CRITICAL INCIDENT PLAN
(This Plan is adapted from St Aloysius College with permission)

1. What is a critical incident?

1.1 It is any situation or event which results in severe or serious disturbance to the students, staff or parents of the School whereby they feel unsafe, vulnerable and under undue stress. Such an incident creates significant danger or risk.

1.2 A major disaster is one type of critical incident, but a situation does not have to be of such a magnitude to be classified as such. One major aspect of critical incident is its capacity to reverberate; that is, it can affect either directly or indirectly a large number of individuals, and its emotional and psychological effects can be very long lasting.

One of the following would be an example:

- A serious injury of a member of our community;
- Massive fire damage;
- The murder of a student, parent or a teacher;
- Students or staff members being taken hostage;
- Student or teacher suicide;
- Violent assault of a member of the School community.

2. The Critical Incident Plan

2.1 Redfern Jarjum College would follow the Critical Incident Plan concept as detailed in Annexure 1.

3. Incident response frameworks

3.1 The critical incident plan is implemented by the Response Team established on the basis of the nature of the incident faced by the School.
Annexure 1

Critical Incident Plan

1. The Crisis Management Group

1.1 The Crisis Management Group, in working with the staff, students and parents, needs to prepare the information they wish to give to them. They need to work with the staff, students and parents to give them a safe environment for the exploration of their response/reaction.

1.2 The Crisis Management Group is structured as follows:

- **Principal**

- **Pastoral Incident Team**
  - All teachers
  - Receptionist
  - Teacher Assistants
  - General Assistant

- **Emergency Control Team**
  - All teachers
  - Receptionist
  - Teacher Assistant/s
  - General Assistant

2. Critical Incident Plan

**PHASE ONE**

- Determine the incident - Principal;
- Call the Response Team (as applicable)
- Allocate tasks, eg:
  - Communication to staff and students;
  - Reception calls relevant emergency organisation;
  - Collect data of the incident = Principal;
  - Principal to determine immediate actions and implementation;
  - Deal with those most affected by the incident (Counsellor/s may be needed)
- Principal to contact family (if appropriate)
- Response Team called / meet re further actions

**PHASE ONE**

- Staff members determine the incident
- Call the relevant emergency organisation
- Collect data of the incident
- Contact Principal (if Principal unavailable contact: Senior teacher)
- Principal determines immediate actions and implementation.
- Response Team called / meet re further actions
PHASE TWO

- Staff briefing of the incident
- College assembly in Yarning Circle
- Students will be briefed on the incident
- School proceeds as best as normal: classes - liturgy – home
- Invitation for grief counselling (Principal)

Counselling
Interview Room/meeting room

- Parents notified of basic facts of the incident via a letter from the Principal

PHASE TWO (Probably the next day)

- Staff briefing of the incident
- College Yarning Circle - a prepared statement is read to the students
- Invitation for grief counselling (Principal)

Counselling
Interview Room/meeting room

- Parents notified of basic facts of the incident via a letter from the Principal

PHASE THREE: DAY 2-8

Crisis Management Group (applicable Team) meets to monitor the situation, then:-

- If necessary, funeral arrangements are made and a College liturgy is organised
- Staff kept informed of developments via Principal - Statements (verbal/written) AM and PM
- Students kept informed of development via Yarning Circle (AM)
- Parents kept informed via a written statement from the Principal (PM)
- Staff of those concerned will be involved in a particular way
BOMB THREAT CHECK LIST
Place this card under your telephone

