



Department of Education and Training  
Government of Western Australia

# Pilbara Camp School

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## *Emergency Management Plan*

Plan first completed      March 2004  
Review date                Dec 2006

Copy lodged with District Education Office

## INDEX

	<b>Page</b>
Emergency Management Plan	3
Definitions	4
All Hazards approach to Emergency Management	5
Responding to Emergencies and Critical Incidents	6
Overview of Emergency Management Plan	7
Evacuation	8
Site Plan	9
Emergency and Evacuation Procedures	10 – 12
Support Services and Emergency Phone Numbers	13
Management of Critical Incidents	14
Responsibilities	15 – 18
Significant considerations for Principal and key staff	19 – 20
Telephone contact tree	21
Procedures if event occurs at the school or on school activity	22
Procedures if the event is independent of the school	23
Formal statements for class teacher to read to class in the case of a sudden death	24
Sample letter to parents from the Principal	25
Operational debriefing	26
Guidelines for teachers following death by suicide	27
Hazards Management Agencies (list by hazard)	28
Hazards Management Agencies (list by agency)	29
Incident Notification Form	30

## Pilbara Camp School

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### Emergency management plan

*The purpose of this plan is the*

- prevention of;
- preparedness for;
- response to and good management of;
- recovery from; and
- review of

Emergencies and Critical Incidents which impact on the school in order that:

- Injury is prevented, minimized or effectively dealt with.
- Trauma and distress to students and staff and damage to property are minimized.
- There is containment of effect of a critical incident on the school community.
- The school is returned to normal functioning as quickly as possible after the event.
- Likelihood of further traumatic incidents occurring is minimized.

### Action Timeline

**2006: February:** Evacuation/ Fire Drill

**2006: March:**

1. Staff familiarization with EM plan, Excursions Policy, Child Protection policy, Duty of Care, BMIS and \_\_\_\_\_
2. Evacuation/ Fire Drills
3. Risk Management update and planning
4. Review and update plan

**August:** Evacuation/ Fire Drill

## Definitions

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### **Emergency:**

An event, actual or imminent, which

- occurs on or off site;
- endangers or threatens to endanger life, property or the environment; and
- requires a significant and coordinated response.

### **Critical Incident:**

An incident in which there is a high likelihood of traumatic effects, evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school or system to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons on site, threats of or actual physical violence.

A critical incident will often involve rapid time sequences, attract media attention, and require interventions from DoET and inter-agency partners in order to achieve a recovery to normal operations.

### **Incident Manager:**

The person responsible for the overall control of an emergency or critical incident, usually the Camp School Manager or Registrar.

