



Department of  
**Education**

# **Orange Grove Primary School Incident Management Plan**

**2021-2022**  
VERSION DATE:

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# Contents

1. School Details .....	4
2. Emergency Contacts.....	5
3. School Specific Contacts .....	5
4. School Response Team Details.....	8
5. Evacuation Details .....	9
6. Maps .....	10
7. Evacuation Kit .....	11
8. Off-site Evacuation.....	12
9. Evacuation to a Perceived Place of Safety .....	13
10. Relocation to a Safer Building Location .....	14
11. Lockdown.....	15
12. Bomb Threat Resource sheet .....	16
13. Recovery Support Checklist.....	18
14. Recovery Debrief Checklist.....	20
15. Short Term Recovery Checklist .....	21
16. Medium And Long Term Recovery Checklist .....	23

<b>Date of Review</b>	<b>Reviewing Officer</b>	<b>Date Submitted</b>	<b>Next scheduled Review</b>
<b>31/03/2021</b>	<b>Stephen Boon/Caitlin Loder</b>	<b>20/04/2021</b>	<b>20/04/2022</b>

**Instructions to complete this plan:**

- enter information into all sections highlighted in grey.
- when complete, ensure the Incident Management Plan is accessible when off-site, ie. save to an online platform such as OneDrive or Connect.

<b>School name: (include name of co-located school if applicable)</b>	<b>Orange Grove Primary School</b>
<b>School address:</b>	<b>40 Boyle Lane, Orange Grove WA 6109</b>
<b>Plan prepared by: (principal's name)</b>	<b>Stephen Boon</b>
<b>Date prepared:</b>	<b>31/03/2021</b>

## 1. School Details

<b>Number of students:</b>	<b>152</b>
<b>Number of students with special needs:</b>	<b>6</b>
<b>Number of staff:</b>	<b>24</b>
<b>Number of students requiring extra support if evacuating</b>	<b>6</b>
<b>Number of school sides bordered by bush</b>	<b>2</b>
<b>Names of major roads bordering school</b>	Tonkin Highway
<b>School's site specific alert</b> <b>Eg.</b> <ul style="list-style-type: none"><li>• Siren/Pause x 3</li><li>• Continuous handbell</li><li>• Continuous siren or short whistle blasts</li></ul>	<b>Evacuation – 3 blasts of siren (Continuous handbell if no power)</b>  <b>Lockdown – 10 second blast of siren (Air horn from admin if no power)</b>

## 2. Emergency Contacts

Group		Phone Number
WA Police Force	Life-threatening or time-critical emergency	000
	Non-life threatening incident requiring Police response	131 444
	Local Police Station	9398 0000
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Armadale Hospital		9391 1153
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local Government		9454 6415
Pollution Watch Hotline		1300 784 780

Central Services Contact	Phone Number
Deputy Director General, Schools	9264 5602
Department's media unit (diverts to a mobile phone outside of normal business hours)	9264 5821
Security Monitoring Centre	9264 4632
	9264 4771
Manager Environmental Services	9264 5186
Corporate Communications and Marketing	9264 4855

## 3. School Specific Contacts

Organisation	Details	Phone No / Website
Local Police	<b>Gosnells Police Station:</b> <b>Craig Stephen:</b>	9398 0000 9398 0031 or 9398 0032
	<b>Police Assistance:</b> <b>Emergency:</b>	131444 000
Local Ambulance/hospital	<b>Armadale Hospital:</b>	9391 2000
	<b>Emergency:</b>	000
Local Fire brigade	<b>Emergency:</b>	000
	<b>Perth DFES Central Metro Regional Director</b>	9479 9358
	<b>Maddington Fire Station</b>	9459 2369
Bus contractors (ready for Pre-emptive Closure or offsite evacuation)	<b>Metro Bus – Bob Pearce:</b>	9258 9310 or 0418 337 302
	<b>Lesmurdie Bus Services:</b>	9293 8212 or 0408
	<b>Yule Brook Bus Service:</b>	197 258
	<b>BusWest:</b>	9251 8333

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		9395 4444
<b>Electricity provider (in the case of a power outage)</b>	<b>Western Power</b>	13 13 51
<b>State emergency service</b>	<b>SES</b>	132 500
<b>Poisons information</b>	<b>WA Poisons Information Centre</b>	131 126
<b>Director of Education</b>	<b>Sue Cuneo</b>	9336 9539
<b>Education Regional Office</b>	<b>BMW</b>	132 134

