



# **BEELIAR PRIMARY SCHOOL**

## **Emergency and Critical Incident Response Plan**



# Beeliar Primary School

## Emergency and Critical Incident Response Plan: Staff Summary

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**The full Beeliar Primary School Emergency Response Plans are contained in**

- a) The "Emergency and Critical Incident Management Plan"  
Connect Homepage
- b) The "School Bushfire Standalone Plan Beeliar Primary School August 2020-21"

**S:\AdminShared\Teaching Staff\2021\2021 STAFF INFORMATION  
FILE\4. Green - Policies\School Bushfire Stand-alone Plan Beeliar  
Primary School November 2021**



# General Emergency Procedures and Roles

## 1. Emergency Signal and Notification

- a) PA Chime will be sounded twice to alert staff and students of the emergency or Critical incident (in the event of power failure a whistle will be blown around the school)
- b) PA announcement will provide information as to the nature of the Critical Incident or Emergency (A loud hailer will be used in the event of power failure)

Type of Incident	Code to Describe	Likely Response
Aircraft or Vehicle Crash	Code Yellow	TBA
Bomb Threat	Code Purple	Evacuation (A or B)
Chemical Alert	Code Green	TBA
Extreme Weather	Code Blue	TBA
Earthquake	Code Black	Evacuation
Human Threat	Code Orange	Lockdown
Fire (Within School)	Code Red	Evacuation (A, B)
Fire (Bushfire)	Code Red	FESA (Plan C or D) Onsite or offsite Evacuation Refer to Stand Alone Bushfire Plan

C) Staff and students will be notified as to the correct response to the Emergency over the PA or Loud Hailer (please view below for explanation of each):

Evacuation Plan A  
Evacuation Plan B  
Evacuation Plan C  
Evacuation Plan D  
Lockdown (Human Threat)

## D) Block Wardens (and Deputy Block Wardens) 2021

Admin/Staffroom	Jada Shields
ECE	Bev Lake (Deb Smith)
Block 2	Shayna Driscoll (Caron Reid – LDC)
Block 3	Jeanette Hay (Jo Curry)
Block 4	Sarah Gasmier (Tim Mangano)
Block 5/6/7	Cheryl Hancock (Maria Kehleher)
Block 8	Tracey Rick (Julie-Anne Muir)