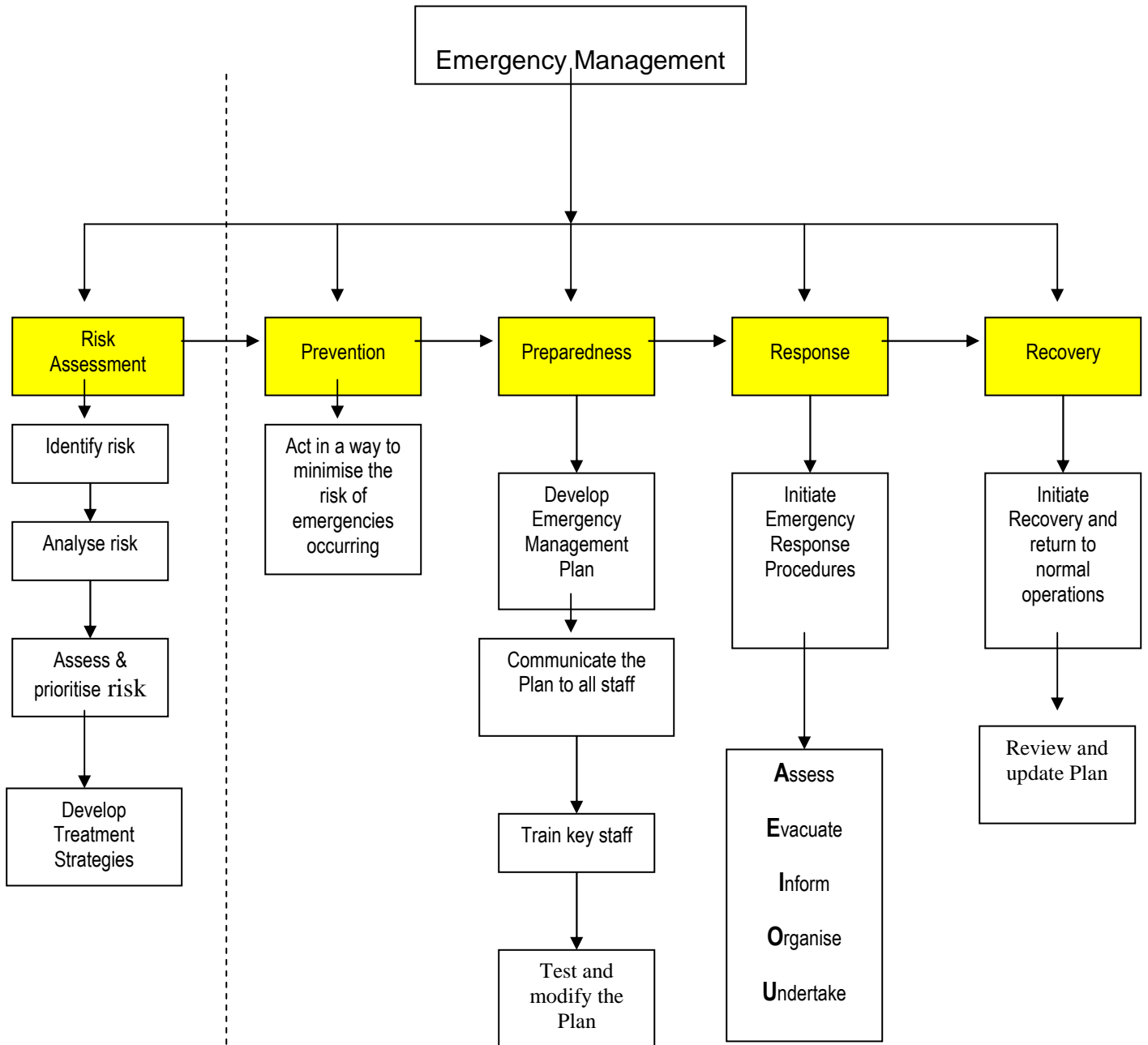
### **Hazard Management Agency:**

The organization designated with responsibility by legislation or in State level emergency management plans.

### **Emergency Coordination Centre:**

The facility established to coordinate and organize emergency management provision of services.

An All Hazards Approach to Emergency Management



Adapted from Risk Management policy

Adapted from Australian Emergency Management Arrangements (Emergency Management Australia)

## Responding to Emergencies and Critical Incidents

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**Please note that all emergencies and critical incidents in schools must be handled promptly, by considering the following:**

◆ **A**ssess:

- student safety
- staff safety
- community safety
- danger to property
- need for emergency services

◆ **E**vacuate:

- Who? All persons in danger or likely to be in danger.
- Where to? Designated assembly area.
- How? Via the designated route or the safest possible route.

◆ **I**nform

- Principal
- Teachers
- Director
- Students
- Parents
- Other schools
- Other agencies

*In emergency situations the Incident Notification form (Appendix B) can be completed by District Office staff during the notification phone call.*

◆ **O**rganise

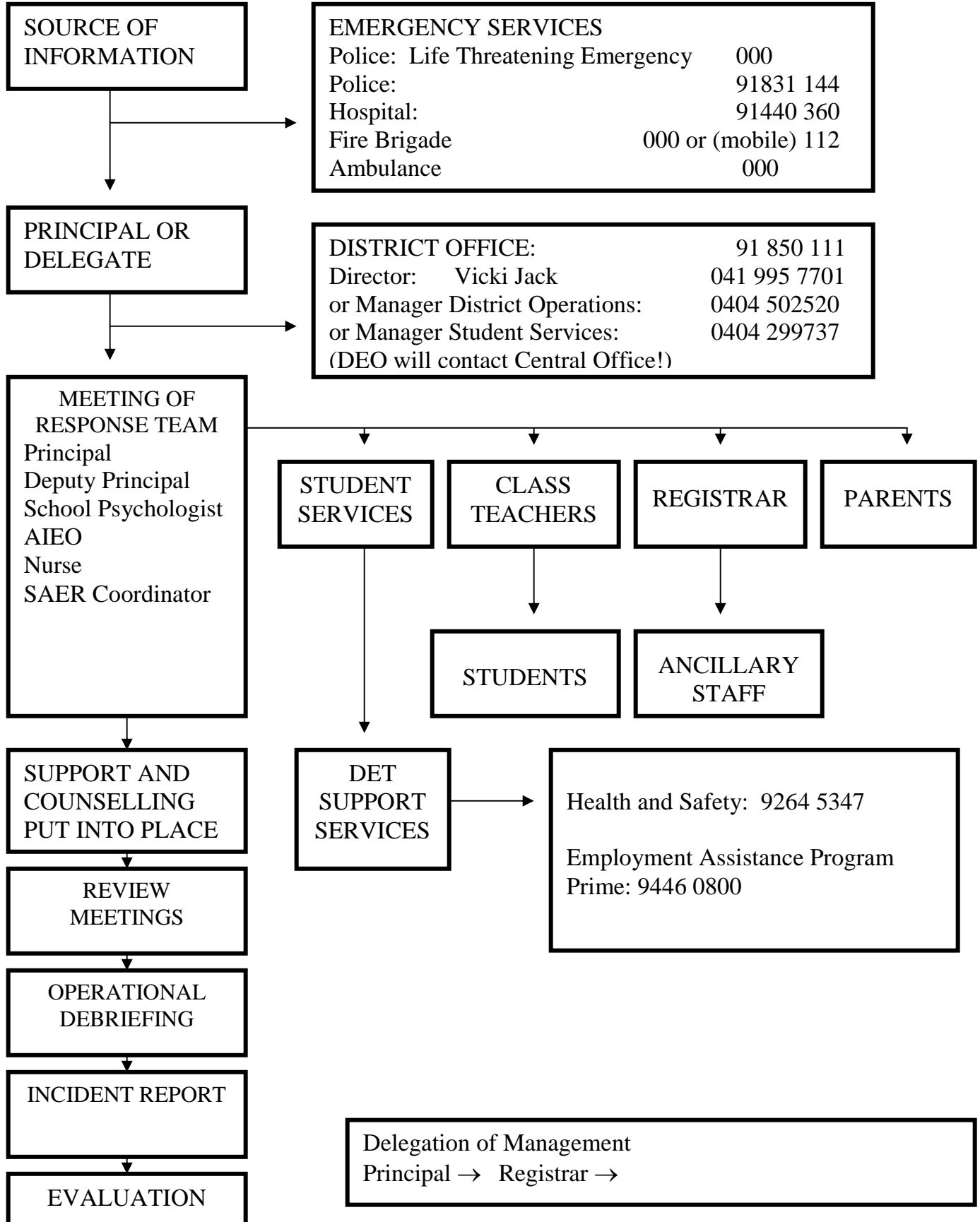
- Support
- Resources
- Notices/statements.