Role	Name	Phone Numbers		
		Day time	Mobile	Out of Hours
Principal or Site Manager	Stephen Boon	9232 3400	0403 567 462	
Deputy Principal	Clare Heffernan	9232 3400	0427 726 566	
Manager of Corporate Services	Diane McHugh	9232 3400	0405 770 627	
Lead School Psychologist				
School Psychologist	Darlene Diaz		0410 698 677	
School Nurse	Clare Pargenter	6330 3122	0427 020 584	
School Chaplain	Dianne Thomes	9234 6400 9232 3400	0402 226 340	
OSH Representative/s	Craig Burrow	9232 3400	0404 754 405	
P&C President	Aimee Grigson		0417 804 578	

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## 4. School Response Team Details

<b>TEAM</b>	<b>Name / Mobile number</b>	<b>Back-up Officer Name / Mobile number</b>
<b>Principal/ Site Manager</b>	Stephen Boon 0403 567 462	Clare Heffernan 0427 726 566
<b>Deputy/Associate Principal</b>	Clare Heffernan 0427 726 566	
<b>Manager Corporate Services</b>	Diane McHugh 0405 770 627	Caitlin Loder 0408 830 854
<b>Support Staff</b>	Diane McHugh 0405 770 627	Caitlin Loder 0408 830 854
<b>Communications</b>	Caitlin Loder 0408 830 854	
<b>First Aid</b>	Craig Burrow 0404 754 405	



## 5. Evacuation Details

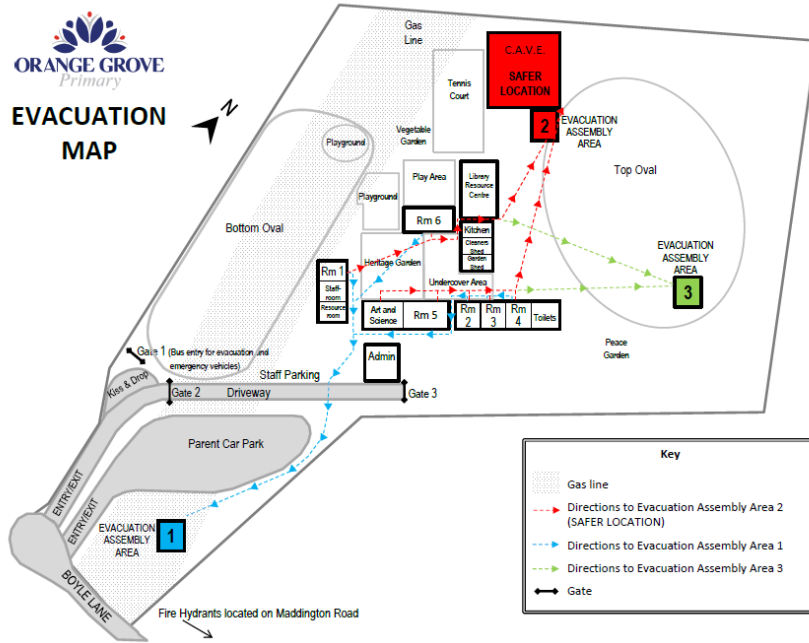
### Important Locations

AREAS	LOCATION	NOTES
Emergency Control Post	Admin	
Emergency Control Post (Alternative)	Room 7	
Evacuation Assembly Areas	Room 7 CAVE Orchard Top Oval	
Evacuation On-site Designated Safer Locations	Room 7 CAVE Orchard Top Oval	
Evacuation Off-site Designated Safer Locations	Bramfield Park Primary School East Maddington Primary School	
Evacuation Kit	Deputy Principal's Office	
First Aid kit	Boardroom	
Security keys (Note: this could create a security risk depending on how widely this document is distributed)	Admin	
Power board	Driveway	
Water mains – shutoff	Driveway	
Gas main – shutoff	Driveway	
List of people on site	Admin	
Other		

## 6. Maps

### School Site Map and Assembly Points

Insert school site map with clearly marked assembly points.



### School Off-site Map

Insert an aerial view of your school showing off-site locations in opposite directions.