<table>
<thead>
<tr>
<th>Bomb Threat Check List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions to Ask</td>
</tr>
<tr>
<td>When is the Bomb going to explode?</td>
</tr>
<tr>
<td>Where did you put the Bomb?</td>
</tr>
<tr>
<td>When did you put it there?</td>
</tr>
<tr>
<td>What does the Bomb look like?</td>
</tr>
<tr>
<td>What kind of Bomb is it?</td>
</tr>
<tr>
<td>What will make the Bomb explode?</td>
</tr>
<tr>
<td>Did you place the Bomb?</td>
</tr>
<tr>
<td>Why did you place the Bomb?</td>
</tr>
<tr>
<td>What is your name?</td>
</tr>
<tr>
<td>Where are you?</td>
</tr>
<tr>
<td>What is your address?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exact Wording of the Threat</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Threat Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well spoken □</td>
</tr>
<tr>
<td>Incoherent □</td>
</tr>
<tr>
<td>Irrational □</td>
</tr>
<tr>
<td>Taped □</td>
</tr>
<tr>
<td>Message read by caller □</td>
</tr>
<tr>
<td>Abusive □</td>
</tr>
<tr>
<td>Other □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Background Noises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Noises □</td>
</tr>
<tr>
<td>Aircraft □</td>
</tr>
<tr>
<td>Voices □</td>
</tr>
<tr>
<td>Music □</td>
</tr>
<tr>
<td>Machinery □</td>
</tr>
<tr>
<td>House Noises □</td>
</tr>
<tr>
<td>Local Call □</td>
</tr>
<tr>
<td>Long Distance □</td>
</tr>
<tr>
<td>Other □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Details of Caller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Age</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Duration of Call</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action–Report Call Immediately To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police operation</td>
</tr>
<tr>
<td>Ph:</td>
</tr>
<tr>
<td>Ph:</td>
</tr>
</tbody>
</table>

Do not hang up after the call   Bomb Threat   Do not hang up after the call
**BOMB THREAT – ROOM SEARCH CARD**

Upon completion of search, tape this page to the wall immediately outside the door.

<table>
<thead>
<tr>
<th>Room Description of Suspected Item</th>
<th>Building Location of Suspected Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nearest Telephone in the Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Areas to be Searched</th>
<th>All areas and equipment within room(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Search Pattern</th>
<th>Start search from the doorway.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Move to the right continuously, searching around the walls and floor until you return to the door.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Search Points (tick off as completed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All packages, Boxes, Briefcases, Bags identified</td>
</tr>
<tr>
<td>Bookcases</td>
</tr>
<tr>
<td>File Cabinets</td>
</tr>
<tr>
<td>Ductwork</td>
</tr>
<tr>
<td>Wastebaskets</td>
</tr>
<tr>
<td>Window Sills</td>
</tr>
<tr>
<td>Desks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remember to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open all windows</td>
</tr>
<tr>
<td>Close all curtains</td>
</tr>
<tr>
<td>Stay off the phone unless making a report</td>
</tr>
<tr>
<td>Stay in your office and search your area</td>
</tr>
<tr>
<td>Don’t turn on or off any electrical devices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Search Details</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducted by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Searched</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Not Searched</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nothing Found</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item Found</th>
</tr>
</thead>
</table>
IN THE EVENT OF A BOMB THREAT BEING RECEIVED VIA:

Telephone, mail, email, facsimile or suspect item

If Bomb Threat received by telephone …

DO NOT HANG UP

Listen carefully, and fill in Bomb Threat form

For Bomb Threat form, refer back page

Contact Chief Warden (Deputy Principal) immediately

Assesses situation (consults with Director – Curriculum or REC), and responds appropriately

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

USE OF MOBILE PHONES AND HAND HELD RADIOS

➤ Mobile phones and hand held radios are NOT to be used during a suspect bomb related incident

➤ SWITCH OFF mobile phones and hand held radios

➤ Radio waves can trigger electrically detonated or radio activated devices
CIVIL DISSORDER

(External to school)

Contact Reception immediately Dial 9

Contacts Chief Warden (Deputy Principal)

Verifies report

Contacts Crisis Management Response Team (as applicable) (* Those available)

Implements Critical Incident Plan

Directs staff to lock & “station” entrance doors to College (*If safe to do so)

Staff/visitors advised to remain in class/administration area until further notice (*If safe to do so)

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Contacts Police (re information provision/data gathering)
### CIVIL DISSORDER

*(External to school)*

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**CRITICAL INCIDENT PLAN CONSIDERATIONS**

Including, where applicable:

<table>
<thead>
<tr>
<th><strong>Explanation</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situational assessment</strong></td>
<td>Emergency type, location, hazard behaviour, people at risk, etc</td>
</tr>
<tr>
<td><strong>Safe Area identification</strong></td>
<td>“Controlled environments”</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>People movement – method(s), access route(s), etc</td>
</tr>
</tbody>
</table>
| **Communication** | • Police and other emergency services, staff/students/visitors (on and off site), parents  
*Include message on Wet Weather line and Home Page*  
• (if outside school hours) Person on the College’s Emergency Contact List |
| **Rolls** | Eg: Fire Book, Absentee Lists, etc |
| **First Aid** | First Aid qualified person, First Aid kit |
| **Supplies/facilities** | Food, water, toilets – as needed |
| **Counselling/support** |  |
| **Lead evacuation team** | “Sweep” of access route(s)/assembly area prior to people movement |
| **Outside community assistance** | What, if any, could be provided, if safe and possible to do so |
## EMERGENCY CONTACTS LIST

