



St. Mary's Grammar School, Belfast

CRITICAL INCIDENT
POLICY

September 2017



St. Mary's CBGS Critical Incident Policy

Emergencies are sudden and unexpected events that can cause death, injury, and property damage. An emergency or crisis is an event that brings the ongoing schedule of activities to a standstill. An emergency, by its very nature, causes chaos that is seemingly not confinable. One of the most effective means of mitigating the effects of an emergency is to be prepared.

The purpose of this plan is to provide emergency preparedness, and response instructions, information, and guidelines to protect the safety, and well-being of pupils, and staff of the school at the time of an emergency.

Specific objectives of this plan include:

- Protection of the safety, and welfare of pupils, and staff;
- Provision of guidelines for a safe, and co-ordinated response to emergency situations;
- Protection of the school facilities, and property;
- Guidelines to restore normal conditions with minimal confusion in the shortest time possible and;
- Guidelines for co-ordination with off-site emergency operations resources.

This plan is intended to be flexible, and will be reviewed annually. In the event of an emergency, the plan will be reviewed as soon as possible after the event to determine whether procedures in the plan were followed, and whether they were adequate.

Emergency Management

Incident Management Team

The Incident Management Team is the SLT, led by the Principal.

Incident Manager: Principal

Public Information Officer: Curriculum VP

Safety Co-ordinator: Director of Corporate Services

Agency Liaison Officer: Pastoral VP

The Incident Manager directs the activities of all other teams.

Roles and responsibilities

Incident Manager

The Incident Manager (IM) is responsible for directing emergency operations and shall remain at the incident post to observe and direct all operations. Specific duties of the Incident Manager may include:

- Periodically assessing the situation.
- Directing the Incident Management Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.

Public Information Officer

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. Specific duties of the PIO may include:

- Periodically reviewing updates and official statements from the IM.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media.
- Preparing statements for dissemination to the public.
- Monitoring news broadcasts about the incident and correcting any misinformation.
- Liaising with the officer in charge of the primary emergency services agency.

Safety co-ordinator

The Safety Co-ordinator (SO) is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist. Specific duties of the safety co-ordinator may include:

- Periodically checking with the incident manager for situation briefings and updates.
- Maintaining all records and documentation as assigned by the incident manager.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use safety equipment.

Agency liaison officer

The Agency Liaison Officer (ALO) is responsible for co-ordinating the efforts of outside agencies such as Police and Fire by ensuring the proper flow of information between the incident manager and the agencies. Specific duties of the agency liaison officer may include:

- Periodically checking with the IM for situation briefings and updates.
- Maintaining all records and documentation assigned by the IM.
- Briefing agency representatives on current situation, priorities and planned actions.
- Ensuring co-ordination of efforts by periodically keeping the IM informed of agencies action plans and providing periodic updates to agency representatives as necessary.

First aid personnel

First aid personnel are responsible for ensuring that first aid supplies are available and properly administered during an emergency.

Assignments First aider:

List of first aiders:

Chris McDonnell	Brendan McComb	Chris Clarke	Joanne Carron
Karen Robinson	Raymond Herron	Conor Hynds	Kathryn Warren
Joanne Mervyn	Fergal McConville	Emmet McGuckin	

Roles and responsibilities

The first-aiders are responsible for assessing injuries and administering necessary first aid as indicated during an emergency. Specific duties may include:

- Setting up first aid area.
- Keeping accurate records of care given.
- Reporting deaths immediately to IM.

Other school staff

Teaching staff

Teachers are responsible for the safe and orderly evacuation of pupils when instructed by the Principal or designee to do so. Teachers will ensure that pupils are accounted for. Staff acting as Marshals will check their designated areas as indicated in the evacuation plan. If time permits, all appliances (cookers, heaters, etc) should be turned off.

Office staff

General office staff will deal with routine enquiries from staff, and will assist the Principal or designee during an emergency. Office staff will be responsible for general telephone communications, including notification of parents, at the direction of the Principal. A member (**NO'S**) of the office staff will also be responsible for bringing the class rolls to the designated area.

Caretaking staff

Caretakers are responsible for the security of the school site during an emergency. The Director of Corporate Services will co-ordinate activities with the Principal as required, identifying problems and reporting status. The Director of Corporate Services is also responsible for contacting local utility companies (water, electricity, gas, and sewer) as needed. Other duties of caretakers may include locking all external gates, and doors; unlocking gates as appropriate; taking appropriate action to shut off gas, water and electricity; keeping staff and pupils out of buildings as necessary; contacting building maintenance as required.

Emergency preparedness procedures

Management

1. The Principal will ensure that an annual emergency hazard assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident is conducted.
2. The Principal will designate primary (Principal's Office) and secondary (DMT's office in ER) incident control locations and ensure that these locations are identified.
3. The Principal will ensure structures/procedures are put in place to facilitate effective communication during an emergency (PA/Departmental phones/mobile phones/phone tree).
4. The Principal will ensure that all staff members are aware of their responsibilities and assignments as defined in this section.
5. The Principal will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

Operations

The Principal will ensure that this plan includes procedures for the following:

- Administering first aid;
- Ensuring site security;
- Conducting damage assessments;
- Evacuation; and
- Pupil release operations.
- The Principal will ensure that routine drills are conducted at the school to rehearse emergency response operations. Such drills will be organised by the Health and Safety Co-ordinator.

Emergency accommodation plan

In an Off-site evacuation the school will provide safe shelter to pupils and staff, e.g. community centres, and church halls.

- The Principal will seek out appropriate sites and will discuss their possible use as emergency accommodation with the property owners.
- The following selection criteria will be used in determining suitability.
 - Space availability - can it accommodate all of the school pupils and staff?
 - Parking - easy access for transport (buses, cars, emergency services)
 - Services available - toilets (i.e. suitable number, exclusive use of children); seating (adequate number and type); heating; lighting; and telephone access (for emergency communication).
 - Access to building - is it open all the time, is it within walking distance?

The emergency accommodation site for the school is: CBS.

The primary purpose of the emergency accommodation plan is to provide safe shelter to pupils and staff. When an emergency/disaster occurs in or around a school building, the most common response is to evacuate the building. If evacuation is short term, in good weather, pupils and staff do not need to leave the area, temporary accommodation is not necessary, nor is it necessary if the school can send pupils/staff home while the pupils and staff remain outside.

The emergency accommodation plan will be implemented in situations that prevent the pupils and staff from waiting inside or outside the building during an emergency/disaster.

To implement the emergency accommodation plan, the following procedures should be followed.

Procedure

- The Principal will make the decision if short-term temporary accommodation is required.
- The designated staff member will contact the temporary accommodation site and alert the appropriate person that the school is evacuating the building(s) and will need to use their facility as an emergency temporary accommodation site.