◆ **U**ndertake

- Recovery
- Review

*N.B. All DoET employees must be mindful of their responsibility for confidentiality related to emergencies and critical incidents.*

# OVERVIEW OF EMERGENCY MANAGEMENT PLAN



# EVACUATION PROCEDURE

## EMERGENCY SIGNAL

Continuous Whistle

1. Camp Manager or Teacher in Charge to control situation.
2. Leave all possessions in the dormitories.
3. Evacuate building via the safest exit: preferably the MAIN EXIT.
5. Move students to the CAR PARK at top of driveway.
6. Camp Manager and Teacher in Charge to check all rooms.
4. Teachers to check presence of all students. (*Teachers to stay with and assume responsibility for students.*)
5. Report missing persons to Camp Manager.
7. Remain at MAIN CARPARK and wait for further instructions from Camp Manager, Teacher in Charge or EMERGENCY SERVICES.

## **EMERGENCY PROCEDURES**

Staff need to be familiar with the following procedures should the need arise. This procedure has been prepared with input from Fire Brigade and local knowledge as well as consulting the School Evacuation and Procedures Manual.

***WARNING:***  
***Identified by continuous blasts of the WHISTLE..***

### **SITUATION**

#### **FIRE**

- Locate source of smoke by checking the fire alarm number on arming station against the Camp School Plan. In the case of a false alarm – Mute the noise maker and reset the arming station. **(6713 – 1)**

*NOTE: Fire extinguishers should only be used where it is safe and vital to do so. To be used only by people who know which type to use and how to use them.*

- Evacuate everyone to the EVACUATION ASSEMBLY AREA (main entrance car park) as indicated on the Camp Plan.
- Camp Manager (if absent Teacher in Charge) to call Fire Brigade on 000 or (mobile) 112.
- Teacher in Charge to complete a roll call of all campers.
- Camp Manager to ensure all camp staff are accounted for.
- Camp Manager to give all clear to group once it is safe to do so.
- Camp Manager to notify Housing and Works (should there be any damage to building) and the District Director.

**DO NOT RE-ENTER** fire damaged area

#### **BUSHFIRE**

##### **TEACHER IN CHARGE**

- Assemble group in DINING Room.
- Complete a roll call.
- Wait for further advice from Camp School Manager

##### **CAMP SCHOOL STAFF:**

- Turn gas and electricity off (emergency lighting will be automatically activated).
- Insert down-pipe plugs.

- Use fire hydrant and hoses to wet external walls and roof. Fill gutters.
- Close doors and windows.
- Seal doors with wet towels.

### **BOMB THREAT**

- Evacuate everyone to the EVACUATION ASSEMBLY AREA as indicated on the Camp Plan. - school OVAL.
- Teacher in Charge to complete a roll call of all campers.
- Camp Manager to call police on 91 831144 or 000 or (mobile) 112.
- Camp Manager to identify items foreign to the location
- Camp Manager to manage until suspect package located. Then police assume control.
- If evacuating, students take personal belongings if possible.
- Leave windows/doors open

### **GAS LEAK**

- Camp Manager (or camp staff) to isolate gas supply and ignition sources.

#### *IF NOT CONTROLLED:*

- Evacuate everyone to the EVACUATION ASSEMBLY AREA (main entrance car park) as indicated on the Camp Plan.
- Teacher in Charge to complete a roll call of all campers.
- Camp Manager to call Fire Brigade on 000 or (mobile) 112.

### **EARTHQUAKE**

- During initial stages children are to remain in dorms or buildings and are best served sitting calmly under the top bunks of their bed.
- Camp School Manager will instruct school on evacuation procedures should that be necessary.
- Teachers are to wait for these instructions and have camp list at hand.
- Check proposed evacuation route for structure safety before evacuating.
- Evacuation: follow procedure
- **All Clear;** the Camp Manager will give the signal to resume normal activities.

### **CYCLONE**

- Use identified Safe Haven –Dining Room.
- Secure windows, doors, loose objects
- Camp Manager to check damaged buildings, walkways, fallen power lines, debris, flooded areas, prior to any people movement.

**FLOODS**  
N/A

**Pilbara Camp School**  
**Support Services and Emergency Phone Numbers**

Police: 95288000 or 000 or 112	Ambulance: 000 or 112
Fire Brigade: 000 or 112	Hospital: 91 440 360
Director, Schools Vicki Jack: 91 850 111 0419 957 701	
Manager District Office: 91 850 111 or 0419 916 606	<b>DET</b> Main Switchboard 92644111 Security OH&S 92645347  Public Relations & Communications 9 264 4416
Crisis Care (24 hrs)	Roebourne Shire 91 868 555
Camp School: 91 831 374	Camp Manager: 91 831 806 or 0418 938 268
Registrar: 91 831 731	
Western Power 13 13 51	Kleenheat Gas 13 21 80
Telstra 13 2255	Dept of Housing & Works 13 21 34
Local Area Emergency (LEMC) 95280333	
SES: 91 441 848	
Health Direct: 1800 022 222	
Poisons Information 13 11 26	