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>9</td>
</tr>
<tr>
<td>Police</td>
<td>000 83035199 (Redfern Police Station)</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>000</td>
</tr>
<tr>
<td>(Local) Doctor</td>
<td>93193345</td>
</tr>
<tr>
<td>AMS</td>
<td></td>
</tr>
<tr>
<td>Royal North Shore Hospital (St Leonards)</td>
<td>9926 7111</td>
</tr>
<tr>
<td>ChemWatch</td>
<td>1800 039 008 (Emergency Line) (03) 9572 4777</td>
</tr>
<tr>
<td>NSW Poisons Information Centre</td>
<td>131 126</td>
</tr>
<tr>
<td>Kids Helpline</td>
<td>1800 551 800</td>
</tr>
<tr>
<td>Youthline</td>
<td>9633 3666</td>
</tr>
<tr>
<td>Sexual Abuse Helpline</td>
<td>9247 0600</td>
</tr>
<tr>
<td>Alcohol and Drug Information Service</td>
<td>9361 8000</td>
</tr>
<tr>
<td>ACCESS</td>
<td>9283 5588</td>
</tr>
<tr>
<td>North Sydney Council</td>
<td>9936 8100</td>
</tr>
<tr>
<td>WorkCover NSW</td>
<td>131 050 9406 3800 (Chatswood) (M-F: 8.30 am – 4.30 pm)</td>
</tr>
<tr>
<td>NSW Environment Protection Authority</td>
<td>131 555</td>
</tr>
</tbody>
</table>

## College Staff After Hours Contacts List

<table>
<thead>
<tr>
<th>Staff</th>
<th>Telephone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal (Beatrice Sheen)</td>
<td>9625 2595 (Residence)</td>
</tr>
<tr>
<td></td>
<td>0450601484 (Mobil)</td>
</tr>
<tr>
<td>General Assistant</td>
<td></td>
</tr>
<tr>
<td>Teacher 1</td>
<td></td>
</tr>
<tr>
<td>Teacher 2</td>
<td></td>
</tr>
<tr>
<td>Teacher Assistant 1</td>
<td></td>
</tr>
<tr>
<td>Teacher Assistant 2</td>
<td></td>
</tr>
<tr>
<td>Community Liaison Officer</td>
<td></td>
</tr>
<tr>
<td>Office Assistant</td>
<td></td>
</tr>
</tbody>
</table>
On discovery of fire, shout “FIRE FIRE FIRE”

Can fire be extinguished?

Yes

Extinguish using appropriate fire extinguisher if safe to do so

No

Contact Chief Warden (Deputy Principal)

If absent: Director - Curriculum or Sports Master

Assesses situation (consults with Director - Curriculum or Sports Master)

Activates evacuation alarm

Directs/instructs Receptionist/Secretary to contact Fire Brigade

EVACUATE

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Deputy Principal – collects Emergency Authorities Box (school keys, School map, and Chemical Register) from Reception
Receptionist/Secretary – brings Visitors’ Book, portable megaphone/PA, mobile phone and First Aid Kit
Teacher – brings completed Class Roll

I am to:
• move any boys out of the room in an orderly fashion, and direct them to the nearest exit
• close the door behind me (but I must leave it UNLOCKED)
• proceed to the Assembly Area

WALK, don’t run  KEEP TO THE LEFT

ASSEMBLY AREA
MILSON PARK
(An alternate Assembly Area is: Bowling Green. This Area shall only be used at the direction of the Chief Warden)

Staff Responsibilities at Assembly Point

<table>
<thead>
<tr>
<th>STAFF</th>
<th>I am to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>move any boys out of the room in an orderly fashion, and direct them to the nearest exit</td>
</tr>
<tr>
<td></td>
<td>close the door behind me (but I must leave it UNLOCKED)</td>
</tr>
<tr>
<td></td>
<td>proceed to the Assembly Area</td>
</tr>
<tr>
<td></td>
<td>WALK, don’t run  KEEP TO THE LEFT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSEMBLY AREA</th>
<th>MILSON PARK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(An alternate Assembly Area is: Bowling Green. This Area shall only be used at the direction of the Chief Warden)</td>
</tr>
</tbody>
</table>

