Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

WA College of Agriculture Narrogin Incident management plan

Version date: October 2026

CC BY

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Date of review	Reviewing officer	Date submitted	Next scheduled review
March 2024	Clare Roser		November 2024
June 2024	Mark Batt & Stephen Madson		August 2025
August 2025	Clare Roser & Amy “Georgie” George		August 2026
October 2026	Joan Armstrong & Amy “Georgie” George		August 2027

Instructions to complete this plan:

- enter information into all sections highlighted in grey.
- when complete, ensure the Incident management plan is accessible when offsite, for example submit the plan to the ‘Data submission’ tab in your secure login area of Schools Online. Instructions on how to do this are in the Incident Management Manual.

School name: (include name of co-located school if applicable)	**Western Australian College of Agriculture – Narrogin**
School address:	**216 Cooraminning Road** **DUMBERNING WA 6312**
Plan prepared by: (Principal’s name)	**Joan Armstrong**
Date prepared:	**October 2026**

1. School details

Number of students: Number of students with special needs:	**150** **6**
Number of staff:	**83** (including casuals)
Number of students requiring extra support if evacuating:	**2**
Number of school sides bordered by bush:	3 sides bordered by farmland. 1 side (NE) adjoins the Narrogin Golf Club and a Water Corporation catchment reserve.
Names of major roads bordering school:	Williams-Kondinin Road (north) Lavater Road (south) Cooraminning Road (east) Tarwonga Road (west)
School's site-specific alert	**Continuous siren sound and relevant code number over the Public Adress System.** - **Code ORANGE** - **Code RED** - **Code BLUE**

CCTV details

Camera system managed through Southern Lock & Security and BKS Electrical.	
Southern Lock & Security 9721 8200 (24hr)	**BKS Electrical** 0439 377 833 (Blake Stott)
CCTV locations:	**N/A**
CCTV is registered with Cam-Map WA (Yes/No):	**No**
CCTV administration password provided to Security and Emergency Management at assetplanningservices.securityem@education.wa.edu.au (Yes/No):	**No**

2. Emergency contacts

Group		Phone number
WA Police Force	Life-threatening or time-critical emergency	**000**
	Incident requiring police response, not life-threatening	**13 14 44**
	Narrogin Police Station	**9852 1300**
Ambulance		**000**
Department of Fire and Emergency Services		**000**
State Emergency Service		**13 25 00**
Hospital – Narrogin Health Service		**9881 0333**
Poisons Information Centre		**13 11 26**
Gas, ATCO faults & emergencies		**13 13 52**
Electricity, Western Power fault or power outage		**13 13 51**
Water Corporation, faults & emergencies		**13 13 75**
Health Direct		**1800 022 222**
Local Government, Shire of Narrogin		**9890 0900**
Pollution Watch Hotline		**1300 784 780**

3. Other Department contacts

Department staff contact	Phone number
Deputy Director General, Schools	**9264 5602**
Department's Media Team This phone line is diverted to a senior team member outside of office hours for urgent media enquiries only. If contacted by journalists, take note of the journalists' name and the media outlet they represent, ask the journalist to call or email the Media team, and inform the principal and/or deputy principal.	**9264 5821** **media@education.wa.edu.au**
Security Monitoring Centre	**9264 4632** **9264 4771**
Manager Environmental Services	**9264 4300**
Digital Content for social media issues (available during business hours 9am to 5pm).	**9264 4101**

4. School specific contacts

Organisation	Details	Phone number
Local police	Narrogin Police Station 9 Williams Road, Narrogin	**9852 1300**
Local ambulance or hospital	Narrogin Health Service 43 Williams Road, Narrogin	**9881 0333**
Local fire brigade	Narrogin Volunteer Fire & Rescue Service	**000**
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Narrogin – Nicholls Coaches Narrogin/Boddington Williams/Quindanning	**1800 199 447** **9881 1736** **0417 182 480** **9881 1590** **0427 811 590** **9842 2133** **9881 1032**
Electricity provider (power outage)	Western Power	**13 13 51**
State emergency service	WA State Emergency Service (SES)	**13 25 00**
Poisons information	WA Poisons Information Centre	**13 11 26**
Director General, Department of Education	Mr Jay Peckitt	**9264 5050**
Director of Agricultural Education and Residential Colleges, Department of Education	Judith King	**9402 4036**
Wheatbelt Education Regional Office McIver House, 297 Fitzgerald Street, Northam WA 6401 Email: Wheatbelt.ERO@education.wa.edu.au	Sally Panizza Director of Education, Wheatbelt Sarah Bates Coordinator Regional Operations (CRO) Colin Fergusson Coordinator Regional Operations (CRO)	**9622 0200** **9622 0218** **9622 0200**
Narrogin Local Education Office Homer Street, Narrogin WA 6312	Yvette Harrison Coordinator Regional Services (CRS) Shane Wynne Coordinator Regional Services (CRS)	**9622 0200** **9622 0200**

Role	Name	Phone numbers		
		Day time	Mobile	Out of hours
Principal or Site Manager	Joan Armstrong	9881 9700		
Deputy Principal	Cameron Brook	9881 9700		
Manager Corporate Services	Teresa Rafferty	9881 9700		
Residential Manager	Heather Rae	9881 9700		
Head of Student Services	Christo Argaet	9881 9700		
Head of Class	Rebecca Pense	9881 9700		

Role	Name	Phone numbers		
		Day time	Mobile	Out of hours
Head of Trades	Mitchell Wray	9881 9700		
Farm Manager	Alex Rumens	9881 9700		
Program Coordinator	Gayelle Quartermaine	9881 9700		
Lead School Psychologist	Melanie Smith	9881 0000	School Psychology Services (SPS) is contacted in emergencies through the Wheatbelt Education Regional Office, typically directed by the principal or through the Online Incident Notification process.	
School Psychologist Wednesdays & Thursdays	Kaylynn Choo	9881 9700		
School Nurse Wednesdays fortnightly	Elizabeth Francis	9881 9700		
School Chaplain Mondays & Tuesdays	Sharon Johnstone	9881 9700		
Student Support Officer/s	Tania Vogel Leslee Booth	9881 9700 9881 9700		
Cleaner in Charge 2IC	Eugene McCarthy Kylie Kirby	9881 9700 9881 9700		
Gardener	Bradley Gilmore	9881 9700		
Work Health & Safety Representative/s	Amy “Georgie” George	9881 9700		
Network Support Officer	Cameron Galsworthy	9881 9700		
Senior Staff member(s) trained to retrieve CCTV recordings	Clare Roser Joan Armstrong Cameron Brook Heather Rae Christo Argaet Mitchell Wray Alex Rumens		CCTV is to be reviewed by two people and in a private place, Duty Room back office or principal’s office.	
Night Active Staff member(s) trained to retrieve CCTV recordings	Marika Harcourt Elizabeth “Bets” Oberholzer	9881 9700 9881 9700		
P&C President	Nyree Brown			
Phone number (assigned number that all calls can be directed too)	Clare Roser Joan Armstrong	9881 9700		

5. School response team details

Team	Name and mobile	Back-up officer and mobile
Principal	Clare Roser	Joan Armstrong
Deputy Principal	Joan Armstrong	Cameron Brook
Manager Corporate Services	Teresa Rafferty	
Residential Manager	Heather Rae	
Student Services	Christo Argaet	Tania Vogel
Support Staff	Mark Batt Allan Dewing Amy “Georgie” George Rebecca Pense	
Communications (Admin Staff)	Mary Kittow (Principal PA) Sharon Ward (Front Desk) Julie Armstrong (Enrolments)	
Debriefing	Principal/Incident Controller Student Services	
Qualification or licence	**Day**	**Night**
First Aiders	Mark Batt Allan Dewing Amy “Georgie” George Danielle Quinn Heather Rae Tania Vogel	Antonia “Toni” Coomber Phillipa “Pippa” Ellis Marianne Gill Brian Hare Elizabeth “Bets” Oberholzer Mauritz Oberholzer
Bus Drivers	Mark Batt (Trades) Allan Dewing (Trades) Chris Dougall (Class) Louise Eastwood (Class) John Parker (Trades) Danielle Quinn (Class) Mitchell Wray (Trades)	Phillipa “Pippa” Ellis Marianne Gill Brian Hare Robert McEllister Michael Norwell Mauritz Oberholzer
Coach Drivers	Mark Batt (Farm) Allan Dewing (Trades) John Parker (Trades) Mitchell Wray (Trades)	Brian Hare Robert McEllister Mauritz Oberholzer

