



Department of  
Education

**Shaping the future**

# Coorow Primary School Incident management plan

Version date: November 2023  
Updated: August 2024

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Date of review	Reviewing officer	Date submitted	Next scheduled review
6 November 2023	Jancy Whyte	6 November 2023	1 Aug 2024
5 August 2024	Jancy Whyte		1 Aug 2025

**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, 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](#).

<b>School name:</b> (include name of co-located school if applicable)	Coorow Primary School
<b>School address:</b>	Bristol Street, Coorow, WA, 6515
<b>Nearest cross street:</b>	Cnr Main St and Bristol St
<b>Plan prepared by:</b> (principal's name)	Ms Jancy Whyte
<b>Date prepared:</b>	August 2024

## 1. School details

Number of students:	34
Number of students with special needs:	1
Number of staff:	13
Number of students requiring extra support if evacuating:	2
Number of school sides bordered by bush:	1
Names of major roads bordering school:	Bristol Street – west Spain St - east
School's site specific alert For example: <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>	Evacuation – 3 whistle blasts, followed by 3x3 blasts of airhorn/speaker, repeated  Invacuation – 3x3 whistle blasts, followed by continuous ringing of bell.

## 2. Emergency contacts

Group		Phone number
WA Police Force	Life-threatening or time-critical emergency	000
	Incident requiring police response, not life-threatening	131 444
	Local police station	9951 1222 (Carnamah)
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		
	Info	133337
	Assistance	132500
	Moora office	9651 1757
Poisons Information Centre		131 126
Gas		131 352
Electricity		131 351
Water Corporation		131 375
Health Direct		1800 022 222
Pollution Watch Hotline		1300 784 780

## 3. Other Department contacts

Department staff contact	Phone number
Deputy Director General, Schools	9264 5602
Department's Media unit if contacted by journalists (diverts to a mobile phone outside of normal business hours)	9264 5821
Security Monitoring Centre	9264 4632 9264 4771
Manager Environmental Services	9264 5186
Digital Content for social media issues (available during business hours 9am to 5pm).	9264 5203

## 4. School specific contacts

Organisation	Details	Phone number or website
<b>POLICE FIRE AMBULANCE 000</b>		
Local police	Carnamah Mike Nardini	9908 9130 0436 861 069
	Perenjori	9973 0500
	Three Springs	9954 4222
Local hospital	Three Springs	9954 1101
	Moora	9651 0222
Shire of Coorow	Coorow Office	9952 0100
Department of Fire and Emergency Services regional contact	Shannon Stubbs CESM	9927 0000 0417 165 056
Local bushfire brigade	Coorow Volunteer Bushfire Brigade Chief Fire Control Officer – Kelvin Bean	9952 0100 0428 521 103
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Jenny West – Coorow East	9952 1155 0408 260 756
	Gerry O’Callaghan – Coorow West	0427 600 539
	Sandy Wallace - Carnamah	9951 1288 0429 963 538
State emergency service	DFES public information line Emergency Assistance	13 3337 132 500
Director of Education	Lisa Criddle	9956 1602 0427 950 184
Education Regional Office	Geraldton	9956 1600

**continued over**

Role	Name	Phone numbers		
		Day time	Mobile	Out of hours
Principal or site manager	Jancy Whyte	9952 2800	0416 046 846	0416046846
Manager corporate services	Denise Millstead	9952 2800	0427 517 142	0427 517 142
School mobile			0436 694 580	0436 694 580
2 <sup>nd</sup> in charge	Renae Johns	9952 2800	0428 521 055	0428 521 055
Teaching staff	Catherine McIver (on leave Sem 2 2024)	9952 2800	0401 528 163	0401 528 163
	Rhyanna Musarra (Sem 2 2024)	9952 2800		
	Jeni Stevens	9952 2800	0439 947 231	0439 947 231
	Mary-Louise Morcombe	9952 2800	0429 203 920	0429 203 920
Lead school psychologist	Kushca Botha	9956 1660	0467753575	0467 753 575
	Claire Lea	9185 0148		
School psychologist	Alisha Madurun	9968 6100	0407 492 624	0407 492 624
School nurse	Tara Spencer	9954 3213	0429 577 686	
Student wellbeing officer				
Work health and safety representative/s	Denise Millstead	9952 2800	0427 517 142	0427 517 142
	Jeni Stevens	9952 2800	0439 947 231	0439 947 231
Board chair	Hannah Smyth	Work: 9952 1026	0408 121 119	0408 121 119
P&C president	Christel van den Heever	0427 977 020	0427 977 020	0427 977 020
Assigned phone number where all calls can be directed	Jancy Whyte	9952 2800	0416 046 846	0416 046 846

