



**HAMPTON**  
Senior High School

# Incident Management Plan

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<b>Date of review</b>	<b>Reviewing officer</b>	<b>Date submitted</b>	<b>Next scheduled review</b>
<b>March, 2025</b>			

<b>School name:</b> (include name of co-located school if applicable)	<b>Hampton Senior High School</b>
<b>School address:</b>	<b>60 Morley Drive East, Morley</b>
<b>Plan prepared by:</b> (principal's name)	<b>Tracy Griffiths</b>
<b>Date prepared:</b>	

## 1. School details

Number of students: Number of students with special needs:	<b>1095</b>
Number of staff:	<b>197</b>
Number of students requiring extra support if evacuating:	Of the 170 students with diagnosed conditions, some may need support. No current students with permanent physical disabilities.
Number of school sides bordered by bush:	0
Names of major roads bordering school:	Morley Drive East
School's site-specific alert For example: siren/Pause x 3 continuous handbell continuous siren or short whistle blasts	<ol style="list-style-type: none"> <li><b>1. Siren/Pause x3</b></li> <li><b>2. Continuous loud hailer</b></li> </ol>
CCTV locations:	<b>Refer to map Located with Facilities Coordinator and Principal</b>
CCTV is registered with <a href="#">Cam-Map WA (Yes/No)</a> :	<b>No</b>
CCTV administration password provided to Security and Emergency Management at <a href="mailto:assetplanningservices.securityem@education.wa.edu.au">assetplanningservices.securityem@education.wa.edu.au</a> (Yes/No):	<b>No</b>

## 2. Emergency contacts

Group		Phone number
WA Police Force	Life-threatening or time-critical emergency	000
	Incident requiring police response, not life-threatening	131 444
	Local police station: Morley	9375 4000
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Hospital(s) – Midland Hospital		9462 4000
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local government: City of Bayswater		9272 0622
Pollution Watch Hotline		1300 784 780

## 3. Other Department contacts

Department staff contact	Phone number
Deputy Director General, Schools	9264 5602
Department's Media unit if contacted by journalists	9264 5821
Security Monitoring Centre	9264 4632 9264 4771
Manager Environmental Services	9264 5186
Digital Content for social media issues (available during business hours 9am to 5pm).	9264 5203

#### 4. School specific contacts

Role		Name	Phone numbers	
			Day time	Mobile
Principal or site manager		Tracy Griffiths	57101	0407 930 969
Deputy principal	#1	Luke Chapman	57102	0481 469 337
	#2	Madeline Sinagra	57146	0433 607 272
	#3	Rowan Brookes	57171	0467 890 550
Manager corporate services		Fiona Bode	57105	0418 941 043
Student Services Manager		Laura Buchanan	57113	0467 862 298
		Mike Weggelaar	57136	0466 552 859
Facilities Coordinator		Dylan Clement	57144	0436 940 736
Head Cleaner		Jessie Chou		0403 273 183
Relief Coordinator		Maureen Tamsen	57151	0409 294 048
Work health and safety representative/s		Dylan Clement Nicole Fletcher Heather Powell Julie-Anne Johnston David Mickle Stephen Dearle	57144 57125 57125 57131 57131 57131	0436 940 736
School Nurse		N/A	57135	
First Aid Officer/s		Aaron Pullin Aleisha Hansen Belinda Lowe Ben Levey Bianca Pyke Brant Bibby Christine Colameo Danielle Larkin Dave Corley Debbie Andrews Debra Hawthorne Heather Powell Jaimie Van Emmerloot Jessica Harding Joshua Laurito Julie-Anne Johnston Kelly-Ann Jack Kristy Hackford Laura Buchanan Lauren Nijssen Leanne Quach-Kelly Matt Dean Nicole Caves Rowan Brookes Sahra Ozdol Sascha Bragaglia Shannon Hicks Terri Chapman Toa Ross Tracy Griffiths Zoe Flint		
Phone number (assigned number that all calls can be directed too)		Excursion Phone	6235 7100	0423 798 949