6. Duties of school response team

Team member	Duties
Principal or Site Manager Acts as Incident Controller	Initial assessment of the situation. Raise alarm throughout the school and complete the final sweep of buildings. Proceed to Muster Point. Check for building damage, gas leaks, power faults, water faults, and any other hazards. Monitor the situation and ensure that no-one returns to any building or site unless authorised to do so after consultation with emergency services. Advise the Regional Executive Director. Determine whether to activate the school parent reunification process. Liaise with the Wheatbelt Education Regional Office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice. Advise the Wheatbelt Education Regional Office and central services staff when the incident is over and the outcomes. Manage post-incident debrief with affected staff.
Deputy Principal Acts as Checkpoint Officer	Collect a first aid kit and escort any sick students in the Admin Building to the Muster Point. Checkpoint Officer – proceed directly to the Muster Point. Completes the staff roll call. Sound the “stand down” signal when instructed.
Manager Corporate Services	Complete sweep of admin building, collect back up data, and lock admin building. Assist the Incident Controller with sweep of the school. If staff have gone offsite, contact them to stay offsite and not return until the incident has been resolved, or it is safe to return to site. If staff are offsite with students, make a list of the students currently offsite and notify the Incident Controller.

Team member	Duties
Admin Staff (Communications)	Calls 000 on request from the Principal/Incident Controller. **Attendance Reports** - Print student attendance list by House. - Print staff TimeCard attendance report. - Collect Visitors Register. **Communication** - Receives calls from Heads of Departments regarding staff onsite. - Follow communication process for appropriate incident (onsite evacuation, offsite evacuation, lockdown, etc.) using the Incident notification checklist (section 8) **Evacuation** - Collect the evacuation kit (red suitcase) and from the admin building, under the TV desk. - Collect first aid kit and day student medications from the admin medical cabinet (if medication is expected to be dispensed while or within an hour of the emergency starting.) **Information Management** - Updates the evacuation kit information files at the start of the school year or as necessary.
Heads of Departments (Instructional Staff)	Heads of Departments (or delegates) are to complete a rollcall of staff in their department and notify Admin Staff of staff accounted for and staff missing. If students are in transit as emergency starts, notify the staff at their destination of the students intended arrival and request the students wait until they can be accompanied to the Muster Point. If staff have gone offsite, contact them to stay offsite and not return until the incident has been resolved, or it is safe to return to site. If staff are offsite with students, make a list of the students currently offsite and notify the Incident Controller. Once at the Muster Point, notify Admin Staff of the staff in your department that are expected to be onsite or are, as of that moment, offsite.
Residential Manager	Collect from the Duty Room: - College mobile phones (both main mobile and excursion) - College portable handheld radios - Residential student medications & corresponding red medication file (If medication is expected to be dispensed while or within an hour of the emergency starting) If staff have gone offsite, contact them to stay offsite and not return until the incident has been resolved, or it is safe to return to site. If staff are offsite with students, make a list of the students currently

Team member	Duties
	offsite and notify the Incident Controller. If students are expected to be going on leave or returning from leave while or within an hour of the emergency starting, make a list and notify the Incident Controller. Retrieve any students that have returned to their dorm room and escort them to the Muster Point. Escort students from meeting rooms and sick bay/s to the Muster Point. Sick students are to practise social distancing from the rest of their House. Once at the Must Point, report to the Checkpoint Officer to be checked off the roll and notify them of the staff in your department that are expected to be onsite or are, as of that moment, offsite.
Student Services Staff	If students are in transit as emergency starts, notify the staff at their destination of the students intended arrival and request the students wait until they can be accompanied to the Muster Point. Retrieve any students that have returned to their dorm room and escort them to the Muster Point. Escort students from meeting rooms and sick bay/s to the Muster Point. Sick students are to practise social distancing from the rest of their House. Once at the Must Point, report to the Checkpoint Officer to be checked off the roll. Manage post-incident debrief with affected students.
Non-Teaching Staff (All Staff)	Respond to communication and instructions in a timely and safe manner. If students are in transit as emergency starts, notify the staff at their destination of the students intended arrival and request the students wait until they can be accompanied to the Muster Point. Assist Instructional Staff to assemble students as quickly as possible. Check nearby buildings and toilets for isolated students. Once at the Must Point, report to the Checkpoint Officer to be checked off the roll.

7. Incident identification and notification

Yellow Incident (CODE YELLOW)
Yellow incidents are usually ones that are being handled by one or two Senior Staff members. These do not trigger the Incident Management Plan procedures. They may include:

- Urgent situations to triage
- Medical emergencies

Orange Incident (CODE ORANGE)
Orange incidents are usually ones that are being handled by two or more Senior Staff members. They may include:

- Onsite evacuation
- Onsite fire - minor
- Urgent and serious situations to triage

Red Incident (CODE RED)
Red incidents are critical incidents. They will be managed by a group of Senior Staff and relevant support staff from the Student Services team. These may include:

- Offsite evacuation
- Illegal activity
- Serious accident
- Onsite fire - major

Blue Incident (CODE BLUE)
Blue incidents are critical incidents that require the school to be locked down.

Notification chain

In the case of a YELLOW or ORANGE incident, the following Senior Staff are to be notified in the following order:

1. **Principal**
   Joan Armstrong
2. **Deputy Principal**
   Cameron Brook
3. **Head of Student Services**
   Christo Argaet

In the case of a critical incident (Code RED or Code BLUE), in accordance with the *School Education Act 1999,* Senior Staff are to be notified in the following order:

1. **Principal**
   Joan Armstrong
2. **Deputy Principal**
   Cameron Brook
3. **Non-Teaching Staff (Level 3s)**
   Christo Argaet
   Gayelle Quartermaine
4. **Instructional Staff (Level 3s)**
   Mitchell Wray
   Rebecca Pense
5. **Senior Teachers**
   Christopher Dougall
   Louise Eastwood
   John Parker

8. Incident notification checklist

Message to be announced over two-way radio: "Attention all WACoA Narrogin staff, this is a Code [COLOUR]. I repeat, this is a Code [COLOUR]. Please notify communication received." Make note of staff that confirm their receipt of the message