## 5. School response team details

Team	Name and mobile number	Back-up officer name and mobile number
Principal/ site manager	Jancy Whyte/ 0416 046 846	Renaë Johns – teacher 2iC 0428 521 055
Manager corporate services	Denise Millsted 0427 517 142	
Support staff	Shannon Hall 0455 599 158	
Communications	Jancy Whyte/ 0416 046 846	Denise Millsted 0427 517 142
First aid	Jancy Whyte – principal 0416 046 846  Jeni Stevens – teacher 0439 947 231  *Catherine Turk – teacher 0401 528 163  *Terina Campbell – EA 0428 138 931  Roz Campbell – EA 0427 736 073  Shannon Hall – school officer 0455 599 158	



## 6. Evacuation details

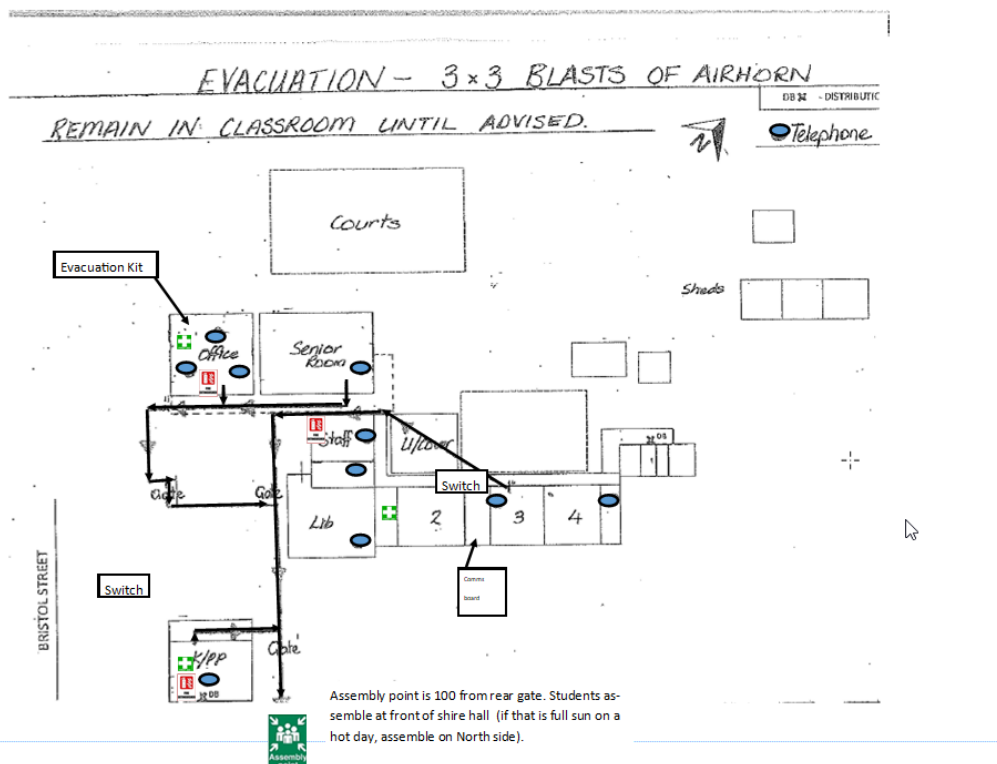
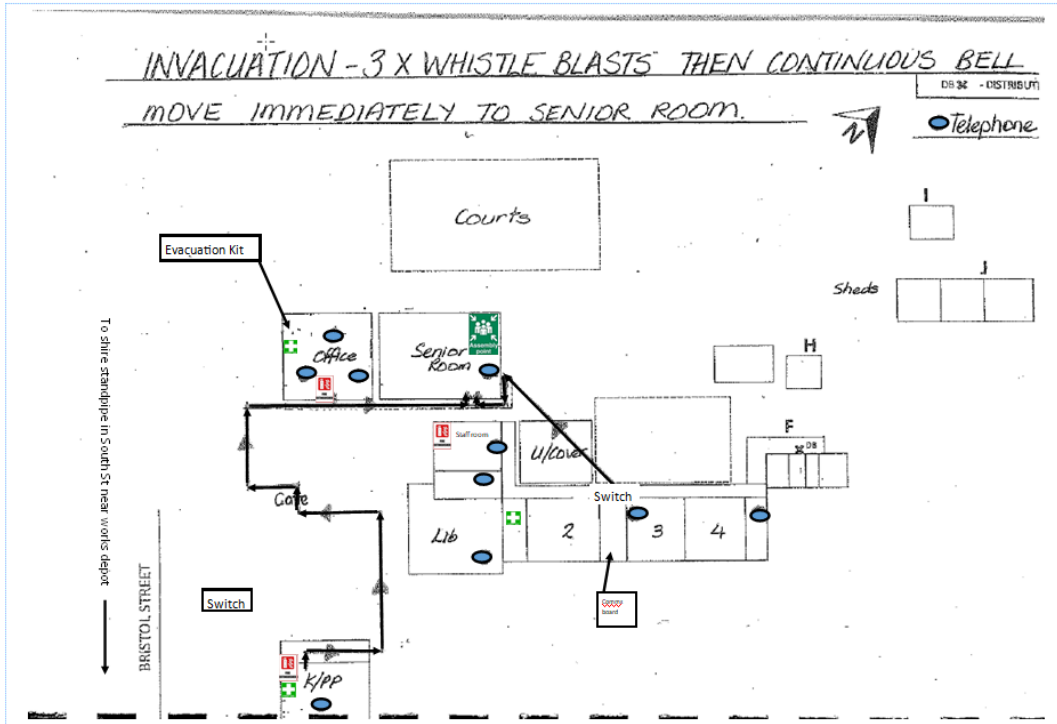
### Important locations

