

School Emergency Plan for [INSERT YOUR SCHOOL'S NAME HERE]

[INSERT YOUR SCHOOL'S LOGO HERE]

Document title	School Emergency Plan for [INSERT YOUR SCHOOL'S NAME HERE]
Principal	[To be added on completion]
Approved by	[To be added on completion]
Date approved	[To be added on completion]
Document review	Annually by 30 October
TRM number	[To be added on completion]

Version	Date	Author	Changes made
1.0	[To be added on completion]	<Firstname Lastname>	First Version

[DELETE BEFORE SUBMITTING]

INSTRUCTIONS FOR COMPLETING THIS TEMPLATE

1. The purpose of this Department of Education Template is to assist schools with developing their School Emergency Plan and provide a basis for schools responding to a range of events. This template is part of the Department of Education's *Emergency Management Framework* and completion of this document forms part of the Department of Education's legal duty to provide a safe workplace and to adhere to the Department of Education's duty of care to staff, students and other relevant stakeholders.
2. Once completed, there is no red text in a School Emergency Plan. All sections and instructions within this template containing **red text** must be completed by the School Principal prior to submission. Where **red text** prompts the input of information, all information entered should be changed to **black text** prior to submission.
3. School Principals must attach information relevant to the School Emergency Plan even if not suggested or included in this template.
4. Prior to submitting the completed School Emergency Plan, School Principals must also complete and endorse the School Emergency Plan Pre-Submission Checklist as a separate document.
5. All School Emergency Plans and Pre-Submission Checklists must be completed, endorsed and emailed to tbaemailaddress@education.nt.gov.au by 4:00pm on **30 October** each year.
6. For assistance or advice in completing the School Emergency Plan please contact **[TBA]**.

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1. Part 1: Introduction

1.1. DoE Emergency Management Framework

The purpose of the Department of Education *Emergency Management Framework* is to provide guidance to prevention, preparedness, response and recovery before, during and after emergencies and critical incidents. The safety of staff, students and stakeholders is paramount to the Department of Education.

The Department of Education *Emergency Management Framework* represents planning at the Departmental level. This *School Emergency Management Plan* represents planning at the school level.

1.1. Purpose of the School Emergency Management Plan

The purpose of the School Emergency Management Plan is to reduce the likelihood of emergencies and critical incidents from occurring, minimise the impact of these situations on the wellbeing of students, staff and the operation of the school and provide guidance for schools required to respond to a range of emergencies and critical incidents. It is essential for schools to ensure they have:

- Prevention and risk mitigation programs for emergencies and critical incidents
- Responds and recovery plans to deal with ongoing identified potential risk
- Clear responsibilities for controlling and coordinating emergency management
- Cooperation between emergency services and other services that may be critical during an emergency event or critical incident
- Efficient and coordinated approaches to the use of resources
- Arrangements in place to help the school community recover from an emergency or critical incident

1.2. Scope & Contents of the School Emergency Management Plan

This School Emergency Management Plan applies to all staff, students, visitors, contractors and volunteers at the school. It considers all hazards which may impact the school.

The information contained in this School Emergency Management Plan must be:

- Based on the individual needs of the school
- Regularly reviewed to ensure that the content is timely and accurate
- Accompanied by training for staff and students to ensure a thorough understanding of the School Emergency Management Plan
- Encompass strategies to ensure that students and staff with disabilities or requiring assistance during an emergency or critical incident are clearly identified
- Specific about the allocation of responsibilities during an emergency to people with the relevant skills and training

School Emergency Management Plans are not intended to conflict with the legal obligations of schools and other workplaces such as those imposed under the *Work Health and Safety (National Uniform Legislation) Act 2011* or standard duty of care responsibilities for school staff, students, contractors, volunteers and visitors. Implementation of operational plans does not absolve schools, workplace or individuals from complying with existing legal obligations.

1.3. Requirements of School Principals

The Department of Education's Quality School Systems and Support (QSSS) business unit is responsible for approving School Emergency Management Plans and assisting schools affected by emergencies and critical incidents with advice and support. All School Principals will:

- Develop and implement this School Emergency Management Plan including contingency plans to manage disruptions to school operations
- Ensure that the development of this School Emergency Management Plan is based on risk management and current Work, Health and Safety requirements
- Ensure that consultation has occurred with local Police, Fire or Emergency Services during development of this School Emergency Plan
- Ensure that staff, students and the school community are aware of the School Emergency Management Plan and are appropriately trained
- Provide leadership during an emergency or critical incident occurring and ensure the ongoing wellbeing of students and staff during and following an emergency or critical incident

School Principals must complete the Principal's Checklist for submission with this School Emergency Management Plan for approval.

1.4. Key Definitions

The Department of Education's *Emergency Management Framework* recognises the broad range of incidents which may occur and impact students, staff and school operations. It also recognises the need to scale incident responses according to the nature and gravity of the incident. The following definitions apply to this plan:

- An **incident** is an event that results in or is likely to result in injury/illness, for example dangerous occurrences and bullying and harassment. It includes a 'near miss'.
- A **critical incident** is a crisis event that causes severe impact, such as significant disruption to the school routine, an emergency management situation, loss of sense of control, or threat to the safety of students and staff. It may be sudden or protracted, extremely dangerous, involve police or emergency services personnel, and generally be outside the normal range of experience or expectation of the people affected.

2. Part 2: Prevention

Prevention refers to measures aimed at identifying risks and eliminating or reducing the incidences or severity of emergencies and critical incidents.

2.1. School Profile

School Information					
School Name					
Address					
Telephone		Facsimile			
Email		Website			
Hours of Operation		Classes Start		Classes Finish	
Student and Staff Information					
Student Population					
Staff Numbers					
Proportion of Student Disability/Special Education Needs (%)					
After Hours Emergency Contact	Name		Telephone		
Essential Service on Premises					
	Location of Shut Off	Service Provider		Shut Off Instructions	
Gas (Mains/Bottled)					
Water					
Electricity					
Solar					
Sprinkler System (Type)					
Cooling/Heating System					
Boiler Room (Location)					
Other					
Alarms Tones					
Fire		Lock-down			
Evacuation		Other			
Alert		Other			

2.1. Campus and Map & Diagram

<Insert school site plan. School site plans can be sourced on the BAMS system at <http://ntgcentral.nt.gov.au/online-systems/bams> or by emailing infrastructure.det@nt.gov.au Site plans should be marked to identify emergency exits, access roads, water, gas and electricity supply points and the location of fire extinguishers, hose reels, fire hydrants, alarm panels and evacuation exists>

2.2. Risk Assessment

To prepare for and respond to emergencies and critical incidents it is essential for schools to identify and understand the potential hazards that may impact the school community and school operations. A comprehensive site-specific risk assessment and corresponding response procedures are essential components of the School Emergency Management Plan.