Emergency communication protocol

Crisis communications plan checklist

- A school spokesperson (JMM/GOC) has been designated for the crisis site. This person should be familiar with the school's emergency plan.
- Media contact numbers have been placed in the emergency evacuation kit.
- A location for media briefings has been chosen. (P33)
- A system is in place to post updated press releases on the school's web site during a crisis.

Communication with parents

Letters will:

- Be brief and accurate;
- Consider family wishes for privacy, particularly in the case of suicide;
- Include facts about the incident;
- State action taken by the school;
- Indicate school's next step or give information indicating future plans;
- Give information on common reactions of children to trauma or death emphasising that most reactions, even if distressing, are normal but may still be in need of support;
- Indicate where and when to seek further help within the school and externally;
- Invite ideas, information and feedback from parents in order to promote open channels of communication and to validate parents' opinions and skills; and
- Advise if plans are being made for parents' meetings. These allay fears if there is excessive anxiety e.g. about symptoms of meningitis or after a suicide.

Press statements

Press statements should be as regular as up-dates are needed. They will include:

- Facts about the incident - what happened, when, where, who was involved, what has been done and what is planned;
- Affirmation that the school's main concern is the health and safety of pupils and staff and that the school is working closely with relevant authorities; and
- Expressions of the school's sympathies to families or victims if there are deaths or injuries.

Press interviews

- The Principal or school information officer will give press interviews.
- Journalists will be banned from the school premises.
- Statements will be checked by Governors, and if necessary, legal advisers.
- Advice will be sought from the board's information officer.

Emergency control centre

- Location: The main emergency control centre will be set up in the school.
- Access: During working hours, normal access arrangements will apply.
- Out of hours access is by arrangement with the key holder.
- Equipment: The designated area for the incident management team is well equipped to deal with the co-ordination of the school's response to most emergency situations.
- Communications: The school's main telephone system will be designated for emergency use only. A number of mobile phones are also available.
- Alternative location of the incident control centre: In the unlikely event of any accommodation in the school being unavailable for use arrangements have been made to relocate the incident control centre to the designated emergency accommodation site.

Emergency evacuation kit

The emergency evacuation kit will be taken from the school by the Principal or designated member of staff during an emergency evacuation. The kit will be regularly updated, and will be taken during evacuation drills. The emergency evacuation kit will be stored in an out of sight location so as not to be readily accessible by an offender such as a burglar.

The emergency evacuation kit will contain the following:

- A copy of the school's emergency response plan;
- A copy of the school site plan;
- Emergency telephone contact lists;
- Copies of pupil and staff emergency contact information.
- Mobile phone
- Pen

- Paper
- First aid kit
- Emergency medical information regarding pupils.

Activation procedures

Notification of an emergency alert would come from a number of sources. The likely routes would be as follows:

- Internally via the PA system;
- Switchboard operator (bomb threat);
- Emergency services (Fire, Police);
- Media sources; and
- Other agencies (Belfast City Council, Environmental Health, etc).

All alerts should be authenticated.

A decision will be made by the Principal, or if not available the most senior member of the SLT, of the extent of the emergency plan response.

Within normal working hours the relevant incident control team members and SLT members will be contacted via the school's telephone system/mobile phones. Out of hours, etc members/SLT will be contacted on their mobile phones. Following initial contact, and dissemination of relevant information, SLT members will contact their Link HODs who will, in turn, contact the members of their Departments and initiate either an immediate response or standby. Notification of a hazard/event with the prospect of causing an emergency situation to develop, e.g. civil demonstration, severe weather warning, may necessitate a standby of staff.

Training

Training programmes can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan will receive appropriate briefing or training. Training will entail either short presentations related to any aspect of preparedness or simulations of real emergencies in which people will act their roles.

Training will be:

- Provided to staff who have been assigned a position or area of responsibility;
- Conducted annually to ensure staff and pupils understand emergency procedures; and
- Include any changes to plans.
- Include a minimum of one fire drill per term.

Post disaster actions

The school Incident Management Team (IMT) will meet as soon as possible after the emergency to determine a recovery plan. As far as possible, the premises will be secured to prevent students, visitors and staff from re-entering, to deter looting and general sightseers, to minimise further damage and preserve forensic evidence. The objective is to maintain safety and to assist in salvage possibilities.

The school IMT will maintain records of the location of staff and students moved to other schools and as far as possible determine if there is any necessity for post-traumatic stress counselling.

If any person involved in the emergency does require counselling, only qualified and competent experts will be consulted. The school IMT and office staff will contact disaster recovery specialists and other staff as felt appropriate to assist in the salvage of any equipment and information. This will only take place once the premises are determined to be safe by the emergency services.

Family reunification site

A family reunification site (AH) will be set up as appropriate to reunite parents or guardians with pupils.

Member of the SLT will:

- Greet parents;
- Verify their identity;
- Dispatch Senior Prefects to the assembly area to escort pupils whose parents have come to reclaim them;
- Confirm that pupils recognise the adults who come to claim them;
- Require adults sign pupil out of school; and
- Complete student release log.

Initial response to emergencies

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: identify the type of emergency; identify the level of emergency; and determine immediate actions that may be required.

Identify type of emergency

The first step in responding to an emergency is to determine the type of emergency that has occurred.

Identify level of emergency

The second step in responding to an emergency is to determine the level of the emergency. Emergency situations can range from a small fire, to major bomb damage. To assist in classifying emergency situations, a three-tiered rating system is described below.

Level 1 emergency: A minor emergency that is handled by school personnel without assistance from outside agencies, e.g. a temporary power cut, or a minor injury in the playground.

Level 2 emergency: A moderate emergency that requires assistance from outside agencies, such as a significant fire, or a suspected act of terrorism.

Level 3 emergency: A major emergency event that requires assistance from outside agencies such as civil disturbance, or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

Determine immediate response actions

Once the type and extent of emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

Shelter-in-place

Lockdown

Evacuate building

Off-site evacuation

All clear

Level One: Injury in the playground.

Response

- Teacher who first arrives on the scene of accident calls for the assistance of a First Aider.
- The First Aider decides on the need for an ambulance.
- An ambulance is called by the receptionist.
- The receptionist also informs the pupil's parents.
- A teacher accompanies the pupil to hospital until a parent arrives.
- An Accident Report Form is completed by the teacher who was first on the scene.
- If anyone witnessed the incident they are asked to provide a statement.
- The teacher who was first on the scene informs the Form Teacher.
- The Form Teacher contacts home the following day to check progress/needs.*
- If necessary the Form Teacher collects work from other teachers and contacts home to arrange collection.*
- * (If the Form Teacher is absent these tasks are performed by the Year Head).
- The Form Teacher informs the Year Head.
- The Year Head informs the Head of School.
- The Head of School informs the Pastoral Vice-Principal.
- The Pastoral Vice-Principal informs the Principal.

Levels Two and Three

Immediate response actions

Shelter-in-place

This is a procedure, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorised personnel into the building. Most commonly used when incident is occurring outside the school building, on or off school property.