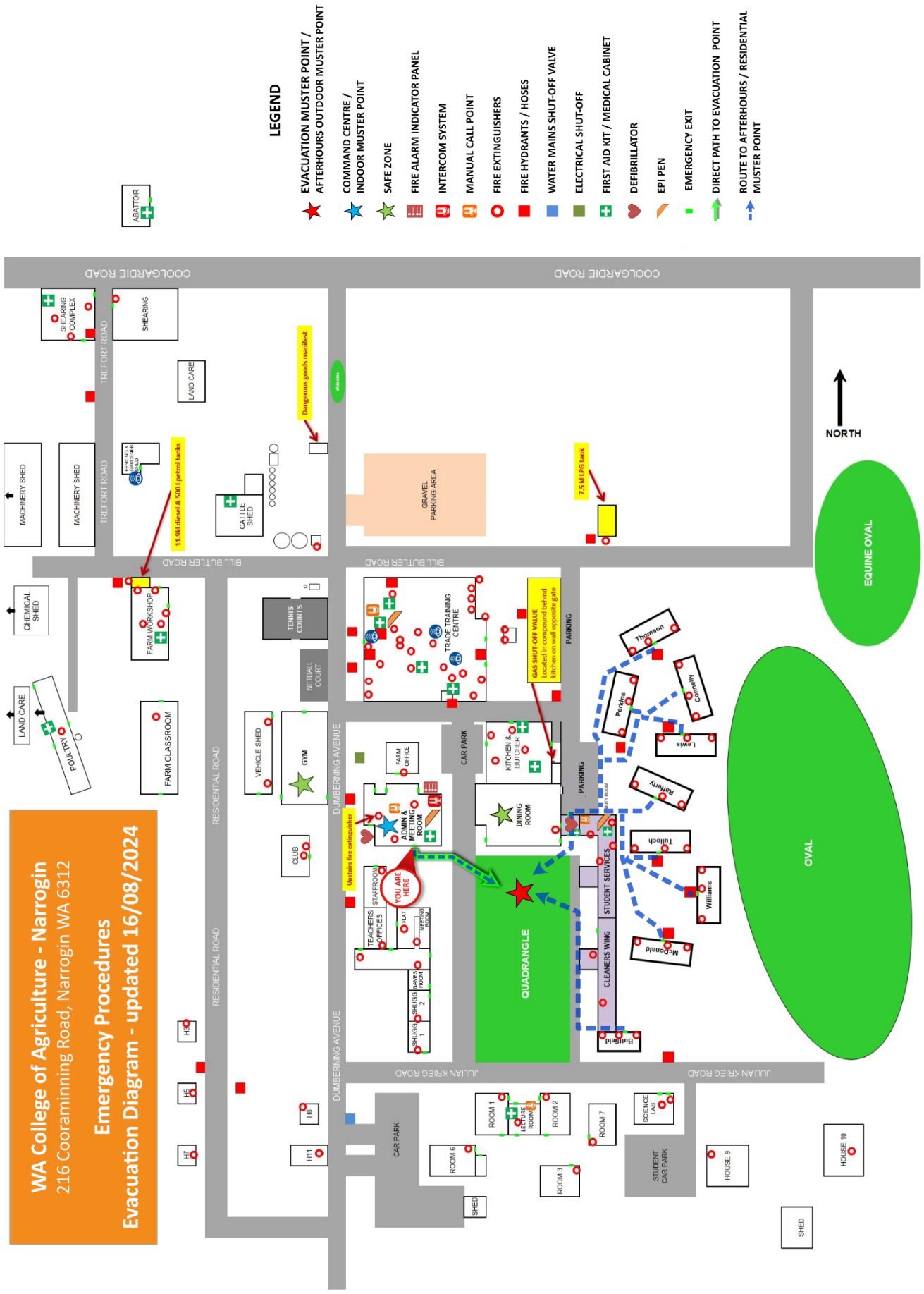
Make telephone contact with staff notifying them of the situation and any instructions from the Incident Controller. If staff have gone offsite, notify them to stay offsite until further notice.

CONTACTED	TIME (AM/PM)	SPOKE TO	WHO NOTIFIED
000 Emergency			
Student Services			
Class			
Trades			
Farm			
Kitchen			
Contractor on site			
Visitor on site			
Visitor on site			
Staff currently offsite			
Staff currently offsite			

CLEANING & GARDENING STAFF			
NAME	**CONTACT NUMBER**	**TIME NOTIFIED**	**NOTES**
Eugene McCarthy (CIC)			
Kylie Kirby (2IC)			
Piero Ayson			
Jagan Panackamattath Baby			
Joel Bradshaw			
Bradley Gilmore			
Kaye Hancock			
Darren Kirby			
Raelene Ninyette			
Amanda Watts			
Peta Wightman			
Michelle Wilson			
HOUSES ONSITE			
House 5			
House 7			
House 8			
House 9			
House 10			
House 11			
McDonald Flat			