The Department of Education is committed to the management of risk as an integral part of its culture and operations. The Department of Education's *Risk Management Framework* sets a common approach for all staff to manage and report risk in a structured and consistent manner, as well as to develop a culture of positive risk management.

The risk assessment component of this School Emergency Management Plan recognises that schools may experience a range of emergencies and critical incidents and that some schools are more prone to certain emergencies or critical incidents, such as schools located in cyclone, flood or bushfire prone locations.

The purpose of this risk assessment is to ensure that schools identify, assess, treat or mitigate and monitor the incident risks relevant to their school. The standard NT Department of Education Risk Rating Matrix should be used to determine the various risks relevant to this School Emergency Management Plan.

2.2.1. Risk Rating Matrix

Risk Rating Matrix

				Consequence					
				Insignificant	Minor	Moderate	Major	Catastrophic	
Probability		Historical		1	2	3	4	5	
Likelihood	Annually or within one year	Expected to occur in most circumstances	5	Almost Certain	5	10	15	20	25
	Within 3 years	Will probably occur	4	Likely	4	8	12	16	20
	Within 10 years	Might occur at some time in the future	3	Unlikely	3	6	9	12	15
	Within 30 years	Occurrence very doubtful	2	Highly Unlikely	2	4	6	8	10
	Once in 100 years event	Occurrence only in exceptional circumstances	1	Rare	1	2	3	4	5

2.2.2. Consequence Descriptions

Descriptions	Impact	Examples
Insignificant	No damage, distress or impact on school operations	Unauthorised person or vehicle on site
Minor	No impact on school operations, small financial impact	Water leak causing flooding in school garden
Moderate	Interruption to school operations, replacement of equipment required, significant financial impact	Fire in science classroom requiring evacuation of classroom and surrounding area and resulting in loss of classroom
Major	Additional budget required, major repairs needed, significant disruption due to closure of some facilities	Severe weather, storms and flooding causing property damage
Catastrophic	School closure, major capital recovery expenditure	Bushfire crossing school boundaries and destroying school infrastructure and causing injury

2.2.3. Level of Risk Descriptions

Descriptions	Score	
High	16-25	
Medium	6-15	
Low	1-5	

The Risk Assessment contained in Appendix 6.1 must be completed by Principals. The Department of Education *Risk Management Framework* may be used as an additional reference. Where risks have been assessed as being medium or high, risk mitigation options should be considered.

<The purpose of this analysis is to determine the level of risk associated with identified incident risks at the school. The risk assessment table in Appendix 6.1 is to be completed as part of the development of the School Emergency Management Plan. The 'likelihood' and 'consequence' are determined and multiplied together to ascertain the 'level of risk' which is then classified as High, Medium or Low.>

2.3. Summary of Hazards/Potential Incidents

Based on the Risk Assessment completed in Appendix 6.1 the School has identified its key hazards as follows.

Hazard/Potential Incident	Low Risk	Medium Risk	High Risk
Act of Violence and Aggression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bomb/Substance Threat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire or Grassfire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyclone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthquake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials Incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loss of Essential Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Medical Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Missing Staff or Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pandemics and Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian Accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Bus/Vehicle Accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Weather and Storms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide of Staff or Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<Insert any other hazards identified in the risk assessment>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<Insert any other hazards identified in the risk assessment>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<Insert any other hazards identified in the risk assessment>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.4. On-Site Emergency Contacts

On-Site Emergency Contacts			
School			
Principal	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Assistant Principal	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Business Manager	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Other 1	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Other 2	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Other 3	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Other 4	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Other 5	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Department of Education			
Director/Manager QSSS	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
General Manager QSSS	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Executive Director School Improvement & Leadership	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]
Deputy Chief Executive Officer	[INSERT NAME]	Phone:	[INSERT SCHOOL HOURS PHONE]
		Mobile:	[INSERT MOBILE PHONE]

2.5. Off-Site Emergency Contacts

Off-Site Emergency Contacts			
Emergency Police, Fire and Emergency Services	DIAL 000		
Police Assistance	DIAL 131444		
Fire Assistance	DIAL 8999 3473		
Emergency Services	DIAL 132 500		
Local Police	[INSERT NAME]	Phone:	[INSERT BUSINESS HOURS PHONE]
Local Fire	[INSERT NAME]	Phone:	[INSERT BUSINESS HOURS PHONE]
Local Hospital Emergency	[INSERT NAME]	Phone:	[INSERT BUSINESS HOURS PHONE]
Local Medical Clinic	[INSERT NAME]	Phone:	[INSERT BUSINESS HOURS PHONE]
School Bus	[INSERT NAME]	Phone:	[INSERT BUSINESS HOURS PHONE]

2.1. Other Relevant Policies, Procedures and Plans

The School will rely upon the following School and/or Department of Education policies, procedures and plans in addition to this School Emergency Management Plan:

- Department of Education *Emergency Management Framework*
- Department of Education *Risk Management Framework*
- Critical Incident Response Guidelines¹
- Emergency Management – School Preparedness Policy²
- Emergency Management Plans for Schools Guidelines³
- Emergency Management – Public Shelter Responsibilities⁴
- Temporary School Closures Guidelines⁵
- *<Insert any other relevant policies, procedures and plans>*

3. Part 3: Preparedness

¹ https://education.nt.gov.au/data/assets/pdf_file/0011/479729/critical-incident-response-guidelines.pdf

² https://education.nt.gov.au/data/assets/pdf_file/0011/257924/EMERGENCY-MANAGEMENT- SCHOOL- PREPAREDNESS POLICY.pdf

³ https://education.nt.gov.au/data/assets/pdf_file/0008/257921/emergency-management-plans-for-schools-guidelines.pdf

⁴ https://education.nt.gov.au/data/assets/pdf_file/0010/257923/EMERGENCY-MANAGEMENT- -PUBLIC-SHELTER-POLICY.pdf

⁵ https://education.nt.gov.au/data/assets/pdf_file/0007/257929/EMERGENCY-MANAGEMENT TEMPORARY- SCHOOL-CLOSURES GUIDELINES.pdf

Preparedness refers to measures aimed at ensuring that communities are capable of coping with the effect of emergencies and critical incidents.