## Summary of Incident Response

Incident Response	Description/Explanation
<b>Evacuation – <u>Plan A</u></b> <b>(Oval – all staff and Students)</b>	<ol style="list-style-type: none"> <li>1. <b>Blocks 1-9</b> Staff and students move in an orderly manner towards the <b>oval</b></li> <li>2. Block Wardens               <ol style="list-style-type: none"> <li>a) Check gates are unlocked (take 42886 key)</li> <li>b) Check classrooms and toilets are clear</li> <li>c) Move to Evacuation Area</li> </ol> </li> </ol>
<b>Evacuation – <u>Plan B</u></b> <b>(Possum Glade Car Park – all staff and students)</b>	<ol style="list-style-type: none"> <li>1. <b>Blocks 1-9</b> Staff and students move in an orderly manner towards the <b>Possum Glade Carpark</b></li> <li>2. Block Wardens               <ol style="list-style-type: none"> <li>a) Check gates are unlocked (take 42886 key)</li> <li>b) Check classrooms and toilets are clear</li> <li>c) Move to Evacuation Area</li> </ol> </li> </ol>
<b>Evacuation – <u>Plan C</u></b> <b>(Bushfire: Code Red – <u>Onsite Safer Location</u>)</b>	<ol style="list-style-type: none"> <li>1. Under the Instruction of FESA move to a “Safer Location” –</li> <li>2. Remain in “Safer Location” mode until advised otherwise by FESA site co-ordinator</li> <li>3. C1 = Block 4 move to the <b>Library</b></li> <li>4. C2 = Block 1, 2, 3, ECE move to <b>Music and Health Rooms</b></li> </ol>
<b>Evacuation - <u>Plan D</u></b> <b>(Bushfire: Code Red – <u>Offsite Safer Location</u>)</b>	<ol style="list-style-type: none"> <li>1. Under the Instruction of FESA enact school offsite location Evacuation</li> <li>2. Enact Communication Plan (Stand Alone Bushfire Plan)</li> <li>3. Evacuate school site to Off – site Location from PG Carpark</li> <li>4. Evacuate via buses to D1 <b>Yangebup Primary School</b></li> <li>5. Evacuate via buses to D2 <b>South Coogee Primary School</b></li> </ol>
<b>Lockdown – Human Threat</b> <b>(Code Orange)</b>	<ol style="list-style-type: none"> <li>1. Lock all external doors</li> <li>2. Check attendance – inform Block Warden whether there is full attendance</li> <li>3. Deputy 1 to perimeter check ECE</li> <li>4. Deputy 2 to perimeter check Block 1-8</li> <li>5. Direct all visitors to come to the Main Office (unless already indoors)</li> <li>6. Outdoor staff and students return to nearest class/lockable area ASAP</li> <li>7. Block Wardens to phone office to check</li> <li>8. Message 1 – During Class time – siren sounds            “Attention all staff and students and parents – there is a Code Orange. All staff and students are to remain in their classroom and all exterior doors are to be locked while an issue in the school is resolved. School visitors please return to the office. There is no cause for alarm”</li> <li>9. Message 2 – During Break time – siren sounds            “Attention all staff and students there is a Code Orange and all students are to return to their classroom and remain there until further notice. All exterior doors should be locked once students have returned until you are notified otherwise. Please return to classrooms without delay.</li> <li>10. Concluding Message            “Attention all staff – please be aware that the Code Orange has passed and we will return to normal procedures”</li> </ol>