- Description of action
- The Principal will, via the PA system, announce that Shelter-in-place has been implemented.
- If inside, teachers will keep pupils in the classroom until further instructions are given.
- If outside, pupils will proceed to their classrooms, if it is safe to do so. If not, teachers will direct pupils into nearby classrooms or school buildings (e.g. assembly hall, canteen, ERLT and gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary proceed to an alternative indoor location.
- Teachers are responsible for individual classrooms and caretakers/assigned staff will assist as needed by locking, and securing all exterior doors, and entrances, including the gates at the end of the N1 corridor and at the back of the kitchens; shutting down any ventilation systems, turning off local fans, and turning off sources of ignition, such as pilot lights.
- Assigned staff (SLT not teaching/caretaking staff) will monitor the main entrance, and allow only authorised personnel into building.

Short-term shelter in place

This is a procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school, depending on building population. Most commonly used during bomb threats, and weather emergencies.

Description of action

1. The Principal will announce, via the PA system, that a Short-term shelter-in-place has been implemented.
2. Teachers, staff, and pupils will proceed to their designated shelter in place.
 - Year 8: ERLT
 - Year 9 and 10: Assembly Hall
 - Year 11 and 12: Canteen
 - Year 13: Lunchroom
 - Year 14: Study
3. Teachers will take their class registers with them and take attendance once the **class is assembled** in a safe location. If the emergency begins after the pm Registration, members of the Office Staff will bring class registers to the appropriate centres.
4. Depending on the emergency, the caretaker or assigned staff will use "barricades" to close off school driveways, and parking lots. This will include closing and locking all external gates.
5. The Principal and designees will assist emergency personnel as necessary.

Lockdown

This procedure is used when there is an immediate and imminent threat to the school building and population. School staff, and pupils are secured in the rooms they are currently in, and no one is allowed to leave until the situation has been curtailed.

The difference between Shelter-in-place and Lockdown is that the former allows for free movement of pupils within the building.

Description of action

- The Principal will, via the PA, give the Lockdown signal, (code phrase or audible sound from speakers).
- If inside, teachers/staff will follow preset instructions to secure doors, turn out lights, cover windows, pull shades, and move pupils out of line of sight of door windows, if it appears safe to do so.
- If outside, pupils will proceed to their classrooms, if it is safe to do so. If not, teachers or staff will direct pupils into nearby classrooms or school buildings (e.g. assembly hall, canteen, ERLT and gymnasium).

- Teachers and pupils will remain in the classroom or secured area until the Principal or emergency personnel give further instructions.
- Teachers are not allowed to open doors for anyone under any circumstances.
- The front entrance, and all external gates, are to be locked and no visitors other than appropriate emergency personnel are to be allowed on school grounds.

Evacuate building

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of action

- The Principal will if appropriate, announce that it is necessary to evacuate the buildings.
- The Principal will authorise a fire alarm activation.
- Teachers will instruct pupils to evacuate the building, using designated routes, and assemble in their assigned assembly area.
- A member of the office staff will take the class registers to the designated assembly point.
- Form teachers, or those covering for Form Teachers, will check attendance.
- Once assembled, teachers and pupils will stay in place until further instructions are given. (Normal Fire Drill procedures).

Off-site evacuation

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of action

- The Principal, or Vice Principal in the absence of the Principal, will inform everyone via the PA system of the need to evacuate and the route to be taken.
- The pitches will be checked to ensure the PA has been heard.
- Year 8 pupils with their Form Teachers and Year Head will be directed to the canteen area.
- All other pupils will be directed to their Registration Rooms.
- Form Teachers, or teachers covering Form classes on that day, will go to their Registration Rooms.
- Form Teachers should identify any pupils who may require specific assistance to ensure a safe journey home. Such pupils should be sent to the Assembly Hall where the Senior Teacher in charge of Key Stage Three will take charge.
- The SLT, Year Heads, teachers without Form Classes and members of the ancillary staff will take up positions at the top, middle and bottom of the lane to be used for the evacuation. Most of this group will be at the end of the lane to ensure the health and safety of the pupils as they leave the school.
- Classroom assistants will remain with their designated pupils.
- The Principal will remain in the school to 'PA' the classes when it is time to leave.
- The Office Staff will remain in place to facilitate communication with parents, emergency services etc.
- Classes will be directed to leave one Year Group at a time.
- Form Teachers will lead their classes along the lane and beyond the school until it is judged safe. Particular care will be needed on the back lane due to the lack of a footpath.
- Pupils may only use their mobile phones once they exit the school.
- A school minibus will collect the teachers and return them to school.
- Senior Students are not to drive out of the school until all pupils have left.
- Media enquiries can only be answered by the Principal or Vice Principals.
- Directed time will apply during the course of the emergency. Unless directed to do so, no member of staff is to leave the school premises until the Principal announces that all pupils have been evacuated and the school day declared over.
- If pupils are being evacuated to an alternative location, once assembled off-site, teachers and pupils will stay in place until further instructions are given.

- In the event clearance is received from the appropriate agencies, the Principal may authorise pupils and staff to return to the classrooms.

Emergency Evacuation Procedure (Pupils)