## 5. Control Staff – Emergency Personnel

*If any Warden/s is not on site, the role is performed by the Sub Warden/s*

Warden		Sub Warden	
Chief Warden	Principal	Sub Chief Warden	Deputy Principal
Deputy Warden	Manager Corporate Services	Sub Deputy Warden	Deputy Principal Operations or delegate
Assembly Area A Warden – Front of School	Deputy Principal Teaching & Learning	Sub Area Warden	Deputy Principal Operations or delegate
Assembly Area B Warden – Back of School	Deputy Principal Student Engagement	Sub Area Warden	Deputy Principal Operations or delegate
Note: Deputy Principal Strategic Operations will step in for any of the four allocated Executive Positions in case of absence. If all 5 Executive members are present, Deputy Principal Strategic Operations will be a rover and support staff and students to enact the plan.			
Zone 1 Warden A block, quadrangle, toilets/CORRE Store	Manager Student Services (US)	Sub Zone 1 Warden	Attendance Officer or delegate
Zone 2 Warden B block	Maths HOLA	Sub Zone 2 Warden	B2 Classroom Teacher or delegate
Zone 3 Warden C block	Home Economics Teacher	Sub Zone 3 Warden	
Zone 4 Warden D block	Arts HOLA	Sub Zone 4 Warden	D1 Classroom Teacher or delegate
Zone 5 Warden E block	Science HOLA	Sub Zone 5 Warden	E1 Classroom Teacher or delegate
Zone 6 Warden F block, D&T, Canteen	HaSS HOLA	Sub Zone 6 Warden	F1 Classroom Teacher or delegate
Zone 7 Warden G block, Library	Manager Student Services (LS)	Sub Zone 7 Warden	G1 Classroom Teacher or delegate
Zone 8 Warden ASD & Italian	ASD Co-ordinator	Sub Zone 8 Warden	SLP Teacher or delegate
Zone 9 Warden Beauty, PREVO	Beauty Teacher	Sub Zone 9 Warden	PREVO Teacher or delegate
Zone 10 Warden Gym, theatre, dance, pool	Physical Education HOLA	Sub Zone 10 Warden	Gym, Theatre Classroom Teachers
Zone 11 Warden ICT complex	Technologies HOLA	Sub Zone 11 Warden	CS1 Classroom Teacher or delegate
First Aid Warden	Certified First Aid Officers		
Front of School/Driveway	Finance Officer	Sub Front of School/Driveway	Enrolment Officer or delegate

### Zone Descriptions

Zone 1	A block, Admin, A5 – A11, quadrangle toilets/CORRE Store
Zone 2	B block Maths, east end quadrangle
Zone 3	C block Home Ec, C1
Zone 4	D block Arts, Media, Wellbeing Hub
Zone 5	E block Science, Science and Prep, Theatre
Zone 6	F block HaSS, D&T, Canteen, Toilets
Zone 7	G block HaSS, Library, meeting rooms, A14 – A16
Zone 8	ASD, Italian
Zone 9	Beauty and PREVO
Zone 10	Gym, Theatre, Dance rooms, toilets, basketball / tennis courts, pool
Zone 11	ICT complex, Toilets west end quadrangle

## 6. Emergency Colour Codes

An alert signal to evacuate will also be made by the PA (three short bursts of siren).

Code Colour	Emergency
Code <b>Red</b>	Fire
Code <b>Orange</b>	Evacuation
Code <b>Yellow</b>	Explosion, Person Trapped
Code <b>Purple</b>	Bomb Threat
Code <b>Black</b>	Armed Aggression Personal Threat
Code <b>Green</b>	All Clear
Code <b>Brown</b>	Earthquake
Code <b>Blue</b>	Injury/Illness

