

Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN13 053	
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2013/01419	
Type of incident (violence, fire/smoke, etc)	Other	If other provide further details: Evacuation due to fire alarm
Network	South Weston Network	
School	Lyons Early Childhood School	
Date of incident	06/08/2013	
Time of Incident	14:20	
Principal	Mary Hutchinson	
Reporting Officer's name & position	Katie Brown Deputy Principal	
What occurred? (Dot point order of events succinctly)	<ul style="list-style-type: none"> • An automatic fire alarm was triggered by a fire contained to an oven situated in a staffroom. • The oven was being used by a staff member at the time. • An ACT Fire & Rescue crew were already at the school for a safety demonstration and immediately identified and isolated the area, extinguishing the fire. • Approximately 250 staff and students were evacuated outside according to the school's emergency management plan. • Following advice from ACT Fire & Rescue, the children and staff were able to relocate to the hall after 45 minutes in order to stay out of the inclement weather. • In line with ACT Fire & Rescue procedures, two trucks, a hazardous materials truck, a breathing apparatus and a command vehicle attended the scene. No staff or children required treatment. • The long day care provider chose to alert parents about the situation so they could collect their children earlier if they chose to do so. • At 15:30 ACT Fire & Rescue declared the school safe and returned control of the facility back to the principal. • The staffroom is currently being ventilated by fans and the oven in question has been decommissioned, to be replaced. • The school will operate as normal tomorrow. • Office for Schools understands the Emergency Services Agency has reported this incident on social media. 	
Any injuries?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:
Police involvement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Police arrived at the school to offer assistance.
Other emergency services? <small>If yes, which service?</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: ACT Fire & Rescue
Has counselling been organised /provided?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:
Parents contacted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Parents of the children in the long day care component of the school were contacted and given

	the option to collect their children early.
Schools Network Leader	Wayne Prowse
Date cleared	06/08/2013
Method of clearance:	verbal
Date to SPA and ETD Media & Communications	
Senior Policy Advisor to complete	
Deputy Director-General clearance (signature)	
Date cleared	
Incident Status Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Further Distribution to:	
For critical incidents only - date sent to Minister's Office	