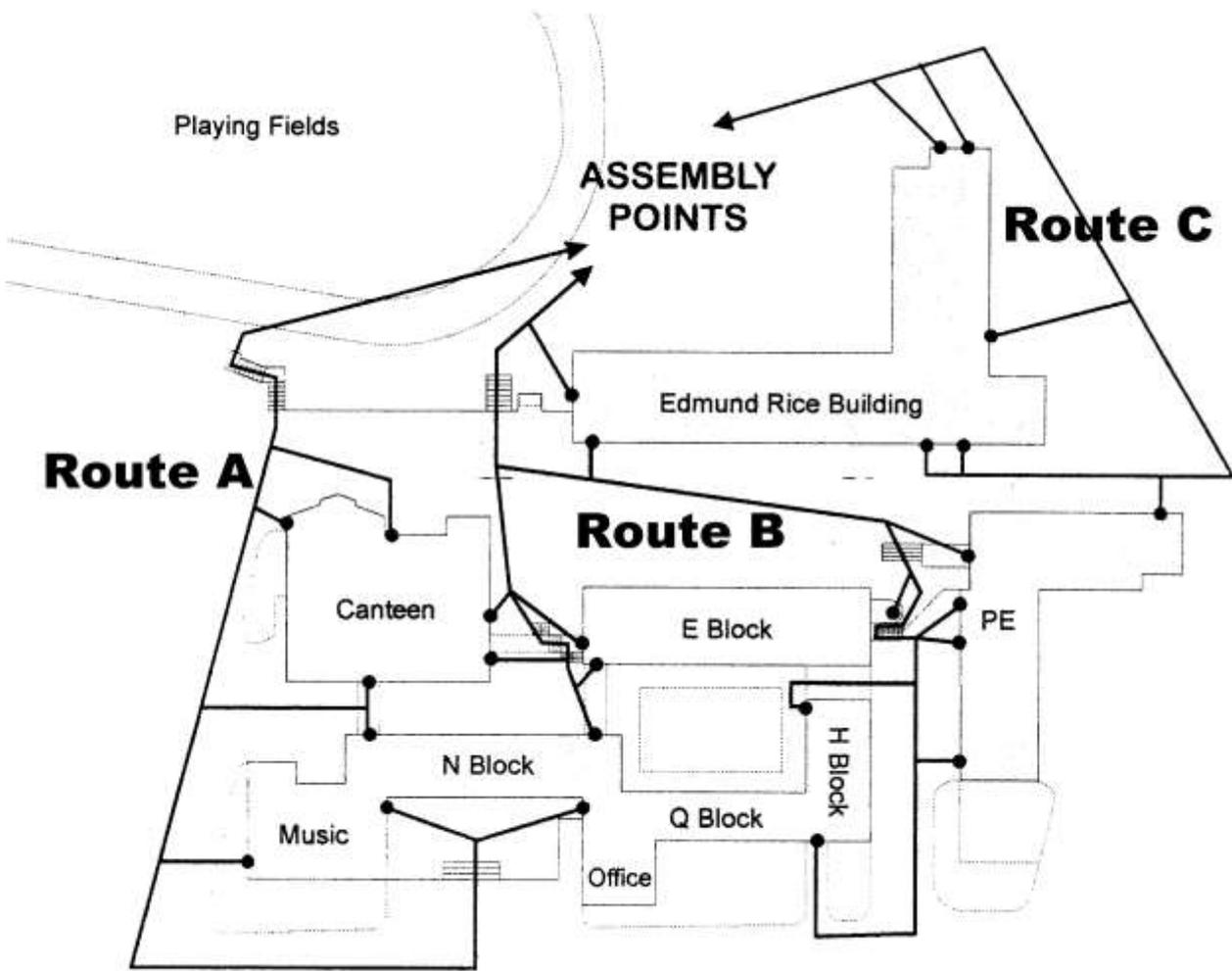
- Form Teachers should inform their form class of the evacuation procedure.
- Evacuation routes, assembly points and nearest exit doors are clearly marked on diagrams on each classroom wall for the convenience of all pupils and subject, rota, student and substitute teachers.
- Pupils must wait until their form teacher has completed the register at the assembly point. No one may re-enter the building until the all clear signal is given by a senior teacher or the Health and Safety Officer.
- Pupils must not re-enter the building without teacher permission.
- Form Teachers will ensure a measured controlled return by escorting all classes back from the pitches to the school buildings.

Building Evacuation Routes

Route A

Route B

Route C



- R Room Door
- H12 Room Door
- Gym Upper Door
- Gym Lower Door
- E3 Fire Escape
- N11 Door
- E11 Door
- E21 Door
- ER1 Door
- ER2 Door
- Canteen

- Main Foyer Door
- Music Department Doors
- N16 Door
- Careers Room Door
- Assembly Hall Door

- Swimming Pool Door
- ER Main Door
- ER Fire Door 1
- ER Lecture Theatre Door
- ER Art Fire Door
- ER Technology

Fire Assembly Points

- During the year it will be necessary to carry out a number of fire drills. To enable a smooth and safe evacuation procedure, it is essential that everyone follows the guidelines below and assembles at the designated points.
- In the case of fire, or the sounding of the Fire Alarm classes will be led by their teacher to the appropriate door and then to their Assembly Point.
- Classes must remain together.
- Nothing should be taken from the classrooms - leave bags, books etc. in the room.
- In the interests of safety, order and silence are essential.
- Do not run; do not use lifts.
- Do not return to the building until authorised to do so.
- Do close all doors behind you; do follow the instructions given by the teacher.
- Classes, accompanied by their teachers, are to go to the all-weather pitch.
- Pupils should be lined-up in Form Class groups as shown in the diagram below and remain there until they are told to go back into the building by a member of staff.

All clear

This action is taken to notify teachers that normal school operations can resume.

Description of action

1. The Principal will use an agreed form of communication to announce that the emergency is over and it is safe to return to the classroom and resume normal operations.
2. This action signifies that the emergency is over.

Following the emergency

If appropriate, teachers should immediately begin discussions and activities to address pupils' fears, anxieties, and other concerns.

Initial response actions

Within first hour

- Carry out quick assessment of immediate response required.
- Select and set up control arrangements

Within hours if practicable

- Call a staff meeting to give information.
- Inform pupils in a sensitive way - small groups if appropriate (Form classes)
- Arrange a debriefing meeting for staff involved in the incident.
- Arrange a debriefing meeting for pupils involved in the incident.

Next few days, could go on longer

- Facilitate support for high-risk pupils and staff.
- Funerals, rites and memorials.

As soon as possible for as long as necessary

- Decide and agree a range of response and support measures; these have the potential to run for many weeks/months.

Emergency procedures

This section describes the specific procedures school staff will follow during the following emergencies: It is important to note that school managers are responsible for the health and safety of pupils and staff during an emergency. Although the following procedures refer to specific actions, school managers must exercise discretion in implementing standardised procedures and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

Abduction of a pupil

Before implementing the procedures outlined below, it is important to make sure that an actual abduction has occurred. If an actual abduction has occurred:

- The Principal will notify the abducted child's parent(s).
- The Principal will notify the board.
- The Principal will complete a missing person's report form.
- The school's information officer will liaise with the media as required.
- The Principal will send a letter to parents informing them of the incident and that counselling services will be made available to their child.

Aircraft crash

This procedure addresses situations involving an aircraft crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to the section on biological or chemical release. If a crash results in a utility interruption, refer to the section on loss or failure of utilities.

Procedure

- The Principal or designee will initiate appropriate immediate response actions, which may include, Shelter-in-place, Evacuate building, or Off-site.
- If the Principal or designee issues the Evacuate building action, staff and pupils will evacuate the buildings using prescribed routes or other safe routes to the assembly area.
- The Principal or designee will call "999" and will provide the exact location (building or area) and nature of emergency.
- The caretakers will secure the crash area to prevent unauthorised access until the arrival of emergency services.
- First -aiders will check injuries to provide appropriate first aid.
- The Principal or designee will contact the board.
- Any affected areas will not be reopened until the emergency services provide clearance, and the Principal or designee issues authorisation to do so.
- If it is unsafe to remain on campus, the Principal or designee will initiate an Off-site evacuation.

Animal disturbance

This procedure is implemented when the presence of a dog, or other animal threatens the safety of pupils and staff.

Procedure

- The Principal or designee will initiate appropriate immediate response actions, which may include Lockdown or Evacuate building.
- Upon discovery of an animal, staff members will attempt to isolate the animal from pupils, if it is safe to do so. If an animal is outside, pupils will be kept inside. If the animal is inside, pupils will remain outside in an area away from the animal. Closing doors, or locking gates will be used as a means to isolate the animal.
- If additional outside assistance is needed, the Principal or designee will call "999", Environmental Health Department, and provide the location of the animal and nature of emergency.
- If a staff member or pupil is injured, the school first aider, and parent will be notified, and the injured person taken to hospital if necessary.
- The Principal or designee will initiate an Off-site evacuation if warranted by changes in conditions at the school.