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## 7. Evacuation Kit

School evacuation kit	Date checked
Duties of School Response Team	20/04/2021
School mobile telephone and charger	N/A
Hand held radio (if applicable)	N/A
Portable, battery operated radio	20/04/2021
Megaphone	20/04/2021
Whistle	20/04/2021
Pens/pencils	20/04/2021
Torch and spare batteries	20/04/2021
Camera	20/04/2021
School key	20/04/2021
Water	20/04/2021
Sunscreen	20/04/2021
First aid kit	20/04/2021
Student health care medication (e.g. EpiPen)	20/04/2021
Electronic and/or hard copies of the school: <ul style="list-style-type: none"><li>• Incident Management Plan;</li><li>• Running sheet (see Appendix);</li><li>• student health care plans;</li><li>• student class lists;</li><li>• student release forms;</li><li>• student home and emergency telephone numbers;</li><li>• attendance register for that day; and</li><li>• sign-in list.</li></ul>	20/04/2021

## 8. Off-site Evacuation

<b>Actions (to activate, and during an Off-site evacuation)</b>	<b>Completed</b>
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
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 off-site evacuation location(s) 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 off-site.	
Check that all staff, students and visitors are accounted for before evacuating off-site.	
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 some details of actions undertaken and times (use running sheet from Appendix)	
<b>Actions (after an off-site evacuation)</b>	
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 Department's Media Unit (9264 5821) regarding various communication methods (e.g., letters, social media, school newsletter) to provide information to parents and students.	
Advise the education regional office and Central Services that the incident is over and the outcomes.	

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## 9. 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: <ul style="list-style-type: none"><li>• Location i.e. site, building name, room number, road/street name;</li><li>• Description of the offender;</li><li>• If any weapons have been seen, if so what?</li><li>• The direction of the offender/s;</li><li>• Any injuries, if so what and how many; and</li><li>• Motive if known.</li></ul>	
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.	

## 10. Relocation to a Safer Building Location

<b>Actions (to activate, and during an on-site movement to a safer location)</b>	<b>Completed</b>
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 de-activation advice from incident controller or emergency services personnel	
<b>Actions (after an on-site movement to a safer location)</b>	<b>Completed</b>
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 Department's Media Unit (9264 5821) regarding various communication methods (e.g., letters, social media, school newsletter) to provide information to parents and students.	
Advise the education regional office and Central Services that the incident is over and the outcomes.	

## 11. Lockdown

<b>Actions (to activate, and during, a lockdown)</b>	<b>Completed</b>
<b>Assess the threat</b>	
Contact 000 – advise WA Police Force and other appropriate emergency service agencies of the type of emergency.	
Activate lockdown using the predetermined activation signal.	
Establish the Incident Control Team, if necessary.	
Ascertain (as possible) if all students, staff and visitors are accounted for.	
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 (user from Appendix 1).	

<b>Actions (to de-activate, and immediately following, a lockdown)</b>	<b>Completed</b>
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 Department's Media Unit (9264 5821) regarding various communication methods (e.g., letters, social media, school newsletter) to provide information to parents and students.	
Advise the education regional office and Central Services that the lockdown is over and the outcomes.	
Seek support from the education regional office, as required.	
Conduct debrief.	

## 12. Bomb Threat Resource sheet

**BY TELEPHONE:** The person receiving the call is to note/record as many details and **ask as many questions as possible.** Record this on this form as soon as is practicable.

**FROM ANOTHER SOURCE:** This form is still to be used. The source of notification is asked to provide as much detail as possible.

<b>TELEPHONE BOMB THREATS<sup>1</sup> (Response Checklist)</b>
<p><b>Note the caller's number if displayed on your phone</b>            .....</p>
<b>1. Important Questions to ask</b>
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? ..... .....
<b>Exact wording of threat</b>
<b>Threat:</b> ..... ..... ..... .....
<b>General Questions to ask</b>
How will the bomb explode <b>OR</b> How will the substance be released? ..... ..... Did you put it there? ..... ..... Why did you put it there? ..... .....
<b>Bomb Threat Questions</b>
What type of bomb is it?..... ..... ..... What is the bomb? ..... ..... ..... What will make the bomb explode? ..... ..... .....
<b>Notes for after the call</b>
<b>Caller's voice was:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Child <b>Approx. Age:</b> <input type="checkbox"/> 0-11 <input type="checkbox"/> 12-18 <input type="checkbox"/> 19-30 <input type="checkbox"/> 31-70 <input type="checkbox"/> 70+



**TELEPHONE BOMB THREATS<sup>1</sup> (Response Checklist)**

**Note the caller's number if displayed on your phone**

.....

