

# Jells Park Primary School Critical Incident Policy

## **Purpose**

The ability of the Jells Park Primary School community to effectively respond to a traumatic or critical incident, in which the school is involved, depends on a plan of action which can be rapidly employed by a trained and knowledgeable leadership group to ensure the safety of all the school community.

## **Guidelines**

- All action taken will follow DET guidelines
- Whilst the school should operate as normally as possible, some degree of flexibility should exist.

## **Implementation - General**

- At the beginning of each year, a co-ordinator will be appointed to manage critical incidents. This will usually be the principal or deputy if unavailable.
- Incidents will be co-ordinated from the principal's office and through the school office.
- A skilled support team should be appointed to assist in the management of the incident. The team may include staff members, external DET personnel, support agencies etc. Each member of the team will have a specific role to perform.
- All emergencies are to follow the guidelines of the School's Emergency Management Plan.
- Accurate information is to be obtained. Deal only with substantiated facts.
- As soon as possible staff should be informed, especially those most directly involved. Inform close friends and family individually. Dispel rumours.
- As soon as possible provide information to the community as to what has happened and what is being done.
- Appoint a skilled support team member to respond to media enquiries. A written press release may be useful. If necessary, protect others from contact with the media. Contact DET if support is required.
- Establish an open line of contact with families who are directly involved.
- Update information as it comes to hand.

## **Implementation – Specific – Management of Critical Incidents - 2018**

### **Critical Incident Response Team**

1. Principal
2. Assistant Principals (1)
3. Leading Teachers (4)
4. Business Manager (or in absence of Business Manager, Office Assistant)  
**N.B.** If any of the above (excluding Business Manager) are absent each CIRT member will move up the required levels of responsibility
5. Senior Teacher as required if Item 4 is relevant

## **Roles to Be Distributed**

- **Management of incident -  
Principal (if unavailable –Assistant Principal)**
  - Contact Emergency Services 000 (if needed)
  - Contact Emergency Management 9589 6266 – IRIS Alert
  - Notify North Eastern Region (SEIL)
  - Arrange response of Critical Incident Network Team (through SSSO Network)
  - Gather Critical Incident Response Team for briefing of situation to clarify roles
  - Arrange for notification of incident to Staff
  - Contact School Council President
  - Set up and manage an Emergency Control Centre
  - Closely observe and monitor reactions to incident by staff and students
  
- **If off site, person to travel to site if feasible –  
(Assistant Principal)**
  - Keep in contact with Communications Staff to have most up to date information upon arrival
  - Once at scene regularly report to Communications Staff to keep Principal informed of developments at site
  - Liaise with Emergency Services at site
  
- **Notification to staff and students at school –  
(Leading Teachers)**
  - Co-ordinate the dissemination of information to Staff. This may be through an impromptu staff meeting or coordinating several staff to inform others
  - If required, call an assembly to notify students
  - Manage all aspects of the ‘normal’ school day
  - Monitor reactions by staff/students and implement appropriate measures
  
- **Management of parents and visitors at school -  
(Assistant Principal)**
  - Set up a recovery room for parents and visitors to move to
  - Provide tea/coffee
  - Keep parents and visitors informed of critical incident
  
- **Management of media at school –  
Principal (if unavailable – Assistant Principal)**
  - Contact Media Unit for support/advice on dealing with media
  - With Media Unit support, prepare statement for media
  - Respond to and monitor media

- **Communications at school –  
Business Manager (if unavailable – Office Staff)**
  - Respond to all incoming calls
  - Direct calls to the relevant member of CIRT
  - Record all incoming and outgoing calls
  - Business Manager to monitor and record all calls
  - Depending on circumstances of the incident other people to be notified:
    - \* JPPC Convenor
    - \* IT Technician
    - \* OSHC Staff
    - \* School Crossing Supervisor
    - \* Canteen Staff
    - \* SRI Coordinator
    - \* Kids Hope Coordinator
    - \* Cleaning Contractor