Armed assault on school property

An armed assault on school property involves one or more individuals who attempt to take hostages or cause physical harm to pupils and staff. Such an incident may involve individuals who possess a gun, a knife, or other harmful device.

Procedure

- Upon first indication of an armed assault, personnel should immediately notify the Principal or designee.
- The Principal or designee will initiate the appropriate immediate response actions, which may include Shelter-in-place, Lockdown, Evacuate building or Off-site evacuation.
- The Principal or designee will call "999", and provide the exact location and nature of the incident. The Principal or designee should designate a person to remain on line with Police if safe to do so.
- The Principal or designee should contact the board.
- Staff should take steps to calm and control pupils, and if safe to do so, attempt to maintain separation between pupils and the perpetrator.
- Staff should maintain order in all areas of assembly or shelter, and should await the arrival of the Police.

- After the Police have dealt with the situation, the Principal or designee will conduct a headcount of pupils and staff, and will notify the Police of any missing persons.
- The school's first-aiders will work with the emergency services to ensure injured pupils and members of staff receive medical attention.
- The caretakers will work with the Police to control all points of entry to the school.
- The Principal or designee will prepare a list of verified casualties, and the locations to which they were transported. The Principal or designee will confer with office staff to ensure the notification of parents and family members.
- All media enquires will be recorded on the media report form, and referred to the school's designated public information officer, and or the board's information officer.
- The Principal or designee will debrief staff.

Biological or chemical release

A biological or chemical release is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned lorry of hazardous materials in proximity of the school, or an explosion in a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking or loss of co-ordination, or having trouble breathing: Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of chemical substances: scenario 1 - substance released into a room or a building; scenario 2 - substance released outdoors and localised; and scenario 3 - substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

Scenario 1: substance released inside a room or building

- The Principal or designee will initiate the Evacuate building action.
- Staff will use designated routes or other alternative safe routes to an assigned assembly area, located upwind of the affected room or building.
- The Principal or designee will call "999" and will provide the exact location (e.g. building, room, area) and nature of emergency.
- The Principal or designee will notify the board of the situation.
- The Principal or designee will instruct the caretaker to isolate and restrict access to potentially contaminated areas.
- The Caretaker will turn off local fans in the area of release, and close the windows and doors.
- Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. If possible, immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). The emergency services will assess the need for medical attention.
- The office staff will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The office staff will provide the list to the Principal or designee, and the emergency response personnel.
- The Principal or designee will complete a biological and chemical release response checklist.
- Any affected areas will not be reopened until the appropriate agencies provide clearance, and the Principal or designee gives permission to do so.

Scenario 2: substance released outdoors and localised

- The Principal or designee will immediately direct staff to remove pupils from the affected area to an area upwind from the release. The Principal or designee will, if necessary, initiate the Evacuate building action.
- The caretaker will establish a safe perimeter around the affected area and ensure personnel do not re-enter the area.
- The Principal or designee will call "999" and will provide the exact location and nature of emergency.
- The Principal or designee will notify the board of the situation.
- The caretaker will turn off local fans in the area of release, and close the windows and doors.
- Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. If possible, immediately remove contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated

"topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne diseases). A first aider should assess the need for medical attention.

- The office staff will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The office staff will provide the list to the Principal, and the emergency response personnel.
- Any affected areas will not be re-opened until the emergency services provide clearance, and the Principal gives authorisation to do so.

Scenario 3: substance released in surrounding community

- If the Principal or local authorities determine a potentially toxic substance has been released to the atmosphere, the Principal will initiate Shelter-in-place.
- Upon receiving the Shelter-in-place notification, the caretaker will notify teachers, etc turn off local fans in the area; close and lock doors and windows; seal under doors with wet towels, etc if possible; and turn off sources of ignition, such as pilot lights.
- Staff and pupils located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g. school canteen). Teachers should communicate their locations to the Principal by phone or other means without leaving the building.
- The Principal will contact the emergency services, if necessary, and provide the exact location and nature of emergency.
- The Principal will notify the board.
- The Principal will monitor information concerning the incident via the radio or television.
- The school will remain in a Shelter-in-place condition until the emergency services provide clearance, or staff are otherwise notified by the Principal.

Bomb threat

Response to a bomb threat is initiated upon the discovery of a suspicious package on school property or receipt of a threatening phone call that may present the risk of an explosion.

Procedure

- If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "999" - telling the operator, "This is (state name) from (state school). We are receiving a bomb threat on another line. The number of that line is (state phone number)."
- The person answering the threat call should ask the following questions, record the answers on the bomb threat report form and then immediately inform the Principal:
 - When is the bomb going to explode? Where is it?
 - What will cause it to explode? What kind of bomb is it?
 - Who are you?
- The Principal will determine the appropriate immediate response actions to announce, which may include, Lockdown, Evacuate building, or Off site evacuation.
- When a suspicious object is found, (no attempt should be made to examine the object), the Principal shall issue the Evacuate, building action. Staff and pupils will evacuate the building using the prescribed routes or other safe routes to the assembly area.
- Teachers will report any missing pupils.
- The Principal will call "999", if not already done, and will provide the exact location (e.g. building, room, area) of the potential bomb if known.
- The Principal will notify the board.
- School activities will not resume until the emergency services have checked the affected building, and deemed them to be safe. The Principal will give the agreed 'All Clear' signal when appropriate.
- The Principal will initiate an Off-site evacuation if warranted by changes in conditions.

Building damage

The school building may suffer either minor or major damage as a result of a bomb, fire, or gas explosion, etc. The procedures to be followed are:

Minor or little damage - Pupils can re-enter building

- The Principal will initiate Off-site evacuation or give the agreed All clear signal as appropriate.
- The Principal will notify the parents of the incident by letter if appropriate.

Major or Extensive Damage - Pupils Cannot Re-enter Building

- The Principal will initiate Off-site evacuation.
- The Principal will initiate the emergency accommodation plan.
- If appropriate, the Principal will dismiss the school.
- The school's information officer will prepare a media statement as required.
- After the crisis has been managed and an emergency situation no longer exists, the school and board will determine what action is required.

Bus accident

This procedure is for the use of bus drivers, and school Principals in the event of a serious bus accident, or other emergency that occurs while pupils are on a field trip or being transported to or from school. This procedure deals with two possible scenarios: scenario 1 - serious bus accident or bus fire; and scenario 2 - bus accidents on weekend trips.