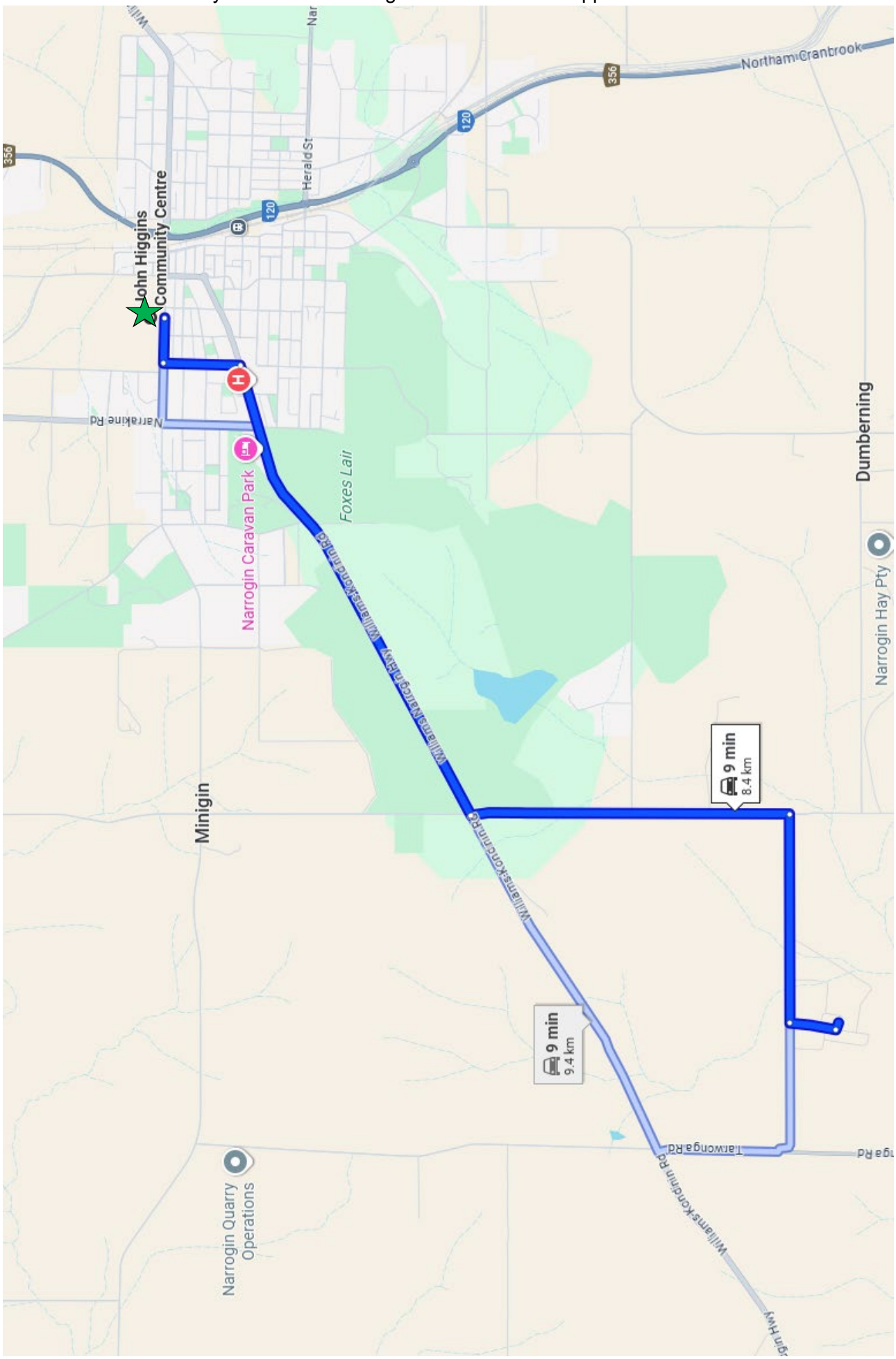
9. Site maps

7.1 School site map and assembly points



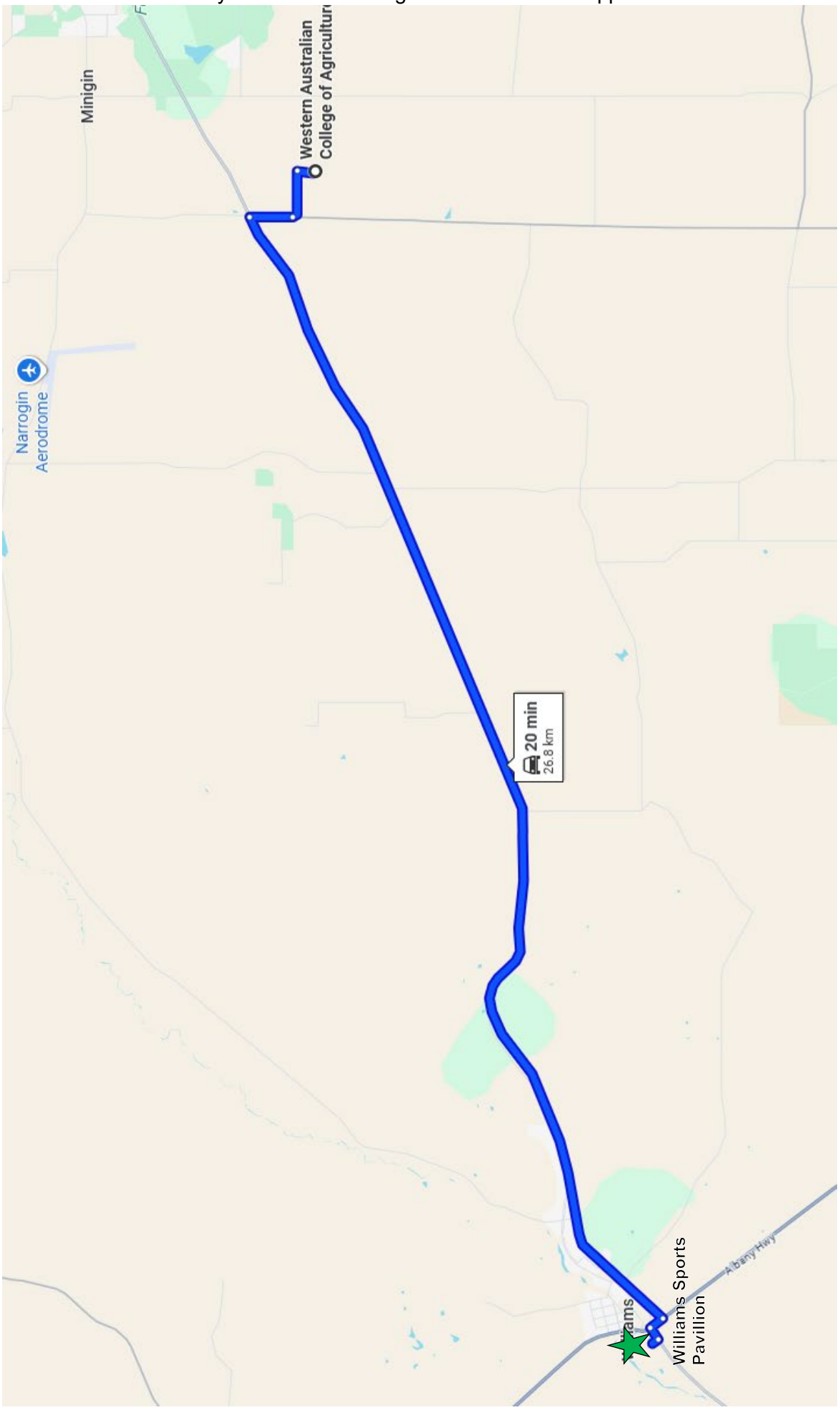
7.2 School offsite map - east

Insert an aerial view of your school showing offsite locations in opposite directions.



7.3 School offsite map - west

Insert an aerial view of your school showing offsite locations in opposite directions.



10. Emergency locations

Areas or items	Location	Notes
Emergency control post/command center	Admin Office	Identified by a BLUE STAR on the Evacuation Diagram
Emergency control post (alternative)	Trade Office Duty Room	Emergency keys are with the Evacuation Kit (located in the Front Office)
Evacuation muster point - day	Quadrangle Lawn, south of dining room	Identified by a RED STAR on the Evacuation Diagram.
Evacuation muster point - night	Dining Room	Identified by a GREEN STAR on the Evacuation Diagram.
Evacuation onsite designated safe zones	Dining Room & Gymnasium	Identified by a GREEN STAR on the Evacuation Diagram.
Evacuation offsite designated safer locations - East	John Higgins Community Centre, Narrogin Regional Leisure Centre 50 Clayton Road NARROGIN WA 6312 or Narrogin Senior High School 45 Gray Street NARROGIN WA 6312	As described in Local Community Emergency Response Plan As communicated with Principal
Evacuation offsite designated safer locations - West	Williams Sports Pavillion Corner of Albany Highway & Pinjarra-Williams Road WILLIAMS WA 6391	
Evacuation kit (include a hard copy of the site's Incident Management Plan/s)	Admin Office, under TV desk.	
First aid kits	Admin building, multiple locations Duty Room Trades Training Centre Farm Workshop Class Lecture Room	Identified by a WHITE PLUS SIGN INSIDE A GREEN SQUARE on the Evacuation Diagram. Deputy Principal collect a first aid kit to take to Muster Point.
Security keys (this could create a security risk depending on how this document is distributed)	Manager Corporate Services Office in admin building	
Power board	Front of admin building	
Power board - shutoff	Located externally, north-east of admin building, east of the Farm Office	Identified by a GREEN SQUARE on the Evacuation Diagram.
Water mains – shutoff	West of House 8, on the corner of Dumberning Avenue & the Room 6 carpark	Identified by a BLUE SQUARE on the Evacuation Diagram

Gas main – shutoff	Located in the compound behind the kitchen, on the wall opposite the gate	Identified by a RED ARROW and YELLOW TEXT BOX on the Evacuation Diagram.
List of people onsite	Admin staff Manager Corporate Services	Maintain Emergency and Critical Incident Diary. Visitors check off.
Incident management plan (including standalone bushfire plan and standalone cyclone plan if applicable)	Hard copy: admin office Online copy: www.narroginag.wa.edu.au/current-students/policies-information-and-forms/	

11. Evacuation kit

The College evacuation kit is a large red suitcase located in the admin building under the TV desk.

School evacuation kit	Date checked
Duties of school response team	October 2026
School mobile telephone and charger - To be collected by the Residential Manager from the Duty Room	October 2026
Portable, battery-operated radio - To be collected by the Residential Manager from the Duty Room	October 2026
Airhorn or whistle	October 2026
Pens, notepads, and scissors	October 2026
Torch and spare batteries	October 2026
School key - To be collected by the Manager Corporate Services	October 2026
Water	October 2026
Sunscreen	October 2026
First aid kit - To be collected by Admin Staff or Checkpoint Officer from the admin medical cabinet	October 2026
Student health care medication - For example: EpiPen, diabetic hypo kit	October 2026
Hard copies of the College: • Incident management plan • Incident/Evacuation notification checklist • student health care plans • student class lists • student release forms • student home and emergency telephone numbers • sign-in list.	October 2026

12. Onsite evacuation - day (CODE ORANGE)

This procedure is to be followed Monday to Friday from 9am to 4pm in alignment with the **Duties of school response team** (section 6) and the **Onsite evacuation process & checklist** (section 14).

College informed of incident

- Staff becomes aware of the risk/situation, they are to IMMEDIATELY contact the principal.
- Principal, who acts as the Incident Controller, makes decision to evacuate onsite, and identifies the appropriate Muster Point or Safe Zone (indoor or outdoor).
- Principal advises Deputy Principal or Manager Corporate Services to sound the Code ORANGE evacuation alarm and initiate the communication processes.
- Principal or delegate to notify Emergency Services (000) and Wheatbelt Regional Office of situation.

Alarm

The College's alarm sounding system is in the Deputy Principal's office on the north wall.

- Sound the continuous siren + Code ORANGE

Communication

- Message to be announced over two-way radio:

  "Attention all WACoA Narrogin staff, this is a Code ORANGE. I repeat, this is a Code ORANGE. Please notify communication received."

- Make note of staff that confirm their receipt of the message.
- Staff to be contacted by telephone/mobile of the situation and instructions from the Incident Controller. Refer to section 8 Incident notification checklist.
- Heads of Departments (or delegates) are to complete a rollcall of staff in their department and notify Admin Staff of staff accounted for and staff missing.
- Contact Farm staff via telephone who have not communicated their receival of the two-way message to confirm their safety and location.

End of evacuation

- Message to be announced over two-way radio:

  "Attention all WACoA Narrogin staff, code ORANGE no longer required. I repeat, code ORANGE no longer required."

- Staff and students to return to normal business.
- Necessary post-incident support to be provided.

Staff expectations during evacuation

- Stay calm and encourage others to be calm and stay silent.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Assist instructional staff to assemble students as quickly as possible.
- Check that nearby buildings and toilets are empty.
- Do not take unnecessary items with you and encourage students to leave their belongings behind.
- Remain contactable, keeping on you a two-way radio or mobile phone.
- All students that are under your supervision must remain supervised and not allowed to leave the area.
- Once at the Muster Point, report to the Checkpoint Officer to be checked off the roll.
- Staff concerns are to be noted and communicated to the Incident Controller and their line manager. Include details such as time, location, risk, and clear details of what you witnessed.