## Management of Critical Incidents

### SERIOUS ACCIDENT – AT CAMP

First adult to site:

1. Take control of site – check for immediate danger to self, others and the victim.
2. Resist moving victim if a spinal injury is suspected.
3. Contact Camp School office on 91831 374 immediately. If out of hours, please contact Camp Manager at house (next to main car park-top of hill) mobile 0418 938 268
4. Camp Manager to attend accident. Camp Registrar to ring emergency services. If unavailable, Teacher in Charge to ring appropriate services whilst Camp Manager or another suitably qualified person attends to the injured person until emergency services arrive.
5. Teacher to take charge of students and move them away from victim.
6. Camp Manager to notify District Director on 91 850 111 and Principal of visiting school.
7. Principal or Teacher in Charge to contact student's parents.
8. Accident report to be completed by both Camp Manager and Teacher in Charge.

## SERIOUS ACCIDENT – ON EXCURSION

Follow steps 1. to 3.

Qualified persons to execute First Aid.

Camp Manager or Teacher in Charge to ring emergency services.

Then follow steps 5. to 8.

## FATALITIES – AT CAMP

1. ***First adult to site:*** Isolate and control emergency situation so that no other fatalities occur. Send an adult or two students to notify Camp Manager or Registrar or Teacher in Charge immediately.
2. Move all students to dining room.
3. Camp Manager to notify emergency services; District Director and Principal of visiting school.
4. One adult to remain at scene of accident to ensure site is undisturbed to preserve evidence.
5. Camp Manager, Registrar or Teacher in Charge to record names of witnesses: exact location, time, telephone number, description of events etc.
6. Camp Manager to contact district's Student Services Manager (91 850 111 ) for counseling service details.
7. Camp Manager and Teacher in Charge to complete Accident Statement and Report (within 5 days) and forward to DET's Health and Safety section.

## FATALITY – ON EXCURSION

Isolate and control emergency situation so that no other fatalities occur.

Notify Camp Manager or Teacher in Charge immediately.

Camp Manager or Teacher in Charge to notify emergency services.

Remove students from scene and organize for their return to camp.

Then follow steps 3 to 7

## CONTAGIOUS DISEASES

1. Isolate sick person.
2. Notify Camp Manager (or Registrar in his absence).
3. Manager to contact hospital.
4. Teacher in charge to notify Principal of visiting school to determine who will notify the child's parents.

## MISSING CHILD

1. Assemble the students and complete a roll call.
2. Notify the Camp Manager, who will take charge of the situation – in his absence, the Teacher in Charge takes control.
3. Manager or Teacher in Charge to stay with students whilst another adult looks for the child.
4. Adult to look for child for a predetermined time (usually 10 minutes) in a predetermined area.
5. Contact the Police and Camp School, should the child not be found within this time.
6. When deemed appropriate, teacher to return to the Camp School with the rest of the students.
7. Camp Manager (or Registrar) to notify: District Director.
8. Teacher in charge to notify Principal of visiting school to determine who will notify the child's parents.

## Responsibilities:

### Camp School Manager (Incident Manager):

- Confirm information and facts.
- Contact with emergency agencies
- Removal of children from the scene.
- Take appropriate safety precautions.
- Liaise with camp staff and other key staff.
- Ensure accident site remains undisturbed.
- Family permission to release information.
- Inform Director, Schools.
- Coordinate response and assist recovery process.
- Convene Emergency Management Team
- Brief Registrar re: handling of enquiries
- Record all events, actions and witness details.
- Handle media enquiries in consultation with Director, Schools.
- Be visible, available, and supportive, to empower visiting staff.
- Brief whole staff.
- Update staff, parents and students as appropriate.
- Monitor needs of teachers and support staff.
- Alert other local schools.
- Organise an operational debriefing.
- Prepare post incident report.
- Review school needs post response
- Review and modify EM plan

## Registrar

- Take appropriate safety precautions
- Liaise closely with Principal (Incident Manager)
- Evacuation.
- Alert staff to predetermined marshalling roles.
- Arrange room changes
- Engage and brief relief staff.
- Organise assembly if required.
- Check on activities/ excursions
- Liaise with parent helpers, mentors & volunteers.
- Manage needs of disabled
- Arrange early student pick-up/ reunification process.
- Inform absent staff, and students as appropriate.
- Liaise with District Student Services.
- Facilitate parent meetings.
- Identify and monitor high risk students via Emergency Response Team.
- Establish student referral process.
- Assign counsellor/ appropriate adult to monitor deceased's classes for day.
- Parent liaison: targeted students
- Identify high-needs/ risk parents
- Take care of deceased's property.
- Arrange for notices, cards, flowers.
- Monitor out of class students.
- Brief and support administrative and ancillary staff.
- Quarantine phone line for specific use.
- Buses for evacuation.
- Establish counselling venues.
- Register of visitors to school site.
- Organise refreshments, tissues etc.
- Amend school rolls and records/ class lists.
- Information on any student fees or charges redirected to Principal
- Notify bus drivers and cross walk attendants.
- Daily record keeping.