3.1. School Preparation Activities

Action	Date/Frequency of Completion	Action Officer
Ensure staff members understand the policies and procedures relating to emergency management.	[INSERT]	[INSERT]
Ensure staff are aware of standard response to natural disasters, emergencies and critical incidents that are outlined in this School Emergency Management Plan.	[INSERT]	[INSERT]
Ensure that this School Emergency Management Plan and all associated supporting documents are stored in a location that is readily accessible by staff during an emergency or critical incident.	[INSERT]	[INSERT]
Ensure frequent rehearsals and regular testing of all emergency management/evacuation procedures and, in regard to preschools, ensure that these rehearsals are documented.	[INSERT]	[INSERT]
Ensure emergency equipment throughout the school and alarms are tested.	[INSERT]	[INSERT]
Ensure emergency and evacuation floor plans and instructions are displayed in prominent positions across the school. In regard to regulated preschools, this Plan must be displayed near each identified exit at the preschool premises.	[INSERT]	[INSERT]
Ensure the School Emergency Management Plan is developed in line with the Departmental policy and guidelines.	[INSERT]	[INSERT]
Identify and engage with local services, support agencies and organisations who can provide assistance or support during or following an emergency event occurring.	[INSERT]	[INSERT]
Develop and ensure that students and staff welfare is monitored and maintained through appropriate debriefing and access to support after an emergency or critical incident has occurred.	[INSERT]	[INSERT]

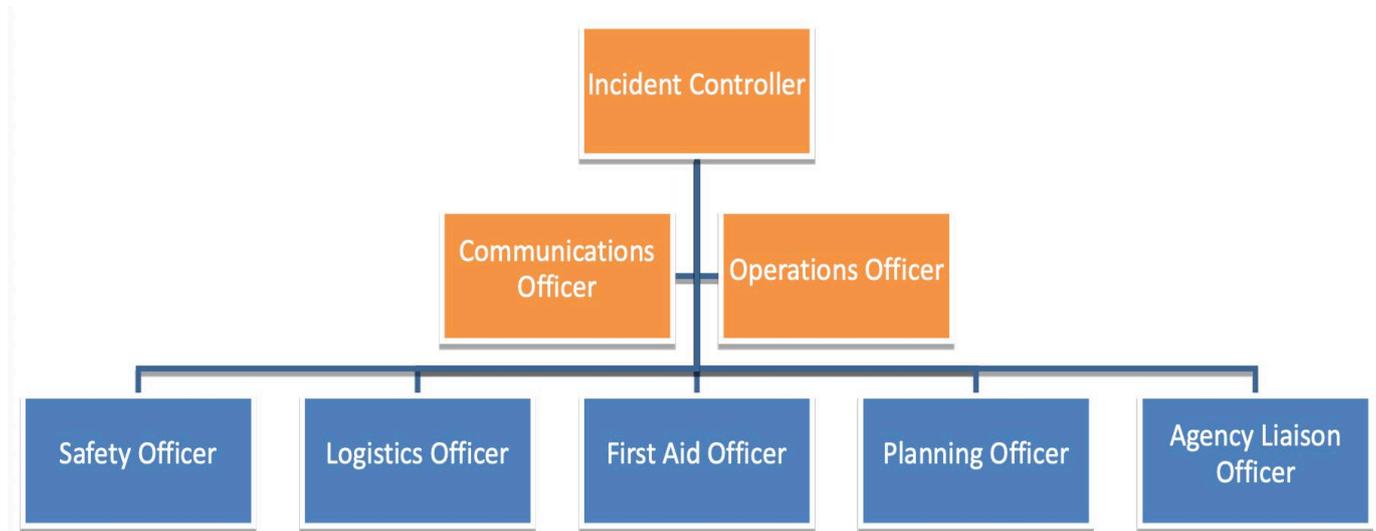
3.2. Incident Management Team

This School Emergency Management Plan recognises that all schools in the Northern Territory differ from geographic location, number of staff and students, variety of infrastructure and exposure to a range of hazards.

In responding to an emergency or critical incident a Principal may elect to create an Incident Management Team (IMT). In the case of smaller schools an Incident Management Team may consist of as few as three staff members.

3.2.1. Incident Management Team: Structure

The following section has been provided as an **example** of an Incident Management Team and includes the minimum mandatory roles of an Incident Controller, Communications Officer and Operations Officer (in orange).



3.2.2. Incident Management Team: Responsibilities

Regardless of the size of a school's Incident Management Team it is essential that each member of the team is aware of their role and responsibilities during and after an incident or critical incident response. The following table provides a summary of each.

Roles	Responsibilities	
	During Response	During Recovery
Incident Controller (IC)	Provide leadership, direct and coordinate resources to resolve response	Collate information from members of the IMT, facilitate post-response debrief and follow-up actions
Operations Officer (OO)	Oversee the implementation of action plans, manage supervise and monitor ongoing operations	Liaise with members of the IMT to assess damaged assets and restore facilities and services
Communications Officer (CO)	Manage and monitor all communications with internal and external stakeholders	Liaise with members of the IMT and issue communiques to staff, students, parents and the school community
Safety Officer (SO)	Work with members of the IMT to ensure the work health and safety of staff, students, contractors and visitors during the response	Liaise with members of the IMT to review safety of the site and its facilities and make recommendations to mitigate remaining risks
Logistics Officer (LO)	Manage logistical requirements including equipment, services and labour to facilitate the operation	Liaise with members of the IMT to review the status of emergency equipment and services and make recommendations to reinstate them
First Aid Officer (FAO)	Administer first aid to occupants and document illnesses and injuries requiring treatment	Liaise with members of the IMT and review the status of first aid equipment and supplies and make recommendations to reinstate them
Planning Officer (PO)	Collect and evaluate information related to the response and resources and formulate strategies to assist the Incident Controller	Liaise with the Incident Controller and Operations Officer to review risks identified during the response and make recommendations to enhance the School Emergency Management Plan
Agency Liaison Officer (ALO)	Assist the Communications Officer liaise with internal and external agencies	Assist the Communications Officer liaise with members of the Incident Management Team and issue communiques

3.2.3. Incident Management Team: Contact Details

Staff nominees (including back-up personnel) should be identified in advance of an incident or Critical Incident occurring.

IMT Role		Primary Contact		Back-Up Contact	
Incident Controller	Name			Name	
	Phone/Mobile			Phone/Mobile	
Operations tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	
Communications tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	
Safety tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	
Logistics tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	
First Aid tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	
Planning tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	
Agency liaison tasks will be performed by:	Name			Name	
	Phone/Mobile			Phone/Mobile	

4. Part 4: Response

Response refers to measures taken during and immediately after emergencies and critical incidents to minimise the effects and ensure that appropriate responses are initiated.