Visitor and contractor expectations during evacuation

- Stay calm and follow direction in a timely manner.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Proceed to the Muster Point and report to the Manager Corporate Services to be checked off.

13. Onsite evacuation - night (CODE ORANGE)

This procedure is to be followed Monday to Friday 4pm until 9am the next morning, and all-day Saturday and Sunday, in alignment with the **Duties of school response team** (section 6) and the **Onsite evacuation process & checklist** (section 14).

College informed of incident

- Staff becomes aware of the risk/situation, they are to IMMEDIATELY contact the on-call staff member.
- On-call staff informed, they make the decision to evacuate onsite and identify the appropriate Muster Point (indoor or outdoor).
- On-call staff advises to sound the CODE ORANGE evacuation alarm and initiate the communication process.
- If on-call staff is not the principal, inform them of the situation after notifying the on-call staff.
- On-call staff to discuss incident with Principal, Principal to notify Emergency Services (000) and the Wheatbelt Education Regional Office of situation.

Alarm

The College's alarm sounding system is in the Deputy Principal's office on the north wall.

- Sound the continuous Siren + Code ORANGE

Communication

- Message to be announced over two-way radio:
  "Attention all WACoA Narrogin staff, this is a Code ORANGE. I repeat, this is a Code ORANGE. Please notify communication received."
- Make note of staff that confirm their receipt of the message.
- Make telephone contact with any of the following that are onsite:
  - Gardner/s
  - Cleaning staff (if not available on two-way)
  - Kitchen staff (if not available on two-way)
  - Contractors and visitors
  - Staff and residents housed onsite.

End of evacuation

- Message to be announced over two-way radio:
  "Attention all WACoA Narrogin staff, code ORANGE no longer required. I repeat, code ORANGE no longer required."
- Staff and students to return to normal business.
- Necessary post-incident support to be provided.

Staff expectations during evacuation

- Stay calm and encourage others to be calm and stay silent.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Check that nearby buildings and toilets are empty.
- Do not take any unnecessary items with you and encourage students to leave their belongings behind.
- Remain contactable, keeping on you a two-way radio or mobile phone.
- All students must remain under supervision of staff and not allowed to leave the area.
- Staff concerns are to be noted and communicated to the Incident Controller and their line manager. Include details such as time, location, risk, and clear details of what you witnessed.

Visitor and contractor expectations during evacuation

- Stay calm and follow direction in a timely manner.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Proceed to the Muster Point and report to the Manager Corporate Services to be checked off.

14. Onsite evacuation process & checklist

Actions (to activate, and during an onsite evacuation)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Activate continuous siren system: CODE ORANGE	
Activate your school response team to carry out their responsibilities	
Follow advice from the Incident Controller or emergency services on which of the school's onsite Muster Points is the safest to use.	
Inform school staff.	
Collect evacuation kit.	
Staff check rooms to ensure no-one remains inside.	
Move all students, staff and visitors to Muster Point.	
Check that all staff, students and visitors are accounted for.	
All students must remain under supervision of staff and not allowed to leave Muster Point.	
Persons that cannot be accounted for to be reported to the Incident Controller or Emergency Services. Check last known location and carryout another roll check.	
Follow procedures in place to assist students with additional needs.	
Divert parents and returning groups from the school grounds.	
Secure external doors and entrances.	
Record details of actions undertaken and times.	
Actions (after an offsite evacuation)	
Confirm with Incident Controller or Emergency Service personnel that it is safe to return to normal operations..	
Determine whether to activate the school parent reunification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with the Wheatbelt Education Regional Office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the Wheatbelt Education Regional Office and central services staff that the incident is over and the outcomes.	

15. Offsite evacuation - day (CODE RED)

This procedure is to be followed Monday to Friday from 9am to 4pm in alignment with the **Duties of school response team** (section 6) and the **Offsite evacuation process & checklist** (section 17).

College informed of incident

- Staff becomes aware of the risk/situation, they are to IMMEDIATELY contact the principal.
- Principal, who acts as the Incident Controller, makes decision to evacuate offsite and identifies appropriate offsite assembly point.
- Principal advises Deputy Principal or Manager Corporate Services to sound the CODE RED evacuation alarm and initiate communication processes.
- Principal to inform Emergency Services (000) and Regional Office of situation.

Alarm

The College's alarm sounding system is in the Deputy Principal's office on the north wall.

- Sound the continuous siren + CODE RED

Communication

- Message to be announced over two-way radio:

  "Attention all WACoA Narrogin staff, this is a Code RED. I repeat, this is a Code RED. Please notify communication received."

- Make note of staff that confirm their receipt of the message.
- Make telephone contact with staff from the Trades Training Centre and Class, notify them on the situation and any instructions from the Incident Controller.
- Heads of Departments (or delegates) are to complete a rollcall of staff in their department and notify the Checkpoint Officer of staff accounted for and staff missing.
- Contact Farm staff via telephone who have not communicated their receival of the two-way message to confirm their safety and location.
- Staff to be contacted by telephone/mobile of the situation and instructions from the Incident Controller. Refer to section 8 Incident notification checklist.

Actions after an offsite evacuation

- Confirm with Incident Controller or emergency service personnel that it is safe to return to normal business.
- Confirm that any students, staff or visitors with medical or other needs are supported.
- Staff and students to return to normal business.
- Necessary post-incident support to be provided.

Staff expectations during evacuation

- Stay calm and encourage others to be calm and stay silent.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Assist instructional staff to assemble students as quickly as possible.
- Check that nearby buildings and toilets are empty.
- Do not take unnecessary items with you and encourage students to leave their belongings behind.
- Remain contactable, keeping on you a two-way radio or mobile phone.
- All students that are under your supervision, must remain supervised and not allowed to leave the area unless moving to the Muster Point.
- Once at the Muster Point, report to the Checkpoint Officer to be checked off the roll.
- Staff concerns are to be noted and communicated to the Incident Controller and their line manager. Include details such as time, location, risk, and clear details of what you witnessed.

Visitor and contractor expectations during evacuation

- Stay calm and follow direction in a timely manner.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Proceed to the Muster Point and report to the Manager Corporate Services to be checked off.

16. Offsite evacuation - night (CODE RED)

This procedure is to be followed Monday to Friday 4pm until 9am the next morning, and all-day Saturday and Sunday, in alignment with the **Duties of school response team** (section 6) and the **Offsite evacuation process & checklist** (section 17).

College informed of incident

- Staff becomes aware of the risk/situation, they are to IMMEDIATELY contact the on-call staff member.
- On-call staff informed, they make the decision to evacuate offsite and identifies the appropriate offsite assembly point.
- On-call staff advises to sound the CODE RED evacuation alarm and initiate the communication process.
- If on-call staff is not the principal, inform them of the situation after notifying the on-call staff.
- On-call staff to discuss incident with principal, principal to notify Emergency Services (000) and the Wheatbelt Education Regional Office of situation.

Alarm

The College's alarm sounding system is in the Deputy Principal's office on the north wall.

- Sound the continuous Siren + Code RED

Communication

- Message to be announced over two-way radio:
  "Attention all WACoA Narrogin staff, this is a Code RED. I repeat, this is a Code RED. Please notify communication received."
- Make note of staff that confirm their receipt of the message.
- Make telephone contact with any of the following that are onsite:
  - Gardner/s
  - Cleaning staff (if not available on two-way)
  - Kitchen staff (if not available on two-way)
  - Contractors and visitors
  - Staff and residents housed onsite.

Actions after an offsite evacuation

- Confirm with Incident Controller or emergency service personnel that it is safe to return to normal operations.
- Confirm that any students, staff or visitors with medical or other needs are supported.
- Staff and students to return to normal business.
- Necessary post-incident support to be provided.