## 7. Warden Instructions: Evacuation

Protocols for Wardens in the event of an emergency evacuation

STAFF MEMBER	INSTRUCTIONS In the event of emergency evacuation
Chief Warden Principal	<ul style="list-style-type: none"> <li>○ Locate yourself at the Control Centre (Executive Office)</li> <li>○ Instruct Receptionist/Executive Assistant to call for assistance</li> <li>○ Call closest staff to check and verify emergency</li> <li>○ Call Deputy wardens to Executive Office</li> <li>○ Act in accordance with action sheet</li> <li>○ Complete Evacuation checklist (Appendix 1)</li> <li>○ Set up first aid post or direct first aid officer to post</li> <li>○ Brief emergency services on their arrival</li> </ul>
Executive Assistant	<ul style="list-style-type: none"> <li>○ Notify the Chief, Deputy Chief and Assembly Area Wardens</li> <li>○ On instruction from the Chief and/or Deputy Chief: notify emergency services</li> <li>○ On instruction from the Chief Warden: sound the alert or give evacuation announcement (emergency code colours)</li> <li>○ Alert signal: 3 x 3 second rings of siren</li> <li>○ Evacuate if required: put phone on night switch</li> </ul> <p><b>PA Announcement</b>            ATTENTION ALL STAFF (pause for 3 seconds, repeat)            We have a code XXX in area/zone XXX            Staff, please make students ready to evacuate when advised to do so.            Stand by for further instructions.</p>
Deputy Warden/s Manager of Corporate Services	<ul style="list-style-type: none"> <li>○ Proceed to Control Centre (Executive Office)</li> <li>○ Assist Chief Warden as directed</li> <li>○ Deputise for Chief Warden in their absence</li> <li>○ Contact roaming support staff (Gardners, cleaners)</li> <li>○ Liaise with Zone and Assembly Area Wardens</li> </ul>
Zone Warden/s	<ul style="list-style-type: none"> <li>○ <b>Take your phone with you</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>If a Zone Area warden is teaching during the alert, the teacher next door will take the Zone Area Warden's class as well as their own to designated assembly area</i></li> </ul> <p>ON HEARING ALERT SIGNAL:</p> <ul style="list-style-type: none"> <li>○ Proceed to Executive Office area</li> <li>○ On instruction from Chief Warden: proceed to designated area and carry out checks</li> <li>○ Enforce evacuation of all staff and students – no exception</li> <li>○ Check all rooms and offices are clear</li> <li>○ Close but <b>do not</b> lock doors</li> <li>○ Check toilets are clear</li> <li>○ Collect any other person on site (tradesmen, volunteers etc)</li> <li>○ When evacuation of zone is complete: Notify Chief/Deputy Warden</li> </ul> <p>Proceed to Assembly Area A: Front of School B: Back of School</p> <p>Report to Assembly Area Warden</p>				
First Aid Warden/s	<ul style="list-style-type: none"> <li>○ First Aid Warden nominated, and first aid kit issued at both sites by the Assembly Area warden or runner</li> <li>○ Attend to casualties and notify Chief Warden if outside medical help is required</li> <li>○ Gain the help of DOTT teachers and support staff, if required.</li> <li>○ Await further instruction</li> </ul>				
Assembly Area Warden/s	<ul style="list-style-type: none"> <li>○ <b>Take your phone with you</b></li> <li>○ Proceed to Executive Office</li> </ul> <p>On instruction from Chief Warden: collect the follow documents:</p> <table border="1" data-bbox="464 1099 1434 1357"> <tr> <td data-bbox="464 1099 951 1196">Deputy Principal Teaching and Learning</td> <td data-bbox="951 1099 1434 1196"> <ul style="list-style-type: none"> <li>● List of support staff</li> <li>● List of relief staff</li> <li>● Sign in/out register (Passtab Record)</li> </ul> </td> </tr> <tr> <td data-bbox="464 1196 951 1357">Deputy Principal Student Engagement</td> <td data-bbox="951 1196 1434 1357"> <ul style="list-style-type: none"> <li>● Evacuation report by year group</li> <li>● Period Summary: copy given to Deputy Principal: Teaching and Learning</li> <li>● Free teacher summary (DOTT)</li> </ul> </td> </tr> </table> <p>Wardens proceed to:</p> <ul style="list-style-type: none"> <li>○ Locate yourself at the nominated Assembly Area</li> <li>○ Select a safe position (not a downwind position in case of fire/fumes)</li> <li>○ Register classes as teachers report to you</li> <li>○ Register all staff in your area and other persons on site</li> <li>○ Identify whether any person/s are missing – report to Deputy Chief Warden</li> <li>○ Report and update situation to Chief Warden</li> </ul>	Deputy Principal Teaching and Learning	<ul style="list-style-type: none"> <li>● List of support staff</li> <li>● List of relief staff</li> <li>● Sign in/out register (Passtab Record)</li> </ul>	Deputy Principal Student Engagement	<ul style="list-style-type: none"> <li>● Evacuation report by year group</li> <li>● Period Summary: copy given to Deputy Principal: Teaching and Learning</li> <li>● Free teacher summary (DOTT)</li> </ul>
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Canteen Cleaning Staff Grounds Staff Volunteers	<ul style="list-style-type: none"> <li>○ Turn off ALL electrical equipment</li> <li>○ Proceed to Assembly Area A (FRONT) or Assembly Area B (BACK) whichever is closest and safest to get to</li> </ul>				
Teaching Staff	<ul style="list-style-type: none"> <li>○ <b>Take your phone with you</b></li> </ul> <p><b>On hearing the announcement over the PA, you are to:</b></p> <ul style="list-style-type: none"> <li>○ Assemble all students in the class ready for evacuation. If practical, take bags from classrooms</li> <li>○ Turn off any electrical equipment in use</li> <li>○ Take a head count to ensure all students are present</li> <li>○ Following announcements and alert signal, evacuate as instructed below.</li> </ul>				

- If you have a FIRST AID KIT in your area, take it with you

If the emergency takes place in your classroom or affects your classroom in part, you are to:

- **Evacuate the classroom using the safest route otherwise:**
- Assemble students in the designated Assembly Area in year groups as per the map.
- Students in every class to be seated in two lines.
- Teachers to check attendance and inform Assembly Area Wardens
- Keep students calm and phones away.
- When directed by Assembly Area Warden move students back to classroom

**ASSEMBLY AREAS by Block:**

- Teachers in Block A5 – A11, B1 – B7, C, D, E, PREVO, Step House ICT, English Office, Student Services, Staffroom, Wellbeing Hub. **Move to Assembly Area A: FRONT OF SCHOOL**
- Teachers in theatre, dance, tennis, basketball, pool. **Move to Assembly Area B: BACK OF SCHOOL**
- Teachers in Block A1 – A4, A14 – A16, B8 – B11, F, G, J, H, D&T, Library, PE, Canteen. **Move to Assembly Area B: BACK OF SCHOOL.**
- Teachers on DOTT move to **Assembly Area B: BACK OF SCHOOL.**
- Support staff and relief teachers. **Move to Assembly Area A or Assembly Area B depending on your location.**

