



Emergency Management



*At Girraween Primary School
we believe that as adults, we walk hand in hand with each
child along this part of their life journey
"it takes a village to raise a child".*

Girraween Primary School

Rising to the Challenge

Helen Chatto



Principal

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Emergency Contacts

Emergency Planning Committee

Name	Position	Internal 	External 
Helen Chatto	Principal		0408 323 008
Donna Kimm	Assistant Principal		0409136072
Jemma Rust	Assistant Principal		0416 706 680
Debra Weir	Administration Manager		0439 850 139
School Phone			0448 884 233

Emergency Services

Service		For
<ul style="list-style-type: none"> • Emergency Services ○ Police ○ Fire ○ Ambulance 	000	Bomb threat / Intruder Collapse of or major damage to building or equipment Death / Disappearance or removal of student / staff Impact by equipment / machinery / aircraft Motor vehicle collision / impact Serious assault / sexual assault Siege / hostage / firearms Storm / cyclone / flood / earthquake
<ul style="list-style-type: none"> • Blood Advice ○ NT AIDS & Hepatitis Council 	8941 1711 or 1800 880 899	Contact with blood
<ul style="list-style-type: none"> • Bureau of Meteorology Regional Office 	8920 3800	Storm updates http://www.bom.gov.au/nt/?ref=hdr
<ul style="list-style-type: none"> • Regional Director ○ PARR 	8935 0552 0408 816 838	All emergency events
<ul style="list-style-type: none"> • Hospitals ○ Darwin Private ○ Royal Darwin Hospital 	8920 6011 8922 8888	Serious injury
<ul style="list-style-type: none"> • Fire Brigade ○ Humpty Doo Station 	8988 0299	Fire in building/bushfire Fumes/spill/leak contamination by hazardous material
<ul style="list-style-type: none"> • Health ○ Palmerston Community Care ○ Dental Main Office Humpty Doo ○ Dept of Health 	8999 3344 8922 6166 8999 2400	Medical and Dental Support. Advice of contagious or communicable disease.
<ul style="list-style-type: none"> • NT Emergency Services 	8922 3630	Storm / flood / earthquake / cyclone
<ul style="list-style-type: none"> • NT Police ○ Communications ○ Police-Humpty Doo Station 	131 444 8988 0200	Non urgent matters
<ul style="list-style-type: none"> • Poison Information Centre 	131 126	Chemical, medical and so forth

• Power & Water	1800 245 090	Water, sewerage and electricity supply
• St John's Ambulance	8922 6200	Non-urgent
• Snake Callouts	1800 453 210	

School Context

Girraween Primary School is located approximately 40kms south of Darwin on Carruth Road (off Girraween Road). The enrolment hovers around 400 students and approximately 50 staff working on site each day.

The area surrounding the school is generally flat, with native trees and heavily wooded bush-land. This could present as a potential fire hazard. There are naturally occurring water ways (such as creeks, flood ways and swamps) close by. Roadways to the school are all sealed and like much of the rural area, accommodate a growing population, with peak hour traffic concerns in the morning and afternoons. There is limited access to bike and pedestrian paths. Students attending the school are transported by a number of means including bicycles, walking, private vehicle and Buslink routes each morning and afternoon.

Parking and access to the school is an ongoing concern, as the school's enrolment continues to grow and the number of visitors to the school from associated services and industries continues to expand. Currently the school's traffic management facilities include:

- Kiss and Drop zone
- Two staff car parks
- Visitors car park
- Bus zone
- Loading zone

In addition to primary schooling, the Girraween School Council also offers the following services to the community:

- Outside of School Hours Care (OSHC) - that operates before school (6:00 – 8:20 am) / after school (2:40 – 6:00 pm) during term times
- Vacation Care - that operates during mid- semester and school holiday breaks from 6:00 am – 6:00 pm
- Playgroup – that operates each Wednesday morning during school terms 8:20 – 10:20 am from the Preschool Outdoor Kitchen

Girraween School includes 22 classrooms which house class teachers and approximately 530 students from Preschool to Year 6. In addition, the school has specialist staff located in purpose-fit buildings and offices around the school:

- Special Education Teacher
- PE / Music Teacher
- EC Drama & Movement Teacher
- Literacy & Numeracy Intervention Teacher
- Teacher Librarian
- School Chaplain
- Canteen Manageress
- Maintenance Officer
- Caretaker

Administration of the school is co-ordinated from the Administration Block ('Front Office'). Currently Administration Officers with front office duties, the Principal and Assistant Principal occupy offices in this space. In addition this block includes the reception area, staff bathroom facilities, a First Aid Treatment Room, store rooms, staff room, as well as the 'Chill Zone'.

The school opened in 2001 and since that time a number of additional buildings have been constructed. Currently there are 11 air-conditioned buildings and 3 non air conditioned buildings. These buildings include:

1. Administration Block
2. Library
3. A Block - including 4 classrooms, a withdrawal room, teachers' resource room
4. B Block - including 4 classrooms, a withdrawal room and teachers' resource room
5. C Block - including 4 classrooms, a withdrawal room, teachers' resource room, air-conditioning plant room
6. D Block - including 2 classrooms with verandas
7. E Block - including 2 classrooms.
8. F Block - including 1 classroom.
9. G Block – including 2 Classrooms
10. Preschool – including 2 classrooms, 1 indoor kitchen, 1 outdoor kitchen, 2 store rooms and staff bathroom facilities, 2 student bathroom facilities, teachers' resource room
11. Multi-Purpose Hall - including Canteen, Maintenance Officer's Room, Store Rooms, Bathroom Facilities, Assembly area and Stage area
12. Senior toilet / Junior toilet blocks
13. Caretaker's Residence
14. Bus carport
15. Outdoor Learning Centre
16. Pendopo Learning Centre
17. Basketball Courts

- 18. Water Feature – enclosed wading pool
- 19. Bike Shed
- 20. Tank
- 21. Sewerage farm
- 22. Farm Shed

The Girraween School site also includes a number of spaces that provide authentic learning contexts for students, including:

- school farm - including a number of animal enclosures (chickens, cows, goats etc) and garden
- butterfly house – made of a purpose built shade house
- school oval - situated at the back of the school and includes an access road for the school farm.

Emergency Roles and Responsibilities

Emergency Management Planning Committee

To enhance the effectiveness of work health and safety in the workplace, the School has established an Emergency Planning Committee. This committee includes the Principal, Assistant Principals and Administration Manager and is responsible and accountable, in their area of authority to:

- manage or properly control foreseeable risks to people, property and environment arising from work activities
- report all risks as soon as practicable if an incident occurs
- monitor the health and wellbeing of employees, students and community members
- adopt a continuous improvement approach to work health and safety through consultation between school leadership and employees
- provide or promptly seek appropriate work health and safety advice, information and support.

Employees

Individually and collectively, every DoE and School Council employee has a responsibility and accountability to do everything possible to comply with legislative requirements, we:

- work in a manner which is safe
- support the health and safety of others in the workplace
- report injuries, incidents and unsafe conditions to their line manager as soon as practicable
- actively participate and contribute to discussion to embed work health and safety considerations into everyday behaviours
- use equipment and controls properly, safely and efficiently
- comply with the directions of the person in charge (principal or delegate) in the interests of order and safety
- seek appropriate work health and safety advice, information and support.¹

Delegations

In the event of an emergency, all staff are assigned roles to ensure the smooth and effective implementation of operational plans.