The following fields contain generic guidance and should be accepted or customised to suit the School subject to this School Emergency Management Plan prior to submission. The information is provided as a quick-reference-guide. **Schools must follow their own specific procedures or plans for these items if they exist.**

4.1. Emergency Response (Universal)

4.1.1. On-Site Evacuation Procedure

The school buildings will be evacuated to a designated area if it is unsafe for students, staff and visitors to remain inside the school buildings. The procedure for an on-site evacuation is as follows:

On-Site Evacuation	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none">• Call Triple Zero (000) for emergency services and advise them of the nature of the emergency• Report the emergency immediately to the Incident Controller who will convene the IMT if necessary• Report to the QSSS• If the decision to evacuate is made, evacuate staff, students and visitors out of the building to your school oval if this is the evacuation option.• Take the student's attendance list, staff roster and your Emergency Kit.• Once at assembly area, check all students, staff and visitors are accounted for.• Wait for emergency services to arrive or provide further information.

4.1.2. Off-Site Evacuation Procedure

The school will be evacuated to an alternative site if it is unsafe for students, staff and visitors to remain on the school property. The procedure for an off-site evacuation is as follows:

Off-Site Evacuation	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none">• Call Triple Zero (000) for emergency services and advise them of the nature of the emergency• Report the emergency immediately to the Incident Controller who will convene the IMT if necessary• Report to the QSSS• • If the decision to evacuate is made, evacuate staff, students and visitors out

	<ul style="list-style-type: none"> • of the building to your school oval if this is the evacuation option. • If the decision to evacuate is made, determine which off-site assembly point you will evacuate staff, students and visitors to. • Evacuate staff, students and visitors in the first instance to the school oval then to the off-site assembly point • Once at assembly point, check all students, staff and visitors are accounted for. • Wait for emergency services to arrive or provide further information.
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4.1.3. Lock-Down Procedure

Students, staff and visitors will be locked inside the school buildings if it is determined that students, staff and visitors should be secured inside the school buildings for their own safety. The procedure for a lock-down is as follows:

Lock-Down Procedure	Action/Consideration
	<p style="color: red; text-align: center;"><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none"> • Incident Controller activates the Incident Management Team • Announce the lockdown and provide instructions to staff (eg. To close doors and windows, sit below window level or move into corridors) • Call Triple Zero (000) for emergency services and advise them of the nature of the emergency • Check that all external doors are locked. • If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out. • Advise the QSSS. • Divert parents and returning groups from the school. • 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 possible, have a delegated 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. • Record some details of actions undertaken and times. • Await de-activation advice from emergency services personnel (if appropriate). • De-activate lockdown using predetermined de-activation signal. <p>Actions after lockdown</p> <ul style="list-style-type: none"> • Confirm with Emergency Service personnel that it is safe to de-activate lockdown. • Determine whether to activate the parent re-unification process.

	<ul style="list-style-type: none"> • Determine if there is any specific information staff, students 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 children to take home. • Advise the QSSS that the lockdown is over. • Follow up with any students, staff or visitors who need support. Ensure all that staff are made aware of Employee Assistance Program contact details. • Prepare and maintain records and documentation. • Undertake operational debrief to review the lockdown and procedural changes that may be required.
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4.1.4. Lock-Out Procedure

Students, staff and visitors will be locked out of the school buildings if it is determined that students, staff and visitors should be secured outside the school buildings for their own safety. The procedure for a lock-out is as follows:

Lock-Out Procedure	Action/Consideration
	<p style="color: red; text-align: center;"><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none"> • Incident Controller activates Incident Management Team. • Announce lockout with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"> o lock doors to prevent entry o check the premises for anyone left inside. o obtain Emergency Kit • Contact emergency services. • Go to the designated assembly area. • Check that students, staff and visitors are all accounted for. <p style="text-align: center;">Actions after lockout</p> <ul style="list-style-type: none"> • Determine whether to activate the parent re-unification process. • Determine if there is any specific information staff, students 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 children to take home. • Advise the QSSS that the lockout is over. • Follow up with any students, staff or visitors who need support. Ensure all personnel are made aware of Employee Assistance Program contact details.

	<ul style="list-style-type: none"> • Prepare and maintain records and documentation. • Undertake operational debrief to review the lockout and procedural changes that may be required.
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4.1.5. Shelter-in-Place Procedure

Students, staff and visitors will shelter-in-place inside a designated building(s) when the school and/or emergency services determine that the safest course of action is to keep students, staff and visitors inside a designated building(s) until the external event is handled. The procedure for shelter-in-place is as follows:

Shelter-in-Place Procedure	Action/Consideration
	<p style="color: red; text-align: center;"><Replace all or insert any additional steps relevant to your school></p> <p>If a shelter-in-place action is determined:</p> <ul style="list-style-type: none"> • Incident Controller activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area. • Obtain emergency kit. • Notify parents if the shelter-in-place is going to extend beyond the school day. • Notify the QSSS.

4.2. Emergency Response (Critical Incidents)

A Critical Incident means an event that creates significant danger, risk or the likelihood of traumatic effects and creates a situation where students, staff and the school community experience trauma, feel unsafe, vulnerable and/or under stress. Critical Incidents may include, but are not limited to:

- The death/injury of a student, staff member and/or member of the school community.
- The serious assault of a student, staff member and/or member of the school community.
- The suicide of a student, staff member and/or member of the school community.

An Incident Management Team (IMT) may be formed to manage the School's response to a Critical Incident. The relevant guidelines for school's responding to Critical Incidents are the *Critical Incident Response Guidelines* (EDOC2017/65453).

Critical Incident	Action/Consideration
	<p>When a Critical Incident occurs:</p> <ul style="list-style-type: none"> • The school Principal will ensure the immediate safety of students, staff, contractors and visitors at the school

	<ul style="list-style-type: none"> • When practicable, the Principal will inform the Regional Director (or other senior Departmental staff member if the Regional Director is unavailable) • When practicable, the Regional Director must advise the Executive Director about the Critical Incident • The Regional Director will allocate appropriate regional staff, for example school Counsellors to provide support for the Critical Incident <p>Actions During a Critical Incident:</p> <ul style="list-style-type: none"> • Throughout the Critical Incident communications must be managed between the Regional Director, Corporate Communications and the Principal. External agencies such as Northern Territory Police, Fire and Emergency Services may need to be involved, and a newsflash must be produced within four hours of a Critical Incident stabilising • The Principal and Regional Director must monitor support provided to students and school staff during the Critical Incident. The Regional Director will request additional support from the Executive Director if required <p>Actions After a Critical Incident:</p> <ul style="list-style-type: none"> • The principal should hold a debriefing session with the school staff after a Critical Incident, accessing support from the Regional Director and/or general staff as required. This debriefing should ideally occur within 24-72 hours after a Critical Incident • The option for wellbeing support for students, school and regional staff must be communicated widely following a Critical Incident. At the student level, this may involve letters to parents, a newsletter comment or information prepared by regional counsellors • The Principal must monitor students and school staff in the weeks following a Critical Incident for signs of distress or trauma noting that not all reactions to trauma will be the same • The Regional Director will check in with the Principal following a Critical Incident and a school's debriefing session. This may be an ongoing commitment
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4.3. Emergency Response (Specific Emergencies)