## 8. Evacuation Locations


Areas or items	Location	Notes
Emergency control post	Executive Office	
Emergency control post (alternative)	Reception	
Evacuation assembly areas	Front of School Assembly Area A  Back of School Assembly Area B	<b>Morley Drive East: Front of School grassed area</b>  <b>Peterborough Crescent: Back of School oval</b>
Evacuation on-site designated safer locations	School Oval Tennis Court	
Evacuation off-site designated safer locations	School Oval Tennis Court	
Evacuation kit (include a hard copy of the site's Incident management plan/s)	Executive Office	<b>Located at the PA System</b>
First aid kit	Reception Student Services Phys Ed Office Home Economics	
Security keys (this could create a security risk depending on how this document is distributed)	Call Dylan for location of keys 0436-940-736	
Power board	Sub board in Executive office or main switch board next to ICT building in carpark	
Water mains – shutoff	Reception driveway at front of school in garden bed	
Gas main – shutoff	Rear of pool on oval next to Harrowshill road next to power pole	
List of people on site	Executive Office Reception	<b>Located on COMPASS and Passtab</b>
Incident management plan (including standalone bushfire plan and standalone cyclone plan if applicable): Hard copy location Online copy location for offsite access	<b>Hard Copies:</b> Executive Office Reception Staffroom  <b>Online Copies:</b> COMPASS School's Online	
Other		

## 9. Warden Instructions: Lockdown

STAFF MEMBER	INSTRUCTIONS In the event of lockdown
Chief Warden Principal	<ul style="list-style-type: none"> <li>○ Locate yourself at control centre (Executive Office)</li> <li>○ Assess the threat</li> <li>○ Contact the Police and other agencies to advise of emergency and request assistance</li> <li>○ Activate lockdown procedure</li> </ul> <p><u>PA Announcement: Activate Lockdown Procedure</u> ATTENTION ALL STAFF (repeat x3) Code Black We are moving the school into lockdown. All students, staff and visitors are to stay inside classrooms and offices. Please follow lockdown procedures immediately to secure all buildings for staff, students and visitors on site. For visitors, students and staff who are not currently in a classroom, office or toilet. Please move calmly and quickly to the closest safe area. Stand by for further instructions. Thank you.</p> <p><u>PA Announcement: De-activate Lockdown Procedure:</u> ATTENTION ALL STAFF (repeat) Code Green We are now out of lockdown. Thank you.</p>
Administration Staff	<ul style="list-style-type: none"> <li>○ Upon signal of lockdown</li> <li>○ Alert Staff of lockdown via SMS (use PA Announcement as message)</li> <li>○ Upon signal of Code Green: lockdown ended</li> <li>○ Alert Staff of lockdown via SMS (use PA Announcement as message)</li> </ul>
Deputy Warden/s	<ul style="list-style-type: none"> <li>○ Upon lockdown signal and announcement</li> <li>○ Rove all external areas including verandas, toilets. Direct students, visitors and staff to the nearest safe area.</li> </ul>
Zone 1 Warden	<ul style="list-style-type: none"> <li>○ Upon lockdown signal and announcement</li> <li>○ Proceed to A2 – A4 to ensure they have heard the announcement and are in lockdown</li> </ul>
Zone 10 Warden	<ul style="list-style-type: none"> <li>○ Upon lockdown signal and announcement</li> <li>○ Rove around the Oval, Basketball Court, Tennis Court and Pool to direct staff and students to the nearest safe area.</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>○ All staff and students are to stay inside classrooms/buildings at commencement of lockdown procedure</li> <li>○ If out of class, staff and students move to the closest classroom or safe area</li> <li>○ Staff are to assist students to move or stay inside their classrooms</li> <li>○ Lock all doors to secure classroom</li> <li>○ Close windows, blinds and shutters if applicable</li> <li>○ Switch off air conditioners</li> <li>○ Turn lights off</li> <li>○ Keep everyone close to the ground (e.g. on the floor) and away from windows and doors</li> <li>○ Advise students <b>NOT</b> to use mobile phones and to switch off</li> <li>○ Record names of staff and students in your classroom/office</li> <li>○ If any students are missing, advise Executive Office/Reception</li> <li>○ Stay calm and encourage others to be calm and quiet</li> <li>○ <b>DO NOT LEAVE</b> classrooms to get students</li> <li>○ <b>DO NOT</b> allow any unauthorised persons into your area</li> <li>○ Remain in the room until the de-activation signal is given</li> <li>○ When the de-activation is signalled await instructions from Chief Warden</li> </ul>
Facilities Coordinator Grounds staff	<ul style="list-style-type: none"> <li>○ Secure and lock exterior perimeter gates</li> <li>○ Keep main entrance open as the only entry point. This is to be constantly monitored to guide emergency personnel, if safe to do so</li> <li>○ Divert returning staff and students, parents and community members away from the school site</li> </ul>

# 10. Maps

## School site map and assembly points



# EMERGENCY PLAN

### FIRST AID ACTION PLAN

Serious Accident/Illness/Death

↓

**Safety First: Check for Danger**  
Isolate any existing or potential hazards, i.e. poison, danger of electrocution, falling debris. In an event of death isolate the area ASAP.