Staff	Role	Relief staff	Responsibilities	
Principal	Chief Warden	Assistant Principal	<ul style="list-style-type: none"> • Overall management of the incident • Take mobile phone or cordless 	White hat
Assistant Principal	Deputy Chief Warden	AO staff On front office duty	<ul style="list-style-type: none"> • Check Canteen facility • Check with teachers that all staff and students are accounted for • Report to Principal • Await instructions from principal 	Red hat
Administration Manager	Communications Officer	AO On front office duty	<ul style="list-style-type: none"> • Liaise with emergency services (fire, police, ambulance) • Take mobile phone 	Yellow Hat

¹ DOE Work Health and Safety Policy, 2012 - DET File: 2005/1743 Doc2010/04150

			<ul style="list-style-type: none"> • Check administration block, staff room & sick bay toilets 	
Administration Officer (AO) on Office duty	First Aid Officer	AO Other	<ul style="list-style-type: none"> • Print fire rolls • Collect first aid kit • Collect emergency phone numbers & sign in / out books • Take the cordless phone 	Green Cross on White hat
Administration Officer (other)	Block Warden	AO On front office duty	<ul style="list-style-type: none"> • Check stage area, multi-purpose hall, senior toilets & C Block • Report to principal 	White Hat
Special Education Teacher	Block Warden	Library teacher	<ul style="list-style-type: none"> • Library • Multi-purpose room and F Block • Check junior toilets • Check disabled toilets in junior and senior block • Report to principal 	White Hat
Maintenance Officer		1. Assistant principal 2. Library teacher	<ul style="list-style-type: none"> • Lock / unlock gates (as appropriate) • Check A and B blocks • Liaise with Administration Manager • Take walkie talkie to evacuation point • Report to principal 	
Classroom Teachers	Block Warden	Buddy teacher	<ul style="list-style-type: none"> • Delegate a Block Warden for each set of classrooms • Check that all classrooms are empty before moving to evacuation point • Report to principal 	White Hats
Classroom Teachers	Class Supervision	Relief Teachers	<ul style="list-style-type: none"> • Assemble all students in class ready for appropriate action (evacuation / invacuation) • Provide directions to any visitors or staff working in the classroom <ul style="list-style-type: none"> ○ Evacuation - Collect attendance role; proceed to designated area in an orderly manner; & mark attendance role & notify assistant principal of any missing students / staff use fire drill roll from Admin to verify ○ Print and sign names at bottom of roll sheet inc visitors, SESAS etc ○ Invacuation – Lock door, mark attendance role & notify front office of any missing students / staff • Await instructions from principal or delegate 	
Classroom Support Officers		Classroom teachers	<ul style="list-style-type: none"> • Know which students in the class requires 1:1 support during emergency situations • Escort student / s to the designated area • Follow instructions provided by the classroom teacher 	

Definitions

Contingency Planning

Procedures to minimise disruption to normal school operations brought about when supply of services such as air-conditioning, power or water is interrupted and the possible down-time cannot be forecast with any accuracy.

Continuity Management

Continuity management is a process that aims to help Girraween school staff to be organised and to continue functioning, in the event of an emergency or critical incident.

Critical Incident

An event which causes disruption to the school, creates significant danger, risk or likelihood of traumatic effects and creates a situation where staff, students and parents experience trauma, feel unsafe, vulnerable and / or under stress. Critical incidents may:

- Be extremely dangerous or distressing
- Be sudden and unexpected
- Be disruptive to one's sense of control of events around them
- Be disruptive to one's beliefs and assumptions about the world, people and work
- Challenge the belief that events can be understood
- Include elements of physical or emotional loss or risk of loss

Emergency

An emergency is any sudden event which endangers or threatens to endanger the safety or health (physical, social-emotional) of any person, or which destroys or threatens to destroy or damage property and includes:

- Bomb threat
- Collapse or major damage to building or equipment
- Critical incident
- Disappearance or removal of student
- Earthquake or other natural event
- Fatality
- Fire in school building/bushfire
- Flood or windstorm
- Fumes, spill or leak contamination by hazardous material
- Impact by equipment, machinery or aircraft
- Motor vehicle collision or impact with school
- Outbreak of disease
- Serious injury, serious assaults or sexual assault
- Siege, hostage or firearms

Emergency Preparedness

Prevention - Measures to identify risks and eliminate or reduce the incidence or severity of emergencies.

Preparedness - Measures to ensure that communities are capable of coping with the effects of emergencies.

Response - Measures taken during and immediately after emergencies to ensure the effects are minimised and appropriate responses are initiated.

Recovery - Measures that support resumption of 'business as usual' as soon as possible after an incident has occurred, including a review of the effectiveness of the responses to adjust processes as necessary to improve emergency management.



Evacuation

This occurs when staff, students and visitors leave the immediate area, school premises or township area due to an emergency situation. An example of this is a fire, bomb threat or gas cylinder explosion. The school emergency assembly area is the basketball courts. If this area is unsafe, the grassed area on the corner of Herkes and Carruth Road will be the assembly area. The Principal (or delegate) will notify staff which area to use. The evacuation process will be practiced four times per year and a record kept on file for Preschool students.

First Aid²

First Aid Officer means a staff member who has been appointed by the principal as having responsibility for the day-to-day provision of general first aid services to the school.

Invacuation or Lock-in

This occurs when circumstances dictate that the safety of staff, students and visitors is better ensured inside the buildings, behind locked doors. In the event of invacuation staff and students should remain out of sight away from openings, windows and behind furniture or solid walls. When safe, the Maintenance Office will ensure that all school gates are locked and unlocked as appropriate. An example of this sort of emergency is a chemical spill or weapon crisis. Invacuation processes will be practiced four times per year and a record of the practice will be filed.

There are times when classes will be asked to lock their doors when a child is angry and could try and enter and disrupt the class. This is not a formal invacuation and sirens will not be used. Classes can continue working and movement out of rooms should be kept to a minimum.

Reportable Incident

A reportable incident to NT WorkSafe means:

- a) a work related accident (ie. that results in death or significant injury requiring medical treatment)
- b) an incident at a workplace creating a potential risk of a work-related accident and consisting of:
 - i. a major structural failure or collapse
 - ii. an explosion, implosion or fire
 - iii. the escape, spillage or leakage of a harmful, or potentially harmful, substance
 - iv. the fall of an object from a height
 - v. the failure of a system on which the health and safety of workers is dependent for example no water or power to the school.
- c) an electric shock suffered at a workplace
- d) an incident classified by the regulations as a reportable incident³

Hazard

A hazard is a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment or a combination of these.

School Emergency Management Planning

A Management Plan to provide strategies for responding to emergencies and critical incidents and managing interruptions to the supply of essential services. The School Emergency Management Plan is developed based on consideration of the management of foreseeable risk, the NT All Hazards Emergency Management Arrangements, and Australian Standard 3745-2010, emergency procedures for buildings, structures and workplaces. There are four elements to emergency management planning:

1. Prevention before an incident and ongoing
2. Preparedness before an incident and ongoing
3. Response immediately following an incident
4. Recovery 3 – 5 days after an incident and ongoing

School Operation Plan

The Work Health and Safety Operational Plan includes:

- Goals and objectives for improving health and safety to ensure staff operate in a physically and psychologically safe environment
- Responsibilities of the Principal, Senior Staff, Teachers, Administration Officers and Support Staff
- Allocation of appropriate human, financial and physical resources
- A collaborative approach between management and workers through ongoing consultation
- Appropriate induction, instruction, supervision and training opportunities
- Systematic process for hazard identification, risk management and incident investigation

² DOE – First Aid Officers Policy File: 2005/1205 Effective Date: August 2010 DOC2010/03535,
http://staff.det.nt.gov.au/quickfind/hr/employment_conditions/docs/FirstAidAllowancePolicy.pdf

