

Emergency and School Security

Checklist

Response to imminent disaster or emergency event checklist

This is a general checklist to be used by the Principal when responding to an imminent disaster or emergency event. It supports the Principal's decision making processes to assess the risks to the school and implement an appropriate response from the school's Emergency Response Plan, providing for the safety of students and staff.

Emergency Response Plan

<i>Considerations</i>	Response	Comment
Is the current Emergency Response Plan available in hard-copy?	Yes / No	
Do all School Response Team members have a hardcopy of the plan?	Yes / No	

Response

<i>Considerations</i>	Response	Comment
Does the facility need to be prepared for the event? i.e: secure buildings, furniture, sun shades, equipment, chemicals and fuels.	Yes / No	
Consider turning off gas and electricity supplies (where impact is imminent);	Yes / No	
Checking fuel for generators (if applicable)	Yes / No	
Does staff have the required Communications Tree and Parent Contact details?	Yes / No	
Is list of contacts in Emergency Response Plan current? Ensure everyone knows how to 'Tune into Warnings'.	Yes / No	
Are the Emergency Kits available, stocked and distributed?	Yes / No	
Is there a suitable space to deliver First Aid?	Yes / No	
Are special arrangements required or being made for special needs students/staff?	Yes / No	
Are alternate evacuation/assembly points required?	Yes/No	
Are there a variety of external communications tools prepared and available?		

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- Landline - Mobile - Satellite Phone	Yes / No Yes / No Yes / No	
Are strategies available to provide students and staff with wellbeing support post event? - from School Response Team personnel - Access to EAP information and Special Leave Directive - Regional coordinated support from Optum	Yes / No	

Decision Making

<i>Considerations</i>	Response	Comment
Have the risks to the school and safety of staff and students been assessed?	Yes / No	
Have you considered all available advice? - Alerts, DET Regional advice - Bureau of Meteorology, Reports - Local Disaster Management Group - Emergency Services - Advisory Group - Other local educational institutions	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
Does the School Response Team need to be activated?	Yes / No	
Does the event require a Response? - Lockdown - Evacuation	Yes / No Yes / No	
Is their sufficient risk to temporarily close the school?	Yes / No	
Have you enacted your Communications Strategy for stakeholders?	Yes / No	
Is the School a designated Cyclone Shelter or Place of Refuge?	Yes / No	
Any arrangements to be made with LDMG for access?	Yes / No	
Ensure Regional Office (or regional Response Team) advised of activities and decisions.	Yes / No	

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Further information

Locate the school's *Emergency Response Plan* to identify specific response strategies including communications activities and recovery activities.

For more information, locate the Disaster and Emergency Management website via OnePortal.