↓

FIRST AID - DRS ABCD

↓

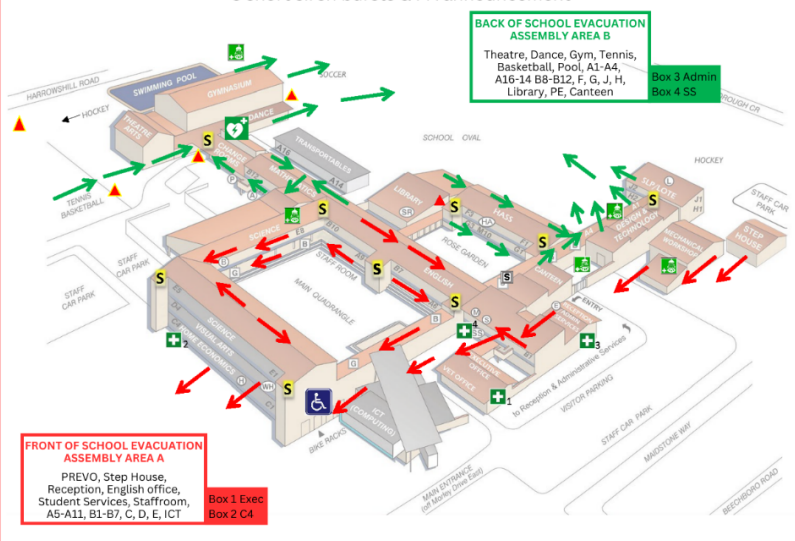
Contact Reception  
(623) 57199 or (623) 57103  
Describe incident :- Where, what happened, who

↕

- Reception locate available **FIRST AID OFFICER TO ATTEND THE INCIDENT** and/or call ambulance.
- Reception locate Executive member available to attend and assist First Aid Officer (mobile phone)
- Reception will call Facilities Coordinator or allocate staff member to wait and direct ambulance (lift key)

### EVACUATION MAP







\*3 short siren bursts & PA announcement\*



**FRONT OF SCHOOL EVACUATION ASSEMBLY AREA A**  
PREVO, Step House, Reception, English office, Student Services, Staffroom, A5-A11, B1-B7, C, D, E, ICT  
Box 1 Exec  
Box 2 C4

**BACK OF SCHOOL EVACUATION ASSEMBLY AREA B**  
Theatre, Dance, Gym, Tennis, Basketball, Pool, A1-A4, A16-14 B8-B12, F, G, J, H, Library, PE, Canteen  
Box 3 Admin  
Box 4 SS

### LEGEND

 First Aid Kit	 Defibrillator	 Eye wash station
 Lift	 Stairs	 Fire services

## School off-site map

## 11. Off-site evacuation

Actions (to activate, and during an off-site evacuation)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Activate your school response team to carry out their responsibilities	
Follow advice from the incident controller or emergency services on which of the school's off-site evacuation location(s) is the safest to use.	
Inform school staff.	
Collect evacuation kit.	
Staff to check rooms to ensure no-one remains inside.	
Move all students, staff and visitors to assembly area before evacuating off-site.	
Check that all staff, students and visitors are accounted for before evacuating off-site.	
All students must remain under supervision of staff and not allowed to leave area.	
Persons that cannot be accounted for to be reported to emergency services. Check last known location and carryout another roll check.	
Procedures in place to assist students with additional needs	
Contact parents via SMS alerts to inform them of relocation	
Divert parents and returning groups from the school grounds	
Secure external doors and entrances	
Record some details of actions undertaken and times.	

Actions (after an off-site evacuation)	
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent reunification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

## 12. Evacuation to a perceived place of safety

Actions (to activate, and during an evacuation to a perceived place of safety)	Completed
Providing it is safe to move students, identify the safest route moving as far away as practicable from the threat.	
Leave personal possessions behind except your mobile phone. Silence all mobile phones. Turn off vibrate mode. Where possible, call 000 and inform them of the following: Location, such as site, building name, room number, road/street name Description of the offender If any weapons have been seen and what type The direction of the offender/s Any injuries, if so what type and how many Motive, if known.	
If it is safe to do so, stay on the phone to the police and provide updates.	
Avoid congregating in open areas or at assembly points unless directed to do so.	
Continually reassess the situation and your options based on the best available information.	