Areas or items	Location	Notes
Emergency Control Post	Senior Class Room	Advised by FESA that fire evacuation to this room is preferred to offsite evacuation
Emergency Control Post (Alternative)	Maley Park	Only if offsite evacuation is required
Evacuation Assembly Areas	Town Hall Carpark - preferred Senior Room Inside Coorow Hall	If evacuating by bus, do not leave classrooms until directed. Then assemble students in town hall carpark unless advised to enter hall.
Evacuation On-site Designated Safer Locations	Senior Class Room	Advised by FESA that this is the fire proof room and designated invacuation site
Evacuation Off-site Designated Safer Locations		Maley Park Out of town alternatives – Carnamah DHS or Hall, Watheroo PS or Hall, Eneabba PS or sports centre
Evacuation Kit	Office – beneath bench on Bristol St side wall	
First Aid kit	Office – with evacuation kit beneath bench on Bristol St side wall	Fixed kit on office wall. Portables: <ul style="list-style-type: none"> <li>• (small) above sink in First Aid room</li> <li>• reading storeroom on the right</li> <li>• in KP room near sink</li> </ul> Location of each is signed.
Security keys (Note: this could create a security risk depending on how widely this document is distributed)	Teaching staff and MCS hold office keys.	Spare set of school keys in office lockbox
Power board	<ul style="list-style-type: none"> <li>• Main - front of old principal's office, and</li> <li>• KP playground, Bristol St side of sandpit</li> <li>• On toilet verandah</li> </ul>	Keys in office lockbox - #s 28, 29, 30
Water mains – shutoff	Behind K/P/1 building, SW corner of school complex	
Gas main – shutoff	Outside staff room – north wall Outside photocopy room - south wall	
List of people on site	Office	Visitors book on bench Rolls in MCS' office
Emergency Control Post	Senior Class Room	Advised by FESA that fire evacuation to this room is preferred to offsite evacuation