## SAER Coordinator:

- Take appropriate safety precautions
- Monitor students
- Student support
- Duties as delegated

- Daily records
- 

#### Visiting Teachers & Staff:

- Take appropriate safety precautions
- Read Camp School Manager/Principal's statement to students.
- Provide accurate information in order to dispel rumour.
- Maintain routine of normality
- Allow students to talk.
- Explain the support services available
- Monitor students and refer to support team.
- Consultation to parents as requested.
- Keep accurate attendance records.
- Monitor grounds for students leaving without permission.
- Marshalling duties in evacuation.
- Daily record keeping

#### Principal of visiting school

- Contact with affected family/ families.
- Prepare written statements for classrooms, parents, phone enquiries and media
- Liaise with School Council, and P&C.
- 

#### AIEO:

- Member of Emergency Response Team
- Student support
- Cultural consultancy
- Family liaison
- Classroom support as required.
- Daily records.

#### School Nurse:

- Member of Emergency Response Team
- Provide medical assistance.
- Daily consultation records.
- Student support.
- Staff support.
- Daily records.

#### Psychologist / Social Worker:

- Coordinate Emergency Response Team
- Administration support and consultation.

- Staff support
- Student support
- Family liaison & support
- Family liaison and support.
- Identify and monitor at risk personnel.
- Interagency links
- Liaise with District Service Centre.
- Daily record keeping
- Written report for Directors and Manager Student Services.
- District Student Services Critical Incident Data Sheet.

## Significant Considerations for Principal and key staff:

### Prevention/Preparedness

- Risk Management, Excursions, Health Care, Duty of Care, BMIS, Child Protection policies etc.
- Hard copies of essential lists and contact information at home.
- School/site security information
- Location of security gate keys.
- Mobile phones/ emergency communication arrangements.
- First Aid training
- Cultural and religious considerations
- Large map of school locality in prominent position.
- Location of power, telephone and water mains.
- Establish links with Local Emergency Management Committee (LEMC)
- Special parking/ bus pickup/ re-unification point
- Provision for people with special needs or disabilities.
- Warning signal and evacuation tones (SEWS)
- Data sheets on flammables in Cleaners'/Gardeners' store rooms, kept with evacuation plan
- Emergency/ Fire drills Terms 1 & 4
- Local bush fire brigade in fire drill annually
- Identify and establish Safe Havens within the school site (For guidelines: Bushfire Ready Schools, DoET, 2002, (Phone 9264 4090); Safe Havens from Bush Fires, FESA, 1998) **Dining Room**
- Daily list of all people on site
- Evacuation sheet in each classroom/major area
- Plans for evacuation during recess/lunch
- Annual staff EM familiarization
- Copy of school EM Plan to be sent to relevant support agencies and District Office

### **Response/Recovery**

- Monitor friends and associates of victim.
- Handouts for staff and parents.
- Parent meeting.
- Death notice.
- Funeral attendance.
- Memorial service.
- Anniversary.
- Cultural and religious issues and sensitivities.
- Control interruptions during reading of statement (e.g. P.A., late students etc.)
- Need for interpreter services.
- Contact with local clergy

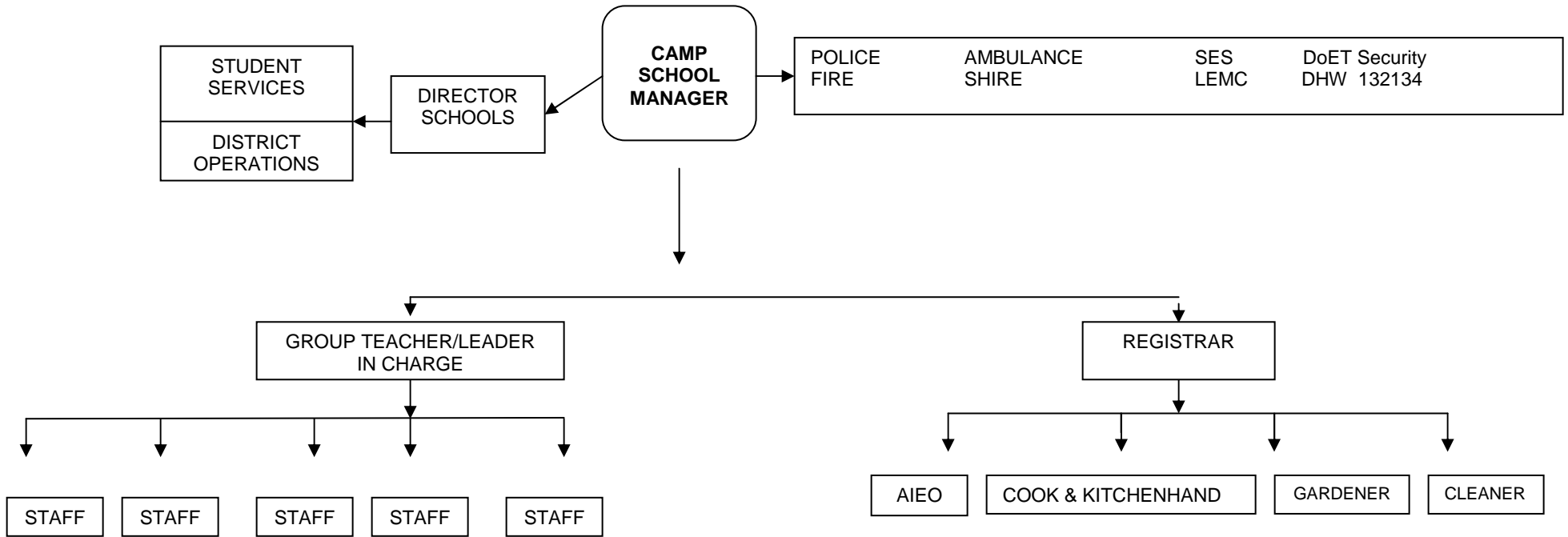
### **Review**

- Operational debrief
- Post-incident report
- Annual plan review

### **Emergency Coordination Centre**

- Dedicated phone line, mobile phone, e-mail, 2-way radio, fax machine, printer, whiteboard, supplies.
- Plans of school and locality
- Staff and student details
- Emergency, DoET and transport numbers