**Accent:** .....  
 Normal     Fast     Slow     Other.....  
 Clear     Muffled     Other.....  
**Speech:**  Calm     Emotional     Abusive     Other.....

**Dictation:**  
**Manner:**  
**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  
 Message read by caller     Taped     Other.....  
**Background Noises:**     Music     Voices     Typing     Street noise     Aircraft  
 Machinery     Harbour     House noise     Other .....

**Duration of Call:** Time:.....

**Origin of Call:**     Bomber     Police     DFES     Other

**Who received the call**

Name (print): .....  
Telephone number: .....  
Duration of Call: .....  
Date call received:.....  
Time call received: .....  
Signature: .....

*This has been adapted from the Australian Bomb Data Centre Phone Bomb -Threat Checklist*

**ACTIONS TO BE TAKEN ON A RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

1. DO NOT reply to, forward or delete the message.
2. If sent via email note the address.
3. If sent via social media what application has been used and what is the username/ID?
4. Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

## 13. Recovery Support Checklist

<b>SUPPORT THOSE AFFECTED</b> (as determined by the assessment of the situation)				
ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
<input type="checkbox"/> Offer immediate comfort and support to those most affected- Psychological First Aid				
<input type="checkbox"/> Make direct contact with affected staff or families. (In the case of a death, WA Police Force contact the family.)				
<input type="checkbox"/> Liaise with education regional office and/or Department's media unit (9264 5821) and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery.				
<input type="checkbox"/> Prepare a written statement related to incoming enquiries and for students to take home to their parents.				
<input type="checkbox"/> Brief all staff of known facts. (see Appendix 3). Direct all enquiries to the on-site incident commander. Liaise with education regional office and/or Department's Media Unit (9264 5821) before speaking with media.				
<input type="checkbox"/> Inform students using a prepared statement and offer comfort and support. Consider siblings and close friends.				
<input type="checkbox"/> Set up a recovery room.				
<input type="checkbox"/> Direct staff and students who may require additional support to a recovery area and/or to student services staff (e.g., school psychologist, school nurse, chaplain, year coordinators). Make arrangements for students/siblings/parents to be re-united.				
<input type="checkbox"/> Consider staff and students absent or off-site, relief staff, ex-students and ex-staff that need to be informed.				

**SUPPORT THOSE AFFECTED**  
(as determined by the assessment of the situation)

ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
" Identify and notify others who need early advice (e.g. School board chair, P&C, key community agencies, other schools affected, other regions).				
<input type="checkbox"/> Consider the Employee Assistance Program for staff in need.				

## 14. Recovery Debrief Checklist

Debrief				
ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
<input type="checkbox"/> Debrief all staff as necessary. Review with the School Response Team				
<input type="checkbox"/> Debrief should not be used as a means of directing blame. Focus on: <ul style="list-style-type: none"> <li>• debrief with staff, student and parents as soon as possible</li> <li>• return to normal routine as soon as possible</li> <li>• Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central, education regional office, Statewide Services Centre and/or the Employee Assistance Program inform families and community of impact on the school and school routine, including if there is none.</li> <li>• Organise necessary relief/additional staff to meet teaching, support, administration and front office needs.</li> <li>• check of any equipment or stock used and arrange for replacement/replenishment</li> <li>• arranging isolation of physical damage to the school, if required</li> <li>• relocate to alternative accommodation if necessary</li> <li>• advise the Department if any damage</li> <li>• contact the Department of Finance to commence repairs</li> <li>• attend to security if necessary through Security and Emergency Management - T: (08) 9264 4825</li> <li>• manage administrative details including insurance.</li> </ul>				
<input type="checkbox"/> Liaise with local agencies for possible after hours/weekend support.				
<input type="checkbox"/> Complete Online Incident Notification (OIN).				