## 7. Maps

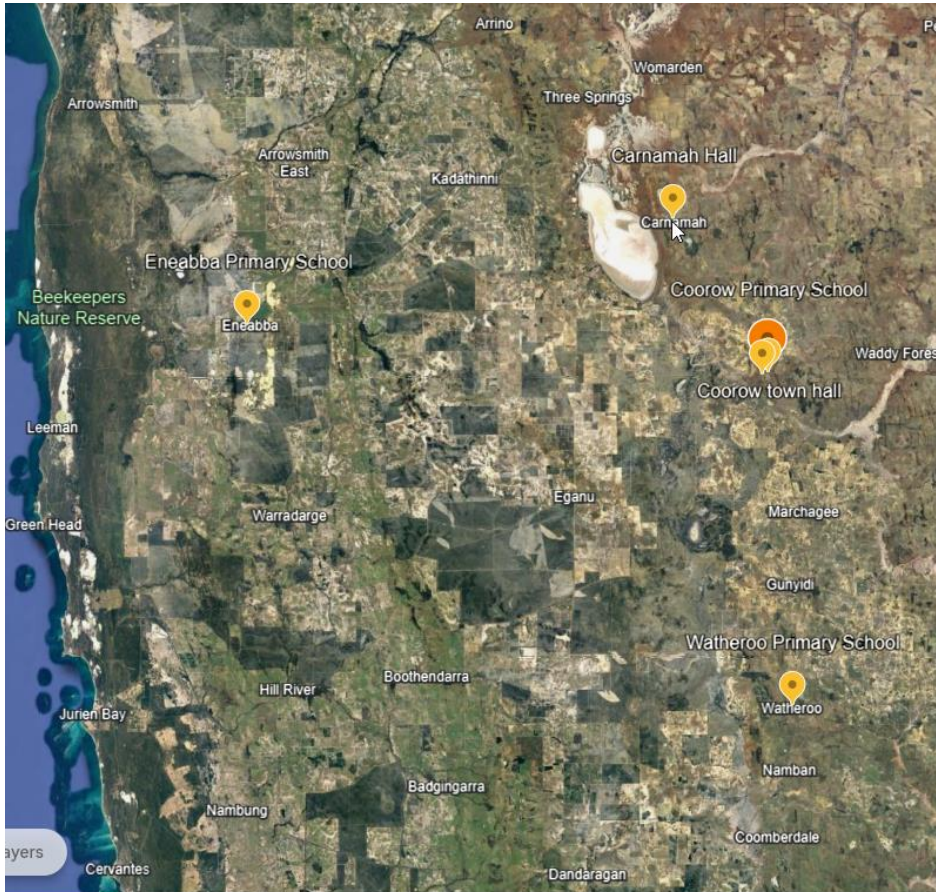
### School site map and assembly points

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.



Maley Park – walk approx. 600m via Bristol St, Main St, railway foot crossing, Bothe St  
drive 1.2km via Bristol St, Main St, Midlands Rd (South), South St, Bothe St

Carnamah – 28 km via Midlands Rd (North)

Watheroo – 49 km via Midlands Rd (South)

Eneabba - 85 km via Bristol St, Central St, Midlands Rd (North), Winchester West Rd,  
Carnamah-Eneabba Rd, Eneabba-Three Springs Rd, Johnson St, Dewar St.