The following fields contain generic guidance and should be accepted or customised to suit the School subject to this School Emergency Management Plan. The information is provided as a quick-reference-guide. **Schools must follow their own specific procedures or plans for these items if they exist.**

4.3.1. Act of Violence and Aggression

Act of Violence and Aggression	Action/Consideration
	<p data-bbox="483 264 1353 297" style="color: red;"><Replace all or insert any additional steps relevant to your school></p> <ul data-bbox="483 342 1468 705" style="list-style-type: none"> • Call Triple Zero (000) for emergency services and seek and follow advice • Report the emergency immediately to the Incident Controller who will convene the IMT if necessary • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so. • Notify the QSSS.

4.3.2. Bomb/Substance Threat

Bomb/Substance Threat	Action/Consideration
	<p data-bbox="483 931 1353 965" style="color: red;"><Replace all or insert any additional steps relevant to your school></p> <ul data-bbox="483 1010 1468 1435" style="list-style-type: none"> • Call Triple Zero (000) for emergency services and seek and follow advice • Report the threat to the QSSS • Do not touch any suspicious objects found • If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered: <ul data-bbox="579 1211 1468 1391" style="list-style-type: none"> ○ If appropriate under the circumstances, clear the area immediately within the vicinity of the object of students and staff ○ Ensure students and staff are not directed past the object ○ Ensure students and staff that have been evacuated are moved to a safe, designated location • Contact parents as required <p data-bbox="483 1480 1174 1514">If a bomb/substance threat is received by telephone:</p> <ul data-bbox="483 1525 1468 1738" style="list-style-type: none"> • Do not hang up and if possible, complete the bomb threat checklist while you are on the phone to the caller • Keep the person talking for as long as possible and obtain as much information as possible • Have a co-worker call Triple Zero (000) for emergency services on a separate phone without alerting the caller and notify the QSSS <p data-bbox="483 1783 1094 1816">If a bomb/substance threat is received by mail:</p> <ul data-bbox="483 1827 1468 1975" style="list-style-type: none"> • Place the letter in a clear plastic bag or sleeve • Avoid further handling of the letter or envelope or object • Call Triple Zero (000) for emergency services and seek and follow advice • Notify the QSSS

	<p>If a bomb/substance threat is received electronically or through the school's website:</p> <ul style="list-style-type: none"> • Do not delete the message • Call Triple Zero (000) for emergency services and seek and follow advice • Notify the QSSS
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4.3.3. Death at the Workplace

Death at the Workplace	Action/Consideration
	<p style="color: red;"><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none"> • Call Triple Zero (000) for emergency services and seek and follow advice • Report the emergency immediately to the Incident Controller who will convene the IMT if necessary • Move staff and students away from the area and isolate the area • Contact parents as required • Ensure wellbeing support is available for staff and students

4.3.4. Bushfire/Grassfire

Bushfire/Grassfire	Action/Consideration
	<ul style="list-style-type: none"> • Enact School Bushfire/Grassfire Plan

Bushfire/Grassfire		Action/Consideration	
Stage	Substage	Actions	Responsibility
Prevention	School Grounds Maintenance	It is a legal requirement to have a fire break at least 4m wide with vegetation less than 50mm in height around perimeter and all structures. A fire break does not stop a fire but allows access to manage a bushfire. If this has not been done or the neighbouring property owner is unknown or uncontactable, contact Property & Asset Management for escalation (ph 8901 4978 or email: Infrastructure.DET@nt.gov.au).	Maintenance Officer Escalation: DoE Property & Asset Management
		School grounds, gardens & play areas are regularly mowed, maintained and reticulation systems are working	Maintenance Officer
		Gardens immediately adjacent to school building envelopes inspected and accumulated vegetation removed	Maintenance Officer
		Grass and vegetation have been slashed or cleared to the boundaries of the site, car parks and on the adjacent street verge	Maintenance Officer

		Roof guttering is inspected and has been cleared of accumulated leaves and vegetation (If applicable)	Maintenance Officer
		Accumulated garden waste & combustible materials removed from school grounds	Maintenance Officer
		Emergency Muster Areas - Inspected and accumulated vegetation and combustible materials removed	Maintenance Officer
		Flammable liquids and gases (LPG) are stored appropriately, secured and vegetation and combustible materials removed from surrounding areas	Maintenance Officer
		School Vehicles – Safe area identified to park vehicles a safe distance from a bushfire threat	Principal
		Ensure the following websites are available on a designated school computer to enable monitoring North Australia & Rangelands Fire Information Website - https://bushfires.nt.gov.au/incidentmap NT Fire Incident Map - https://www.firenorth.org.au/nafi3/	Principal
		Schools at risk of bushfires are required to sign up to receive bushfire alerts on a dedicated school computer using the following link - http://www.newsroom.nt.gov.au/subscribe	
Preparedness	Designated onsite refuge	Identify a suitable building / area as a designated onsite refuge. This should be done in consultation with NTFRS or Bushfires NT	Principal
		Ensure the refuge has firefighting equipment readily available	Principal
		Is the refuge able to accommodate all staff, students and visitors?	Principal
		Is the refuge located the furthest distance practicable away from a bushfire threat?	Principal
		Is the refuge building / area clear of combustible materials and accumulated vegetation?	Maintenance Officer
		Does the refuge have two escape routes available to evacuate the building / area?	Principal
		Ensure a means of communication be available while taking refuge (mobile/satellite phones)	Administration Manager
		Ensure a First Aid Kit will be available in the refuge	Administration Manager
		Undertake, at least annually, a bushfire drill where all staff and students move to the designated onsite refuge	Principal
			School Emergency Management Plan including Annual Bushfire Prevention and Preparedness Checklist, where applicable, to be completed and submitted to QSSS