# TELEPHONE CONTACT TREE



*Emergency Response Team*  
**CAMP MANAGER**  
**REGISTRAR**  
*SAER coordinator*  
**NURSE**  
**AIEO**  
**PSYCHOLOGISTS**  
*Others as required*

**PROCEDURES FOR USE IF THE EVENT HAPPENS  
AT THE SCHOOL OR ON A SCHOOL AUTHORISED ACTIVITY**

*In the event of the Camp School Manager being off-site, the Registrar assumes responsibility for the implementation of the plan.*

<b>THE PROCESS</b>	<b>CO-ORDINATED BY</b>	<b>WHEN</b>
Contact emergency services: Ambulance, Police, Fire Brigade, Alinta Gas, Western Power. Administer First Aid where appropriate.	Camp School Manager	Immediately
Remove children from scene to appropriate assembly area or dining room.	Camp School Manager	Immediately
Take appropriate safety precautions, e.g. cut power, turn off gas.	Camp School Manager	Immediately
Ensure accident site remains undisturbed	Camp School Manager	Immediately
Make direct contact with family/families	Camp School Manager Principal of visiting school	Immediately
Contact District Office, Director, Schools, Manager Student Services. (Early notification to DEO leads to efficient links with Central Office)	Camp School Manager	Immediately
Consultation with Student Services	Camp School Manager	Immediately
Record details of event, e.g. witnesses.	Camp School Manager	Immediately
Student and staff support	Student Services	ASAP & ongoing
Inform all staff of known facts.	Camp School Manager	Immediately
Contact School Health & Safety Rep who then contacts SSTUWA.	Camp School Manager	ASAP
Brief the Registrar of how to handle enquiries. Ensure a telephone line is free Direct media enquiries to Camp School Manager.	Camp School Manager	Immediately
Inform students of known facts in class groups.	Class Teachers	ASAP
Make direct contact with parents of most affected students.	Camp School Manager/Delegate	ASAP
Prepare written information for parents/media.	Camp School Manager	ASAP
Meet and brief School Psychs/ Student Services.	Camp School Manager	ASAP
Debrief and plan for next day.	Whole staff	End of day
Provide information to staff and students.	Camp School Manager	Continuing
Maintain record of the actions following the event.	Camp School Manager	Continuing
Operational debrief Incident report Review & modify EM Plan		

**PROCEDURES FOR USE IF  
THE EVENT IS INDEPENDENT OF THE SCHOOL AND HAPPENS AWAY  
FROM SCHOOL,  
BUT IS LIKELY TO AFFECT THE SCHOOL COMMUNITY.**

<u>THE PROCEDURES</u>	<u>CO-ORDINATED BY</u>	<u>WHEN</u>
Establish the facts	Camp School Manager	Immediately
Consider the need to contact District (Directors, Schools; Manager Student Services)	Camp School Manager	Immediately
Contact family, families involved to express sympathy and other support. Request establishment of ongoing communication between family and school.	Camp School Manager	When appropriate
Determine the level of response required and the steps to be taken.	Camp School Manager	ASAP
TAKE THE FOLLOWING STEPS ONLY ON A NEEDS BASIS:		
Verbally advise the staff directly affected.	Camp School Manager	ASAP
Verbally advise the whole staff	Camp School Manager	ASAP
Prepare written information for staff to read to students.	Camp School Manager	ASAP
Inform all students in dining room.	Teachers	ASAP
Provide counseling for staff and students if required.	Camp School Manager Student Services	ASAP
Debrief and plan for next day.	Camp School Manager School Psych.	End of day
Provide information to staff, parents and students.	Camp School Manager	Continuing
Maintain record of the steps taken following the event.	Camp School Manager	Continuing
Consider the need for: Relief staff and briefing Parent meeting Death notice Memorial service Funeral attendance Continuing assistance for students and staff Class or whole school grief activities		
Review responses and needs	Camp School Manager	Continuing
Review and modify EM Plant	Whole staff	Some time later

## FORMAL STATEMENT FOR CLASS TEACHER TO READ TO STUDENTS IN THE CASE OF A SUDDEN DEATH

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I have some news to tell you.

The school has been informed that \_\_\_\_\_ has died.

This is all the information that we have at this time.

### AND

(Other facts may be supplied if thought appropriate)

1. It is normal to feel upset even if you do not know \_\_\_\_\_. What you are feeling is grief.
2. Grief is normal. You need time to work through it.  
It will last for different times for different people and it won't last forever.
3. You may feel a whole range of feelings from sadness through to anger.
4. Be aware that while you are going through these feelings so will others be.  
You might need to help each other.
5. It is really important that you discuss how you are feeling with your parents.
6. These are people in the school who are available to help you:

They are:

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Ways of accessing them are:

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## A SAMPLE LETTER TO PARENTS FROM THE CAMP SCHOOL MANAGER

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Date

Dear Parents

Yesterday (the facts .....)

**The facts**

(a) the event

(b) the child/children/staff – death/injuries)

**What the School has done**

I have visited the parents/families of ....and we have made plans to provide support for them at school if needed. I will advise you further of these in the near future.