³ DOE Work Health and Safety Policy, 2012 - DET File: 2005/1743 Doc2010/04150

- Annual review process⁴

Sharps

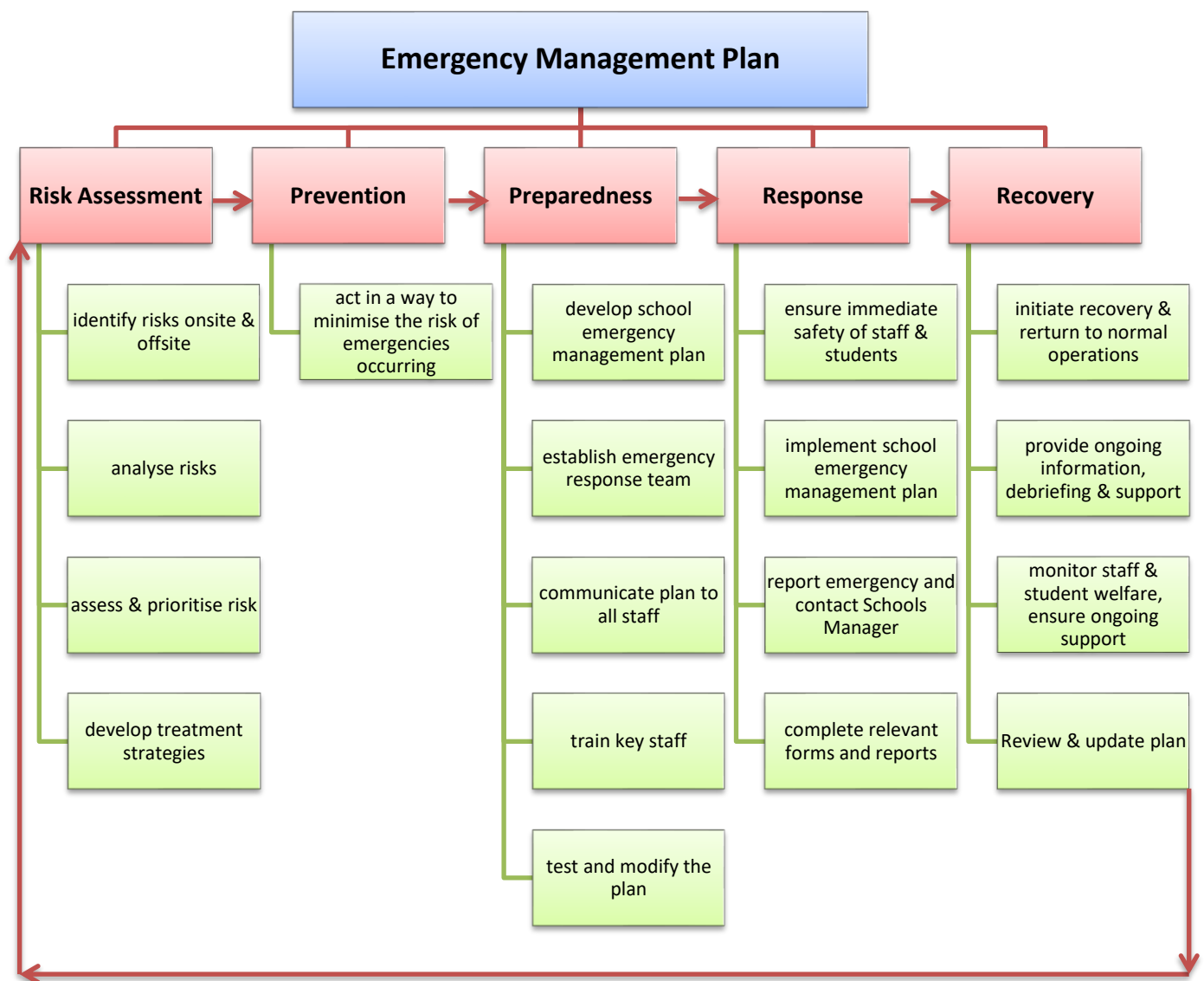
The term “sharps” refers to needles, syringes and other sharp objects such as broken glass or plastic.

Trauma

Trauma is when something happens that is so terrible it overwhelms a person’s ability to cope. Trauma occurs when an event is so frightening it causes a prolonged alarm reaction, where the body is primed and pumped with chemicals and enzymes such as adrenaline and does not calm down for a long time. In any person, this creates an altered neurological state. The severity of this depends on a number of factors, including previous experiences of trauma and the availability of support. Children are more vulnerable to trauma than adults. Traumatic events modify an adult’s state of neurological organisation but may be the primary organising experience for the child, which creates the foundation for the child’s key neurological systems.⁵

Visitors

Visitors refers to volunteers, trades persons, parents or other family members that may visit, assist/participate in school or workplace activities from time to time and any other users of these facilities.



⁴ DOE Work Health and Safety Planning Framework, 2013

⁵ Calmer classrooms - A guide to working with traumatised children - Child Safety Commissioner, Melbourne, Victoria, Australia June 2007

Training Requirements

First Aid Officers

All delegated first aid offers must hold a recognised first aid qualification:

- HLTA301B Apply First Aid
- Apply First Aid (refresher)
- HLTA302B Provide First Aid in Remote Situation
- Apply First Aid in Remote Situation (refresher)
- HLTA302B Apply Advanced First Aid
- Apply Advanced First Aid (refresher)
- HLTA403B Manage First Aid in the Workplace
- Manage First Aid in the Work (refresher)
- 70108NT Senior First Aid
- Any other equivalent qualification issued by a Registered Training

Administration, preschool and OSCH staff have relevant first aid, asthma and anaphylaxis training. The business manager keeps a record of training undertaken and expiry dates.

Wardens (and deputies)

All delegated wardens must be best suited for the position and able to act in authorised officer roles under an emergency management plan. Nominated persons will be appropriately trained in the skills and knowledge to carry out their responsibilities confidently and competently. The responsibilities of wardens and authorised officers should be clearly defined within the emergency plans. Deputies should be assigned to ensure that appropriately trained workers are present in situations where officers are sick / absent⁷.

OHS reps and cyclone shelter managers attend regular training.

Communication Channels

Emergency Response Contacts

Position	Who		For
• Caretaker	Renee Vanderhorst	0437 167 815	After hours emergency Cyclone Shelter Management
• .Principal	Helen Chatto	0408323008	Critical Incident (trauma)
• School Counsellor	PARR Office	89449200	Critical Incident (trauma)
• Front Office	Admin Team Members	9	First Aid assistance
• OSHC Director		08 8983 2499	First Aid or initial response when principal is not on site.

DoE Emergency Response Contacts

Task	Who	When	Outcome
Affected school to notify: • Regional Director • Director Media & Marketing	Principal or other delegated person	As soon as possible	Ensure correct flow of information Maintain lines of communication until the emergency status of the incident has passed
Notify / liaise with NT DoE Emergency Management Co-ordinator	Regional Director Hylton Hayes	As soon as possible	Establish level and requirement for critical incident support to the affected school

⁶ DOE Emergency Management Kit for Schools - DET File: 2008/1577 DOC2008/04879

⁷ DOE - Evacuation Procedures, http://ed.ntschoools.net/hr/whs/Pages/emergency_management.aspx

Form Emergency Management Response Team utilising members appropriate to emergency type and level.	Regional Director Director Media & Marketing	As soon as possible	Inform about incident and initial arrangements in place. Discuss the possibility of ongoing assistance / support during response and recovery stages
Notify Deputy CEO (Schools)	Regional Director	As soon as possible / on going	Provide brief with regard to incident and action taken to date
Notify other necessary NT DoE officers	Regional Director Sue Bowden	As soon as possible 8999 5785	Ensure all necessary officers are fully and accurately informed about the incident
Arrange for extra support from: <ul style="list-style-type: none"> other schools / the region other agencies 	Regional Director Emergency Management response team	As required	Provide: <ul style="list-style-type: none"> i. relief for affected school/cluster response personnel ii. extra support in the event of a larger scale incident iii. professional advice and support

Regional Telephone Communication Tree

Context

The Telephone Communication Tree is to be implemented when incidents occur at a school which may:

- pose a threat to the well-being and safety of students / staff at other schools in the region
- create a serious threat to property

It is important that:

- neighbouring schools are alerted as soon as possible and given the relevant details in a clear and concise manner
- the staff at the school which is involved in the emergency are dedicated to the local management of the situation and are not tied up in notifying others who may be affected
- appropriate support and action can commence immediately

Notification

The principal or delegate are require to telephone:

1. Regional Director for the region (Palmerston and Rural)
Hylton Hayes 89449260 / 0458730012
2. Director Media & Marketing
Jackie Dibbs 8901 4914
3. Neighbouring schools on the level below them on the telephone tree
4. Neighbouring Schools:

Shona Henderson	Bees Creek Primary	8983 3222
Julie Perry	Howard Springs Primary	8983 0000
Ali Brady	Humpty Doo Primary	8988 1255
Miriam McDonald	Taminmin High School	8988 0000

Procedure

1. The Regional Director will activate the telephone tree support for the appropriate cluster / s by contacting Bryan Hughes 8944 9260 . This person should ensure that their Assistant Principal is aware of the procedure and able to act in their absence.

2. Schools should use the Telephone Communication Tree – Record Form (refer appendix) to ensure information is communicated consistently via telephone. The form should not be transmitted by facsimile.
3. The Key Contact Person for the cluster is responsible for activating the telephone tree for one or more networks in addition to alerting their own staff.
4. If there is a significant update of information then the Principal or delegate of the school concerned should contact the Regional Director, who will decide if the tree needs to be activated again.
5. Schools should ensure that the necessary staff are aware of these procedures – Principal, Assistant Principal, Administration Manager, Administration Officers, Senior Staff.
6. When a call is being made as part of this procedure the call should be identified as a **CODE RED** call
7. If you experience problems with the procedures for the cluster please contact the Key Contact person for that cluster.
8. Schools should continue to inform the Regional Director of critical incidents which do not have potential impact on other schools.