Evacuation/ Lockdown	Signal	Action	Duties/Roles
Evacuation – Plan A, B, D	<ul style="list-style-type: none"> <li>Chime x3</li> <li>On PA School Administration to announce “Evacuation Plan A, B, or D” (refer to Summary of Incident Response) – Please leave your rooms safely and sensibly</li> <li>Notification will come from school Admin when it is safe to return to class</li> </ul>	<ol style="list-style-type: none"> <li>Evacuate buildings in a sensible fashion.</li> <li>Blocks 1-9</li> <li>Classes move sensibly to the <u>oval (Plan A)</u></li> <li>Classes move to Possum Glade Carpark (Plan B and D)</li> </ol> <p><b>Block Wardens (Deputy Wardens) – 2021</b></p> <p>Admin/Staffroom Jada Shields (Ruby Armstrong) ECE Bev Lake (Deb Smith) Block 2 Shayna Driscoll (Caron Reid FLDC) Block 3 Jeanette Hay (Jo Curry) Block 4 Sarah Gasmier (Tim Mangano) Block 5/6/7 Cheryl Hancock (Angie Gaspar/Amy Jacob) Block 8 Tracey Rick (Julie-Anne Muir)</p>	<p><b>Principal (Louise O’Donovan)</b></p> <ul style="list-style-type: none"> <li>Assess situation and decide response</li> <li>Move to Oval (A ), Possum Glade Car Park (B and D) to co-ordinate evacuation</li> </ul> <p><b>Manager of Corporate Services (Cathy Jada Shields)</b></p> <ul style="list-style-type: none"> <li>Print “Emergency Absences Register – for Deputies</li> <li>Send Evacuation Kits (including First Aid) to Evacuation areas</li> <li>Take visitors and sign-out register to evacuation area</li> <li>Co-ordinate remaining office staff to move to evacuation point</li> </ul> <p><b>Deputy Principals (1 and 2)</b></p> <ul style="list-style-type: none"> <li>Move to Oval (A) Possum Glade (B and D) with Blocks 1-9</li> <li>Take Block 1-9 checklist/timetable/phone/first aid Emergency/Epipen - tick classes as they indicate they are all present and accounted for.</li> <li>Liaise Principal to co-ordinate safe return to the classroom</li> </ul> <p><b>Block Wardens (Deputy Wardens if absent)</b></p> <ul style="list-style-type: none"> <li>Ensure own class is accounted for and supervised (send RED pack and class with Buddy)</li> <li>Check toilets, storerooms and classrooms of Block and move to evacuation area</li> </ul> <p><b>Class Teachers and EA’s</b></p> <ul style="list-style-type: none"> <li>Take Evacuation pack (red) and <u>all</u> class members to Evacuation Area</li> <li>If on DOTT meet Specialist teacher and take over at Evacuation area (A, B, C or FESA LD)</li> <li>Check roll and confirm with Deputy 1 or 2 that all are/are not accounted for</li> </ul>
Lockdown - Human Threat	<ul style="list-style-type: none"> <li>Notification over the PA that there is a <b>Code Orange</b></li> <li>“ All staff and students to return to classes immediately – visitors please report to the office”</li> </ul>	<ul style="list-style-type: none"> <li>All external doors to classroom to be locked once students and staff are indoors</li> <li>Visitors asked to move to School Admin.</li> <li>Traffic into the school closely monitored if safe to do so</li> </ul>	<p><b>Principal/Deputies</b></p> <ul style="list-style-type: none"> <li>Assess situation and decide response to start of finish lockdown – announce start and finish on PA</li> <li>Liaise with authorities regarding the nature of the issue</li> <li>Monitor traffic into the school and communicate with Block wardens</li> <li>Deputy 1 and 2 Perimeter/grounds check</li> </ul> <p><b>Teachers/EA’s</b></p> <ul style="list-style-type: none"> <li>Remain with class and ensure all students are accounted for</li> <li>Record the names of all students in the classroom</li> <li>Inform office of any attendance irregularities by phone</li> <li>Follow instructions given by the School Admin or response co-ordinator over the PA</li> </ul>
Bushfire (Plan C) Invacuation	See Bushfire Plan	Invacuation to Safer Location Blocks ECE and 1 – 3 Music Room Block 4 - Library	<p><b>Principal/Deputies</b></p> <ul style="list-style-type: none"> <li>Determine level of risk in consultation with FESA/warning level</li> <li>Announce Plan C – Deputy 1 (Library Yr 4-6) Deputy 2 (Music/Health Rooms ECE – PP-3)</li> <li>Ensure class lists/medical packs and First Aid Equipment are taken to Invacuation Areas</li> </ul> <p><b>Block Wardens</b></p> <ul style="list-style-type: none"> <li>Ensure own class is accounted for and supervised (send RED pack and class with Buddy)</li> <li>Check toilets, storerooms and classrooms of Block and move to invacuation area with class</li> </ul> <p><b>Teachers/EA’s</b></p> <ul style="list-style-type: none"> <li>Remain with class and ensure all students are accounted for</li> <li>Record the names of all students in the classroom</li> <li>Inform office of any attendance irregularities by phone</li> <li>Follow instructions given by the School Admin or response co-ordinator over the PA</li> </ul>