**How children may react**

It would be best for the children's school routine to continue as normally as possible and they should attend school as usual. Children's reactions will vary and may include crying, not wanting to talk or wanting to talk, wanting to be alone, anger, lack of concentration and sleeping or eating problems.

**How to get help**

Should you or your children feel the need for professional help or counseling please contact me, and the District School Psychologist or Social Worker can advise on support available..

Yours sincerely

CAMP SCHOOL MANAGER

(Letter based on information in :

Guidance and Counselling Services,  
Queensland, (1990), Traumatic Incidents Affecting  
Schools: Guidelines for Managing the Effects on the  
school Community: Spring Hill, Dept of Education.

## OPERATIONAL DEBRIEFING

**PURPOSE:** A review of the management of an emergency or critical incident in order to affirm and reinforce what worked well, and refine and improve future processes and practice.

### **Process**

<i>Who?</i>	Key staff or entire staff to be involved? Include District Office and interagency partners?
<i>When?</i>	Camp School Manager will convene when the emergency or critical incident is declared over.
<i>Where?</i>	Venue as agreed
<i>How?</i>	Independent facilitator (DEO Student Services?) Verbal format Brief introduction Formal sequential process, or informal small group discussion Ground rules? Confidentiality Time sequenced action input Recorder takes notes
<i>Outcome:</i>	Post Incident Report compiled Modification to EM plan

## POST INCIDENT REPORT

Briefly record what happened taking into account AEIOU as in policy.

<i>The event</i>	Who was involved? Where? When? Who else was present?
<i>Response</i>	Actions taken DEO support? Interagency support? Other important details
<i>Recovery</i>	Current situation Future actions?
<i>Review</i>	What worked well? Recommendations for change/ improvement at school, district, central, local community and interagency levels.

### **NB: Remember:**

- Record factually correct information
- Avoid defamatory statements
- Avoid attributing motives or explanations for other people's behaviour.
- The report is a legal record. As such it is "discoverable" under FOI.

## Guidelines for teachers following death by suicide

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Students react to death in different ways, varying from tears to anger to seeming indifference. Close attention should be paid to students who have previously been identified with regard to suicidal ideation or attempts. A contagion effect can occur in the months following a suicide. The guidelines below seek to reduce potential for contagion.

It is vital the school only refer to a death as suicide once the Coroner has confirmed this.

Teachers/Staff can assist by:

- Reporting concerns to Camp School Manager / Student Services
- Ensuring consistent, factual information is given to students in as small a group setting as possible and normal (eg form group not year assembly).
- Helping to dispel misinformation and rumour.
- Be clear and factual in sharing information about an apparent suicide, but avoid detailing the method. It is important to reduce attention on methods of suicide.
- Helping students to separate fantasy from reality
- Not normalizing suicide – ie reduce hype about suicide, avoid strong linking of cause and effect, eg. not all who are depressed, abused, stressing, fail at school suicide.
- Allowing discussion in class, as appropriate, following guidelines in *Mind Matters*
- Not romanticising or glorifying death by suicide. Refer to ‘completed’ not successful. No public display of photos of the deceased. It is also recommended that no physical permanent memorial is set up for a student who dies by suicide, rather donations could be given to a support service such as a crisis call line or local non government service or youth group.
- Being prepared to listen
- Being aware that students may feel responsibility or guilt relating to the death. Encouraging such students to talk with student services/pastoral care staff about their reactions.
- Those who did not know the deceased may also be affected. You may not know personal histories and connections so allow students to access support services and leave monitoring of this to the support staff.
- Affirm the value of seeking help – identify people and services that can assist with problem solving, with feelings of anxiety, despair, confusion or depression, with counselling to assist in difficult time. Suicide is a poor choice, a permanent solution to a temporary problem.
- Dispel the idea of keeping secret their worries about a friend, rather the importance of affirming concern and the need to access effective support.
- Be sensitive to curriculum topics and prescribed reading material

Prepared with assistance from Jenny Cugley, Ministerial Council of Suicide Prevention

## HAZARD MANAGEMENT AGENCIES (HMA LIST BY HAZARD)

The following list of hazards/emergencies identifies the HMA responsible for that hazard/emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

SER	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY
1	Air Transport Emergencies	WA Police Service
2	Dam Break (including major hydraulic structures)	Water Corporation of WA <sup>(1)</sup>
3	Earth quake	Fire and Emergency Services Authority
4	Exotic Animal Disease	Department of Agriculture
5	Fire (CALM Managed Land)	Gazetted Fire Districts: Fire and Emergency Services Authority Other: Department of Conservation and Land Management
6	Fire (Rural and Urban)	Gazetted Fire Districts: Fire and Emergency Services Authority Other: Department of Conservation and Land Management
7	Flood	Fire and Emergency Services Authority
8	Fuel Shortage Emergencies	Office of Energy
9	Hazardous Materials Emergencies (including radioactive materials)	Fire and Emergency Services Authority
10	Human Epidemic	Department of Health
11	Land Search and Rescue	WA Police Service
12	Landslide	Fire and Emergency Services Authority
13	Marine Oil Pollution	Department for Planning and Infrastructure
14	Marine Transport Emergencies	Department for Planning and Infrastructure
15	Nuclear Powered Warships	WA Police Service
16	Offshore Petroleum Operations Emergencies	Department of Minerals and Petroleum Resources
17	Rail Transport Emergencies	Westrail <sup>(1)</sup>
18	Road Transport Emergencies	WA Police Service
19	Sea Search and Rescue	WA Police Service
20	Space Re-Entry Debris	WA Police Service
21	Storm/Tempest	Fire and Emergency Services Authority
22	Tropical Cyclone	Fire and Emergency Services Authority
23	Tsunami	Fire and Emergency Services Authority

### NOTES

- (1) HMA responsibilities are limited to those rail systems and hydraulic structures for which Westrail and WCWA are the managing agencies.