### 13. Relocation to a safer building location

Actions (to activate, and during an on-site movement to a safer location)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Inform school staff	
Activate movement to safer building location on advice from incident controller or emergency services using the predetermined activation signal	
Activate the school response team, if necessary	
Procedures in place to assist students with additional needs	
Notify education regional office and other agencies	
Collect evacuation kit if applicable	
Guide visitors to safety	
Divert parents and returning groups from the school grounds	
Confirm a telephone line is kept free	
Silence all mobile phones	
Keep public address system free	
If possible, stop the usual school siren from sounding period changes or 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 people have access	
Have an assigned staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so	
Account for all students, staff and visitors as possible.	
Record some details of actions undertaken and times (use running sheet from appendix)	
Await deactivation advice from incident controller or emergency services personnel	

Actions (after an on-site movement to a safer location)	Completed
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

## 14. Lockdown

Actions (to activate, and during, a lockdown)	Completed
<b>Assess the threat</b>	
Contact 000 – advise WA Police Force and other appropriate emergency service agencies of the type of emergency.	
Activate lockdown using the predetermined activation signal.	
Establish the school response team, if necessary.	
Ascertain if all students, staff and visitors are accounted for (as far as possible)	
Divert returning staff and students, parents and community members away from the school site.	
Keep a telephone line free.	
Keep public address system free.	
Silence all mobile phones.	
If possible, stop the usual school siren.	
Secure external doors and entrances.	
Keep main entrance as the only school entry point. This entrance must be constantly monitored, and no unauthorised people 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.	
Inform school staff, education regional office, nearby schools and other agencies when initiating a lockdown.	
Record some details of actions undertaken and times.	

Actions (to de-activate, and immediately following, a lockdown)	Completed
Confirm with emergency service personnel that it is safe to de-activate lockdown.	
De-activate lockdown using the predetermined de-activation signal.	
Determine whether to activate the school parent re-unification process.	
Advise staff, students and visitors of any specific information they need to know.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Provide appropriate information on the lockdown to staff and students.	
Liaise with your education regional office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the lockdown is over and the outcomes.	
Seek support from the education regional office, as required.	
Conduct debriefs.	

## 15. Bomb threat resource sheet

**By telephone:** The person receiving the call is to note/record as many details and ask as many questions as possible. Record this on this form as soon as is practicable.

**From another source:** This form is still to be used. The source of notification is asked to provide as much detail as possible.

Actions (to activate, and during, a bomb threat)	Completed
Assess the threat.	
Stay Calm, do not hang up.	
Utilise the Bomb Threat Checklist below to record as much information as possible.	
Notify the principal or site manager, and do not communicate the threat to anyone else.	
Contact 000 – advise WA Police Force of the threat.	
Notify your Education Regional Office.	
Notify security by phone at 9264 4632. Security will notify the Manager, Security and Emergency Management.	
Principal or Site Manager decide whether a search of the grounds is warranted.	
Principal or Site Manager decide whether the site is to be evacuated.	
If the decision is made to evacuate, refer to evacuation procedures.	
Leave doors and windows open.	
Record details of actions undertaken and times.	

### Telephone bomb threats<sup>1</sup> response checklist

**Note the caller's number if displayed on your phone:**

#### Important questions to ask

<b>What is your name?</b>	
<b>Where are you?</b>	
<b>What is your address?</b>	
<b>Where did you put it?</b>	
<b>When is the bomb going to explode?</b>	
<b>What does it look like?</b>	

Exact wording of threat					
General questions to ask					
How will the bomb explode OR how will the substance be released?					
Did you put it there?					
Why did you put it there?					
Bomb threat questions					
What type of bomb is it?					
What is the bomb?					
What will make the bomb explode?					
Notes for after the call					
Caller's voice was:	<input type="checkbox"/> male		<input type="checkbox"/> female		<input type="checkbox"/> child
Approximate age:	<input type="checkbox"/> 0-11	<input type="checkbox"/> 12-18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-70	<input type="checkbox"/> 70+
Accent:					
Speech:	<input type="checkbox"/> normal	<input type="checkbox"/> fast	<input type="checkbox"/> slow	<input type="checkbox"/> other:	
Dictation:	<input type="checkbox"/> clear	<input type="checkbox"/> muffled	<input type="checkbox"/> other:		
Manner:	<input type="checkbox"/> calm	<input type="checkbox"/> emotional	<input type="checkbox"/> abusive	<input type="checkbox"/> other:	
Did you recognise this caller?	<input type="checkbox"/> yes		<input type="checkbox"/> no		
If so, who do you think it was?					
Was the caller familiar with the area?					
Threat language:	<input type="checkbox"/> well-spoken	<input type="checkbox"/> incoherent	<input type="checkbox"/> abusive	<input type="checkbox"/> irrational	
Background noises:	<input type="checkbox"/> message read by caller	<input type="checkbox"/> music	<input type="checkbox"/> machinery	<input type="checkbox"/> voices	

	<input type="checkbox"/> harbour	<input type="checkbox"/> taped	<input type="checkbox"/> typing	<input type="checkbox"/> house noise
	<input type="checkbox"/> street noise	<input type="checkbox"/> aircraft	<input type="checkbox"/> other:	
<b>Duration of call (time):</b>				
<b>Origin of call:</b>	<input type="checkbox"/> bomber	<input type="checkbox"/> police	<input type="checkbox"/> DFES	<input type="checkbox"/> other
<b>Who received the call</b>				
Name (print):				
Phone number:				
Duration of call:				
Date call received:				
Time call received:				
Signature:				