## 8. Evacuation kit

School evacuation kit	Date checked
Duties of school response team	5 Aug 2024
Walkie-talkies – batteries in box	5 Aug 2024
Portable, battery operated radio	
Megaphone	On bench above evac kit. Spare batteries in box checked 5 Aug 2024.
Whistle	5 Aug 2024
Pens/pencils	5 Aug 2024
Torch and spare batteries	5 Aug 2024
Camera – use mobile phone	
Office key – on lanyard with whistle	5 Aug 2024
Water	
Sunscreen	5 Aug 2024
First aid kit	Stored with evac box
Student health care medication (for example, Epipen)	In first aid kit Checked 5 Aug 2024
Electronic or hard copies (or both) of the school: <ul style="list-style-type: none"> <li>Incident management plan</li> <li>staff role sheets</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> </ul>	5 Aug 2024
To be added on evacuation <ul style="list-style-type: none"> <li>Student medication – Blake Leavey, also confirm epipen and puffer</li> <li>attendance register for that day</li> <li>sign-in list</li> <li>school mobile and charger</li> <li>staff mobile phones</li> </ul>	

## 9. Off-site evacuation

Actions (to activate, and during an off-site evacuation)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Sound alarm to activate 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.	
All students and staff move to home classroom. Teacher checks that all staff and students are accounted for before evacuating off-site. Staff to check rooms to ensure no child remains inside.	
Visitors return to office before evacuating off-site. MCS to ensure all visitors accounted for. MCS places red ribbon on verandah pole when evacuating.	
Divert parents and returning groups from the school grounds	
Contact parents via SMS alerts to inform them of relocation	
Procedures in place to assist students with additional needs	
Secure external doors and entrances	
Once evacuated, 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.	
Record some details of actions undertaken and times (use Emergency and Critical Incident Diary record sheets)	
Actions (after an off-site 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.	

## 10. 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.	
Appoint a scribe to record time and sequence of events	
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.	

## 11. Relocation to a safer building location

Actions (to activate, and during an on-site movement to a safer location)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Sound alarm to activate School Response Team to carry out their responsibilities	
Follow any advice from the incident controller or emergency services. Inform school staff.	
MCS to collect last minute items for evacuation kit.	
Teachers in charge of classes at that time check that all support staff and students are accounted for before moving to safer onsite room. Procedures in place to assist students with additional needs	
Principal or delegated staff to check rooms to ensure no child remains inside.	
Staff without duty of care at that time move immediately to invacuation room.	
Visitors return to office before invacuation.	
MCS to ensure all visitors accounted for. Collect evacuation kit and guide visitors to safer internal location	
Silence all mobile phones except one for main communication	
Secure external door	
Appoint a scribe to record some details of actions undertaken and times (use Emergency and Critical Incident Diary record sheets)	
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 soon as possible.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Await de-activation advice from incident controller or emergency services personnel	
Actions (after an on-site 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.	

## 12. Lockdown

Actions (to activate, and during, a lockdown)	Completed
<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 internal phones.	
Ascertain if all students, staff and visitors are accounted for (as far as possible)	
Appoint a scribe to record some details of actions undertaken and times (use Emergency and Critical Incident Diary record sheets)	
Inform school staff, education regional office, nearby schools and other agencies when initiating a lockdown.	
Divert returning staff and students, parents and community members away from the school site.	
Keep a telephone line free.	
Silence all mobile phones.	
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.	

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 internal phones.	
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.	
Advise the education regional office and central services staff that the lockdown is over and the outcomes.	
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.	
Seek support from the education regional office, as required.	
Conduct debrief.	



### 13. 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.

Telephone bomb threats <sup>1</sup> 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?	
Telephone bomb threats <sup>1</sup> response checklist	
Note the caller's number if displayed on your phone:	