Staff Responsibilities at Assembly Point

<table>
<thead>
<tr>
<th>Principal (Assembly Marshall)</th>
<th>Overall responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate: Senior Teacher</td>
<td>Keep in contact with Principal by mobile phone</td>
</tr>
<tr>
<td></td>
<td>Authorise return to school only after clearance from Principal</td>
</tr>
</tbody>
</table>

| Teaching Staff (including volunteers) | Stay with class and take class rolls |
|                                        | Notify Principal of any absent students |

<table>
<thead>
<tr>
<th>Support Staff</th>
<th>Report to Principal</th>
</tr>
</thead>
</table>
**Fire Warden**

<table>
<thead>
<tr>
<th>General Assistant</th>
<th>IF SAFE TO DO SO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate:</td>
<td>Clearance check of School – rooms in this order:</td>
</tr>
<tr>
<td>Office Assistant</td>
<td></td>
</tr>
</tbody>
</table>

When check completed, report to Principal at Assembly Area

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>Door Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom 1</td>
<td></td>
</tr>
<tr>
<td>Classroom 2</td>
<td></td>
</tr>
<tr>
<td>Classroom 3</td>
<td></td>
</tr>
<tr>
<td>Classroom 4</td>
<td></td>
</tr>
<tr>
<td>Classroom 5</td>
<td></td>
</tr>
<tr>
<td>Classroom 6</td>
<td></td>
</tr>
<tr>
<td>College Office</td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td></td>
</tr>
<tr>
<td>Undercroft</td>
<td></td>
</tr>
<tr>
<td>Toilet 1</td>
<td></td>
</tr>
<tr>
<td>Toilet 2</td>
<td></td>
</tr>
<tr>
<td>Toilet 3</td>
<td></td>
</tr>
<tr>
<td>Toilet 4</td>
<td></td>
</tr>
<tr>
<td>Sports Store Room area</td>
<td></td>
</tr>
<tr>
<td>Sick Bay</td>
<td></td>
</tr>
<tr>
<td>Conference room</td>
<td></td>
</tr>
<tr>
<td>Stairways</td>
<td></td>
</tr>
</tbody>
</table>
HAZCHEM EMERGENCY

MAJOR INCIDENT

Identify incident type
- Spill
- Fire
- Explosion
- Gas leak

RAISE ALARM

Immediate actions (IF SAFE TO DO SO)
- Evacuate people well away from immediate area
- Close-off/secure area
- Establish HAZARD ZONE

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Contacts
Chief Warden (Deputy Principal)

Calls
Crisis Management Response Team (as applicable)
(* Those available)

Implements
Critical Incident Plan

Contacts
Emergency Services (including EPA, if necessary)

Further actions
- Any safe steps deemed necessary to ensure protection of people and property
- Await advice from Emergency Services

An incident that cannot be easily contained and has the potential to affect people or the environment

Note:
- Name of substance spilt/leaked
- (If liquid) Date and time of spill
- (If liquid) Place where spill occurred
MEDICAL EMERGENCY

(On Premises)

Render assistance

Contact Reception

Renders assistance
Seek help (where required)

Contacts Ambulance

Contacts Chief Warden (Deputy Principal) and Parents

First Aid assistant hands casualty over to Ambulance Officers on arrival

Outside School Hours
Most senior staff member on site/event supervisor to act as contact point/Chief Warden

List of Senior First Aid trained staff at Reception and on Intranet
OTHER MATERIAL EMERGENCY

MINOR INCIDENT

An incident that does not fit the definition of a major incident

Identify incident type

Spill
Gas leak
Power outage
Water leak

Contacts
Chief Warden
(Deputy Principal)

Contacts
Property Manager
(or Maintenance Supervisor)

Note:
- Name of substance spilt/gas leaked
- (If liquid) Date and time of spill
- (If liquid) Place where spill occurred

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

(Spill)
Prevent further spillage
And contain spill
(Evacuate people if necessary)

(Gas leak)
Turn off gas valve/port
(Evacuate people if necessary)

(Power outage)
Investigate problem

(Water leak)
Turn off water
(Evacuate people if necessary)