Incident Response/Scenario	PA Message/Announcements
<p><b>Evacuation – <u>Plan A</u></b>  <b>(Oval – all staff and Students)</b></p> <ul style="list-style-type: none"> <li>- Onsite issue or incident = evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Sound siren using PA followed by Chime</li> <li>• PA Announcement</li> </ul> <p>“Attention staff, students and visitors, we have a Code _____ (colour) situation that requires that we evacuate all buildings according to <u>Plan A</u>. All staff, students and visitors should make their way to the <u>school oval</u> in an orderly fashion. Teachers please take your evacuation packs and check the attendance of all students upon arrival at the oval – Block Wardens please ensure Blocks are cleared and external doors are locked”</p>
<p><b>Evacuation – <u>Plan B</u></b>  <b>(Possum Glade Car Park – all staff and students)</b></p> <ul style="list-style-type: none"> <li>- Onsite issue or incident = evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Sound siren using PA followed by Chime</li> <li>• PA Announcement</li> </ul> <p>“Attention staff, students and visitors, we have a Code _____ (colour) situation that requires that we evacuate all buildings according to <u>Plan B</u>. All staff, students and visitors should make their way to the <u>Possum Glade Car Park</u> in an orderly fashion. Teachers please take your evacuation packs and check the attendance of all students upon arrival at the Possum Glade Carpark – Block Wardens please ensure Blocks are cleared and external doors are locked”</p>
<p><b>Evacuation – <u>Plan C</u></b>  <b>(Bushfire: Code Red – <u>Onsite Safer Location</u>)</b></p>	<ul style="list-style-type: none"> <li>• Sound siren using PA followed by Chime</li> <li>• PA Announcement</li> </ul> <p>“Attention staff, students and visitors, we have a Code Red situation that requires that we move to a Safer Location within the School – as according to <u>Plan C</u>. Block 4 classes and should make their way to the <u>library</u> – all other classes should move in an orderly fashion to the <u>Music Room</u>. Teachers please take your evacuation packs and check the attendance of all students upon arrival at your area – Block Wardens please ensure Blocks are cleared, and external doors are locked”</p>
<p><b>Evacuation - <u>Plan D</u></b>  <b>(Bushfire: Code Red – <u>Offsite Safer Location</u>)</b></p>	<ul style="list-style-type: none"> <li>• Sound siren using PA followed by Chime</li> <li>• PA Announcement</li> </ul> <p>“Attention staff, students and visitors, we have a Code Red situation that requires that we Evacuate the school – as according to <u>Plan D</u>. Teachers should direct students, visitors to the <u>Possum Glade Carpark</u>. Please take your evacuation packs and check the attendance of all students upon arrival at the oval – Block Wardens please ensure Blocks are cleared and external doors are locked”</p>
<p><b>Lockdown – Human Threat</b>  <b>(Code Orange)</b></p>	<ul style="list-style-type: none"> <li>• Sound siren using PA followed by Chime</li> <li>• PA Announcement</li> </ul> <p>“Attention all staff and students and parents – there is a Code Orange. All staff and students are to remain in their classroom and all exterior doors are to be locked while an issue in the school is resolved. School visitors please return to the office. There is no cause for alarm”</p> <ul style="list-style-type: none"> <li>• Message 2 – During Break time – siren sounds</li> </ul> <p>“Attention all staff and students there is a Code Orange and all students are to return to their classroom and remain there until further notice. All exterior doors should be locked once students have returned until you are notified otherwise. Please return to classrooms without delay.</p> <ul style="list-style-type: none"> <li>• Concluding Message</li> </ul> <p>“Attention all staff – please be aware that the Code Orange has passed and we will return to normal procedures”</p>