Procedure

Scenario 1: serious accident or bus fire

- The driver should park the bus in a safe location, set the emergency brake and turn off the ignition.
- The bus driver and or escort should evacuate the bus in the event of a fire.
- The bus driver will check for injuries, and provide appropriate first aid.
- The bus driver should call "999", and provide exact location of the bus and wait for emergency services.
- The bus driver should contact the Principal
- The bus driver will stay with the disabled bus until help arrives.
- The bus driver will account for all pupils and staff throughout the emergency, and will complete an accident report form.

Scenario 2: accidents occurring on weekend trips

- The bus driver will call "999" if necessary, and provide exact location and nature of emergency.
- The driver will contact the Principal to report location and condition of pupils.
- The bus driver or escort will check for injuries and provide appropriate first aid.
- The Principal will determine what additional appropriate notification(s) should be made.
- The Principal or designee will report to the scene, meet the bus at the school, or go to the hospital depending on the degree of injuries and the location of the accident.

Civil disturbance

A civil disturbance is an emergency caused by an action of a person or persons, which require an immediate response by school officials.

Procedure

- At the beginning of an actual or potential disturbance, obtain the following information: Specific location, what time disturbance began, how many persons involved, what is taking place, purposes/intention of the group.
- The Principal will contact the Police.
- The caretaker of designee will notify staff, and pupils, and move them away from areas where violent confrontations are or may be occurring.
- The Principal, or designee will contact the board.
- The Principal will, if conditions warrant, close the school if it can be achieved without risk to pupils and staff.
- In consultation with the emergency services, the Principal will authorise the re-opening of the building.

Contamination of food or water

This procedure should be followed if school personnel report suspected contamination of food or water.

Procedure

The Principal, or designee will arrange for the isolation of the suspected contaminated food/water to prevent consumption, and will restrict access to the area.

- The Principal, or designee will notify the Environmental Health Department, and the board.
- Office staff will make a list of all potentially affected pupils, and staff, and will provide the list to responding authorities.
- The school's first-aider will assess the need for medical attention, and provide first aid as appropriate.
- Office staff will maintain a log of affected pupils and staff and their symptoms, the food/water suspected of contamination, the quantity of products consumed, and other pertinent information.
- The Principal, or designee will consult with the Environmental Health Officers before the resumption of normal operations.
- The Principal will notify parents of the incident, as appropriate.

Death of parent

This procedure should be used in an emergency situation when both parents die, or if the child lived in a single-parent household and that parent dies during the school day.

Procedure

- The Principal should be notified in the first instance.
- The Principal will arrange for the provision of immediate in-house pastoral support to the pupil(s).
- The Principal will inform other Principals if siblings attend different schools.
- The Principal will contact the pupil(s) grandparents, uncles and aunts (if known) and follow their instructions.

Death of pupil

This procedure deals with two possible scenarios:

Scenario 1 - Death of pupil in school; and

Scenario 2 - Death of pupil out of school.

Procedure

Scenario 1: Death of pupil in school

- The first person on the scene will apply first aid if appropriate and call an ambulance.
- Teaching staff will remove the other pupils from the classroom.
- The Principal will be notified.
- The Principal will contact:
 - Parents.
 - Other Principals if siblings attend other schools.
 - The Principal will notify all school staff of the incident by memo or staff meeting.
 - The Principal/ Pastoral VP will initiate appropriate strategies for dealing with pupils and staff.

Scenario 2: Death of pupil out of school

- The Principal should be notified immediately.
- All staff will be notified via the phone tree.
- The Principal/Pastoral VP will initiate appropriate strategies for dealing with pupils.
- The Principal will notify the board's welfare officer, education welfare officers and psychologists, if appropriate.
- The Principal/Pastoral VP will notify other Principals if siblings attend other schools.

Death of staff member

This procedure deals with two possible scenarios: scenario 1 - Death of staff member in school; and scenario 2- Death of staff member out of school.

Procedure

Scenario 1: Death of staff member in school

- The first person on the scene should apply first aid if appropriate and call an ambulance.
- A teacher should remove pupils from the classroom.
- The Principal should be notified.
- A member of staff should remain with the classroom pupils to help them deal with their reactions.
- The Principal should contact the next of kin.
- The Principal should then notify other staff members
- The Principal should notify the parents of the pupils in the class via a letter.

Scenario 2: Death of staff member out of school

- The family should notify the Principal.
- Staff members should be notified via the phone tree.
- The Principal should notify the parents of the pupils in the deceased's class via letter.

Disorderly conduct

Disorderly conduct may involve a pupil or staff member exhibiting threatening or irrational behaviour.

Procedure

- Upon witnessing a disorderly conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other pupils and staff, if it is safe to do so.
- Staff will immediately notify the Principal.
- The Principal will initiate the appropriate immediate response actions, which may include Shelter-in-place, Lockdown, Evacuate building, or Off-site evacuation.
- The Principal will call the Police, if deemed appropriate, and provide the exact location and nature of the incident.
- If an immediate threat is not clearly evident, the Principal or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner, and request he or she leaves the school grounds. Avoid any hostile situations.
- If the perpetrator is a pupil, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation)

Explosion

This section addresses three possible scenarios involving an explosion or risk of explosion: Scenario 1- Explosion on school property; Scenario 2- Risk of explosion on school property; Scenario 3- Explosion or risk of explosion in a surrounding area. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Procedure

Scenario 1: explosion on school property

- In the event of an explosion, the Principal will consider the possibility of another imminent explosion and take appropriate action.
- After the explosion, the Principal will initiate appropriate immediate response actions, which may include Shelter-in-place, Evacuate building or Off-site evacuation. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
- In the event of an evacuation, staff and pupils will use prescribed routes or other safe routes and proceed to the assembly area.
- In the event of an evacuation, teachers will bring their attendance register to account for pupils at the assembly area.
- The Principal will call "999" and will provide the exact location (e.g. building, room, area) and nature of emergency.
- The school First-aiders will check for injuries and provide appropriate first aid.
- Staff should attempt to suppress fires with extinguishers.
- The Director of Corporate Services will notify the appropriate utility company of any damage to water lines, sewers, power lines, and other utilities.
- Any areas affected by the explosion will not be re-opened until the appropriate agencies provides clearance and the Principal gives authorisation to do so.
- The Principal will initiate an Off-site evacuation if warranted by changes in conditions.

Scenario 2: risk of explosion on school property

- The Principal will initiate appropriate immediate response actions, which may include Shelter-in-place, Evacuate building, or Off-site evacuation as described in section 4.0.
- If the Principal issues Evacuate building action, staff and pupils will evacuate the building using prescribed routes or other safe routes to the assembly area.
- Teachers will notify the Principal of missing pupils.
- The Principal will call "999" and will provide the exact location (e.g. building, room, area) and nature of emergency.
- If trained, and if there is no risk to their own health and safety, staff may attempt to suppress fires with extinguishers.
- The Director of Corporate Services will notify the appropriate utility company of any damage to water lines, sewers, power lines, and other utilities.
- Any affected areas will not be reopened until the appropriate agency provides clearance and the Principal issues authorisation to do so.
- In the event of an explosion on school grounds, refer to procedures listed under scenario 1 above.
- The Principal will initiate an Off-site evacuation, as described in section 4.0 if warranted by changes in conditions.