Clean up – follow MSDS

Repair
Turn on gas

Repair
Restore power

Contact contractor
**SEARCH FOR SUSPECT ITEMS**

**Outside School Hours**
Most senior staff member on site/event supervisor to act as Chief Warden

---

**Chief Warden**
(Deputy Principal)
gives instruction to search and evacuate building

Staff complete **Room Search Card** for their room/area prior to evacuation

**Is suspect item found?**

**NO**

Complete Card and tape to wall adjacent to doorway

**YES**

**DO NOT TOUCH SUSPECT ITEM**

**Does anyone own item?**

**YES**

Identified

**NO**

- Notify **Chief Warden** of its location
- Complete Card and tape to doorway

---

**EVACUATE**

- Follow **Chief Warden's** instructions
- Leave doors/windows open
- Take all personal items from room/area on evacuation
- Evacuate to Assembly Area
SUSPECT MAIL BOMB

DO NOT TOUCH OR TAMPER WITH SUSPECT ITEMS

Refer to Mail Bomb Recognition Points (below)

Contact Chief Warden (Deputy Principal) immediately

Assesses situation (consults with Director – Curriculum or REC), and responds appropriately

IF EVACUATION

• DO NOT PANIC yourself or others
• SWITCH OFF electrical appliances
• DO NOT use mobile phones

MAIL MOMB RECOGNITION POINTS

E excessive securing material
X excessive weight
P protruding wires or tin foil
L op-sided or unevenly weighted
O ily stains or discoloration
S tiff or rigid envelope
I is package expected?
V visual distractions
E excessive postage

P roper names and titles not used
A ddress hand written or poorly typed
R stricted markings, eg confidential
C ommon words misspelt
E uropean or foreign mail
L acks address of sender

Remember a suspect item could have as few as ONE or even NO mail bomb recognition points

The indicators above are merely to assist with your assessment of a suspect mail item
UNAUTHORISED ENTRY ONTO PREMISES

Cooperate with demands
Listen carefully

Take mental note of personal characteristics, mannerisms and identifying marks

**WHEN SAFE TO DO**
**SO,** raise alarm

*Outside School Hours*
Most senior staff member on site/event supervisor to act as Chief Warden

Contacts
Chief Warden
(Deputy Principal)

Assesses situation
(consults with Director – Curriculum or REC), and responds appropriately

Contacts Police and requests assistance, where appropriate
BOMB THREAT CHECK LIST

Place this card under your telephone

### Bomb Threat Check List

**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?

### Exact Wording of the Threat

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### Caller’s Voice

- Accent [ ] (Specify)
- Any impediment [ ] (Specify)
- Voice [ ] (Loud, soft, etc)
- Speech [ ] (Fast, slow, etc)
- Diction [ ] (Clear, muffled)
- Manner [ ] (Calm, emotional, etc)
- Familiar voice [ ] (Who do you think it was?)
- Was the caller familiar with the area? [ ] (Specify)

### Threat Language

- Well spoken [ ]
- Incoherent [ ]
- Irrational [ ]
- Taped [ ]
- Message read by caller [ ]
- Abusive [ ]
- Other [ ]

### Background Noises

- Street Noises [ ]
- Aircraft [ ]
- Voices [ ]
- Music [ ]
- Machinery [ ]
- House Noises [ ]
- Local Call [ ]
- Long Distance [ ]
- Other [ ]

### Other Details of Caller

- Estimated Age
- Gender Male [ ] Female [ ]

### Call Taken

- Date
- Time
- Duration of Call
- Number Called

### Recipient

- Printed Name
- Signature
- Phone Number

### Action–Report Call Immediately To:

- Police operation [ ] Ph:
- Your Chief Warden [ ] Ph:

**Do not hang up after the call**  Bomb Threat  **Do not hang up after the call**
Upon completion of search, tape this page to the wall immediately outside the door.

If a suspicious item is found:
- Do not touch or move it.
- Call Reception on Ext 9.
- Report what you have found.
- Follow instructions given by

<table>
<thead>
<tr>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
</table>

Areas to be Searched
All areas and equipment within room(s)

Search Pattern
- Start search from the doorway.
- Move to the right continuously, searching around the walls and floor until you return to the door.
- Search the false ceiling last.

