



Critical Incident Plan 2023 – Core Emergency Response Procedures OHS004

Core Procedures	Procedure Instructions
On-Site Evacuation Procedure	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 and inform emergency services of the nature of the emergency. Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Evacuate students, staff and visitors out of the building to your if this is the evacuation option. Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan. Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information. Contact parents if required. Maintain a record of actions/decisions undertaken and times. Confirm with emergency service personnel that it is safe to return to normal operations. <p>Actions After On-Site Evacuation Procedure</p> <ul style="list-style-type: none"> Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. Determine whether to activate your parent re-unification process. Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid). Print and issue pre-prepared parent letters and give these to students to take home. Ensure any students, staff or visitors with medical or other needs are supported. Contact the SSSO Network Coordinator if required. Ensure all staff are made aware of Employee Assistance Program contact details. Seek support from your region (regional Manager, Operations and Emergency Management) if required. Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required. Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

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Off-Site Evacuation Procedure	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 and inform emergency services of the nature of the emergency. Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Identify which off-site assembly Point you will evacuate staff, students and visitors to. Evacuate staff, students and visitors to your Somerville Secondary College/Centro car park/Council carpark across the road(Graf Rd Hill) Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for. Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information. Contact parents if required. Maintain a record of actions/decisions undertaken and times. Confirm with Emergency Service personnel that it is safe to return to normal operations. <p>Actions After Off-Site Evacuation Procedure</p> <ul style="list-style-type: none"> Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over. Determine whether to activate the parent re-unification process. Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). Print and issue pre-prepared parent letters and give these to students to take home. Ensure any students, staff or visitors with medical or other needs are supported. Contact the SSSO Network Coordinator if required. Ensure all staff are made aware of Employee Assistance Program contact details. Seek support from your region (regional Manager, Operations and Emergency Management) if required. Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required. Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

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Lock-Down Procedure	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 and inform emergency services of the nature of the emergency. Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors. Check that all external doors (and windows if appropriate) are locked. If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. Report the emergency and lock-down to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Divert parents and returning groups from the school if required. Ensure a telephone line is kept free. Keep public address system free. Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel. Ascertain (as possible) if all students, staff and visitors are accounted for. Maintain a record of actions/decisions undertaken and times. Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. Contact parents as required. <p>Actions After Lock-Down Procedure</p> <ul style="list-style-type: none"> Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over. Determine whether to activate the parent re-unification process. Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). Ensure any students, staff or visitors with medical or other needs are supported. Print and issue pre-prepared parent letters and give these to students to take home. Contact the SSSO Network Coordinator if required. Ensure all staff are made aware of Employee Assistance Program contact details. Seek support from your region (regional Manager, Operations and Emergency Management) if required. Undertake operational debrief to review the lock-down and procedural changes that may be required. Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

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Lock-Out Procedure	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 and inform emergency services of the nature of the emergency. Announce lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> lock doors to prevent entry check the premises for anyone left inside obtain Emergency Kit Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Go to the designated assembly point/s Somerville Secondary College/Centro car park/Council carpark across the road(Graf Rd Hill) Check that students, staff and visitors are all accounted for. Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. Maintain a record of actions/decisions undertaken and times. <p>Actions After Lock-Out Procedure</p> <ul style="list-style-type: none"> Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over. Determine whether to activate the parent re-unification process. Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). Ensure any students, staff or visitors with medical or other needs are supported. Print and issue pre-prepared parent letters and give these to students to take home. Ensure all staff are made aware of Employee Assistance Program contact details. Contact the SSSO Network Coordinator if required. Seek support from your region (regional Manager, Operations and Emergency Management) as required. Prepare and maintain records and documentation. Undertake operational debrief to review the lock-out and procedural changes that may be required. Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

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Shelter-In-Place Procedure	<p>When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> Call 000 and inform emergency services of the nature of the emergency. Chief Warden activates the Incident Management Team. Move all students, staff and visitors to the pre-determined shelter-in-place area school hall Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan. Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126. Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required. Ascertain (as possible) if all students, staff and visitors are accounted for. Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information. Maintain a record of actions/decisions undertaken and times. Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day. Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. <p>Actions After Shelter-In-Place Procedure</p> <ul style="list-style-type: none"> Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over. Determine whether to activate the parent re-unification process. Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process). Ensure any students, staff or visitors with medical or other needs are supported. Print and issue pre-prepared parent letters and give these to students to take home. Ensure all staff are made aware of Employee Assistance Program contact details. Contact the SSSO Network Coordinator if required. Seek support from the region (regional Manager, Operations and Emergency Management) as required. Prepare and maintain records and documentation. Undertake operational debrief to review the shelter-in-place and procedural changes that may be required. Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

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