	General Preparedness Activities	Emergency communications equipment is available. For example: mobile/satellite telephones; hand-operated fire alarm (portable sirens); megaphone; portable radios are charged and spare batteries are available.	Lead: Principal Support: Administration Manager
		QSSS Director has emergency contact phone numbers – Mobile numbers for principal, deputy principal, administration manager and business manager	Administration Manager
		Up-to-date class rolls are readily accessible.	Administration Manager
		The visitor register is readily accessible and accurate records of all visitors to the school are kept.	Administration Manager
		First aid equipment and trained staff are available.	Lead: Principal Support: Administration Manager
		All fire-fighting equipment such as hoses and extinguishers have been recently tested and are appropriately stored and signed.	Administration Manager
		Fire wardens are trained and are aware of their critical role.	Principal Business Manager
		Arrangements are in place in relation to school buses.	Lead: Principal Support: QSSS Director
		Principal or a delegated staff member has established contact with NTFRS/Bushfires NT and NT Police and advised them of the school's preparations and supplied copies of completed checklists.	Lead: Principal Support: Administration Manager
		<p>Checks current bushfire status in your local area</p> <p>Bushfire alerts – by subscribing to http://www.newsroom.nt.gov.au/subscribe</p> <p>North Australia & Rangelands Fire Information Website - https://bushfires.nt.gov.au/incidentmap</p> <p>NT Fire Incident Map – https://www.firenorth.org.au/nafi3/</p>	Principal
Response	Action - Shelter In Designated onsite refuge	Observes or receives advice from NTFRS/ Bushfires NT or NT Police that a bushfire is in close proximity.	Principal
		Sounds school fire alarm	Principal
		Turn on all grounds reticulation and watering systems	Maintenance Officer
		Contact QSSS Director to inform regarding the situation	Principal
		Makes public announcement to all staff and students to proceed to designated muster area	Principal

		Conducts roll call to confirm all staff are accounted for	Principal
		Review visitors register to ensure all visitors on site are accounted for	Principal
		Instructs staff and students proceed to designated onsite refuge	Principal
		Advises NTFRS/Bushfires NT/NT Police of impending threat and plan including moving to designated onsite refuge	Principal
		School Alarm Sounds – Follows instructions from the Principal and PA announcements	School Staff
		Escorts students from classroom to designated assembly area	School Staff
		Conduct role call and confirm all students are accounted for	School Staff
		Assists Principal to transfer students to designated onsite refuge	School Staff
		Assists Principal in keeping students calm and safe during emergency	School Staff
		Waits until instructed by NTFRS or NT Police – Bushfire Emergency Over	Principal
Recovery		Conducts inspection of school buildings and infrastructure for fire damage – reports damage if required	Principal
		Instructs staff and students it is safe to leave refuge and return to school	Principal
		Advises QSSS Director - Bushfire Emergency Over	Principal
		Conducts wellbeing check-ins with staff and suggests employee assistance programs if required	Principal
		Conducts wellbeing check-ins with students and arranges school counselling support if required	Principal

4.3.5. Building Fire

Building Fire	Action/Consideration
	<p style="color: red; text-align: center;"><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none"> Report the outbreak of fire immediately to the Incident Controller

	<ul style="list-style-type: none"> • Remain calm and activate the fire alarm • Call Triple Zero (000) for emergency services and seek and follow advice • Extinguish the fire (only if safe to do so). • If threat exists evacuate necessary buildings closing all doors and windows • Check that all areas have been cleared and notify the Incident Controller • Check students, staff, visitors and contractors are accounted for • Report incident to the QSSS
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4.3.6. Cyclone

Cyclone	Action/Consideration
	<ul style="list-style-type: none"> • Enact School Cyclone Plan

4.3.7. Earthquake

Earthquake	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <p>If inside - move away from windows, heavy objects and shelving If outside – stay outside and move away from buildings, and electricity wires</p> <ul style="list-style-type: none"> • Instruct people to DROP, COVER and HOLD • DROP down on your hands and knees • COVER your head and neck (or your entire body if possible) under a sturdy table or desk (if it is close by). If there is no shelter nearby cover head and neck with arms and hands • HOLD on to the shelter or your position until the shaking stops. If the shaking shifts your shelter around, move with it <p>After the earthquake</p> <ul style="list-style-type: none"> • Consider the need to evacuate in the event of fire, gas leaks or other emergencies • If evacuating be aware of fallen power lines, trees and other debris • Arrange medical assistance if required • Report the status of staff, students, contractors and visitors to the Incident Controller

4.3.8. Electrical Hazard

Electrical Hazard	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p>

	<ul style="list-style-type: none"> • Move staff and students away from the area and isolate the area • Call Triple Zero (000) for emergency services and seek and follow advice • If necessary, evacuate buildings close to the hazard closing all doors and windows • Check that all areas have been cleared and notify the Incident Controller • Advise QSSS
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4.3.9. Explosion

Explosion	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none"> • Move staff and students away from the area and isolate the area • Call Triple Zero (000) for emergency services and seek and follow advice • If necessary, evacuate buildings close to the hazard closing all doors and windows • Check that all areas have been cleared and notify the Incident Controller • Advise QSSS

4.3.10. Flood

Flood	Action/Consideration
	<ul style="list-style-type: none"> • Enact School Flood Plan

4.3.11. Hazard Materials Incident

Hazardous Materials Incident	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none"> • Call Triple Zero (000) for emergency services and seek and follow advice • Report the emergency immediately to the Incident Controller who will convene the IMT if necessary • Move staff and students away from the affected area and isolate the affected area • Isolate anyone exposed, wash-down as required • Seek advice in regard to clean up requirements, and if staff clean a spill ensure appropriate Personal Protective is worn as per the requirements of the Material Safety Data Sheet

4.3.12. Loss of Essential Services

Loss of Essential Services	Action/Consideration
	<p data-bbox="480 533 1353 566"><Replace all or insert any additional steps relevant to your school></p> <ul data-bbox="480 613 1445 1032" style="list-style-type: none"> <li data-bbox="480 613 1445 680">• Determine which services are affected and the extent of the impact on the school <li data-bbox="480 689 1445 757">• Respond to any immediate threat to staff, students and visitors and isolate/secure buildings/areas if necessary <li data-bbox="480 766 1445 833">• If necessary, evacuate buildings/area subject to the loss of essential services <li data-bbox="480 842 1445 909">• Call Triple Zero (000) for emergency services if the outage involves an immediate threat to life or property <li data-bbox="480 918 975 952">• Contact relevant service providers <li data-bbox="480 960 1385 994">• Consider consequential impacts such as phone lines and IT system <li data-bbox="480 1003 743 1032">• Notify the QSSS