Equipment and Hazard Overview

The following Hazards were identified as being a potential threat to the school:

- Fuel stored in the Red cabinet in the Maintenance Officer's Shed
- Sewerage plant – may fail during a cyclone and back up

Large Scale Emergency Situations

Overview

This section provides guidelines for staff to prepare and respond to large scale emergencies affecting the community or events beyond the scope of a single class / school. It outlines the school's responsibilities and the actions required to:

1. identify risks on and off site
2. prevent the risk of emergencies
3. prepare emergency management / operational plans
4. respond appropriately to ensure immediate safety of students and staff
5. recover and return to normal operations as soon as possible.

The principal will ensure that all staff are familiar with and have access to school Emergency Plans. These plans aim to ensure all staff members have clear understanding of their roles and responsibilities, as well as the procedures to follow in the event of an emergency or critical incident.

The overriding priority in enacting any of the emergency plans is to ensure the safety and wellbeing of students, staff and school visitors. Emergency plans are designed as responses to a 'typical' emergency and all staff members are expected to use their common sense in carrying out procedures and to report any concerns or evaluative comments of the plan to the Emergency Management Committee (Principal, Assistant Principal or Administration Manager).

The person in charge is responsible for ensuring evacuation procedures occur smoothly and in the best interests of the safety of the people affected. The person in charge means the principal, Fire warden, Police or Emergency services personnel or Principal's delegate depending upon the type and scale of the emergency.

For a classroom emergency the staff member in charge of the group is considered the Principal's delegate. In each situation the nominated person in charge needs to follow the emergency operation plan and then to make decisions about further action.

All members of the school community are expected to comply with the directions of the person in charge (Principal or delegate) in the interests of order and safety. The position of the person in charge may change as more senior staff or emergency personnel arrive at the scene.

Activating Emergency Operation Plans

In the event of an emergency or critical incident, all staff are required to notify the Principal (or delegate) of the potential emergency situation. The principal (or delegate) will:

- Ascertain the nature of the emergency and determine the appropriate operation plan to implement
- Ensure the appropriate Emergency Service are notified (see table below)
- Notify all staff of the situation, including activation of bells / sirens as appropriate
- Implement Emergency Operation Plans and as necessary, initiate evacuation or invacuation, as well as control of entry to the affected areas
- Establish the presence and safety of students and staff (if before or after school, consider the safety of parents and students who are still arriving at school)
- Ensure the progress of the operation plan is recorded in an incident log
- Brief Emergency Services personnel upon arrival on type, scope and location of the emergency and school response and thereafter act on the senior officers instructions.

Before and After School Hours

In the event of an emergency or critical incident, staff are required to notify the Principal (or delegate) of the potential emergency situation. Staff will:

- Lead students to assemble on the Basketball Courts or within a secure classroom building (depending on the emergency)
- Activate the siren / Bell to be sounded (by most senior teacher on premises)
- Collect the emergency kit (if possible)
- Consider how best to direct of students, parents and staff who continue to arrive at school.

During Recess or Lunch Breaks

In the event of an emergency or critical incident, staff are required to notify the Principal (or delegate) of the potential emergency situation. The Principal or delegated officer will:

- Sound the appropriate alarm / siren
- Announce for students, staff and visitors to assemble in the designated assembly area / s or in the case of an evacuation to a suitable internal location
- Organise for the collection of current class lists and the emergency kit from the office
- Instruct teachers on yard duty to contain and supervise students on at the assembly area until more staff arrive
- Activate the appropriate Emergency Operational Plan and as necessary control entry to / exit from the affected areas.

Outside School Hours Care

In the event that an Emergency Operation Plan is put into place by the Outside School Hours Care (OSHC) staff, the role of Principal or delegate is assigned to the Director or the Appointed Senior Staff Member on roster. Contact with the school principal should be made as soon as possible.

Staff and students in the OSHC program are expected to follow the Emergency Operational Plans, unless a specific deviation or change is required to ensure the safety and wellbeing of students, staff and visitors.

School Emergency Operation Plans A- Z

Extreme Behaviour Plan

Context

The Emergency Behaviour Management Plan is activated when a student's behaviour is causing serious a risk of harm to themselves, to others or to property. Teachers are advised that students need to know the signals that will be used when there is a need to move moving quickly and quietly to a designated safe space (in or out of the classroom).

Notification

Ask buddy teacher or classroom support officer to help

Dial 9 and ask for assistance immediately, stating that it is a behaviour emergency OR send a responsible student to the front office (make sure they state that assistance is needed immediately)

Assembly Area

Outside of room (if child causing problem is inside the room)

Inside the room (if child causing problem is outside the room)

Procedure

1. Instruct other students to move to a safe distance / space. This may mean leaving the room.
2. Ask one student to let buddy teacher know that you may need assistance
3. Use a low and slow voice when speaking with the student concerned and the class to create a sense of calm
4. Remove any objects that may pose potential threats or harm (if possible) and lock class room door (if appropriate)
5. When assistance arrives, allow the Senior Teacher / AP or Principal to direct the situation
6. If possible, the student will be removed to the front office and allowed time to calm down before talking about what has happened
7. Follow the Girraween Code of Conduct for determining appropriate consequences and outcomes from the situation
8. Record a summary of the sequence of events and upload into SAMS
9. Meet appropriate staff to discuss any modifications to Behaviour Plan, Learner Profile or Educational Adjustment Plan

Critical Incident / Trauma Management Plan

Context

The Critical Incident or Trauma Management Plan will be invoked when an event which causes disruption to the school, creates significant danger, risk or likelihood of traumatic effects and creates a situation where staff, students and parents experience trauma, feel unsafe, vulnerable and / or under stress.

Notification

Dial 9 and ask for assistance immediately, stating that it is a behaviour emergency OR send a responsible person to the front office (may sure they state that assistance is needed immediately)

Principal or the most Senior Staff member available

Regional Director

The siren will be used to signal that staff should implement invacuation procedures.

Assembly Area

Inside / outside buildings as appropriate

Procedure

1. Inform the principal
2. Request assistance from school counsellor / school chaplain
3. Notify Regional Director 89449260 / 0458730012
4. Allow time and space for all stakeholders to tell their story
5. provide guidance concerning appropriate messages to communicate with each other, students and the community
6. Plan for debrief sessions to allow for reflection and evaluation of support processes / needs
7. Return to normal school routines as soon as possible
8. Maintain communication networks with all stakeholders for as long as appropriate
9. Monitor all stakeholders for any ongoing concerns

Cyclone Plan

Context

The Emergency Cyclone Plan is enacted when a cyclone warning has been issued by the Bureau of Meteorology and the Counter Disaster Council has issued a "Notification of Closure of Schools" announcement. The Principal and delegates will notify all staff, as well as make contact with the Public Shelter Officer. Refer to the Emergency Cyclone Policy (see appendix).

Notification

Staff will be notified by a member of Senior Staff of the school closure. If it is announced that schools are to be closed during the night or in the morning staff and students are not expected to come to school.

Front office staff will put a recorded message on the school phone to advise parents / community members of the closure and relevant Public Shelter information

Upon notification the cyclone shelter will be opened and the Public Shelter Officer will provide advice to staff, on arrival to the Public Shelter (Assembly Hall) Mr Rene Vanderhorst 0437 167 815 is the Cyclone Shelter Manager.

1. Cyclone Watch - Business as usual
2. Cyclone warning – Dangerous high winds may occur within the next 24 hours; Schools are open; Business as usual; Prepare for wet day
3. Cyclone Warning - Cyclone is now imminent; Warning siren is activated; Dangerous high winds may occur within 6 - 12 hours; Schools are closed⁸

Public Shelter

Assembly area

Procedure

1. Shut down desktop computers, electronic whiteboards and telephones and remove power / date cords from outlets. Store laptops in safe places
2. Ensure Student Record Files are stored in a lockable cabinet

⁸ Girraween School – Cyclone Policy - 2013

3. Move classroom furniture away from windows and put all valuable items into cupboards / storage containers
4. Clear school grounds of loose materials that could blow around and possibly cause injury or damage during extreme winds
5. In case of storm surge / tide warning, or other flooding, identify the nearest safe high ground and the safest access route to it
6. A list of emergency phone numbers are provided to the Emergency Management Planning Committee (Principal, Assistant Principal and Administration Manager)
7. Ensure all staff are aware of all procedures that will occur if a cyclone watch and / or warning is declared for the area during the school day
8. Follow all advisories provided by DoE.
9. If sheltering at Girraween School, follow all directions from the Public Shelter Manager⁹

Electrical Storms At School Closure Time¹⁰

Context

In the case of a passing severe electrical storm at the time of school closure, students will remain in class until:

- the electrical activity has passed over or
- they are collected from the classroom or supervised area by a parent, guardian or carer or
- the Principal or Principal's representative has deemed it safe for students to leave the school grounds

It is an expectation that parents, guardians and carers collecting children will, in the case of a severe electrical storm at the time of school closure, go to the class to collect their children.