Staff expectations during evacuation

- Stay calm and encourage others to be calm and stay silent.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Check that nearby buildings and toilets are empty.
- Do not take any unnecessary items with you and encourage students to leave their belongings behind.
- Remain contactable, keeping on you a two-way radio or mobile phone.
- All students must remain under supervision of staff and not allowed to leave the area.
- Staff concerns are to be noted and communicated to the Incident Controller and their line manager. Include details such as time, location, risk, and clear details of what you witnessed.

Visitor and contractor expectations during evacuation

- Stay calm and follow direction in a timely manner.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Proceed to the Muster Point and report to the Manager Corporate Services to be checked off.

17. Offsite evacuation process & checklist

Actions (to activate, and during an offsite evacuation)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Activate continuous siren system: CODE RED	
Activate your school response team to carry out their responsibilities	
Follow advice from the Incident Controller or emergency services on which of the school's offsite evacuation locations is the safest to use.	
Inform school staff.	
Collect evacuation kit.	
Staff to check rooms to ensure no-one remains inside.	
Move all students, staff and visitors to assembly area before evacuating offsite.	
Check that all staff, students and visitors are accounted for BEFORE evacuating offsite.	
All students must remain under supervision of staff and not allowed to leave area.	
Persons that cannot be accounted for to be reported to emergency services. Check last known location and carryout another roll check.	
Procedures in place to assist students with additional needs.	
Contact parents via SMS alerts to inform them of relocation.	
Divert parents and returning groups from the school grounds.	
Secure external doors and entrances.	
Record details of actions undertaken and times.	
Actions (after an offsite evacuation)	
Confirm with Incident Controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent reunification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

18. Evacuation to a perceived place of safety

Actions (to activate, and during an evacuation to a perceived place of safety)	Completed
Providing it is safe to move students, identify the safest route moving as far away as practicable from the threat.	
Leave personal possessions behind except your mobile phone. Silence all mobile phones. Turn off vibrate mode. Where possible, call 000 and inform them of the following: Location, such as site, building name, room number, road/street name Description of the offender If any weapons have been seen and what type The direction of the offender/s Any injuries, if so what type and how many Motive, if known.	
If it is safe to do so, stay on the phone to the police and provide updates.	
Avoid congregating in open areas or at assembly points unless directed to do so.	
Continually reassess the situation and your options based on the best available information.	

19. Relocation to a safer building location

Actions (to activate, and during an onsite movement to a safer location)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Inform school staff	
Activate movement to safer building location on advice from Incident Controller or emergency services using the predetermined activation signal	
Activate the school response team, if necessary	
Procedures in place to assist students with additional needs	
Notify education regional office and other agencies	
Collect evacuation kit if applicable	
Guide visitors to safety	
Divert parents and returning groups from the school grounds	
Confirm a telephone line is kept free	
Silence all mobile phones	
Keep public address system free	
If possible, stop the usual school siren from sounding period changes or break times	
Secure external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access	
Have an assigned staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so	
Account for all students, staff and visitors as possible.	
Record some details of actions undertaken and times (use running sheet from appendix)	
Await deactivation advice from Incident Controller or emergency services personnel	
Actions(after an onsite movement to a safer location)	**Completed**
Confirm with Incident Controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

20. Lockdown - day (CODE BLUE)

This procedure is to be followed between 9am to 4pm Monday to Friday in alignment with the **Duties of school response team** (section 6) and the **Lockdown process & checklist** (section 22).

College informed of incident

- Staff becomes aware of the risk/situation, they are to IMMEDIATELY contact the principal.
- Principal, who acts as the Incident Controller, makes decision to lockdown the College.
- Principal advises Deputy Principal or Manager Corporate Services to sound the CODE BLUE lockdown alarm and initiate the communication processes.
- Principal to notify Emergency Services (000) and Regional Office of situation.

Alarm

The College's alarm sounding system is in the Deputy Principal's office on the north wall.

- Sound the continuous siren + CODE BLUE

Communication

- Message to be announced over two-way radio:

  "Attention all WACoA Narrogin, this is a Code BLUE. I repeat, this is a Code BLUE. Please notify communication received."

- Make note of staff that confirm their receipt of the message.
- Make telephone contact with staff from the Trades Training Centre, Class, Residential, Student Services, and Kitchen to notify them of the situation and any instructions from the Incident Controller.
- Contact Farm staff via telephone who have not communicated their receival of the two-way message to confirm their safety and location.
- Staff to be contacted by telephone/mobile of the situation and instructions from the Incident Controller. Refer to section 8 Incident notification checklist.

Lockdown actions

Staff are to collect others nearby on their way to lockdown in a building. All perimeter doors to be locked. Students and staff to remain calm and move to a common location where they CANNOT be seen from the windows. Where possible, close curtains or blinds and turn off lights. This applies to the following areas:

- Trades Training Centre,
- Classrooms
- Kitchen/Dining Room
- Residential
- Student Services

Farm staff, students, and visitors are to remain calm and move to the nearest lockable shed or facility. All perimeter doors to be locked. Where possible, close curtains or blinds and turn off lights. Staff are to remain in contact with admin staff, keeping on them a two-way radio or mobile phone. Ensure all other mobile phones, including students & visitors, are set to silent (no vibration) or turned off completely.

Farm staff in vehicles with students and visitors when the lockdown starts are to remain calm, lock the doors of the vehicle, drive to the northern farm paddocks, and stay in place until otherwise notified. Staff are to remain in contact with admin staff, keeping on them a two-way radio or mobile phone. Ensure all other mobile phones, including students & visitors, are set to silent (no vibration) or turned off completely.

Administration staff to ensure all perimeter doors are locked. Where possible, close curtains or blinds and turn off lights. All staff are to remain calm and move to the photocopier and up-stairs storage rooms, staying away from windows. Remain contactable, keeping on you a two-way radio or mobile phone. Ensure all mobile phones, including students & visitors, are set to silent (no vibration) or turned off completely.

Gardeners, cleaners, and contractors are to remain calm and move to the closest lockable facility, lock all perimeter doors and where possible, close curtains or blinds and turn off lights. Staff are to remain in contact with admin staff, keeping on them a two-way radio or mobile phone. Ensure all other mobile phones, including students & visitors, are set to silent (no vibration) or turned off completely.

Staff expectations during lockdown
- Stay calm and encourage others to be calm and stay silent.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- Assist instructional staff to assemble students as quickly as possible.
- Check that nearby buildings and toilets are empty.
- Do not take unnecessary items with you and encourage students to leave their belongings behind.
- Remain contactable, keeping on you a two-way radio or mobile phone.
- All students must remain under supervision of staff and not allowed to leave the area.
- Staff concerns are to be noted and communicated to the Incident Controller and their line manager. Include details such as time, location, risk, and clear details of what you witnessed.

Visitor and contractor expectations during lockdown
- Stay calm and follow direction in a timely manner.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- If working alone indoors, lock all perimeter doors and move to a safe space away from windows. Where possible, close curtains or blinds and turn off lights.
- If working alone outdoors and unable to lockdown in a building, return to your vehicle and lock all doors. Lay your seat down so you are not seen from the windows. Do not drive your vehicle during an active lockdown.
- Remain contactable, keeping on you a two-way radio or mobile phone.

Communication post lockdown
- Message to be announced over the two-way radio and public address system:
    "Attention WACoA Narrogin, code BLUE no longer required. All staff and students to make their way to the gym for roll call. I repeat, code BLUE no longer required. All staff and students to make their way to the gym for roll call."
- Staff to be contacted by mobile:
    - Gardener/s
    - Cleaning Staff (if not available on two-way)
    - Kitchen staff (if not available on two-way)
    - Visitors onsite
    - Contractors onsite
    - Staff currently offsite can now return to site.
    - Staff and residents housed onsite.

Post lockdown roll call and debrief
- All staff, students, visitors and contractors are to make their way to the gymnasium.
- Heads of Departments (or delegates) are to complete a rollcall of staff in their department and notify Admin Staff of staff accounted for and staff missing. Check last known location for missing staff members.
- Complete roll call or checks for staff, students, visitors and contractors.
- Necessary post-incident support to be provided.
- Principal & Deputy Principal (or delegate) to complete a debrief with students and staff separately.

21. Lockdown - night (CODE BLUE)

This procedure is to be followed between 4pm and 9am the next morning, Monday to Friday, and all-day Saturday & Sunday, in alignment with the **Duties of school response team** (section 6) and the **Lockdown process & checklist** (section 22).