4.3.13. Major Medical Emergency

Major Medical Emergency	Action/Consideration
	<p data-bbox="480 1305 1353 1339"><Replace all or insert any additional steps relevant to your school></p> <ul data-bbox="480 1386 1466 1783" style="list-style-type: none"> <li data-bbox="480 1386 1466 1420">• Check for any threatening situation and remove or control if safe to do <li data-bbox="480 1429 1466 1462">• Call Triple Zero (000) for emergency services and seek and follow advice <li data-bbox="480 1471 1466 1538">• Designate someone to meet and direct emergency services to the location of the casualty <li data-bbox="480 1547 1283 1581">• Remain with the casualty and provide appropriate support <li data-bbox="480 1590 831 1624">• Notify First Aid Officer <li data-bbox="480 1632 916 1666">• Notify the Incident Controller <li data-bbox="480 1675 1374 1709">• Try not to leave the casualty alone unless emergency help arrives <li data-bbox="480 1718 1417 1751">• Do not move the casualty unless exposed to a life threatening situation <li data-bbox="480 1760 979 1794">• Report to the incident to the QSSS

4.3.14. Missing Student/Staff

Missing Student/Staff	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none">• Staff with duty of care contact Administration Office to register missing staff or student• Staff or student paged over intercom system• Conduct search of school grounds• If student is missing, notify parents• If deemed necessary, call Triple Zero (000) for emergency services and seek and follow advice

4.3.15. Pandemic/Communicable Disease

Pandemic/ Communicable Disease	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none">• Notify parents through newsletters, daily bulletins, text messages or other similar means• Notify QSSS• Report the emergency immediately to the Incident Controller who will convene the IMT if necessary

4.3.16. Pedestrian Accident

Pedestrian Accident	Action/Consideration
	<p><Replace all or insert any additional steps relevant to your school></p> <ul style="list-style-type: none">• Call Triple Zero (000) for emergency services and seek and follow advice• Designate someone to meet and direct emergency services to the location of the casualty• Remain with the casualties and provide appropriate support• Notify First Aid Officer• Notify the Incident Controller• Report to the incident to the QSSS

4.3.17. School Bus/Vehicle Accident

School Bus/Vehicle Accident	Action/Consideration
	<p data-bbox="480 264 1353 297"><Replace all or insert any additional steps relevant to your school></p> <ul data-bbox="480 342 1469 622" style="list-style-type: none"> • Call Triple Zero (000) for emergency services and seek and follow advice • Designate someone to meet and direct emergency services to the location of the casualty • Remain with the casualties and provide appropriate support • Notify First Aid Officer • Notify the Incident Controller • Report to the incident to the QSSS

4.3.18. Severe Weather/Storms

Severe Weather/Storms	Action/Consideration
	<p data-bbox="480 866 1353 900"><Replace all or insert any additional steps relevant to your school></p> <ul data-bbox="480 945 1453 1247" style="list-style-type: none"> • If outside seek shelter • If inside move away from windows, mirrors, bookcases or other items that may fall • Listen to and follow emergency announcements made by the school and/or staff • If any building damage or hazards are identified, consider evacuation • If necessary, call Triple Zero (000) for emergency services and seek and follow advice

4.3.19. Suicide of Student/Staff

Suicide/Attempted Suicide by Staff or Student	Action/Consideration

	<p style="color: red;"><Replace all or insert any additional steps relevant to your school></p> <p>If the attempted suicide, or suicide takes place at school:</p> <ul style="list-style-type: none"> • Ensure no one is in immediate danger • Administer First Aid • Call Triple Zero (000) for emergency services and seek and follow advice • Supervise students and move them away from the area • Quarantine the site until emergency services arrive <p>If the attempted suicide or suicide takes place outside school:</p> <ul style="list-style-type: none"> • Establish the facts and circumstances as soon as possible by making reasonable enquiries with the parents/guardians, and the local police <p>In all cases:</p> <ul style="list-style-type: none"> • Ensure that affected staff and students are not left alone until they have been provided with some immediate assistance and support to cope with the initial emotional distress • The Principal should contact the QSSS for assistance and support • The Incident Controller will convene the Incident Management Team • Appropriate departmental staff should ensure that the parents/guardians/next of kin are provided with immediate assistance to cope with the initial emotional distress • Appropriate departmental staff should ensure that all affected staff, students, and members of the school community are provided with immediate assistance to cope with the initial emotional distress • Document all information received and actions taken
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5. Part 5: Recovery

Recovery refers to measures that support the resumption of 'business as usual' as soon as possible after an incident or critical incident has occurred. Recovery also refers to restoring the emotional and environmental wellbeing of the school community. Recovery includes a review of the effectiveness of the response to ensure that the school's emergency management is continually improved.

5.1. After an Incident or Critical Incident

- Activate the School's *Business Continuity Plan*
- Identify any ongoing wellbeing or other support needs for staff and students
- Communicate with parents and stakeholders in an appropriate format
- Undertake a post-incident debrief with relevant stakeholders

5.2. Medium Term

- Identify and monitor reactions within the school community
- Remind staff of ongoing wellbeing support availability
- Encourage support networks among parents
- Advise parents to monitor students' reactions to media reports or other trigger material

5.3. Long Term

- Maintain awareness of student and staff reactions and needs
- Monitor and support the school community
- Identify any need for long-term wellbeing support to staff and students
- Undertake a review of the School Emergency Management Plan

6. Part 6: Appendices

6.1. Risk Assessment

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
Act of Violence or Aggression	Physical or psychological injury to students, staff, visitors, or contractors	<p>First Aid Officers are appointed, and training is up to date</p> <p>Understand local threats through situation awareness, liaison with police and other relevant agencies</p> <p>Staff trained in communication skills and where relevant conflict management</p> <p>Ensure access areas for emergency services vehicle always remain clear</p>	3	3	9 (Medium)	<Insert any additional strategies or risk treatments relevant to your school>
Bomb/Substance Threat	Physical or psychological injury to students, staff, visitors, or contractors	<p>First Aid Officers are appointed, and training is up to date</p> <p>Develop and implement Bomb/Substance Threat checklists and ensure staff are aware of their location</p> <p>Ensure each phone has a Bomb Threat Checklist available</p> <p>Schedule and practice emergency evacuation drills on a regular basis</p> <p>Ensure access areas for emergency services vehicle always remain clear</p>				