## Evacuation Summary Administration Staff

Plan A (Oval)	Plan B (Possum Glade Car park)	Plan C (Invacuation – Bushfire)	Plan D (Evacuation – Bushfire)
<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Determine level of risk and activate Building Evacuation Plan B</li> <li>• Inform DOE of decision(s)</li> <li>• Follow Critical Incident Management Plan (A E I O U)</li> <li>• Communicate school officer to inform parents and community – appropriate to the situation</li> <li>• Evacuate to oval</li> </ul>	<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Determine level of risk and activate Building Evacuation Plan B</li> <li>• Inform DOE of decision(s)</li> <li>• Follow Critical Incident Management Plan (A E I O U)</li> <li>• Communicate school officer to inform parents and community – appropriate to the situation</li> <li>• Evacuate to oval</li> </ul>	<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Determine level of risk and activate Invacuation Plan C</li> <li>• Inform DOE of decision(s)</li> <li>• Follow Standalone Bushfire Plan – telephone tree</li> <li>• Communicate with school officer to inform parents and community – appropriate to the situation</li> <li>• Evacuate to Music Room</li> </ul>	<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Determine level of risk under direction of FESA</li> <li>• Inform DOE of decision(s)</li> <li>• Follow Standalone Bushfire Plan – telephone tree</li> <li>• Communicate with school officer to inform parents and community – appropriate to the situation</li> <li>• Evacuate to D1 or D2</li> </ul>
<p><b>Deputy Principal (Dan)</b></p> <ul style="list-style-type: none"> <li>• Liaise with Emergency Services regarding ongoing risk</li> <li>• Assess ongoing risk/contact service providers</li> <li>• Take first aid equipment to Evacuation Area</li> <li>• Advise when safe to return to classes</li> </ul>	<p><b>Deputy Principal (Dan)</b></p> <ul style="list-style-type: none"> <li>• Liaise with Emergency Services regarding ongoing risk</li> <li>• Assess ongoing risk/contact service providers</li> <li>• Take first aid equipment to Evacuation Area</li> <li>• Advise when safe to return to classes</li> </ul>	<p><b>Deputy Principal (Dan)</b></p> <ul style="list-style-type: none"> <li>• Liaise with FESA regarding ongoing risk – monitor radio/website</li> <li>• Take first aid equipment to Music Room</li> <li>• Take Block 1,2,3 Evacuation Box</li> <li>• Complete class checklist</li> <li>• Advise when safe to return to classes (on advice from FESA)</li> </ul>	<p><b>Deputy Principal (Dan)</b></p> <ul style="list-style-type: none"> <li>• Liaise with FESA and Principal regarding ongoing risk</li> <li>• Contact Evacuation site to advise of arrival</li> <li>• Contact Bus company(s) - order</li> <li>• Take first aid equipment toward Evacuation zone (D1 or D2)</li> </ul>
<p><b>Deputy Principal (Karen)</b></p> <ul style="list-style-type: none"> <li>• Collect evacuation box and take to oval (class lists)</li> <li>• Collate classes that are fully accounted for</li> </ul>	<p><b>Deputy Principal (Karen)</b></p> <ul style="list-style-type: none"> <li>• Collect evacuation boxes and take to Possum Glade Car Park (class lists)</li> <li>• Collate classes that are fully accounted for</li> </ul>	<p><b>Deputy Principal (Karen)</b></p> <ul style="list-style-type: none"> <li>• Collect evacuation box (Block 4 and take to library (class lists)</li> <li>• Collate classes that are fully accounted for.</li> <li>• Liaise with other Deputy to determine return time</li> </ul>	<p><b>Deputy Principal (Karen)</b></p> <ul style="list-style-type: none"> <li>• Collect evacuation box (Block ECE, 2, 3 and take to Departure area Possum Glade (class lists)</li> <li>• Collate classes that are fully accounted for at Departure area</li> </ul>
<p><b>MCS and School Officer(s)</b></p> <ul style="list-style-type: none"> <li>• Print absence list (if possible)</li> <li>• Collect visitors register and staff sign out file</li> <li>• MCS check buildings and lock</li> <li>• All evacuate to oval</li> </ul>	<p><b>MCS and School Officer(s)</b></p> <ul style="list-style-type: none"> <li>• Print absence list (if possible)</li> <li>• Collect visitors register and staff sign out file</li> <li>• MCS check buildings and lock</li> <li>• All evacuate to Possum glade Car Park</li> </ul>	<p><b>MCS and School Officer(s)</b></p> <ul style="list-style-type: none"> <li>• Print absence list (if possible)</li> <li>• Collect visitors register and staff sign out file</li> <li>• MCS check buildings and lock</li> <li>• All evacuate to Music Room</li> </ul>	<p><b>MCS and School Officer(s)</b></p> <ul style="list-style-type: none"> <li>• Print absence list (if possible)</li> <li>• Collect visitors register and staff sign out file</li> <li>• MCS check buildings and lock</li> <li>• All evacuate to Music Room</li> </ul>