Notification

The Principal or delegate will make an announcement

Assembly Area

In classrooms

In the case of a teacher being unable to remain after school hours, arrangements will be made to move the students to another class or the Library where supervision can continue

Procedure

1. All students to remain with the teacher until:
 - the electrical activity has passed over or
 - they are collected from the classroom or supervised area by a parent, guardian or carer or
 - the Principal or Principal's representative has deemed it safe for students to leave the school grounds.
2. Once the Principal or Principal's representative has deemed it safe:
 - students remaining at school for OSHC will proceed immediately by way of cover to the OSHC area
 - students relying on bus transport will proceed by way of cover to the sheltered area immediately in front of the administration building
 - students riding a bike or walking home will proceed by way of cover to the bike rack area.

Evacuation Plan¹¹

Context

The Emergency Evacuation Plan refers to incidents such as fire, bomb threat, chemical spill, terrorist, weapon incidents or civil disorder. It can be enacted on a small area (e.g. classroom), whole school or community scale. Evacuation occurs when people leave the immediate area, school premises or township area. An example of this is a fire, bomb threat or gas cylinder explosion.

Notification

An alarm will be used to signal that staff should implement evacuation procedures.

⁹ Letter to Top End Principals – *Preparing for the Cyclone Season*

¹⁰ Electrical Storms at School Closure Time – Policy, refer to Appendix section

¹¹ DOE Evacuation Procedures, Version 1 2013, <http://staff.det.nt.gov.au/quickfind/ohs>

Assembly Area

The school emergency assembly area is the basketball courts; if this is unsafe the oval or the grassed area on the corner of Herkes and Carruth Road will be the assembly area.

Procedure

1. Raise alarm and contact relevant emergency services authorities
2. Assemble all students in class ready for evacuation.
3. Collect attendance roll and copy of this manual (teachers to keep this with their roll).
4. Evacuate classroom using safest route.
5. Proceed to the Basketball Courts unless otherwise advised.
6. Mark attendance roll and inform Assistant Principal (red hat) of attendance record results.
7. Remain at assembly area until the Principal or delegate advises otherwise.
8. Inform the Emergency Management Committee of any concerns or feedback concerning the plan

Invacuation (lock-in) Plan

Context

The Emergency Invacuation Plan refers to incidents such as chemical spill, terrorist, weapon incidents, critical incidents, civil disorder or stranger danger. It can be enacted on a small area (e.g. classroom), whole school or community scale. Invacuation occurs when circumstances dictate the safety of students, staff and visitors is better ensured inside school buildings, behind locked doors.

Notification

The siren will be used to signal that staff should implement invacuation procedures. This is a continuous siren that will gradually increase in volume.

Assembly Area

The emergency assembly area includes all school buildings where the entrances can be locked and students, staff and visitors can be kept away from openings and windows.

Procedure

All students, staff and visitors move to a secure area within a school building

Teachers:

1. Ensure all students and visitors remain out of sight away from openings, windows and if appropriate behind furniture or solid walls (do not allow students to move into areas of direct danger)
2. Secure doors and windows, until the all clear has been signalled by the Principal (or delegate)
3. Take the role to ensure all students are accounted for
1. Report any additional or missing students and visitors to the front office (dial 9)
2. Ensure students and visitors remain calm and where possible, continue with normal classroom routines (to maintain the well-being of the students)
3. Inform the Emergency Management Committee of any concerns or feedback concerning the plan

Medical Emergency Plan

Context

Asthma, emphatic shock, snake bite. Broken bone, fit, knocked unconscious etc

Procedure

Parents of students who have diagnosed medical condition will complete a health plan. A copy of the plan will be kept in the sick bay and in the child's classroom. Trained first aid officers manage injuries, insect or snake bites and oversee the provision of medication for students on medical plans. Parents are notified of any head bumps and serious injuries. If a child requires an ambulance a staff member travels with the child and stays with them until the parent arrives. See Medical Condition Policy.

DoE online injury plans are completed for all injuries requiring medical attention.

Preschool Staff will also complete the ACEECQA form 5101.

Verbal or Physical Assault Plan

Context

The Verbal or Physical Assault Plan applies to adult staff, community members and visitors to our school. Teachers need to consult the Girraween Code of Conduct when managing students who have been involved with incidences of assault.

Notification

Dial 9 and ask for assistance immediately, stating that it is a behaviour emergency OR send a responsible person to the front office (may sure they state that assistance is needed immediately)

Principal or the most Senior Staff member available

Regional Director 89449260 / 0458730012

The siren will be used to signal that staff should implement invacuation procedures.

Assembly Area

Inside / outside buildings as appropriate

Procedure

1. As soon as safe, move away from the assailant as quickly as possible or yell for help
2. Notify the Principal
3. Clear students and staff from the area
4. Invoke invacuation procedures, if necessary
5. Call 000 for assistance
6. Monitor the assailant from a safe distance
7. Notify Regional Director 8944 9260

Unlawful Removal of Student / Court Orders Breach Plan

Context

The Unlawful Removal of Student / Court Orders Breach Plan is activated when a non-custodial parent / or an unknown person attempts to visit a student at school or remove a student from school grounds. All courts orders records are placed into SAMS and the Student Reference File. Staff are not able to refuse access to a child without Court Orders. No-one has automatic right of access to school property. Permission from the principal must be obtained before access is granted. The police are available to assist in restricting access to school property.¹²

Notification

Once Court Orders have been delivered, the custodial parent is required to meet with the Principal to ensure all records are current and plans are shared. A flag will be placed on the student's SAMS record and court orders will be stored on School Centra.

The principal or delegate will notify the class teachers and front office staff

Assembly Area

Inside the room (invacuation procedures may be required) or

Principal's office

Procedure

1. Confirm facts by personal observation or a second information source
2. Notify Police on 000
3. Ensure all other students are accounted for, Report all missing Students to the principal
4. Notify custodial parents of the breach
5. Assemble personnel with a direct knowledge of incident to date
6. Cooperate and assist Police, as necessary
7. Notify Regional Director 8944 9260 / 0408 816 838

¹² DOE - Emergency Management Kit for Schools DET File 2008/1577 Effective Date: November 2011 DOC2008/04879

Emergency Action Cards

● **BOMB THREAT**

- **DON'T HANG UP**
- **USE THE BOMB THREAT CHECKLIST TO RECORD KEY DETAILS)**
- **NOTIFY POLICE ON 000**
- **EVACUATE ALL PERSONS TO THE BASKETBALL COURTS**
- **WAIT FOR INSTRUCTIONS FROM POLICE**
- **NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012**

● **CHILD IN MELT DOWN POSING A RISK TO OTHERS**

- **MOST SENIOR STAFF DEALING WITH ISNCIDENT WILL ADVISE TEACHERS TO LOCK DOORS. CLASSES CONTINUE WORKING.**
- **TEACHERS KEEP STUDENTS IN THE CLASSROOMS.**
- **SENIOR STAFF APPLY MAPA TRAINING TO DIFFUSE THE SITUATION.**
- **PA ANNOUNCEMENT – 'ALL CLEAR' WHEN ROOMS CAN BE UNLOCKED.**
- **PRINCIPAL OR DELEGATE APPLIES CODE OF CONDUCT TO SUPPORT STUDENT AND INFORM PARENTS.**

● **CYCLONE**

- **SHUT DOWN DESKTOP COMPUTERS, ELECTRONIC WHITEBOARDS AND TELEPHONES AND REMOVE POWER / DATE CORDS FROM OUTLETS. STORE LAPTOPS IN SAFE PLACES**
- **ENSURE STUDENT RECORD FILES ARE STORED IN A LOCKABLE CABINET**
- **MOVE CLASSROOM FURNITURE AWAY FROM WINDOWS AND PUT ALL VALUABLE ITEMS INTO CUPBOARDS / STORAGE CONTAINERS**
- **CLEAR SCHOOL GROUNDS OF LOOSE MATERIALS THAT COULD BLOW AROUND AND POSSIBLE CAUSE INJURY OR DAMAGE DURING EXTREME WINDS**
- **IN CASE OF STORM SURGE / TIDE WARNING, OR OTHER FLOODING, IDENTIFY THE NEAREST SAFE HIGH GROUND AND THE SAFEST ACCESS ROUTE TO IT**
- **LOCATE CLASS DETAILS LIST**
- **FOLLOW ALL PROCEDURES AS DIRECTED BY PRINCIPAL OR DELEGATE**
- **FOLLOW ALL ADVISORIES PROVIDED BY DOE**