## Telephone Tree 2018 – In case of emergency

### Kevin Oakey (0410 572 494) to phone:

Dave O’Kane	0403 707 451	Jo-Anne Hoare	0414 626 067
Jason Scarlett	0438 920 835	Michelle Beagley	0438 543 315
(OSHC)	0403 410 209		
Police, Ambulance, Fire Brigade		000 (112 if ringing from a mobile)	
Security Services		9589 6266	
NEVR Emerg Man - Stuart Brain		8392 9579 or 0427 895 519	
DEECD Media Unit (24 Hours)		9637 2871	
Media Unit Manager – Anna Malbon		9637 1844	

### David O’Kane to phone:

Brian Clarke (OHS)	0407 089 735
Sue Ward	0421 798 708
Scott Zachariassen	0409 403 998
Nadia Costabile	0401 244 500
Tracey Dring	0421 305 185

### Michelle Beagley to phone:

Jared Meredith	0413 732 355
Naomi Hoewel	0412 195 933
Kaylene Friebe	0409 200 830
Marlena Miritis	0448 426 100
Bec Cornall	0438 387 061

### Scott Zachariassen to phone:

Heather Cook	0431 185 805
Darren Jenkins	0403 149 232
Robbie Small	0417 100 313
Carla Wyllie	0412 631 980
James Holden	0448 317 528

### Sue Ward to phone:

Andrew Noordhoff	0421 439 755
Chris Kaliviotis	0421 479 369
Hayley Lakeman	0417 383 990
Amy Little	0422 658 709
Tania Maisey	0418 535 461
Lauren Antoniou	0407 477 342

### Nadia Costabile to phone:

Tristan Kalogeropoulos	0417 133 111
Steven Coughlan	0451 533 802
Rebecca Kennedy	0411 509 016
Natasha Mayer	0409 400 316
Buj Marriot	0427 906 848
Rebecca Wroe	0452 193 997

### Tracey Dring to phone:

Deva Gordon	0432 218 422
Bev Moore	9801 5782
Sandy Mettrick	0417 329 116
Denise Owen	0404 155 048
Elise Gaudion	0429 144 427
Kathleen McSweeney	0402 594 423

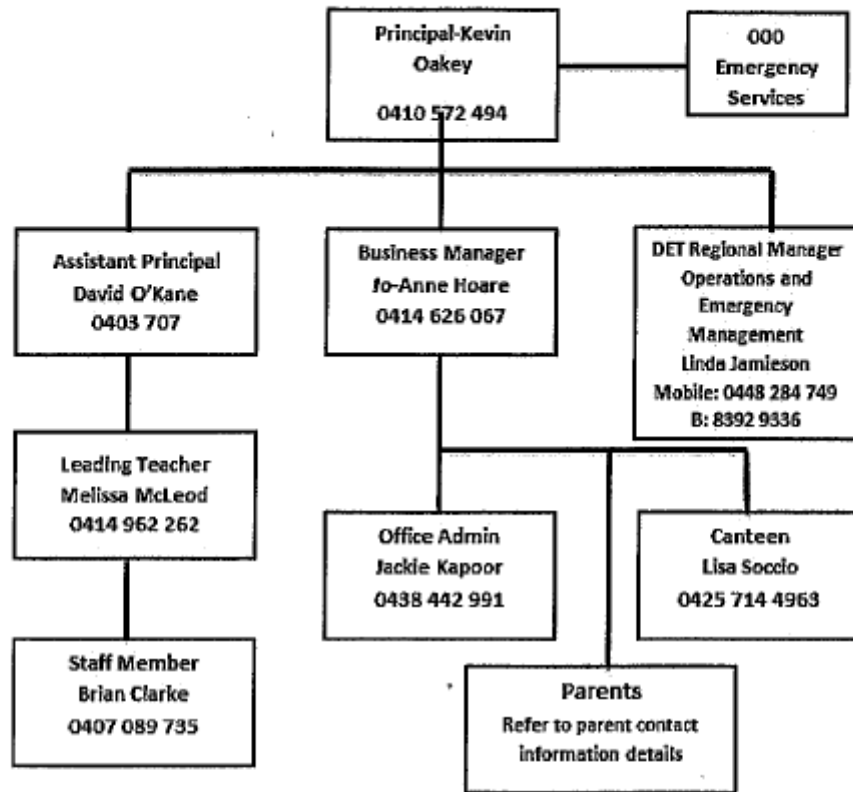
### Brian Clarke to phone:

Jill Bobinac	0415 376 720
Denise Toner	0414 929 414
Liz Clow	0414 750 073
Pattie Walker	0409 191 588
Jo Hague	0431 856 635

### Jo-Anne Hoare to phone:

Deb Inglefinger	0427 356 788
Jaclyn Kapoor	0438 442 991
Michelle Jeffery	0412 629 849
Deb Stewart	0425 754 153

## 6.1 Incident Management Team Structure



## 6.2 Incident Management Team Contact Details

IMT Role/Activities	Primary Contact		Back Up Contact	
Chief Warden	Name	Kevin Oakey	Name	David O'Kane
	Phone/ Mobile	0410 572 494	Phone/ Mobile	0429 210 832
Communications tasks will be p	Name	Kevin Oakey	Name	Jo-Anne Hoare
	Phone/ Mobile	0410 572 494	Phone/ Mobile	0414626067
Operations (Area Warden) task:	Name	David O'Kane	Name	Melissa McLeod
	Phone/ Mobile	0429 210 832	Phone/ Mobile	0414 962 262
Logistics (Warden) tasks will be	Name	Jo-Anne Hoare	Name	David O'Kane
	Phone/ Mobile	0414626067	Phone/ Mobile	0429 210 832
Planning tasks will be performe	Name	Brian Clarke	Name	Melissa McLeod
	Phone/ Mobile	0407 089 735	Phone/ Mobile	0414 962 262



# Emergency Kit Checklist

- Emergency Kit kept in a designated, easily accessible place.
- Responsibility of the Logistics Person in the IMT.
- Ensure contents are complete.
- If attendance rolls are kept electronically ensure you have an updated printout available as needed.

Have you:	✓
Child Data	
Children and staff with special needs list	
Child Release Forms	
Staff Data	
List of staff with emergency management or training skills	
Traffic safety vest and tabards	
Keys	
Standard portable First Aid kit with bandages, Savlon, antiseptic wipes	
Medical and Special needs list: children with asthma, allergies including Special medications e.g. asthma inhalers, EpiPens	
<i>A charged mobile phone</i>	
<i>Torch with replacement batteries (or wind up torch)</i>	
<i>A megaphone</i>	
<i>Portable battery powered radio</i>	
Bottled water	
Portable non perishable snacks such as sultanas, dried fruits, energy bars	
<i>Copy of facility site plan and evacuation routes</i>	
<i>Sunscreen and spare sunhats</i>	
<i>Whistle</i>	
<i>Plastic garbage bags and ties</i>	
<i>Toiletry supplies</i>	
Other	





**JELLS PARK PRIMARY SCHOOL**

<b>CRITICAL INCIDENT / TRAUMA RECOVERY - CHECKLIST</b>
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**Establish facts known about the incident**

• what happened and when?	
• who was involved?	
• who was on the scene?	
• who witnessed the event?	• what did they see?
• who knows about the event?	
• are there siblings at the school?	
• have parents been informed?	
• what has been done so far?	
• is anyone in hospital?	• if so which hospital?
• have Police attended?	if so when? what is the name of the attending officer?
• are other agencies involved?	
• neighbouring schools notified?	

**Collect Information (as appropriate to the situation)**

• names of teachers and level of involvement with student(s)
• students or teachers who are known to have death, grief or trauma issues
• names of friends-those close and not so close
• other schools involved

**As soon as feasible assemble the School Recovery Team to:**

• review the response so far	
• identify priority needs/tasks	
• determine what is to happen today	
• what is to happen tomorrow	
• what extra staff/support is required	

ATTEND TO THE FOLLOWING TASKS	DESIGNATED TO	DONE
Set up a comfortable recovery room		
Ask for volunteers to offer coffee, tea, and biscuits etc to school community members.		
Monitor school community reactions and provide support.		
Contact parents of students involved		
Notify siblings in school		
Inform school council president		
Assign single person to manage media		
Contact hospital for up to date information as necessary.		