1 This has been adapted from the Australian Bomb Data Centre 'Phone bomb-threat checklist'

### Actions to be taken on receipt of a bomb threat sent via email or social media

1. Do not reply to, forward or delete the message.
2. If sent via email, note the address.
3. If sent via social media, note the application used and the username or ID
4. Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

Actions (after a bomb threat)	Completed
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication to provide information to parents and students. The regional office will liaise with the Communications Directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

## 16. Recovery support checklist

Support those affected (as determined by the assessment of the situation)					
	Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/>	Offer immediate comfort and support to those most affected - psychological first aid				
<input type="checkbox"/>	Make direct contact with affected staff or families (in the case of a death, WA Police Force contact the family).				
<input type="checkbox"/>	Liaise with your education regional office and other agencies before releasing information.  Prepare a statement for informing students and determine method of delivery. The regional office will liaise with the Communications directorate (including social media and media support). Refer to Manage site threats in schools in Ikon for letter templates.				
<input type="checkbox"/>	Prepare a written statement related to incoming enquiries and for students to take home to their parents.				
<input type="checkbox"/>	Brief all staff of known facts (refer to 14. Recovery debrief checklist below). Direct all enquiries to the on-site incident commander.  Liaise with education regional office and/or Department's Media unit (9264 5821) before speaking with media.				
<input type="checkbox"/>	Inform students using a prepared statement and offer comfort and support. Consider siblings and close friends.				
<input type="checkbox"/>	Set up a recovery room.				
<input type="checkbox"/>	Direct staff and students who may require additional support to a recovery area and/or to student services staff (for example, school psychologist, school nurse, chaplain, year coordinators).  Make arrangements for students/ siblings /parents to be reunited.				
<input type="checkbox"/>	Consider staff and students absent or off-site, relief staff, ex-students and ex-staff that need to be informed.				
<input type="checkbox"/>	Identify and notify others who need early advice (such as school board chair, P&C, key community agencies, other schools affected, other regions).				
<input type="checkbox"/>	Consider the Employee Assistance Program for staff in need.				

## 17. Recovery debrief checklist

Debrief					
	Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/>	<p>Debrief all staff as necessary. Review with the school response team.</p> <p>Debrief should not be used as a means of directing blame. Focus on:</p> <ul style="list-style-type: none"> <li>a debrief with staff, student and parents as soon as possible</li> <li>a return to the normal routine as soon as possible</li> <li>providing support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre, Employee Assistance Program. Inform families and community of impact on the school and school routine, including if there is none.</li> <li>organising relief or additional staff to meet teaching, support, administration and front office needs.</li> </ul>				
<input type="checkbox"/>	<p>Assess damage and action as required:</p> <ul style="list-style-type: none"> <li>check any equipment or stock used and arrange for replacement or replenishment</li> <li>arrange isolation of physical damage to the school, if required</li> <li>relocate to alternative accommodation if necessary</li> <li>contact the Department of Finance to commence repairs</li> <li>attend to security if necessary. Phone Security and Emergency Management on (08) 9264 4825</li> <li>manage administrative details including insurance.</li> </ul>				
<input type="checkbox"/>	<p>Liaise with local agencies for possible after hours and weekend support.</p>				
<input type="checkbox"/>	<p>Complete Online Incident Notification (OIN).</p>				

## 18. Short-term recovery checklist

Further considerations in the following days to support recovery					
	Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/>	Identify and offer more specialised personal support to vulnerable or most affected staff and students.				
<input type="checkbox"/>	Provide recovery support and advice for students/ staff/ parents about indicators that a person may not be coping and the normal cycle of recovery.				
<input type="checkbox"/>	Follow up contact with family or families involved to express sympathy, arrange retrieval of personal items of student or staff member as appropriate and discuss school role in ongoing support.				
<input type="checkbox"/>	Liaise with your education regional office and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery. The regional office will liaise with the Communications directorate (including social media and media support). Refer to Manage site threats in schools in Ikon for letter templates. Monitor social media where possible.				
<input type="checkbox"/>	Considerations for suspected suicide postvention.				
<input type="checkbox"/>	Cultural considerations.				
<input type="checkbox"/>	Considerations for death notice.				
<input type="checkbox"/>	Considerations for memorial service.				
<input type="checkbox"/>	Consideration for funeral attendance.				
<input type="checkbox"/>	Continued support for students and staff.				
<input type="checkbox"/>	Notify staff who currently are not at school.				
<input type="checkbox"/>	Notify families who currently are not at school.				
<input type="checkbox"/>	Alert teachers to be sensitive to curriculum content.				
<input type="checkbox"/>	Maintain documentation.				
<input type="checkbox"/>	Ongoing liaison with other affected or vulnerable schools.				
<input type="checkbox"/>	Consideration of ex-students and ex-staff.				