- **IF SHELTERING AT GIRRAWEEEN SCHOOL, FOLLOW ALL DIRECTIONS FROM THE PUBLIC SHELTER MANAGER**

- **CRITICAL / TRAUMATIC INCIDENTS**

- INFORM THE PRINCIPAL
- **REQUEST ASSISTANCE FROM SCHOOL COUNSELLOR / SCHOOL CHAPLAIN**
- **NOTIFY REGIONAL DIRECTOR 8944 9260 / 0408 816 838**
- **ALLOW TIME AND SPACE FOR ALL STAKEHOLDERS TO TELL THEIR STORY**
- **PROVIDE GUIDANCE CONCERNING APPROPRIATE MESSAGES TO COMMUNICATE WITH EACH OTHER, STUDENTS AND THE COMMUNITY**
- **PLAN FOR DEBRIEF SESSIONS TO ALLOW FOR REFLECTION AND EVALUATION OF SUPPORT PROCESSES / NEEDS**
- **RETURN TO NORMAL SCHOOL ROUTINES AS SOON AS POSSIBLE**
- **MAINTAIN COMMUNICATION NETWORKS WITH ALL STAKEHOLDERS FOR AS LONG AS APPROPRIATE**
- **MONITOR ALL STAKEHOLDERS FOR ANY ONGOING CONCERNS**

- **EARTHQUAKE**

- *IF INDOORS:*
- **GET EVERYBODY UNDER DESKS, TABLES OR A DOOR FRAME**
- **ENSURE THAT NOBODY LEAVES THE BUILDING**
- *IF OUTDOORS:*
- **MOVE EVERYBODY AWAY FROM BUILDINGS, TREES OR POWER LINES**
- *WHEN TREMOR HAS SUBSIDED:*
- **EVACUATE EVERYBODY CLEAR OF BUILDINGS, TREES AND POWER LINES**
- **TUNE INTO RADIO AND FOLLOW ANY EMERGENCY INSTRUCTIONS**
- **ENSURE THAT BUILDING IS SAFE BEFORE ALLOWING PERSONS TO RE-ENTER**
- **NOTIFY REGIONAL DIRECTOR 0408 816 838**

- **ELECTRICAL STORMS AT SCHOOL CLOSURE TIME**

- **LISTEN FOR THE ANNOUNCEMENT**
- **ALL STUDENTS TO REMAIN WITH THE TEACHER UNTIL:**
- **THE ELECTRICAL ACTIVITY HAS PASSED OVER OR**

- THEY ARE COLLECTED FROM THE CLASSROOM OR SUPERVISED AREA BY A PARENT, GUARDIAN OR CARER OR
- THE PRINCIPAL OR PRINCIPAL'S REPRESENTATIVE HAS DEEMED IT SAFE FOR STUDENTS TO LEAVE THE SCHOOL GROUNDS.
- ONCE THE PRINCIPAL OR PRINCIPAL'S REPRESENTATIVE HAS DEEMED IT SAFE:
- STUDENTS REMAINING AT SCHOOL FOR OSHC WILL PROCEED IMMEDIATELY BY WAY OF COVER TO THE OSHC AREA
- STUDENTS RELYING ON BUS TRANSPORT OR BEING COLLECTED BY AN OFF PREMISES OSHC CENTRE WILL PROCEED BY WAY OF COVER TO THE SHELTERED AREA IMMEDIATELY IN FRONT OF THE ADMINISTRATION BUILDING
- STUDENTS RIDING A BIKE OR WALKING HOME WILL PROCEED BY WAY OF COVER TO THE BIKE RACK AREA.
- IF DANGEROUS WEATHER CONDITIONS ARISE WITH LITTLE WARNING, CHILDREN MUST BE KEPT AT SCHOOL AND ALL POSSIBLE MEASURES TAKEN FOR THEIR SAFETY. PRINCIPAL OR DELEGATE WILL COMMENCE A "PHONE CHAIN" TO INFORM PARENTS.

- **EXPLOSION**

- WHEN ALERTED, PRINCIPAL OR DELEGATE CHECK SOURCE OF THE DISASTER
- EVACUATE PARTIALLY OR TOTALLY
- NOTIFY POLICE ON 000
- NOTIFY AMBULANCE ON 000
- NOTIFY FIRE BRIGADE ON 000
- AWAIT INSTRUCTIONS FROM THE OFFICER IN CHARGE
- NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012

- **FIRE**

- CHECK THE SOURCE OF THE FIRE
- TURN SCHOOL IRRIGATION ON IN AREAS CLOSE TO THE THREAT OF FIRE.
- IF SAFE, RESCUE PERSONS IN IMMEDIATE DANGER
- EVACUATE PARTIALLY OR TOTALLY
- NOTIFY FIRE BRIGADE ON: 000
- NOTIFY FIRE BRIGADE ON: 8988 0299 (HUMPTY DOO)
- TRY TO PUT OUT THE FIRE IF THIS CAN BE DONE SAFELY

- **DO NOT ENDANGER LIFE**
- **AWAIT INSTRUCTIONS FROM THE OFFICER IN CHARGE**
- **NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012**

- **FOOD CONTAMINATION / POISONING**

- **ASSESS NUMBER OF PEOPLE INVOLVED**
- **CONTACT POISONS INFORMATION CENTRE ON 131126**
- **CONTACT AMBULANCE ON 000**
- **RENDER FIRST AID, IF POSSIBLE**
- **COLLECT SAMPLES OF THE SUBSTANCES CONCERNED FOR TESTING AND IDENTIFICATION**
- **NOTIFY THE PARENTS OR GUARDIAN**
- **NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012**

- **LOST STUDENT**

- **CONSULT STUDENTS ON:**
- **POSSIBLE WHEREABOUTS;**
- **DESCRIPTION OF CLOTHING;**
- **EMOTIONAL STATE OF CHILD WHEN LAST SEEN.**
- **NOTIFY PRINCIPAL, WHO WILL:**
- **NOTIFY POLICE ON 000**
- **NOTIFY POLICE ON 8988 0200 (HUMPTY DOO)**
- **NOTIFY PARENTS OR GUARDIAN**
- **NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012**

- **MAJOR TRANSPORT ACCIDENT**

- **ASSESS DAMAGE AND INJURIES**
- **NOTIFY POLICE ON 000**
- **NOTIFY POLICE ON 8988 0200 (HUMPTY DOO)**
- **NOTIFY AMBULANCE ON 000 (IF NECESSARY)**
- **NOTIFY FIRE BRIGADE ON 000 (IF NECESSARY)**
- **RENDER FIRST AID, IF REQUIRED**
- **NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012**

- **MEDICAL EMERGENCY**

- **TRAINED FIRST AID OFFICER ATTEND TO PATIENT**
- **NOTIFY PRINCIPAL OR DELEGATE OF SERIOUS INJURY**
- **RING AMBULANCE**
- **RING PARENTS**
- **TRAVEL IN AMBULANCE AND STAY WITH CHILD UNTIL PARENT ARRIVES**
- **COMPLETE ON-LINE INCIDENT REPORT**

- **SIEGE / HOSTAGE**

- **CONFIRM FACTS BY PERSONAL OBSERVATION OR A SECOND INFORMATION SOURCE**
- **NOTIFY POLICE ON 000**
- **ENSURE THAT STUDENTS DO NOT MOVE INTO AREAS OF DIRECT DANGER**
- **EVACUATE PARTIALLY OR TOTALLY**
- **ASSEMBLE PERSONNEL WITH A DIRECT KNOWLEDGE OF INCIDENT TO DATE; INTERIOR LAYOUT; THE HOSTAGE/S; THE ASSAILANT/S**
- **COOPERATE AND ASSIST POLICE, AS NECESSARY**
- **NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012**