College informed of incident

- Staff becomes aware of the risk/situation, they are to IMMEDIATELY contact the on-call staff member.
- On-call staff informed, they make the decision to lockdown Residential.
- On-call staff advises to sound the CODE BLUE lockdown alarm and initiate the communication process.
- If on-call staff is not the principal, inform them of the situation after notifying the on-call staff.
- On-call staff to discuss incident with principal; principal to notify Emergency Services (000) and the Wheatbelt Education Regional Office of situation.

Alarm

The College's alarm sounding system is in the Deputy Principal's office on the north wall.

- Sound the continuous Siren + Code BLUE

Communication

- Message to be announced over two-way radio:

  "Attention all WACoA Narrogin staff, this is a Code BLUE lockdown. I repeat, this is a Code BLUE lockdown. Please notify communication received."

- Make note of staff that confirm their receipt of the message.
- Make telephone contact with any of the following that are onsite:
  - Gardner/s
  - Cleaning staff (if not available on two-way)
  - Kitchen staff (if not available on two-way)
  - Contractors and visitors
  - Staff and residents housed onsite.

Lockdown actions

- Turn off equipment or machinery (fans, cooking appliances, welding equipment, televisions, etc.)
- Do not take any unnecessary items with you and encourage students to leave their belongings behind.
- Staff are to collect others nearby on their way to lockdown in a building, moving to the closest safe and lockable area (dorm, recreation room, gym, etc.)
- Do not leave safe area to collect students.
- All perimeter doors to be locked.
- Position people as close to the ground as possible, away from windows and doors. Where possible, close curtains or blinds and turn off lights.
- Ensure all mobile phones, including students & visitors, are set to silent (no vibration) or turned off completely.

During lockdown

- When possible, take a roll call of those with you.
- If emergency medication is required, seek advise from the on-call staff.
- Remain contactable, keeping on you a two-way radio or mobile phone.
- Remain in the safe place until you receive communication that the lockdown is no longer required.

Staff expectations during lockdown

- Stay calm and encourage others to be calm and stay silent.
- All students must remain under supervision of staff and not allowed to leave the area.
- Staff concerns are to be noted and communicated to the Incident Controller and their line manager. Include details such as time, location, risk, and clear details of what you witnessed.

Visitor and contractor expectations during lockdown

- Stay calm and follow direction in a timely manner.
- Turn off equipment or machinery (cooking appliances, welding equipment, etc.)
- If working alone indoors, lock all perimeter doors and move to a safe space away from windows. Where possible, close curtains or blinds and turn off lights.

- If working alone outdoors and unable to lockdown in a building, return to your vehicle and lock all doors. Lay your seat down so you are not seen from the windows. Do not drive your vehicle during an active lockdown.
- Remain contactable, keeping on you a two-way radio or mobile phone.

Communication post lockdown

- Message to be announced over the two-way radio and public address system:

  "Attention WACoA Narrogin, code BLUE no longer required. All staff and students to make their way to the dining room for roll call. I repeat, code BLUE no longer required. All staff and students to make their way to the dining room for roll call."

- Make telephone contact with any of the following that are onsite:
  - Gardner/s
  - Cleaning staff (if not available on two-way)
  - Kitchen staff (if not available on two-way)
  - Contractors and visitors
  - Staff and residents housed onsite.

Post lockdown roll call and debrief

- All staff, students, visitors and contractors are to make their way to the dining room.
- Complete roll call or checks for staff, students, visitors and contractors. Try contacting missing people via mobile and check their last known location, notify the on-call staff if unable to locate.
- Necessary post-incident support to be provided.
- Principal & Residential Manager (or delegate) to complete a debrief with students and staff separately.

22. Lockdown process & checklist

Actions (to activate, and during, a lockdown)	Completed
Assess the threat	
Contact 000 – advise WA Police Force and other appropriate emergency service agencies of the type of emergency.	
Activate continuous siren system: CODE BLUE	
Establish the school response team, if necessary.	
Ascertain if all students, staff and visitors are accounted for (as far as possible)	
Divert returning staff and students, parents and community members away from the school site.	
Keep a telephone line free.	
Keep public address system free.	
Silence all mobile phones.	
If possible, stop the usual school siren.	
Secure external doors and entrances.	
Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access.	
Have a delegated staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so.	
Inform school staff, education regional office, nearby schools and other agencies when initiating a lockdown.	
Record some details of actions undertaken and times.	

Actions (to de-activate, and immediately following, a lockdown)	Completed
Confirm with emergency service personnel that it is safe to de-activate lockdown.	
De-activate lockdown using the predetermined de-activation signal.	
Determine whether to activate the school parent re-unification process.	
Advise staff, students and visitors of any specific information they need to know.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Provide appropriate information on the lockdown to staff and students.	
Liaise with your education regional office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the lockdown is over and the outcomes.	
Seek support from the education regional office, as required.	
Conduct a debrief	

23. Bomb threat procedures

Bomb threats can be received from various sources. Refer to the specific source information below and follow the checklists.

Sources

- **Telephone:**
  - The person receiving the call should note/record as many details and ask as many questions as possible.
  - Use the Telephone bomb threat response checklist below to record the information.
- **Mail:**
  - Avoid handling the letter or envelope unnecessarily.
  - Place it in a clear plastic bag or sleeve.
- **Email or social media:**
  - Do not reply to, forward or delete the message.
  - If sent via email, note the address.
  - If sent via social media, note the application used and the username or ID.
  - Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).
- **Another source:**
  - Ask for as much detail as possible from the source.
  - Use the Telephone bomb threat response checklist below to record the information.

23.1 Actions to take when a bomb threat is received

Actions (to activate, and during, a bomb threat)	Completed
Assess the threat.	
Stay calm. Do not hang up if received by phone.	
Utilise the Bomb threat response checklist below to record as much information as possible.	
Notify the principal or site manager, and do not communicate the threat to anyone else.	
Contact 000 – advise WA Police Force of the threat.	
Notify your Education Regional Office.	
Notify security by phone at 9264 4632. Security will notify the Manager, Security and Emergency Management.	
Principal or Site Manager decide whether a search of the grounds is warranted.	
Principal or Site Manager decide whether the site is to be evacuated.	
If the decision is made to evacuate, refer to evacuation procedures.	
Leave doors and windows open.	
Record details of actions undertaken and times.	

23.2 Telephone bomb threat response checklist

Telephone bomb threats[1] response checklist					
Note the caller's number if displayed on your phone:					
Important questions to ask					
What is your name?					
Where are you?					
What is your address?					
Where did you put it?					
When is the bomb going to explode?					
What does it look like?					
Exact wording of threat					
General questions to ask					
How will the bomb explode OR how will the substance be released?					
Did you put it there?					
Why did you put it there?					
Bomb threat questions					
What type of bomb is it?					
What is the bomb?					
What will make the bomb explode?					
Note the caller's number if displayed on your phone:					
Notes for after the call					
Caller's voice was:	□ male		□ female		□ child
Approximate age:	□ 0-11	□ 12-18	□ 19-30	□ 31-70	□ 70+
Accent:					
Speech:	□ normal	□ fast	□ slow	□ other:	
Dictation:	□ clear	□ muffled	□ other:		
Manner:	□ calm	□ emotional	□ abusive	□ other:	
Did you recognise this caller?	□ yes		□ no		
If so, who do you think it was?					

Was the caller familiar with the area?				
Threat language:	□ well-spoken	□ incoherent	□ abusive	□ irrational
Background noises:	□ message read by caller	□ music	□ machinery	□ voices
	□ harbour	□ taped	□ typing	□ house noise
	□ street noise	□ aircraft	□ other:	
Duration of call (time):				
Origin of call:	□ bomber	□ police	□ DFES	□ other
Who received the call				
Name (print):				
Phone number:				
Duration of call:				
Date call received:				
Time call received:				
Signature:				

1 This has been adapted from the Australian Bomb Data Centre 'Phone bomb-threat checklist'

23.3 Actions to take after a bomb threat

Actions (after a bomb threat)	Completed
Confirm with the Incident Controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the school parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	
Liaise with your education regional office to determine what information to provide to parents, carers and students. The communications process and a letter template are available in Manage communications for serious incidents. Your regional office will support you with this process and liaise with Service Response and the Communications Directorate (including social media and media support) if required.	