Key Search Points *(tick off as completed)*
- All packages, Boxes,
- Briefcases, Bags identified
- Bookcases
- File Cabinets
- Ductwork
- Wastebaskets
- Window Sills
- Desks

Remember to:
- Open all windows
- Close all curtains
- Stay off the phone unless making a report
- Stay in your office and search your area
- Don’t turn on or off any electrical devices

<table>
<thead>
<tr>
<th>Description of Suspected Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Suspected Item</td>
</tr>
<tr>
<td>Nearest Telephone in the Area</td>
</tr>
</tbody>
</table>

Room Search Details
<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Conducted by

Searched
Not Searched
Nothing Found
Item Found
BOMB THREAT

IN THE EVENT OF A BOMB THREAT BEING RECEIVED VIA:

Telephone, mail, email, facsimile or suspect item

If BOMB THREAT received by telephone….

DO NOT HANG UP

Listen carefully, and fill in Bomb Threat form

Contact Principal immediately

Assesses situation (consults with senior member of staff and responds appropriately)

Outside of school hours
Most senior staff member on site / event supervisor to act as coordinator

| USE OF MOBILE PHONES AND HAND HELD RADIOS | ➔ Mobile phones and hand held radios are NOT to be used during a suspect bomb related incident |
| ➔ SWITCH OFF mobile phones and hand held radios |
| ➔ Radio waves can trigger electrically detonated or radio activated devices |
CIVIL DISSORDER

(External to school)

Contact Reception immediately
Dial 9

Directs staff to lock & “station” entrance doors to College
(*If safe to do so)

Verifies report

Staff/visitors advised to remain in class/administration area until further notice
(* If safe to do so)

Calls Crisis Management Response Team
(as applicable)
(* Those available)

Implements Critical Incident Plan

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Contacts Chief Warden
(Deputy Principal or Business Manager)

Contacts Police
(re information provision/data gathering)

CRITICAL INCIDENT PLAN CONSIDERATIONS

Including, where applicable:

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situational assessment</strong></td>
</tr>
<tr>
<td><strong>Safe Area identification</strong></td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
</tr>
</tbody>
</table>
| **Communication** | • Police and other emergency services, staff/students/visitors (on and off site), parents *(Include message on Wet Weather line and Home Page)*  
• (if outside school hours) Person on the College’s Emergency Contact List |
| **Rolls** | Eg: Fire Book, Absentee Lists, etc |
| **First Aid** | First Aid qualified person, First Aid kit |
| **Supplies/facilities** | Food, water, toilets – as needed |
| **Counselling/support** | |
| **Lead evacuation team** | “Sweep” of access route(s)/assembly area prior to people movement |
| **Outside community assistance** | What, if any, could be provided, if safe and possible to do so |
# EMERGENCY CONTACTS LIST

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>99365450</td>
</tr>
<tr>
<td>Police</td>
<td>000</td>
</tr>
<tr>
<td></td>
<td>8303 5199 (Redfern Police Station)</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>000</td>
</tr>
<tr>
<td>(Local) Doctor</td>
<td>9319 5823 AMS (8.30 am - 5.30 pm)</td>
</tr>
<tr>
<td>Royal North Shore Hospital</td>
<td>9926 7111</td>
</tr>
<tr>
<td>(St Leonards)</td>
<td></td>
</tr>
<tr>
<td>ChemWatch</td>
<td>1800 039 008 (Emergency Line)</td>
</tr>
<tr>
<td></td>
<td>(03) 9572 4777</td>
</tr>
<tr>
<td>NSW Poisons Information Centre</td>
<td>131 126</td>
</tr>
<tr>
<td>Kids Helpline</td>
<td>1800 551 800</td>
</tr>
<tr>
<td>Youthline</td>
<td>9633 3666</td>
</tr>
<tr>
<td>Sexual Abuse Helpline</td>
<td>9247 0600</td>
</tr>
<tr>
<td>Alcohol and Drug Information Service</td>
<td>9361 8000</td>
</tr>
<tr>
<td>ACCESS</td>
<td>9283 5588</td>
</tr>
<tr>
<td>Sydney City Council</td>
<td>9265 9333 (24 hours, 7 days per week)</td>
</tr>
<tr>
<td>WorkCover NSW</td>
<td>131 050</td>
</tr>
<tr>
<td></td>
<td>9406 3800 (Chatswood)</td>
</tr>
<tr>
<td></td>
<td>(M-F: 8.30 am – 4.30 pm)</td>
</tr>
<tr>
<td>NSW Environment Protection Authority</td>
<td>131 555</td>
</tr>
</tbody>
</table>