Notes for after the call					
Caller's voice was:	<input type="checkbox"/> male		<input type="checkbox"/> female		<input type="checkbox"/> child
Approximate age:	<input type="checkbox"/> 0-11	<input type="checkbox"/> 12-18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-70	<input type="checkbox"/> 70+
Accent:					
Speech:	<input type="checkbox"/> normal	<input type="checkbox"/> fast	<input type="checkbox"/> slow	<input type="checkbox"/> other:	
Dictation:	<input type="checkbox"/> clear	<input type="checkbox"/> muffled	<input type="checkbox"/> other:		
Manner:	<input type="checkbox"/> calm	<input type="checkbox"/> emotional	<input type="checkbox"/> abusive	<input type="checkbox"/> other:	
Did you recognise this caller?	<input type="checkbox"/> yes		<input type="checkbox"/> no		
If so, who do you think it was?					
Was the caller familiar with the area?					
<b>Threat language:</b>	<input type="checkbox"/> well-spoken	<input type="checkbox"/> incoherent	<input type="checkbox"/> abusive	<input type="checkbox"/> irrational	
<b>Background noises:</b>	<input type="checkbox"/> message read by caller	<input type="checkbox"/> music	<input type="checkbox"/> machinery	<input type="checkbox"/> voices	
	<input type="checkbox"/> harbour	<input type="checkbox"/> taped	<input type="checkbox"/> typing	<input type="checkbox"/> house noise	
	<input type="checkbox"/> street noise	<input type="checkbox"/> aircraft	<input type="checkbox"/> other:		
<b>Duration of call (time):</b>					
<b>Origin of call:</b>	<input type="checkbox"/> bomber	<input type="checkbox"/> police	<input type="checkbox"/> DFES	<input type="checkbox"/> other	
Who received the call					
Name (print):					
Phone number:					
Duration of call:					
Date call received:					
Time call received:					
Signature:					

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

### Actions to be taken on 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, note the application used and the username or 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).

## 14. Recovery support checklist

Support those affected (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 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.				
<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 (refer to 14. Recovery debrief checklist below). 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 (for example, school psychologist, school nurse, chaplain, year coordinators). Make arrangements for students/ siblings /parents to be reunited.				
<input type="checkbox"/> Consider staff and students absent or off-site, relief staff, ex-students and ex-staff that need to be informed.				
<input type="checkbox"/> Identify and notify others who need early advice (such as 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.				



## 15. Recovery debrief checklist

Debrief				
Actions	Coordinated by	Start	Completed	Comments
<input type="checkbox"/> Debrief all staff as necessary. Review with the school response team. Debrief should not be used as a means of directing blame. Focus on: <ul style="list-style-type: none"> <li>• a debrief with staff, student and parents as soon as possible</li> <li>• a return to the normal routine as soon as possible</li> <li>• 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.</li> <li>• organising relief or additional staff to meet teaching, support, administration and front office needs.</li> </ul>				
<input type="checkbox"/> Assess damage and action as required: <ul style="list-style-type: none"> <li>• check any equipment or stock used and arrange for replacement or replenishment</li> <li>• arrange isolation of physical damage to the school, if required</li> <li>• relocate to alternative accommodation if necessary</li> <li>• contact the Department of Finance to commence repairs</li> <li>• attend to security if necessary. Phone Security and Emergency Management on (08) 9264 4825</li> <li>• manage administrative details including insurance.</li> </ul>				
<input type="checkbox"/> Liaise with local agencies for possible after hours and weekend support.				
<input type="checkbox"/> Complete Online Incident Notification (OIN).				

## 16. 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 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 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.				
<input type="checkbox"/> 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				
<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, for example community people most affected.				

## Further considerations in the following days to support recovery

Actions	Coordinated by	Start	Completed	Comments
<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.				
<input type="checkbox"/> Acknowledge people who have supported the school				
<input type="checkbox"/> Review school records and mailing lists and amend as appropriate				
<input type="checkbox"/> Complete operational debrief				
<input type="checkbox"/> Consider coronial inquest or court dates (arrange support for staff involved)				
<input type="checkbox"/> Review and modify the school's Incident management plan as appropriate.				
<input type="checkbox"/> Monitor anniversary dates				
<input type="checkbox"/> Update incident report via the Online Incident Notification System if appropriate.				

## 17. 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 services staff, education regional office, Statewide Services Centre and the Employee Assistance Program.				
<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 (for example, 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"/> 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
<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 services staff, education regional office, Statewide Services Centre and the Employee Assistance Program				
<input type="checkbox"/> Monitor significant dates or 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"/> Consider coronial inquest or court dates (arrange support for staff involved if necessary).				