24. Sudden bushfire event procedures

24.1 Relocate to onsite 'safer building location' in the event of a sudden bushfire

The principal or site manager may enact this standalone bushfire plan including relocating to the onsite safer building location as deemed necessary, or upon the advice of the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.

When sheltering in place do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if any of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued for an area including the school site on the Emergency WA website.
- instruction is received from the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.
- any other conditions (eg. smoke or ember attack) where the principal or site manager deem it necessary to initiate this procedure.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school or site name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. • Remain in contact with the Department of Fire and Emergency Services. Monitor official bushfire emergency information on Emergency WA.	
Activate your school or site response team to carry out their responsibilities.	
Use your emergency contact list to contact stakeholders.	
Follow your response telephone call tree to communicate with the community. Ensure parents receive emergency text message alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Parents must not collect students until instructed.	
Confirm: • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition.	

Action	Notes (if required)
Take emergency equipment: • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication.	
Sound the school or site emergency warning or alert system.	
The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation. If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible. Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location.	
Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. You must give special consideration to students with known respiratory conditions.	
Wait for emergency services to arrive or the Incident Controller to provide you with information. Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education. Continue to monitor official bushfire information on Emergency WA.	
The Department will consult the Incident Controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.	

24.2 Offsite evacuation procedures in the event of a sudden bushfire

You may be instructed to relocate to your offsite evacuation location.

The principal or site manager must act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining onsite and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
  OR
- the director of education

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school or site name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. Remain in contact with Department of Fire and Emergency Services and your director of education. Monitor official bushfire emergency information on Emergency WA.	
Activate your School or site response team to carry out their responsibilities.	
Refer to your emergency contact list to contact stakeholders.	
Follow advice from the Incident Controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site's offsite evacuation location(s) is the safest to use.	
If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Use an alternative assembly area if your first identified assembly area is unsafe. Note: Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	

Action	Notes (if required)
Follow the response telephone call tree to communicate with the community. Ensure parents and carers receive emergency SMS alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Note: Parents must not collect students until instructed.	
Confirm: • evaporative air conditioners are turned off • building roof vents and doors are closed.	
Take emergency equipment: • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. Sound the school or site emergency warning or alert system.	
• Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location.	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
The Manager, Security and Emergency Management, the director of education or the Incident Support Unit will provide ongoing advice. Continue to monitor official bushfire information on Emergency WA.	
The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.	

24.3 After-hours or school holiday procedures in the event of a sudden bushfire

You may be instructed to keep your school or site closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the Emergency WA website. AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your director of education and monitor official bushfire emergency information on Emergency WA.	
Use your emergency response contact list to contact stakeholders.	
Follow your response telephone call tree to communicate with your community. Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to Manage bushfire incident communications.	
Work with the director of education to seek alternative school or site and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: • the school or site closure • temporary alternative accommodation.	
The Department will consult the Incident Controller or emergency services and notify you when it is safe for the school or site to reopen. You will receive advice from the director of education, Manager, Security and Emergency Management or the Incident Support Unit.	
Send parents, carers and staff emergency text message alerts to inform them when school or site can reopen.	

26. Recovery support checklist

Support those affected (as determined by the assessment of the situation)				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Offer immediate comfort and support to those most affected - psychological first aid				
☐ Make direct contact with affected staff or families (in the case of a death, WA Police Force contact the family).				
☐ Liaise with your education regional office and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery. The regional office will liaise with the Communications directorate (including social media and media support). Refer to Manage site threats in schools in Ikon for letter templates.				
☐ Prepare a written statement related to incoming enquiries and for students to take home to their parents.				
☐ Brief all staff of known facts (refer to 14. Recovery debrief checklist below). Direct all enquiries to the onsite incident commander. Liaise with education regional office and/or Department's Media unit (9264 5821) before speaking with media.				
☐ Inform students using a prepared statement and offer comfort and support. Consider siblings and close friends.				
☐ Set up a recovery room.				
☐ Direct staff and students who may require additional support to a recovery area and/or to student services staff (for example, school psychologist, school nurse, chaplain, year coordinators). Make arrangements for students/ siblings /parents to be reunited.				
☐ Consider staff and students absent or offsite, relief staff, ex-students and ex-staff that need to be informed.				
☐ Identify and notify others who need early advice (such as school board chair, P&C, key community agencies, other schools affected, other regions).				
☐ Consider the Employee Assistance Program for staff in need.				

27. Recovery debrief checklist

Debrief				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Debrief all staff as necessary. Review with the school response team. Debrief should not be used as a means of directing blame. Focus on: • a debrief with staff, student and parents as soon as possible • a return to the normal routine as soon as possible • providing support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre, Employee Assistance Program. Inform families and community of impact on the school and school routine, including if there is none. • organising relief or additional staff to meet teaching, support, administration and front office needs.				
☐ Assess damage and action as required: • check any equipment or stock used and arrange for replacement or replenishment • arrange isolation of physical damage to the school, if required • relocate to alternative accommodation if necessary • contact the Department of Finance to commence repairs • attend to security if necessary. Phone Security and Emergency Management on (08) 9264 4825 • manage administrative details including insurance.				
☐ Liaise with local agencies for possible after hours and weekend support.				
☐ Complete Online Incident Notification (OIN).				

28. Short-term recovery checklist

Further considerations in the following days to support recovery				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Identify and offer more specialised personal support to vulnerable or most affected staff and students.				
☐ Provide recovery support and advice for students/ staff/ parents about indicators that a person may not be coping and the normal cycle of recovery.				
☐ Follow up contact with family or families involved to express sympathy, arrange retrieval of personal items of student or staff member as appropriate and discuss school role in ongoing support.				
☐ Liaise with your education regional office and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery. The regional office will liaise with the Communications directorate (including social media and media support). Refer to Manage site threats in schools in Ikon for letter templates. Monitor social media where possible.				
☐ Considerations for suspected suicide postvention.				
☐ Cultural considerations.				
☐ Considerations for death notice.				
☐ Considerations for memorial service.				
☐ Consideration for funeral attendance.				
☐ Continued support for students and staff.				
☐ Notify staff who currently are not at school.				
☐ Notify families who currently are not at school.				
☐ Alert teachers to be sensitive to curriculum content.				
☐ Maintain documentation.				
☐ Ongoing liaison with other affected or vulnerable schools.				
☐ Consideration of ex-students and ex-staff.				
☐ Process for meeting visitors, for example community people most affected.				
☐ Interagency liaison.				
☐ Liaise with school psychology personnel.				
☐ Advise school officers as to what information is to be provided to parents and others.				

Further considerations in the following days to support recovery				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Review student, staff and school community responses and monitor needs.				
☐ Acknowledge people who have supported the school				
☐ Review school records and mailing lists and amend as appropriate				
☐ Complete operational debrief				
☐ Consider coronial inquest or court dates (arrange support for staff involved)				
☐ Review and modify the school's Incident management plan as appropriate.				
☐ Monitor anniversary dates				
☐ Update incident report via the Online Incident Notification System if appropriate.				

29. Medium and long-term recovery checklist

Further considerations to support medium-term recovery					
	Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐	Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program.				
☐	Review communication processes (if appropriate).				
☐	Monitor and support reactions from students and staff within the school community.				
☐	Cultural and religious considerations of death and what the funeral may entails.				
☐	Attendance at the funeral and operational aspects (for example, teacher relief).				
☐	Request additional service providers to assist with recovery (if necessary)				
☐	Review the school's Incident management plan.				
☐	Complete operational debrief				
☐	Consider coronial inquest or court dates (arrange support for staff involved if necessary).				

Further considerations to support long-term recovery					
	Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐	Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program				
☐	Monitor significant dates or anniversaries.				
☐	Monitor and support teachers, students and families of the school community.				
☐	Review and revise the school's response and the effectiveness of the Incident management plan.				
☐	Liaise with inter-agency and intra-agency networks (if appropriate).				
☐	Request additional service providers to assist with recovery (if necessary).				
☐	Consider coronial inquest or court dates (arrange support for staff involved if necessary).				