationale

The safety and well being of the students of Colo Heights PS is of paramount importance. All relevant parties have the responsibility to ensure that the safety of our students is maintained at all times.

Aims

- Notify relevant agencies of any serious incident that occurs at St Colo Heights PS
- Provide adequate resources in the follow up to any serious incident
- Ensure the safety of students, staff and visitors at Colo Heights PS

What Constitutes a Serious Incident

A serious incident is broadly defined as an event which;

- causes disruption to an organisation; or
- creates significant danger or risk that could traumatically affect individuals within the organisation; or
- impacts on the effective operation of workplaces; or
- attracts negative media attention or a negative public profile for the workplace or the Department of Education and Training

Responding to a Serious Incident

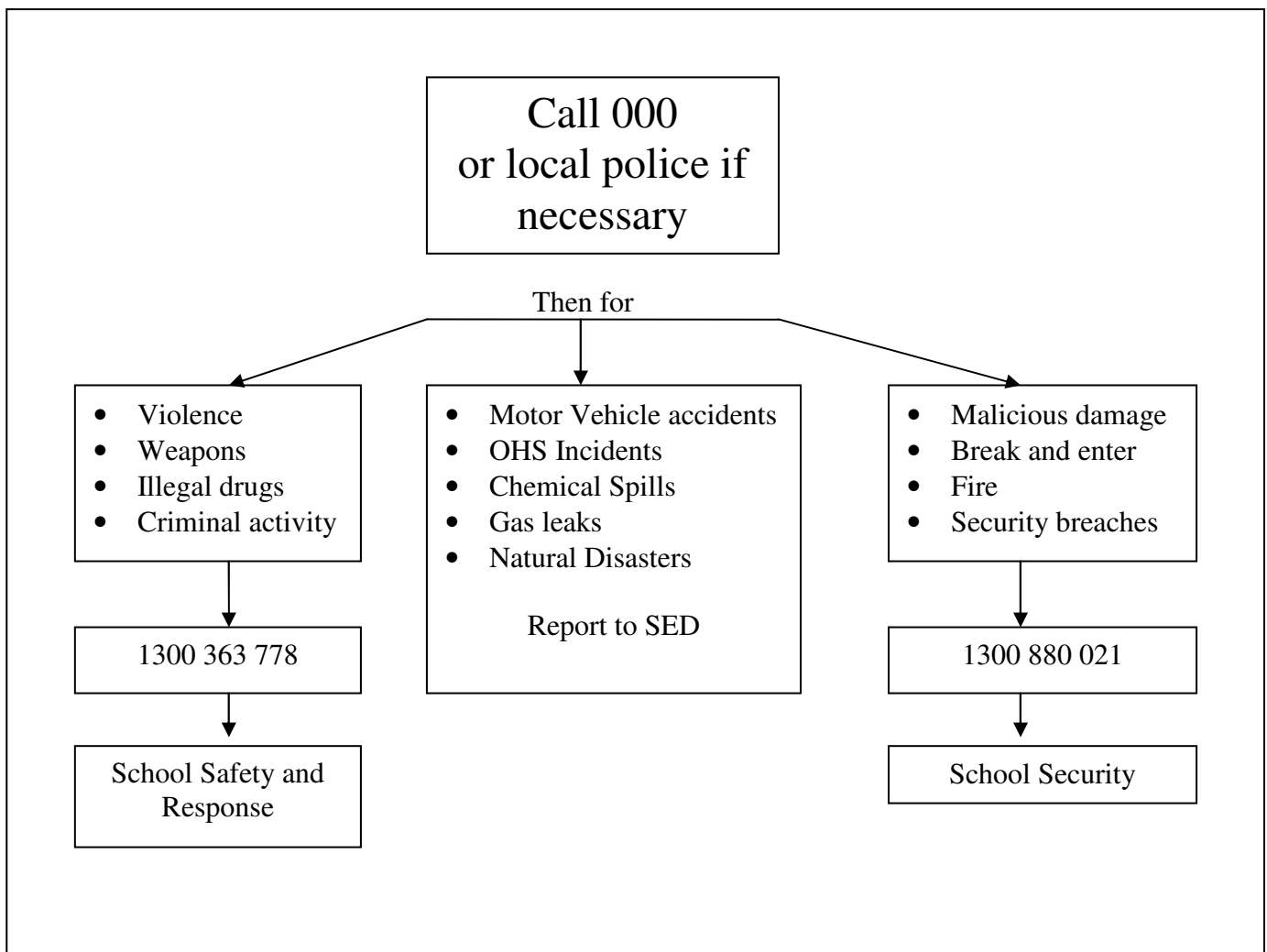
Actions to be taken by the principal and other key staff should include the following:

Immediately

- assess the situation;
- contact emergency services, if necessary;
- arrange first aid and appropriate intervention to minimise additional injury, if required. Attend to injured persons. It is vital that trained first aid staff provide emergency care for those with physical injuries, where possible. Seek the assistance of relevant emergency services personnel upon arrival;
- if evacuation is required, implement the school's evacuation plan and manage the evacuation;
- ensure telephones are not used for anything other than the emergency;
- where there are threats of violence from individuals coming on to school property, explosions or any other incident of an exceptional nature where a rapid response is required from the Department, immediately report the matter to the School Response Officers (hotline telephone 1300 363 778);
- a member of staff who has been briefed on the issue should contact the district office and report the serious incident;
- contact injured person's parents or family, if required; and
- the principal should ensure that the media manager and the media unit is immediately aware of the situation and, if required, seek on site support to deal with the media and provide advice to parents or family

As soon as possible

- contact the workplace serious incident committee co-ordinator and principal and provide the facts of the incident;
- ensure the district superintendent is advised by emailing or faxing a copy of the Serious Incident Report as a matter of priority. Copies of the email proforma are obtained from the district superintendent;
- offer support and facilitate counselling for those directly and indirectly affected. Organise support groups and counselling. Where necessary, refer students to the school counsellor and staff to the Employee Assistance Program;
- organise assistance, such as transport home, for staff or students who are distressed;
- provide staff and students with accurate information about the current situation and update this over subsequent days, unless there is a legal or privacy issue that prevents this from occurring;
- act quickly to dispel rumours;
- forward an accident report form to WorkCover within seven days in the event of death or serious injury at the workplace, or in the event of a dangerous occurrence at the workplace;
- consistent with the welfare needs of students and staff, return the workplace to a normal situation in as short a time as is practicable
- It is important that all staff are aware of emergency plans and procedures, so that the plan can be implemented if workplace managers or other staff with key responsibilities are unavailable or injured at the time of a serious incident occurring



Helping Police in the event of a serious crime

In the event of a serious incident which requires Police attendance, principals should prevent any actions which could lead to loss or disturbance of evidence. The area should be cordoned off if possible and nothing touched or moved. In particular, DO NOT:

- pick up a weapon, look at it and put it back
- use or flush a toilet that could lead to loss of evidence
- use telephones that might result in the loss of fingerprint evidence
- remove items from the scene
- walk unnecessarily around the scene. Trace evidence, footwear and tyre impressions can easily be obliterated in this way
- drive over and destroy the tyre prints of offenders' vehicles.

Principals should also consider the following:

- danger to themselves such as the presence of offenders, unstable structures, fumes, electrical hazards etc
- occupational health and safety issues eg, blood may be contaminated
- arranging or rendering assistance to any person in need
- determining the nature and size of the crime scene
- placing a responsible person at the scene to prevent any unauthorised entry.
- Further advice on preserving a crime scene can be obtained from School Response Officers on (02) 9561 8247.

Follow Up

As soon as possible complete Appendix A – Serious Incident Report and fax to the School Education Director

Related documents

- Colo Heights PS Emergency Evacuation and Lockdown Procedures
- Occupational Health and Safety Policy
- Memorandum DN/05/00022

Procedures

Specific Storm Advice

Principal or delegate will

- Check local radio and Bureau of Meteorology Home page (<http://www.bom.gov.au/>)
- Notify staff and students go inside classroom and buildings
- Check external areas of school

Staff will

- Stand students against a wall and away from windows
- Turn off electricity outlets
- Avoid classrooms that will bear the brunt of the storm if possible
- Close windows and blinds on the windward side of the building
- Do not use the school telephone system during the storm.