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
Death at the workplace	Death of a student, staff member, contractor or visitor in the workplace	<p>First Aid Officers are appointed, and training is up to date</p> <p>Ensure access areas for emergency services vehicle always remain clear</p> <p>Access to Employee Assistance Services and Grief Counselling</p>				
Bushfire or Grassfire	<p>Physical or psychological injury to students, staff, visitors, or contractors</p> <p>Property damage or loss</p>	<p>Liaise with local fire services to determine potential controls such as clearing trees, fire breaks, and building safety</p> <p>Ensure School Emergency Management Plan is up to date including identification of shelter-in-place and evacuation points</p> <p>Check alerts during the bushfire season</p> <p>Schedule and practice emergency evacuation drills on a regular basis</p> <p>Employee Assistance Program and grief counselling services</p> <p>Ensure there is a business continuity plan in place</p>				
Building Fire	<p>Injury/death from burns or smoke inhalation</p> <p>Property damage or loss</p> <p>Psychological injury to students, staff, visitors, or contractors</p>	<p>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards</p> <p>Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working</p> <p>Test communication systems (PA system) on a regular basis</p>				

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
		<p>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas</p> <p>Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads and damaged equipment are disposed of in an appropriate manner</p> <p>Ensure there is a business continuity plan in place</p>				
Cyclone	<p>Injury/death from flying debris, structural damage, smoke inhalation or electrocution</p> <p>Property damage or loss</p> <p>Psychological injury to students, staff, visitors, or contractors</p>	<p>Develop, implement and regularly update cyclone plan</p> <p>Ensure that trees, buildings and other school assets are maintained prior to cyclone season</p> <p>Complete a Workplace Inspection once per year prior to cyclone season to check that mitigation tasks have been completed</p> <p>Ensure roofs/gutters/drains are clear</p> <p>Maintain drainage and water diversion areas</p> <p>Liaise with Emergency Services of other authorities to identify potential risks</p> <p>Test communications</p> <p>Monitor emergency warnings from the Bureau of Meteorology and Secure NT during cyclone season</p> <p>Ensure there is a school cyclone plan in place</p>				
Earthquake	<p>Injury/death from debris, structural damage, smoke inhalation or electrocution</p>	<p>Liaise with Emergency Services of other authorities to identify potential risks</p> <p>Test communications</p>				

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
		<p>Monitor emergency warnings from the Bureau of Meteorology and Secure NT</p> <p>Ensure staff have access to the School Emergency Management Plan</p>				
Electrical Hazard	Injury/death from electrocution	<p>Develop and implement plans for the maintenance of critical infrastructure and equipment</p> <p>Ensure School Emergency Management Plan identifies location of electricity shut-down controls</p>				
Explosion	Injury/death from explosion	<p>Develop and implement plans for the maintenance of critical infrastructure and equipment</p> <p>Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site</p> <p>Ensure staff have access to the School Emergency Management Plan</p>				
Flood		<p>Develop, implement and regularly update flood plan</p> <p>Ensure school roofs/gutters/drains are clear</p> <p>Maintain drainage and water diversion areas</p> <p>Liaise with Emergency Services or other authorities to identify potential risks</p> <p>Test communications</p>				
Hazardous Materials Incident	Exposure to certain liquids or gases may be hazardous to health.	Develop and implement safe work procedures for handling chemicals				

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
		<p>Schedule and practice emergency evacuation drills on a regular basis</p> <p>Ensure School Emergency Management Plan is up to date</p> <p>Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site</p>				
Loss of Essential Services	<p>Lack of availability of school resources such as computers</p> <p>Lack of air conditioning</p> <p>Lack of availability of fresh drinking water and water for flushing toilets</p>	<p>The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary</p> <p>Alternative communication source such as charged mobile phone/satellite phone are available</p> <p>Alternate lighting sources, such as a torch or battery-operated light are available</p> <p>A list of emergency phone numbers is available to all staff</p>				
Major Medical Emergency	Risk to health and possibly death	<p>First Aid Officers are appointed, and training is up to date</p> <p>Ensure access areas for emergency services vehicle always remain clear</p> <p>Ensure staff have access to the School Emergency Management Plan</p>				
Missing Staff or Student	Risk of physical and psychological injury to staff, students, and contractors	<p>Ensure rolls are marked at the start of the school day and after lunch break</p> <p>Procedures for staff leave and absence approval</p>				

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
		Access to Employee Assistance Services and Grief Counselling				
Pandemics and Communicable Diseases	Risk of Health and/or Death (in extreme cases of a pandemic)	<p>Ensure relevant staff are familiar with the NTG Pandemic response plans</p> <p>Ensure basic hygiene measures are in place and posters are displayed</p> <p>Ensure there is convenient access to water and liquid soap and/or alcohol-based hand sanitiser</p> <p>Ensure staff and students are educated about covering their cough to prevent the spread of germs</p>				
Pedestrian Accident	Risk of death/injury of a student, staff member, visitor, contractor, or member of the public	<p>Develop and implement a School Traffic Management Plan</p> <p>Ensure that traffic management personnel are appropriately inducted and trained</p> <p>Ensure traffic management personnel are provided with suitable reflective vests, traffic management equipment and emergency contact numbers</p> <p>Ensure access areas for emergency services vehicle always remain clear</p>				
School Bus/Vehicle Accident	Risk of death/injury of a student, staff member or contractor	<p>Ensure drivers are provided with suitable vehicles first aid kits, reflective vests, and emergency contact numbers</p> <p>Develop and implement procedures and complete a safety check prior to driving the vehicle</p>				

Hazard/Potential Incident	Description of Risk	Current Control Measures	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments
		<p>Ensure drivers have a valid driver's licence and any other necessary qualifications</p> <p>Drivers should check adverse weather conditions and road closures prior to departure and adjust plans accordingly</p>				
Severe Weather and Storms	<p>Risk of roof down flooding</p> <p>Risk of injury</p> <p>Risk of property damage</p>	<p>Ensure school roofs/gutters/drains are clear</p> <p>Maintain drainage and water diversion areas</p> <p>Liaise with Emergency Services or other authorities to identify potential risks</p> <p>Test communications</p>				
Suicide/Attempted Suicide by Staff or Student	Risk of psychological injury to staff, students, and contractors	<p>Ensure staff are trained in Mental Health First Aid</p> <p>Access to Employee Assistance Services and Grief Counselling</p>				
<Insert other identified hazards>	<i><The Risk Assessment table above contains the most common incidents that may occur in NT schools. Delete those risks that do not apply to the school and add other risks that are identified. Provide specific details about each of the risks. Each risk and associated information should be reviewed, deleted, or amended to reflect information relevant to the school subject to this School Emergency Plan.></i>					

6.2. Additional Emergency Response Plans

<Insert additional emergency plans. These may be specific to your school such as a Bushfire/Grassfire Response Plan, or to a cluster of schools such as a Cyclone Response Plan or Flood Response Plan>