Scenario 3: Explosion or risk of explosion in surrounding area

- The Principal will initiate the Shelter-in-place response action.
- The Principal will notify "999" and will provide the exact location (e.g. building, area) and nature of emergency.
- The Principal will take further actions as needed.
- The school will remain in a Shelter-in-place condition until the appropriate agency provides clearance, and the Principal issues further instructions.

Fire in surrounding area

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

- The Principal will initiate the appropriate immediate response actions, which may include Shelter-in-place, Lockdown, Evacuate building, or Off-site evacuation.
- The Principal will notify "999" and will provide the location and nature of emergency.
- The Principal will instruct staff to prevent pupils from approaching the fire and keep roads open for emergency vehicles.
- The Principal will contact the local fire department and will work with the Fire Service to determine if the fire, smoke, or other hazardous conditions threaten the school grounds.
- If the Principal issues the Evacuate building action, staff and pupils will evacuate the affected building(s) using prescribed routes or other safe routes to the assembly area.
- Teacher will notify the Principal of missing pupils.
- The Principal will keep a radio tuned to a local radio station for emergency information.
- As appropriate, the Principal will alert parents.
- The Principal will initiate an off-site evacuation if warranted by changes in conditions.

Fire on school grounds

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

- Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the Principal.
- The Principal will immediately initiate the Evacuate building action. Staff and pupils will evacuate buildings using the prescribed routes or other safe routes to the assembly area.
- Teachers will notify the Principal of missing pupils.
- The Principal will call "999" and will provide the exact location (e.g. building, room, area) of the fire.
- Staff trained in the use of fire extinguishers may attempt to suppress the fire until the Fire Service arrive, providing that they do not put their own safety at risk.
- The caretakers will secure their area to prevent unauthorised entry and keep access roads clear for emergency vehicles.
- The Principal will direct the Fire Service to the fire and brief the senior fire service official on the situation.
- The Director of Corporate Services will notify the appropriate utility company of damages.
- Any affected areas will not be re-opened until the Fire Service or appropriate agency provides clearance and the Principal issues authorisation to do so.
- For fires during non-school hours, the Principal will determine if the school will open the following day.
- All fires regardless of their size, which are extinguished by school personnel, require a call to the Fire Service to indicate "fire is out".

Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or flash flooding.

Procedure

- The Principal will initiate appropriate immediate response actions, which may include Shelter-in-place, Evacuate building, or off-site evacuation.
- The Principal will notify "999", and will describe the nature and extent of the flooding.

- The Principal will keep a radio tuned to a local radio station for information.
- If the Principal issues the Evacuate building or off-site evacuation action, staff and pupils will evacuate affected buildings using prescribed routes or other safe routes to the assembly area.
- Teachers will notify the Principal of missing pupils.
- As appropriate, the Principal will alert parents.
- The Principal will initiate an Off-site evacuation if warranted by a change in conditions.

Fuel shortage

This procedure applies whenever there is a shortage of fuel used for operating the heating system, etc in the school.

Procedure

- The Director of Corporate Services will notify the Principal.
- The Principal will determine the extent to which the school can operate on the fuel it has in stock.
- The Principal will authorise the implementation of procedures for the reduction of fuel consumption.
- If the situation warrants, the Principal will initiate the implementation of the emergency accommodation plan, or the closure of the school.

Hostage situation

This procedure applies whenever a pupil or member of staff is held against their will in the school.

Procedure

- The first person on the scene will notify the Principal.
- The Principal will initiate appropriate immediate response actions, which may include Shelter-in-place, Evacuate building, or Off-site evacuation.
- The Principal will notify "999", and will describe the nature and extent of the situation.
- As appropriate, the Principal will alert parents or family members.
- Any areas affected by the situation will not be re-opened until the appropriate agencies provides clearance and the Principal gives authorisation to do so.

Intruder on premises

An intruder is defined as an individual who is not authorised to be on school property and who has refused to leave school property when requested by a member of staff.

Procedure

- The Principal will be notified.
- The Principal will initiate appropriate immediate response actions, which may include Shelter-in-place, Evacuate building, or Off-site evacuation.
- The Principal will notify "999", and will describe the nature and extent of the situation.
- Any areas affected by the situation will not be re-opened until the appropriate agencies provides clearance and the Principal gives authorisation to do so.

Motor vehicle crash

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property.

Procedure

- The Principal will initiate appropriate immediate response actions, which may include Duck and cover, Shelter-in-place, Evacuate building, or Off-site evacuation.
- If the Principal issues the Evacuate building action, staff and pupils will evacuate the buildings using prescribed routes or other safe routes to the assembly area.
- Teachers will notify the Principal of missing pupils.
- The Principal will call "999" and will provide the exact location (e.g. building, area) and nature of emergency.
- The caretakers will secure the crash area to prevent unauthorised access.
- The school first-aiders will check for injuries to provide appropriate first aid.

- Any affected areas will not be re-opened until the appropriate agencies provide clearance, and the Principal issues authorisation to do so.
- The Principal will initiate an Off-site evacuation if warranted by changes in conditions.

Suicide

The school will use this procedure if there is any threat, insinuation, or statement by pupils regarding committing suicide.

Procedure

- Any member of staff who witnesses a pupil threatening suicide will remain with the pupil.
- The Principal will be notified.
- The Principal will contact the board's psychologists or Adviser for Pastoral Care.
- The Principal will notify the parents.
- If appropriate, the Principal will release the pupil to the parent.
- The Principal will inform the parent of the counselling services available, and recommend a plan of action.
- The Principal will contact the emergency services (Police, Ambulance) if required.

Threats to staff

This procedure should be followed if school personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be by written note, e-mail communication or phone call.

Procedure

- The Principal will identify the type of threat, and attempt to determine the individual(s) making the threat.
- The Principal will consult with the board's security adviser, and /or the Police as appropriate.
- The Principal will initiate any action required to safeguard school personnel.

Unlawful demonstration/walkout

An unlawful demonstration/walkout is any unauthorised assembly on or off school grounds by staff or pupils for the purpose of protest or demonstration.

Procedure

- Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately inform the Principal.
- The Principal will initiate appropriate immediate response action.
- The SLT will immediately proceed to the main gate to control pupil ingress and egress. Each person entering or leaving the school grounds shall be required to sign his/her name, and record address, telephone number and time entered or departed. The main gate should not be locked, as a locked gate may create a serious hazard for pupils leaving or attempting to re-enter the grounds.
- If pupils leave the school grounds, appropriate staff members may be designated to accompany them. These staff members will attempt to guide and control the actions of pupils while Off-site.
- Pupils not participating in the demonstration or walkout should be kept within their classrooms until further notice by the Principal. Pupils and staff should be protected from flying glass in the event that windows are broken, by closing blinds and curtains in rooms so equipped.
- Office staff should keep accurate records of events, conversations, and actions.
- All media enquiries will be referred to the Principal.
- The Principal should proceed in good judgement on basis of Police or other legal advice, in taking action to control and resolve the situation.
- The Principal will notify parents of the incident, as appropriate.