## College Staff After Hours Contacts List

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Assistant</td>
<td></td>
</tr>
<tr>
<td>Chair of College Council (Residence)</td>
<td></td>
</tr>
<tr>
<td>Principal (Residence)</td>
<td>96252595</td>
</tr>
<tr>
<td></td>
<td>0450601484</td>
</tr>
<tr>
<td>College Council Member (David Green)</td>
<td>0401 713 308</td>
</tr>
</tbody>
</table>
FIRE DISCOVERED

Main Campus
Fire Alarm activated
Chief Warden (Deputy Principal or Business Manager) checks Fire Indicator Board
Informs Floor Warden of alarm activation in their area
Floor Warden checks their area & informs Chief Warden
Is there a fire?
Yes
Can fire be extinguished?
Yes
Extinguish using appropriate fire extinguisher if safe to do so
No
Chief Warden informs persons on premises
No
EVACUATE

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden
All other staff/visitors
Prepare to evacuate

Timetabler – brings Fire Book
Year Coordinators – bring Absentee Lists

Staff in Class
I am to:
• move any boys/girls out of the room in an orderly fashion, and direct them to the nearest exit
• close the door behind me (but I must leave it UNLOCKED)
• assist any person with a disability unable to use the stairs, into the nearest exit stairwell
• proceed to the Assembly Area

WALK, don’t run
KEEP TO THE LEFT
DON’T USE THE ELEVATOR

Staff All Other Staff
GO TO RECEPTION
(At Reception, you will be allocated a task/responsibility under the Action Card System)

Staff to Assist Persons with a Disability
If a person is unable to use stairs, I am to assist that person into the nearest designated fire exit stairwell
(I then have a responsibility at the Assembly Area to report who this person is and their location)

Assembly Area
Redfern Street
(An alternate Assembly Area is: the back lane. This Area shall only be used at the direction of the Principal)
FIRE DISCOVERED

On discovery of fire, shout “FIRE FIRE FIRE”

Can fire be extinguished?

Yes

Extinguish using appropriate fire extinguisher if safe to do so

No

Floor Warden contacts Reception
Dial 9

EVACUATE

Outside School Hours
Most senior staff member
on site/event supervisor
to act as Chief Warden

Reception contacts Chief Warden
(Deputy Principal or Business Manager)

Assesses situation
(consults with Principal, if available),
and responds appropriately

Re: Main Campus

STAFF IN CLASS

I am to:
- move any boys out of the room in an orderly fashion, and direct them to the nearest exit
- close the door behind me (but I must leave it UNLOCKED)
- assist any person with a disability unable to use the stairs, into the nearest exit stairwell
- proceed to the Assembly Area

WALK, don’t run  KEEP TO THE LEFT  DON’T USE THE ELEVATOR

STAFF ALL OTHER STAFF

Proceed to Assembly Area

STAFF TO ASSIST PERSONS WITH A DISABILITY

If a person is unable to use stairs, I am to assist that person into the nearest designated fire exit stairwell (I then have a responsibility at the Assembly Area to report who this person is and their location)

ASSEMBLY AREA

Redfern Stret

(An alternate Assembly Area is: the back lane. This Area shall only be used at the direction of the Floor Principal)

Year Coordinators – bring Absentee Lists
## FIRE DISCOVERED

### Responsibilities at Assembly Area

| **Principal (Assembly Marshall)** | Overall responsibility  
Keep in contact with General Assistant by mobile phone  
Relay location of any person with a disability that has been placed into a designated exit stairwell to General Assistant  
Authorise return to school only after clearance from Principal |
|-----------------|--------------------------------------------------|
| Alternates:  
1. Senior staff member  
2. General Assistant | |
| **Office Assistant** | Distribute rolls to teachers (or in their absence, Assistant teachers)  
Check rolls when they are returned  
Check absentees against absentee list and late book |
| Alternate:  
Community Liaison Officer | |
| **General Assistant** | Account for all teaching staff and report to Principal |
| Alternate:  
Community Liaison Officer | |
| **Community Liaison Officer** | Account for all volunteer staff and visitors, and report to Principal |
| Alternate:  
Office Assistant | |
| **Office Assistant** | Collect Year rolls from GA  
Return rolls to Office Assistant  
Notify Principal of any absent students |
| Alternate:  
GA | |
| **Teacher who assisted any person with a disability into a designated fire exit stairwell** | Report the person’s location (ie: exit stairwell) to Principal immediately on arrival to Assembly Area |
| **Visitors** | Report to Office Assistant |
| **Assembly Area Control Point** | |
HAZCHEM EMERGENCY