## HAZARD MANAGEMENT AGENCIES (HMA LIST BY AGENCY)

AGENCY	HAZARD
Department of Agriculture	<ul style="list-style-type: none"> <li>• Exotic Animal Disease</li> </ul>
Department of Conservation and Land Management	<ul style="list-style-type: none"> <li>• Fire (CALM managed land other than in Gazetted Fire Districts)</li> </ul>
Department of Health	<ul style="list-style-type: none"> <li>• Human Epidemic</li> </ul>
Department of Minerals and Petroleum Resources	<ul style="list-style-type: none"> <li>• Offshore Petroleum Operations Emergencies</li> </ul>
Department for Planning and Infrastructure	<ul style="list-style-type: none"> <li>• Marine Oil Pollution</li> <li>• Marine Transport Emergencies</li> </ul>
Fire and Emergency Services Authority	<ul style="list-style-type: none"> <li>• Earthquake</li> <li>• Fire (CALM managed land in Gazetted Fire Districts)</li> <li>• Fire (Rural and Urban in Gazetted Fire Districts)</li> <li>• Flood</li> <li>• Hazardous Materials (including radioactive materials)</li> <li>• Landslide</li> <li>• Storm/Tempest</li> <li>• Tropical Cyclone</li> <li>• Tsunami</li> </ul>
Local Government Authorities	<ul style="list-style-type: none"> <li>• Fire (Rural and Urban in areas other than Gazetted Fire Districts)</li> </ul>
Office of Energy	<ul style="list-style-type: none"> <li>• Fuel Shortage Emergencies</li> </ul>
WA Police Service	<ul style="list-style-type: none"> <li>• Air Transport Emergency</li> <li>• Land Search and Rescue</li> <li>• Nuclear Powered Warships</li> <li>• Road Transport Emergencies</li> <li>• Sea Search and Rescue</li> <li>• Space Re-entry Debris</li> </ul>
Water Corporation of WA	<ul style="list-style-type: none"> <li>• Dam Break (including major hydraulic structures but only those for which WCWA are the managing agency)</li> </ul>
Westrail	<ul style="list-style-type: none"> <li>• Rail Transport Emergencies (only those rail systems for which Westrail is the managing agency)</li> </ul>

## Appendix B

**INCIDENT NOTIFICATION FOR GOVERNMENT SCHOOLS**

To be completed by the Camp School Manager for any event or issue of a critical or highly contentious nature, including any act of violence against a staff member, which should be brought to the attention of the Director, Schools or other Departmental officers, or is likely to result in adverse media attention.

**To be faxed to the Director, Schools as a matter of urgency**

*Also, immediately ensure, by telephone, that the Director is aware of the issue / incident.*

DISTRICT: Pilbara el		DIRECTOR: Vicki Jack	
SCHOOL: Pilbara Camp School		PHONE: 9776 1277	CAMP SCHOOL MANAGER: John Lally
DATE OF INCIDENT:		TIME OF INCIDENT:	
<b>Place X in relevant box(es). The incident involved:</b>			
<input type="checkbox"/>	MAJOR DISRUPTION TO SCHOOL ROUTINE: INCLUDE LIKELY DURATION OF DISRUPTION	<input type="checkbox"/>	INTRUDER ~ INCLUDE ANY RELATIONSHIP TO SCHOOL
<input type="checkbox"/>	DISASTER ~ e.g., FIRE, FLOOD	<input type="checkbox"/>	WEAPONS ~ DESCRIBE WEAPONS AND METHOD OF USE
<input type="checkbox"/>	DRUGS	<input type="checkbox"/>	VIOLENCE
<input type="checkbox"/>	SERIOUS INJURY, HEALTH OR MEDICAL EMERGENCY	<input type="checkbox"/>	THREAT OF VIOLENCE
<input type="checkbox"/>	DEATH	<input type="checkbox"/>	OTHER
<u>BRIEF FACTUAL DESCRIPTION OF THE ISSUE / INCIDENT</u> including name, gender of person(s) involved and year level of students (if applicable). Include actions taken.			
REPORT PREPARED BY:		Phone:	Date:
		A/H phone:	
<b>DIRECTOR'S COMMENT:</b>		<b>CENTRAL OFFICE EMERGENCY FACSIMILE NO. (08) 9264 4441</b>	
<input type="checkbox"/>	<b>ASSISTANCE REQUIRED</b>		
<input type="checkbox"/>	For your information Contact details for Officer-in-Charge:		
<b>NOTIFICATION:</b>		<b>FOR CENTRAL OFFICE USE ONLY</b>	
<input type="checkbox"/> ED (T&L)	<input type="checkbox"/> Director-General	<input type="checkbox"/> CPR	<input type="checkbox"/> Senior Executive <input type="checkbox"/> Occ Health & Safety <input type="checkbox"/> Other
<b>EXECUTIVE DIRECTOR):</b>		<input type="checkbox"/> Action Completed	Date:

THIS FORM IS FOR NOTIFICATION PURPOSES  
IT DOES NOT REPLACE THE ACCIDENT / INCIDENT REPORT AND INVESTIGATION FORMS