



# Good Shepherd Catholic School

— Lockridge —

215 Morley Drive, Lockridge, W.A. 6054

Phone: (08) 6278 9500 • Fax: (08) 6278 9540 • Email: admin@gsl.wa.edu.au

Website: www.gsl.wa.edu.au • ABN 86 853 294 544

## CRISIS MANAGEMENT PLAN

### **Preamble:**

A crisis is defined as any event that causes immediate harm, threat, injury or will develop long term stress for the child or staff member.

A crisis may involve:

1. A Medical Incident maybe:
  - a. Accidental – involving significant injury to a student or adult
  - b. Related to the need to implement a Medical Action Plan
2. An intruder or adult on the property who causes concern for the safety and well-being of student/s
3. Psychologically disturbed person that cause concern for the safety and well being of students and / or staff
4. Severe behaviour problems of a student

### **Principle:**

1. That to achieve the Good Shepherd Catholic School vision crises are to be resolved in a manner that provides:
  - a. A safe environment for the individual in the short and long term
  - b. For the repair or maintenance of the relationship between all parties
  - c. Draws on the gifts and talents of each individual
2. The implementation of processes that will maximizes the opportunity for a successful outcome I.

### **Procedures:**

Notes:

- It is essential that throughout the management of the crisis, the following procedures are adhered to and all instructions from the Principal or his delegate are obeyed immediately and in full.
- Additional support and guidance may be sought at any stage from the Industrial and Community Relations Team of the Catholic Education Office.

## **Time Lines**

### **0 - 10 minutes.**

1. At the onset of the crisis the staff member must:
  - a. Establish what the nature of the crisis
  - b. Stabilise the situation
  - c. Immediately notify the Principal or his delegate.
    - i. Notification should be via:
      1. A classroom telephone
      2. A school mobile phone using the speed dials 2 or 3
      3. Another staff member

4. As a last resort by a responsible child
- ii. The notification should include:
  1. The nature of the crisis
  2. The degree of urgency
  3. The location of the crisis
  4. The name and age of those involved.
  5. The staff and / or parent support already on site
- d. Upon his arrival the Principal and / or his delegate is to be notified of all matters relevant to the crisis.

## 10 - 30 minutes

- 1 Having established the nature of the crisis the Principal will:
  - a. Assess the crisis.
  - b. Complete a primary survey to establish:
    - i. The risks
    - ii. The situational needs
    - iii. Which service, if any, is required - police, fire or ambulance service
  - c. Nominate someone to call the Emergency Services – as necessary
  - d. Commence First Aid or intervention as required
- 2 The person calling the authorities shall:
  - a. Call **000**
  - b. Ask for the authority nominated by the Principal:
    - i. Ambulance
    - ii. Police
    - iii. Fire
  - c. Tell the operator:
    - i. The school address                    215 Morley Drive Lockridge.
    - ii. Location                                Corner of Altone Road and Morley Drive
    - iii. Access via                              Altone Road gate
    - iv. Describe the problem or incident.
    - v. What support is required?
  - d. Notify the Principal in person or by phone on 041 9049977
    - i. of the expected time of arrival of the service
    - ii. any advice received from the service
- 3 The Administration Officer (Financial) will upon instruction from the Principal:
  - a. Provide him with a two way radio
  - b. Notify the victim's/casualty's parents.
  - c. Arrange for the gates near the Church to be opened to allow the service vehicles access to the school buildings.
- 4 Gate Marshall's
  - a. The senior Assistant Principal will allocate a staff member to each gate to direct the service upon its arrival – each will be given a two way tuned to Channel 6.
  - b. Will wear an orange vest for easy identification
  - c. Will notify the Principal of the services arrival before directing the service as instructed by the Principal
- 5 Communication will be via the school's mobiles.
- 6 The children not involved in the crisis will be removed from the immediate area to a classroom or Library where a staff member will be assigned to stay with them.
- 7 The Assistant Principal will:
  - a. Assign a teacher assistant to assist with the supervision in 6.
  - b. Reallocate their own class to other staff to ensure appropriate supervision and duty of care.
- 8 If the victim/casualty requires hospitalisation and a parent is not on site the Principal or his delegate will travel with the child to the hospital until the parent arrives.

- 9 The Principal or his delegates will remain available to all parents to ensure accurate information is disseminated and panic averted.

### **Beyond 30 minutes.**

- 1 The Principal will inform all of the staff:
  - a. Of the crisis
  - b. Its current status
  - c. What information:
    - i. Is to be provided to the children and parent population
    - ii. And by Whom

- 2 This control of information is to be strictly adhered to.
  - a. No staff member may speak to the media.
  - b. This role remains solely that of the Principal.

- 3 All media agencies are to be told

“The Principal is unavailable and all enquires should be directed to the Catholic Education Office.”