MAJOR INCIDENT

Identify incident type
- Spill
- Fire
- Explosion
- Gas leak

RAISE ALARM

Immediate actions (IF SAFE TO DO SO)
- Evacuate people well away from immediate area
- Close-off/secure area
- Establish HAZARD ZONE

Contacts
- Chief Warden
  (Deputy Principal or Business Manager)

Calls
- Crisis Management Response Team
  (as applicable)
  (* Those available)

Implements
- Critical Incident Plan

Further actions
- Any safe steps deemed necessary to ensure protection of people and property
- Await advice from Emergency Services

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Note:
- Name of substance spilt/leaked
- (If liquid) Date and time of spill
- (If liquid) Place where spill occurred

Contacts
- Emergency Services
  (including EPA, if necessary)
MEDICAL EMERGENCY

(On Premises)

Render assistance

Contact Student Supervisor’s Office

Renders assistance

Seek help (where required)

Contacts Ambulance

Contacts Chief Warden (Deputy Principal or Business Manager) and Parents

First Aid assistant hands person over to Ambulance Officers on arrival

Outside School Hours
Most senior staff member on site/event supervisor to act as contact point/Chief Warden

List of Senior First Aid trained staff on Intranet and at Reception
OTHER MATERIAL EMERGENCY

MINOR INCIDENT

An incident that does not fit the definition of a major incident

Identify incident type

Spill
Gas leak
Power outage
Water leak

Contacts
Chief Warden (Deputy Principal or Business Manager)

Contacting
Property Manager (or Maintenance Supervisor)

Note:
- Name of substance spilt/gas leaked
- (If liquid) Date and time of spill
- (If liquid) Place where spill occurred

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

(Spill)
Prevent further spillage
And contain spill
(Evacuate people if necessary)

(Gas leak)
Turn off gas valve/port
(Evacuate people if necessary)

(Power outage)
Investigate problem

(Water leak)
Turn off water
(Evacuate people if necessary)

Clean up – follow MSDS

Repair
Turn on gas

Repair
Restore power

Contact contractor
SEARCH FOR SUSPECT ITEMS

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Chief Warden (Deputy Principal or Business Manager) gives instruction to search and evacuate building

Staff complete Room Search Card for their room/area prior to evacuation

Is suspect item found?

NO

Complete Card and tape to wall adjacent to doorway

YES

DO NOT TOUCH SUSPECT ITEM

Does anyone own item?

YES

Identified

NO

• Notify Chief Warden of its location
• Complete Card and tape to doorway

EVACUATE

• Follow Chief Warden’s instructions
• Leave doors/windows open
• Take all personal items from room/area on evacuation
• Evacuate to Assembly Area
SUSPECT MAIL BOMB

**DO NOT TOUCH OR TAMPER WITH SUSPECT ITEMS**

Refer to Mail Bomb Recognition Points (below)

Contact CHIEF WARDEN (Deputy Principal or Business Manager) immediately

Assesses situation (consults with Principal, if available), and responds appropriately

**IF EVACUATION**

- **DO NOT PANIC** yourself or others
- **SWITCH OFF** electrical appliances
- **DO NOT** use mobile phones

MAIL MOMB RECOGNITION POINTS

- **E** xcessive securing material
- **X** cessive weight
- **P** rotruding wires or tin foil
- **L** op-sided or unevenly weighted
- **O** ily stains or discolouration
- **S** tiff or rigid envelope
- **I** s package expected?
- **V** isual distractions
- **E** xcessive postage

- **P** roper names and titles not used
- **A** ddress hand written or poorly typed
- **R** estricted markings, eg confidential
- **C** ommon words misspelt
- **E** uropean or foreign mail
- **L** acks address of sender

- Remember a suspect item could have as few as ONE or even NO mail bomb recognition points

- The indicators above are merely to assist with your assessment of a suspect mail item
Cooperate with demands
Listen carefully

Take mental note of personal characteristics, mannerisms and identifying marks

WHEN SAFE TO DO SO, raise alarm

Outside School Hours
Most senior staff member on site/event supervisor to act as Chief Warden

Contacts
Chief Warden
(Deputy Principal or Business Manager)

Assesses situation (consults with Principal, if available), and responds appropriately

Contacts Police and requests assistance, where appropriate