Utility failure

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure can also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

- If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area, and to notify the Principal immediately.
- Upon notice of loss of utilities, the Principal will initiate appropriate immediate response actions, which may include Shelter-in-place, or Evacuate building.

Procedures concerning Drugs

Definition of drugs

A drug is any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.

The definition of drugs therefore includes:

- illegal drugs, such as cannabis, LSD, ecstasy, amphetamine sulphate,(speed) and magic mushrooms, poppers etc.
- alcohol and tobacco
- prescribed drugs
- volatile substances such as solvents, aerosols, correcting fluids etc
- over the counter medicine.

Drugs /Tobacco /Alcohol on the school premises.

Pupils are not permitted to be in possession of, or use alcohol, tobacco, solvents, any illegal drugs, or paraphernalia for use of same, at any time.

Definition and Management of Prescribed Medicines

Prescribed drugs or medicines are those substances prescribed by a doctor for use by a particular patient to manage or cure a condition. These may include:

Inhalers (asthma);
Epi-pens;
Antibiotics.

- In accordance with Health and Safety at Work regulations, the above are stored in a First-Aid cabinet in the school office. The parent/guardian must provide written permission for their son to use such medication.
- The pupil administers his own medication with appropriate supervision. In an emergency Epi-pens may be administered by those staff who have received prior training.
- All authorisation forms for the above procedures are held in the school office. Mary Johnson in the office updates all health and medical records. The Health and Safety officer in the school should also hold a copy of these records.
- Where appropriate, teachers are informed if a pupil is on medication.

Definition of Solvents

The range of substances known as solvents is extensive and includes:

Aerosol sprays (hairsprays, air fresheners);
Butane gas (cigarette lighter fuel);
Solvent-based adhesives and glues;
Dry-cleaning fluids;
Paint and paint thinners;
Correcting fluid;
Nail varnish remover;
Petrol;
Other volatile substances or vapour produced by a substance that may be deliberately inhaled for its intoxicating effect, (laboratory gas supplies).

Responding to drug related incidents.

- The Principal is the person responsible for dealing with all arrangements and information regarding all suspected, identified or rumoured cases of drug misuse in the school.
- He/she will be assisted in this by the Senior Leadership Team and the Designated Teacher who, where appropriate, shall oversee the provision of support for the students involved.
- Where incidents arise, no member of staff should deal with parents, the police, outside agencies, or the press without contacting the Principal and being delegated by him/her to do so.
- Staff should be aware of the procedures outlined in this policy's appendices relating to:
 - Procedures to follow when a drug incident occurs

- Drug Record Form
- Pupils suspected of possessing/distributing an illegal substance.
- Pupils suspected of having taken drugs in school.
- Finding a substance on the school premises.
- Where possible and appropriate conduct a search.
- A member of staff may conduct a search of a pupil's desk area if he/she has reasonable grounds to believe it contains unlawful items. Such a search should be made in the presence of the pupil and another witness (adult).
- Where a pupil is suspected of concealing controlled drugs on their person or in their personal belongings, every effort should be made to secure the voluntary production of any unlawful substances, for example, by asking them to turn out their pockets or schoolbags.
- Physical searches should never be carried out by a member of staff.
- Where there are reasonable grounds to suspect that an offence is being, or has been committed, staff may detain a pupil, using reasonable means, until the police arrive. In such an event the teacher should not remain alone with the pupil and duress should never be used.

Procedures to undertake when a drug incident occurs in St. Mary's

- Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff. On finding a situation with a suspected substance.
- Get help immediately from another adult.
- Assess situation, to see if this is a life-threatening situation or not.
- If an emergency:
- If necessary contact an ambulance.
- Put person under the influence of the drugs in the recovery position.
- Ensure airways are cleared.
- Remove any other bystanders from the immediate vicinity.

Then in all cases:-

- Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- Ascertain which substances / drugs have been taken and how much.
- Secure all drugs and paraphernalia and give to the Principal / Designated teacher immediately, and lock them away.
- Contact the parents as soon as possible.

Ensure all incidents are properly investigated and recorded:-

- Never accuse pupils of drug dealing/possession; these are alleged illicit substances until substantiated by the PSNI.
- Conduct search procedures according to school policy. (Never search personal belongings without permission. It is okay to search school property such as lockers, cupboards or desks)
- Ensure all drugs are safely and securely stored or destroyed, making sure that this is witnessed by another adult and recorded.
- Gather details and data from all the eye-witnesses at the scene.
- All statements and phone calls should be recorded, signed and dated.
- Record all information on the school's official incident form and sign and date
- Ensure that you follow all the procedures in the school's Drugs Policy.

Ensure appropriate individuals and agencies are informed and contacted as needed:-

- Principal and Designated drug teacher.
- Parents / Guardians
- PSNI (CSIO or Uniform Branch)
- Chairperson initially and subsequently the Board of Governors.
- No media statements, only the Principal should do this.
- Other pupils, parents and staff are only told on a need-to-know basis.

<p>Name & Class of Pupil</p>		
<p>Date & Time of Incident</p>		
<p>Location of Incident</p>		
<p>Staff involved</p>		
<p><i>First Aid given?</i></p>		<p>Ambulance /Doctor called?</p>
<p><i>Drug involved?</i></p>		<p>Sample found? Sample destroyed?</p>
<p>Parents informed?</p>	<p>When?</p>	<p>By whom?</p>
<p>PSNI informed?</p>	<p>When?</p>	<p>By whom?</p>
<p>Pupil sanction?</p>		
<p>This form completed by:</p>	<p>Name: _____ Date: _____ Countersigned by: _____ Date: _____</p>	

Dealing with pupil reactions

The following procedure lists some of the steps that may be used to deal with pupil reactions to various emergency situations.

Procedure

- The Principal will issue a statement to the entire school to provide accurate information and reassurance.
- Teachers will be available for individual and or classroom discussion.
- The Principal will send a letter home to parents to inform them of the procedures that were implemented since the emergency situation, and of the availability of counselling services.
- Parents will be invited to contact the school if their child appears to need additional support.
- If appropriate, concrete activities should be planned such as sending cards, letter writing etc.
- Pupils needing additional help to deal with feelings and concerns will be referred to the board psychologists.

Dealing with staff reactions

The following procedure lists some of the steps that may be used to deal with staff reactions to varying emergency situations.

Procedure

- The Principal will inform all staff of available and appropriate information regarding the incident by selected means; e.g. memo. Staff should be kept up to date with developments and informed of any arrangements.
- The Principal will seek help from the board's welfare officer to assist staff members if appropriate.
- If appropriate concrete activities should be planned such as sending cards, letter writing etc.