## 15. Short Term Recovery Checklist

FURTHER CONSIDERATIONS IN THE FOLLOWING DAYS TO SUPPORT RECOVERY				
ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
<input type="checkbox"/> Identify and offer more specialised personal support to vulnerable and/or most affected staff and students.				
<input type="checkbox"/> Provide recovery support and advice for students/staff/parents about indicators that a person may not be coping and the normal cycle of recovery.				
<input type="checkbox"/> Follow up contact with family/families involved to express sympathy, arrange retrieval of personal items of student/staff member as appropriate and discuss school role in ongoing support.				
<input type="checkbox"/> Update information to staff, parents, and students, as appropriate. Enlist the help of the Department's media unit (9264 5821). Monitor social media where possible.				
<input type="checkbox"/> Considerations for suspected suicide Postvention.				
<input type="checkbox"/> Cultural considerations.				
<input type="checkbox"/> Considerations for Death notice.				
<input type="checkbox"/> Considerations for Memorial service.				
<input type="checkbox"/> Consideration for funeral attendance.				
<input type="checkbox"/> Continued support for students and staff.				
<input type="checkbox"/> Notify staff who currently are not at school.				
<input type="checkbox"/> Notify families who currently are not at school.				
<input type="checkbox"/> Alert teachers to be sensitive to curriculum content.				
<input type="checkbox"/> Maintain documentation.				
<input type="checkbox"/> Ongoing liaison with other affected or vulnerable schools.				
<input type="checkbox"/> Consideration of ex-students and ex-staff.				
<input type="checkbox"/> Process for meeting visitors (e.g. community people most affected).				
<input type="checkbox"/> Interagency liaison.				
<input type="checkbox"/> Liaise with school psychology personnel.				
<input type="checkbox"/> Advise school officers as to what information is to be provided to parents and others.				
<input type="checkbox"/> Review student, staff and school community responses and monitor needs.				

**FURTHER CONSIDERATIONS IN THE FOLLOWING DAYS TO SUPPORT RECOVERY**

ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
" Acknowledge people who have supported the school				
<input type="checkbox"/> Review school records/ mailing lists and amend as appropriate				
<input type="checkbox"/> Complete operational debrief (see Appendix 7)				
<input type="checkbox"/> Consideration of Coronial Inquest/court date(s) (arrange support for staff involved)				
<input type="checkbox"/> Review & modify the school's Incident Management Plan as appropriate.				
<input type="checkbox"/> Monitor anniversary dates				
<input type="checkbox"/> Update incident report via <i>Online Incident Notification System</i> if appropriate.				

## 16. Medium and Long Term Recovery Checklist

FURTHER CONSIDERATIONS TO SUPPORT MEDIUM -TERM RECOVERY				
ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
<input type="checkbox"/> Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central, education regional office, Statewide Services Centre and/or the Employee Assistance Program.				
<input type="checkbox"/> Liaise with the Department's Media Unit (9264 5821) regarding monitoring media reports/images related to incident if appropriate.				
<input type="checkbox"/> Review communication processes (if appropriate).				
<input type="checkbox"/> Monitor and support reactions from students and staff within the school community.				
<input type="checkbox"/> Cultural and religious considerations of death and what the funeral may entail.				
<input type="checkbox"/> Attendance at the funeral and operational aspects (e.g., teacher relief).				
<input type="checkbox"/> Request additional service providers to assist with recovery (if necessary).				
<input type="checkbox"/> Review the school's Incident Management Plan.				
<input type="checkbox"/> Complete operational debrief				
<input type="checkbox"/> Consideration of Coronial Inquest/court date(s) (arrange support for staff involved if necessary).				

**FURTHER CONSIDERATIONS TO SUPPORT LONG - TERM RECOVERY**

ACTIONS	COORDINATED BY	START	COMPLETED	COMMENTS
<input type="checkbox"/> Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central, education regional office, Statewide Services Centre and/or the Employee Assistance Program				
<input type="checkbox"/> Monitor significant dates/ anniversaries.				
<input type="checkbox"/> Monitor and support teachers, students and families of the school community.				
<input type="checkbox"/> Review and revise the school's response and the effectiveness of the Incident Management Plan.				
<input type="checkbox"/> Liaise with inter-agency and intra-agency networks (if appropriate).				
<input type="checkbox"/> Request additional service providers to assist with recovery (if necessary).				
<input type="checkbox"/> Consideration of Coronial Inquest/court date(s) (arrange support for staff involved if necessary).				