Kalbarri District High School Emergency Response Plan

Emergency contacts:
Police 9936 3000
Fire Brigade 000
Kalbarri Health Centre 9937 0100
Ambulance 000
Geraldton Hospital 9956 2222
Northampton Hospital 9934 1002

School:
Principal Kalbarri DHS 9937 0300 (wk) mobile: 0438 371 051

Ensure the First Aid kit, a mobile phone and school file with students’ names and medical conditions is taken on each excursion.

Minor incident
Not requiring medical centre assistance ...
Call school, school will contact parent. If no parent is available to pick up the student the school will collect child and bring back to school. If the excursion is too far from the school grounds attend to student on site and provide an appropriate environment for them to rest.

Critical incident

In the event of a critical emergency:
• Secure students and ensure safety of group/self;
  Send an Education Dept Officer or, if unavailable, a Police Officer to quickly assess the site and report back. (Ordinarily all life-endangering circumstances will have been secured before administrative staff are notified).
• One teacher will call for assistance either by mobile phone or physically seeking the appropriate help.
• One teacher will administer appropriate First Aid to minimize any further injury.
• The other teachers will assemble students in a safe area and conduct a roll call.
• Students will then be escorted back to the base to await further instructions. Teachers will remain with students at all times.
• The School Principal will be notified as soon as practicable. Instructions will be taken from the school Principal re notifying parents/carer’s.
• Under no circumstances will the teachers make any statements to the media in the event of an emergency situation occurring.
• A debriefing will be conducted for the students as soon as practical following the incident.
• On return from the excursion/camp counselling will be offered to those students who may be traumatised.

In case of death
Notify Principal. The Police Dept, in case of death, handles this in WA. It is important to clarify in the case of death that the police have made this contact. Principal will contact appropriate staff from the Midwest District Office – (08) 9921 1600.

In the case of visiting students
Notify the School/Organisation to whom the victim was/is a member: Send an Education Dept rep to the School/Organisation to facilitate communications between departments and help coordinate resources.

Notify Dept of Education – Phone (08) 9264 4111
• Ask for Legal branch
• Ask for Insurance