After the storm

- Staff will check roll and advise principal of any missing students
- Staff and students are to remain in rooms until notified by principal
- Principal or delegate will assess potential hazards such as fallen powerlines, trees etc before notifying staff

Bomb Threat

Staff Member notified of the threat will

- Advise the principal
- Follow the procedure outlined in Appendix B – Bomb Threat procedure, noting down as much information as possible
- Keep caller on the line do not hang up even after caller has hung up

Principal will

- Assess all information
- Advise police and fire services as necessary
- Determine to evacuate or not

If evacuating

- Check that the evacuation area is safe. If not safe advise staff of alternate evacuation area
- Follow evacuation procedures.

If not evacuating

- Classes to operate as usual
- Principal to meet police and advise of information
- Follow the directions of the police.

Violence or threat of violence to an individual or illegal removal of a student by a non custodial parent

Staff member on scene will

- Advise the principal
- Try to de-escalate the problem
- Assist the person and deflect verbal aggression
- Avoid any actions which may increase the threat
- Seek out a colleague or go to the assistance of a colleague
- Remain calm, look calm
- Move to a safe area if possible

Principal will

- Contact the police and if necessary the custodial parent
- Ensure the safety of others. Those not involved should be evacuated to a safe area
- Implement lock down procedures if necessary
- If all else fails let the student go with the non custodial parent

Fire – Internal

- Ring evacuation bell.
- Follow evacuation procedures

Fire – External

- Follow lockdown procedures
- Notify and follow directions of emergency services

Appendix A – Serious Incident Report

Fax to: School Education Director 02 9208 7635
Hotline: 9561 1216

School: Colo Heights PS Code: 1643
Principal: Michael Miller Phone: 4565 0202
Date of Incident:
Time of Incident: Initial Report/Follow up Report

Tick what is relevant to this incident

- Death** – mark this box if there is a death of a student or staff member or parent or family member (where it impacts on the school) – provide contact details of next of kin
- Weapons** – mark this box where a person is in possession of, or using a weapon (thing designed, used, or usable as instrument for inflicting bodily harm) – describe weapon and method of use
- Major disruption** – to school routine – mark this box where there is a disruption that affects a significant proportion of students – include likely duration
- Police** – mark this box if a call is made to police and/or police attend a school – state action taken or likely to be taken by police
- Media** – mark this box when actual contact has been made with the media – describe extent of coverage
- Expected Media contact** – mark this box when it is expected that media may show interest in the situation
- Injury** – mark this box if an injury has occurred to a student or staff member which requires one or a combination of the following: ambulance, hospital, doctor
- Intruders**– mark this box where there is a person on departmental property without permission(includes students on suspension or expulsion) – include any relationship to the school
- Drugs**– mark this box where a person is either in possession of, using, or selling any prohibited substance or alcohol
- Other outside agency**– mark this box if any or a combination of the following are called or attend a school: DoCS, Juvenile Justice, Health and Mental Health Team, Ambulance and hospital, Fire and Emergency Service
- Violence**– mark this box where either one or a combination of the following occur: physical assault, verbal abuse, threat of violence
- Major Property Damage**– mark this box where there is damage to property belonging to the department, to the value of \$10000 or more

SUBJECT:

BRIEF DETAILS OF INCIDENT: (Include names, grades and sex of students involved. If the incident involved an outsider, state their sex.)

ACTION TAKEN:

Principal: Michael Miller Signature: _____ Date: _____
SED: Chris Johnson Signature: _____ Date: _____

District Office Action: Send to “Incident” Retain Follow up with Schools

Appendix B – Bomb Threat Checklist

Questions to Ask
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?

Exact Wording of threat	Threat Language
	Well Spoken
	Incoherent
	Irrational
	Taped
	Message read by caller
	Abusive
	Other

Caller information	
Sex of caller:	Estimated age:
Accent (specify):	Diction (Clear, muffled):
Speech impediment (specify):	Manner (clam, emotional):
Voice (loud, soft):	Did you recognise the voice?
Speech (fast, slow)	If so who do you think it was?
	Was the caller familiar with the area?

Background Noise		
Street noises	Music	Local Call
Aircraft	Machinery	Long Distance
Voices	House noises	STD
Other		

Call Taken

Date: ___/___/___ Time: ___ am/pm Duration of call: ___ Number called: _____

Action

Reported immediately to _____ Telephone # _____

Call received by

Name (print) _____ Telephone#: _____

Signature: _____

Stay Calm, Don't Hang Up