

## Notification of a Critical Incident

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

Incident #	IN13 070	
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2013/01419	
Type of incident (violence, fire/smoke, etc)	lockdown, evacuation or temporary closure	If other provide further details: Fire
Network	South Weston network	
School	Garran Primary School	
Date of incident	09/09/2013	
Time of Incident	14:30	
Principal	Jennifer Hall	
Reporting Officer's name & position	Jennifer Hall Principal	
What occurred? (Dot point order of events succinctly)	<ul style="list-style-type: none"> <li>• A small fire broke out in the boys toilets. The fire was contained to the toilet block. Suspected fire damage to student artwork also occurred on the first floor – directly above the toilets.</li> <li>• In accordance with the emergency management plan, all staff and students were evacuated to the pre-determined assembly point.</li> <li>• All teachers and students were accounted for.</li> <li>• ACT Fire and Rescue responded to a '000' emergency call. The fire was extinguished and they ventilation operations were conducted.</li> <li>• According to the ACT Emergency Services website, ACT Ambulance Services intensive care paramedics assessed five patients for mild smoke inhalation with no patients requiring hospitalization.</li> <li>• The South Weston Network Leader went to the school to offer advice and support.</li> <li>• The cause of the fire is unknown.</li> <li>• The security of the school was not affected.</li> </ul> <p><b><u>UPDATE 3:50pm</u></b></p> <ul style="list-style-type: none"> <li>• The police are investigating likely arson.</li> <li>• Ventilation of the affected area was successful and control of the school was returned to the principal.</li> <li>• Facilities maintenance attended to evaluate the site.</li> <li>• There should be no disruption to school tomorrow.</li> </ul> <p><b><u>UPDATE 10/09/2013</u></b></p> <ul style="list-style-type: none"> <li>• The principal conducted a whole school assembly this morning at 9:00am to reassure the school community.</li> <li>• <span style="background-color: black; color: black;">[REDACTED]</span></li> <li>• The residue from the fire has been cleaned up, including carpets and the fire extinguishers have been replaced.</li> <li>• Staff to be in-serviced regarding the correct use of extinguishers.</li> </ul> <p><b><u>UPDATE 13/09/2013</u></b></p> <ul style="list-style-type: none"> <li>• <span style="background-color: black; color: black;">[REDACTED]</span></li> <li>• <span style="background-color: black; color: black;">[REDACTED]</span></li> </ul>	

	<ul style="list-style-type: none"> <li>• The school is working to establish support for this student upon his return.</li> <li>• Additional counselling for students was provided.</li> <li>• Minor school repairs have commenced with no interruption to the learning programs .</li> </ul>	
Any injuries?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED] treated for suspected smoke inhalation.
Police involvement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED]
Other emergency services? <small>If yes, which service?</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: ACT Fire and Rescue, ACT Ambulance
Has counselling been organised /provided?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: The school counsellor is on sight and an additional counsellor has been requested.
Parents contacted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: An email was sent from the principal to all parents to inform them of the incident.
<b>Schools Network Leader</b>		Wayne Prowse
<b>Date cleared</b>		09/09/2013
<b>Method of clearance:</b>		verbal
<b>Date to SPA and ETD Media &amp; Communications</b>		
<b>Senior Policy Advisor to complete</b>		
<b>Deputy Director-General clearance (signature)</b>		
<b>Date cleared</b>		
Incident Status Confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Further Distribution to:</b>		
<b>For critical incidents only - date sent to Minister's Office</b>		