### Further considerations in the following days to support recovery

Actions		Coordinated by	Start	Completed	Comments
<input type="checkbox"/>	Process for meeting visitors, for example community people most affected.				
<input type="checkbox"/>	Interagency liaison.				
<input type="checkbox"/>	Liaise with school psychology personnel.				
<input type="checkbox"/>	Advise school officers as to what information is to be provided to parents and others.				
<input type="checkbox"/>	Review student, staff and school community responses and monitor needs.				
<input type="checkbox"/>	Acknowledge people who have supported the school				
<input type="checkbox"/>	Review school records and mailing lists and amend as appropriate				
<input type="checkbox"/>	Complete operational debrief				
<input type="checkbox"/>	Consider coronial inquest or court dates (arrange support for staff involved)				
<input type="checkbox"/>	Review and modify the school's Incident management plan as appropriate.				
<input type="checkbox"/>	Monitor anniversary dates				
<input type="checkbox"/>	Update incident report via the Online Incident Notification System if appropriate.				

## 19. Medium and long-term recovery checklist

Further considerations to support medium-term recovery					
	Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/>	Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program.				
<input type="checkbox"/>	Review communication processes (if appropriate).				
<input type="checkbox"/>	Monitor and support reactions from students and staff within the school community.				
<input type="checkbox"/>	Cultural and religious considerations of death and what the funeral may entail.				
<input type="checkbox"/>	Attendance at the funeral and operational aspects (for example, teacher relief).				
<input type="checkbox"/>	Request additional service providers to assist with recovery (if necessary)				
<input type="checkbox"/>	Review the school's Incident management plan.				
<input type="checkbox"/>	Complete operational debrief				
<input type="checkbox"/>	Consider coronial inquest or court dates (arrange support for staff involved if necessary).				























## Further considerations to support long-term recovery

Actions		Coordinated by	Start	Completed	Comments
<input type="checkbox"/>	Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program				
<input type="checkbox"/>	Monitor significant dates or anniversaries.				
<input type="checkbox"/>	Monitor and support teachers, students and families of the school community.				
<input type="checkbox"/>	Review and revise the school's response and the effectiveness of the Incident management plan.				
<input type="checkbox"/>	Liaise with inter-agency and intra-agency networks (if appropriate).				
<input type="checkbox"/>	Request additional service providers to assist with recovery (if necessary).				
<input type="checkbox"/>	Consider coronial inquest or court dates (arrange support for staff involved if necessary).				

## 20. Appendix 3 Evacuation Kit

School evacuation kit	Notes
Duties of school response team	Located in Incident management plan
School mobile telephone and charger	NA
Hand-held radio (if applicable)	NA
Portable, battery-operated radio	Included in box
Megaphone	Included in box
Whistle	Included in box
Pens/pencils	Included in box
Torch and spare batteries	Included in box
Camera	NA
School key	Included in box
Water	NA
Sunscreen	Located in First Aid Kit and Reception
First aid kit	Located in Reception
Student health care medication (for example, EpiPen)	Located on COMPASS
Electronic or hard copies (or both) of the school: student health care plans student class lists student release forms student home and emergency telephone numbers attendance register for that day sign-in list.	Electronic copies held on COMPASS and passtab

## 21. Fire Extinguisher Locations

<b>Home Ec</b>		C4, right of door south wall C2, middle of south wall C3, left of door south wall C1, left of door	<b>Eric Strauss Centre</b>		Entrance, right of main door Kitchen, left of door DR1, right of door DR2, right of door T4, right of rear door T4, right of door 4 T3, left of 2 <sup>nd</sup> foyer door
		C4, middle of south wall C2, middle of south wall C3, middle of south wall Office, south wall C1, left of door			Kitchen, left of door
<b>Student Services</b>		Kitchen, right of door	<b>Science</b>		South end of gym
<b>D&amp;T</b>		A2, next to storeroom door A3, next to entrance A4, next to storeroom door Prevo, next to sink			E1, left of door E2, right of door E3, left of door E4, right of door E5, left of door E6, left of door E7, left of door E8, right of door Lab, left of door, middle wall
		A2, next to storeroom door Prevo, next to sink			E1, left of door E2, right of door E3, left of door E4, right of door E5, left of door E7, left of door E8, right of door
<b>Library</b>		Near main door of library workroom	<b>ICT</b>		Near photocopier/staff room Technician office
		On workroom wall in main area	<b>Beauty Studio</b>		(Step house) Kitchen
<b>Art</b>		D4, right of the door D3, Storeroom off classroom	<b>Executive Office</b>		Near rear exit door x 2 VET Office Passageway near Principals office
<b>Canteen</b>		Right of east end door	<b>Staffroom</b>		South wall, kitchen end
		Right of east end door			South wall, kitchen end
<b>Gardener compound</b>		Next to sink	<b>Reception</b>		Meeting room, main Office door