- **SNAKE**

- **STAY CALM**
- **DO NOT APPROACH THE SNAKE**
- **MAINTAIN VISUAL OF THE SNAKE**
- **CONTACT 1800 453 210**
- **SNAKE BITE FIRST AID**
- **APPLY A VERY FIRM PRESSURE IMMOBILISATION BANDAGE QUICKLY.**
- **SPLINT THE BANDAGED LIMB.**
- **ENSURE CASUALTY DOES NOT MOVE.**
- **CALL 000 FOR AN AMBULANCE.**
- **WRITE DOWN THE TIME OF THE BITE AND WHEN THE BANDAGE WAS APPLIED.**
- **STAY WITH CASUALTY.**

● **TOXIC EMISSIONS**

- CHECK SOURCE OF THE EMISSION
- IF INTERNAL - EVACUATE TO THE BASKETBALL COURT.
- IF EXTERNAL- STAY INDOORS AND CLOSE ALL DOORS AND WINDOWS
- NOTIFY FIRE BRIGADE & POLICE ON 000
- AWAIT INSTRUCTIONS FROM OFFICER IN CHARGE
- NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012

● **TRAPPED PERSON**

- CONTACT FIRE BRIGADE ON 000
- KEEP AREA CLEAR
- SECURE ANY STRUCTURAL DAMAGE IF SAFE
- RENDER FIRST AID, IF POSSIBLE
- NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012

● **UNLAWFUL REMOVAL OF STUDENT**

- NOTIFY PRINCIPAL, WHO WILL:
- NOTIFY POLICE ON 000
- NOTIFY PARENTS OR GUARDIAN
- NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012

● **UNLAWFUL REMOVAL OF STUDENT / COURT ORDERS BREACH**

- CONFIRM FACTS BY PERSONAL OBSERVATION OR A SECOND INFORMATION SOURCE
- NOTIFY POLICE ON 000
- ENSURE ALL OTHER STUDENTS ARE ACCOUNTED FOR, REPORT ALL MISSING STUDENTS TO THE PRINCIPAL
- NOTIFY CUSTODIAL PARENTS OF THE BREACH
- ASSEMBLE PERSONNEL WITH A DIRECT KNOWLEDGE OF INCIDENT TO DATE
- COOPERATE AND ASSIST POLICE, AS NECESSARY
- NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012

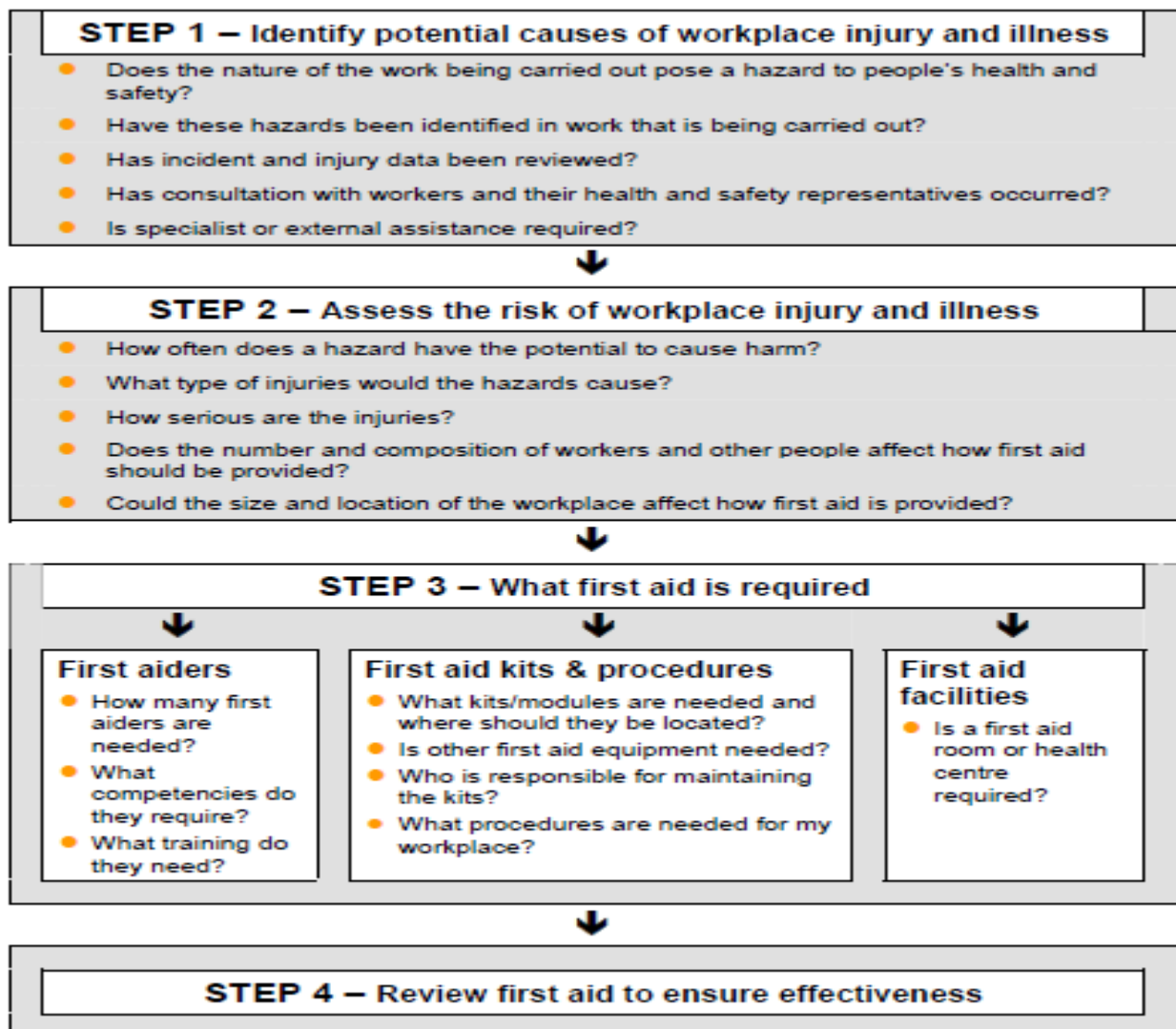
- **VERBAL OR PHYSICAL ASSAULT (BY AN ADULT)**

- AS SOON AS SAFE, MOVE AWAY FROM THE ASSAILANT AS QUICKLY AS POSSIBLE OR YELL FOR HELP
- NOTIFY THE PRINCIPAL
- CLEAR STUDENTS AND STAFF FROM THE AREA
- INVOKE INVACUATION PROCEDURES, IF NECESSARY
- CALL 000 FOR ASSISTANCE
- MONITOR THE ASSAILANT FROM A SAFE DISTANCE
- NOTIFY REGIONAL DIRECTOR 89449260 / 0458730012

First Aid¹³

Providing immediate and effective first aid to workers or others who have been injured or become ill at the workplace may reduce the severity of the injury or illness and promote recovery. Staff are expected to follow first aid procedures to ensure safety and wellbeing of everyone in the school. The school management of first aid includes:

- the type and location of first aid kits
- the location of first aid facilities
- delegating who is responsible for the maintenance and management of first aid kits and facilities
- establishing and maintaining appropriate communication systems (including equipment and procedures) to ensure rapid emergency communication with first aiders
- arranging to ensure first aid officers receive appropriate training
- seeking information about any first aid needs that may require specific treatment in a medical emergency when a staff member or student commences at the school
- maintaining appropriate confidentiality concerning student and staff information
- injuries and illnesses that may occur in the workplace
- practices to avoid exposure to blood and body substances
- what to do when a worker or other person is too injured or ill to stay at work,
- access to debriefing or counselling services to support first aiders workers after a serious workplace incident.



¹³ NT WorkSafe Code of Practice first Aid in the Workplace, http://www.worksafe.nt.gov.au/Publications/Code%20of%20Practice/first_aid_cop.pdf

First Aid Officers¹⁴

At Girraween, all admin officers and classroom support staff are encouraged to be trained in first aid. However front office staff are the school's delegated first aid officers. The delegated first aid officers are trained in first aid treatment, appropriate first aid equipment and amenities, as well as signage identifying where first aid can be obtained.

All first aid trained employees make themselves available to deal with first aid matters in the school and are the persons called when someone is injured (i.e. the injured person is taken to the first aid room or the FAO takes the kit to the injured person to administer aid). First aid officers may request anyone to assist with an injured person. In such circumstances, the assistant(s) work under the direction of the first aid trained employee.

First aid officers are responsible for conducting regular first aid risk assessments and completing a first aid checklist to periodically review and monitor first aid within the workplace and to identify any areas that can be improved upon¹⁵. Every workplace has its own specific hazards, potential risks and needs. A First Aid risk assessment of a particular workplace can assist in identifying and developing First Aid strategies and procedures to help deal with emergency situations.

First aid officers are responsible for ensuring that:

- first aid kits are fully stocked with the relevant supplies
- all stock is within expiry dates
- first aid signage is adequate
- the names of first aid trained employees are circulated and known throughout the school.

Blood Safety Guidelines¹⁶

Being 'blood aware' means being alert to the potential or actual presence of blood in any situation or environment and employing practices to prevent transmission of blood borne viruses. All injuries should follow the blood safety guidelines:

1. Ensure first aid kits include disposable gloves, disposable wipes or towels, hand soap, plastic bags for contaminated waste and a bleach solution (or hypochlorite solution/or granules) with instructions for use
2. Wear disposable gloves for all procedures involving blood and including first aid
3. Make sure own cuts or abrasions are covered with a water-proof dressing before treating a child who is bleeding
4. Wipe clean and then bleach all surfaces and items contaminated with blood, using an effective disinfectant, (e.g. one volume of household bleach to nine volumes of cold water)
5. Avoid using hot water because this will cause blood to congeal and adhere to the surface
6. In the case of a small blood spill:
 - a. put on disposable gloves
 - b. wipe the area with a paper towel
 - c. clean the area with water and disinfectant
7. In the case of large blood spills use:
 - a. powdered bleach to contain the blood pool
 - b. gloves, a scraper and pan to remove the absorbed material
 - c. diluted bleach in water to clean the area with a mop and bucket.
8. Use detergent with cold water if the spill occurs on carpet or soft furnishings, to avoid damage to the fabric
9. Dispose of used gloves, soiled dressings, sanitary towels, tissues, etc in a place where they will not be handled
10. Wash hands thoroughly when finished.

Blood Borne Virus (BBV) transmission occurs when the blood of someone, who is already infected, enters the bloodstream of another person. Examples of BBV's are Hepatitis B, Hepatitis C and HIV. BBV related discrimination can arise from fear of transmission. Note: It is not legally required for parents/guardians to disclose their child's BBV status. If contact with blood occurs or advice about BBV transmission is needed please contact:

- The Northern Territory AIDS & Hepatitis Council on 89 411 711 or free call 1800 880 899 (referral and advice)
- Royal Darwin Hospital – for Emergencies dial 000

¹⁴ DOE – First Aid Officers Policy File: 2005/1205 Effective Date: August 2010 DOC2010/03535,

http://staff.det.nt.gov.au/quickfind/hr/employment_conditions/docs/FirstAidAllowancePolicy.pdf

¹⁵ Department of Corporate and Information Services, OHS Advisory Service - First Aid Risk Assessment Form / First Aid Checklist

http://ed.ntschoools.net/hr/whs/Pages/emergency_management.aspx

¹⁶ DOE – Blood Safety Guidelines http://staff.det.nt.gov.au/quickfind/ohs/docs/policies_forms/BloodSafetyGuidelines.pdf

Needle Stick Injuries¹⁷

The needle stick injuries policy aims to protect staff, students and visitors from being infected with blood borne viruses in the event that a needle or syringe is found. To minimise the risk of injury from sharps, the maintenance checks should be conducted daily by designated employees, such as checking:

- the grounds for potential hazards, needles and other sharp objects
- sand pits for sharps by slowly dragging a rake through the sand
- areas of the school where it is known that people congregate after hours.

Any hazardous situations must be reported to the Principal. If a student finds a needle or syringe, under no circumstances should it be picked up. A student should stand at a safe distance from the object whilst another student locates a member of staff to assist. If a student, staff member or visitor has been pricked, the principal or delegate will:

- contact the parents or guardians, to advise them of the situation
- complete an Injury and Accident Report online form or Student Injury Form forwarded to the Regional Director
- forward them to the appropriate authorities.

When disposing of a needle or syringe:

1. Do not attempt to put the cap back on
2. Obtain an approved sharps disposal container, or if one is not available, use a plastic screw top container (such as a drink or milk bottle)
3. Wear rubber gloves to protect from any blood on the outside of the syringe
4. Use pliers, tongs or a brush and pan where possible, to limit the risk of needle stick injury or contact with blood (if hands must be used, pick the syringe up by the plastic barrel with the needle part pointed away)
5. Put the needle and syringe (sharp end first) into the plastic screw top container and seal the lid; place the container either standing up or lying down if it cannot stand up independently
6. Do not hold or request someone else to hold the container while the syringe is being put into the container, as it increases the risk of being pricked
7. Mark the container "Caution Sharps inside" and secure the lid with tape; take the container to a local needle disposal centre otherwise dispose of the container in a responsible manner
8. Complete an Injury Incident Report Form and submit to the appropriate person as soon as possible
9. Notify police if syringes have been found in school grounds more than once, as patrols may need to be increased.

In the event that a member of staff, student or visitor is pricked by a needle:

- Immediately squeeze the wound gently to make it bleed
- Wash the wound under cold running water with soap
- Apply antiseptic and a band aid
- Seek medical advice from a doctor, Disease Control Centre, local health centre or hospital
- An Injury and Incident Report Form must be completed

¹⁷ DOE Needle Stick Injuries Effective June 2009 DET File 2005/2626 Dco2009/03388,
http://ed.ntschoools.net/hr/whs/Pages/emergency_management.aspx

Appendix

Bomb Threat Checklist¹⁸

1 Initial Actions

Time of call:	AM / PM	<p>Do not hang up!</p> <ul style="list-style-type: none"> • Keep caller talking – It may be possible to trace the call as long as your phone is off the hook • If possible have someone immediately call POLICE - 0 “000” • Stay Calm – Do not panic • Ask as many questions as possible to gain factual information
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2 Exact Wording of Threat

3 Questions to Ask

When is the bomb going to explode?	
Where did you put the bomb?	
When did you put it there?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	

4 Listen for

VOICE	accent / impediment / tone / speech / diction / manner / loud / soft / fast / slow
LANGUAGE	polite / incoherent / irrational / taped / read out / abusive
NOISES	traffic / voices / machinery / music / noises on the line / local call / STD / Mobile
OTHER	sex of caller / estimated age / do you recognise the caller? (who was it?)

5 After the Call

Do not hang up

Note the time of the end of the call:	AM / PM
Name of recipient (print):	
Signature:	Date:
Report the call to your Principal or delegate, who will contact the Police and the Regional Director	

¹⁸ DOE – Bomb Threat Checklist, Version 1 2013, <http://staff.det.nt.gov.au/quickfind/ohs>

Telephone Communication Tree – Record Form¹⁹

Schools should use this form to ensure information is communicated consistently via telephone. The form should not be transmitted by facsimile.

Name of Caller		School	
Date		Time	
Nature of emergency or threat			
Details Include description of persons and / or vehicles posing a danger			

Contact the schools on the next level of the tree you are responsible for

Name of School		Telephone	
Date		Time of Call	
Spoke to			

Name of School		Telephone	
Date		Time of Call	
Spoke to			

Further notification / Updates on same incident

Date	Time	Details

¹⁹ Refer to Regional Telephone Communication Tree, Chapter 2 - Emergency Operation Plans

Appendix

Girraween School Cyclone Policy²⁰

Stages of Preparedness



Cyclone Watch

Business as usual



Cyclone Warning

Dangerous high winds may occur within the next 24 hours

Schools are open, business as usual

Prepare for wet weather day



Cyclone Warning

Cyclone is now imminent

Warning siren is activated

Dangerous high winds may occur within 6-12 hours

Schools are closed

If a cyclone warning occurs during the school day, the following procedures need to be followed:

1. Keep all children in the classroom
2. Ensure all children are signed out by a parent or guardian and that verbal or written permission is provided if a child is to go with another adult
3. Do not allow any child to leave the room without an adult (even to go to the toilet)
4. Follow all directions from the Principal or Assistant Principal who will monitor the situation
5. Send staff who have to collect children from other schools home first
6. Listen for advise about when to move to the central collection point in the assembly area
7. Take the Emergency Evacuation Clipboard and mark the Roll on arrival at the Assembly Area
8. Walk on pathways
9. Delegate specialist teachers to organise books, toys, drawing equipment and videos to be taken to the cyclone shelter
10. Keep admin staff in the front office to take phone calls and monitor warnings

If it is announced that schools are to be closed during the night or in the morning staff and students are not expected to come to school.

²⁰ Girraween School Cyclone Policy, 2003

Appendix

Building Plans and Maps

