

Emergency management

Plan

Work Health and Safety Directorate

**EMERGENCY MANAGEMENT PLAN**

**For**

**North Wagga Public School**

**Effective: November 2015**

**Date of last review:** October, 2014

**Review date: November 2016**

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, the plan should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

**Document location**

There are 3 copies of this Emergency Management Plan.

Other copies are held by: Assistant Principal and School Administration Manager

**1.1 Overview of emergency management plan**

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| **Description of the workplace (e.g. location, if a split or single site, no of students and staff)** | | |
| Location:  School is situated in the city of Wagga Wagga, located on Hampden Avenue on the edge of the city. It is close to the Murrumbidgee River and lies in a flood zone and bush fire zone.  Business Hours:  The school operates 5 days a week from 8.45am to 3.15pm, Monday to Friday. With teachers being on duty from 8.30am to 4.00pm.  School Profile:  This co-educational school has 260 students and 16 staff, including: 1 principal; 3 Assistant Principals; 10 classroom teachers; 1 senior administration manager; 1 SAO, 2 SLSO and 1 General Assistant.  The school has an oval that is located 100metres from the main building. There is rear access to the school which is used by Cleanway contractors. | | |
| **Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)** | | |
| This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community of Wagga Wagga (eg: evacuation in the event of a major roadway chemical spill, bushfire or flood).  Core school policies including First Aid, Chemical Safety, Student Welfare and Evacuation and Lockdown have been considered in development of this plan. | | |
| **Roles and responsibilities** | | |
| **Emergency control organisation (responsible for evacuation and emergency response)**  **Chief Warden** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Kim Woodside | Principal (relieving) | 0269213533 |
| **Deputy Chief Wardens** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Trudy Standley | Assistant Principal | 0269213533 |
| Virginia Quilliam | Assistant Principal | 0269213533 |
| **First Aid Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Vicki Archer | SAO | 0269213533 |
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| **Communications Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Trudy Standley | Assistant Principal | 0269213533 |

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| **Process for notifying, alerting and reporting emergencies** |
| **Notifying emergencies e.g. process for notifying Chief Warden**  All staff are to ensure the Principal (or their nominee) is notified in the event of an emergency.  **Alerting the workplace to emergencies e.g. preparing for evacuation, lockdown**  The Principal is to undertake appropriate action to determine the nature and extent of the emergency (if able), then alert the workplace of the emergency including, where required, commencement of evacuation or other procedures such as lockdown. Where the Principal is absent from the workplace, the nominated Assistant Principal is to undertake this responsibility.  If evacuation is required, a continuous bell will ring indicating to staff to immediately evacuate their classrooms to the emergency assembly area.  If Lockdown is required an intermittent bell will ring indicating to staff and students either to return to or stay within their classrooms.  **Reporting emergencies**   * Contact emergency services on 000 * Contact Safety and Security for any school related criminal activity on 1300 363 778 * Report the emergency to the Director Public Schools NSW, or State Office Director if required * Follow the Department’s Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Work Health and Safety Directorate for a WorkCover notifiable incident). * To report an incident or injury please contact the Hotline on 1800 811 523. |
| **Identified evacuation assembly areas and evacuation routes** |
| **Assembly area one**  Main school oval on the north side  **Assembly area two**  North Wagga hall on Hampden Avenue |

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| **Location of offsite assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)** |
| McPherson Oval, west along William street  In the event of major flooding, alternative arrangements will be made to relocate to an alternative school. |

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| **Strategy for communicating the plan (e.g. training, newsletters, posters)** |
| Inductions and orientations of staff, students, contractors; WHS/Emergency Committee minutes; staff meeting awareness sessions and meeting minutes; training and practice drills; information displayed. |

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| **Essential services on premises (e.g. location of hydrants, water main, etc)** | |
| (Grass area between A –B Block ) Duty of Care will remain the responsibility of School  Emergency Kit located at: Storeroom in Admin Block  Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan. | |
| Location of water main  Also show on attached site plan | Water main located along Hampden Avenue adjacent to the oval |
| Location of gas main  Also show on attached site plan | N/A |
| Location of electricity main  Also show on attached site plan | Main electrical isolator located at the rear of the school at the Elizabeth street entrance |
| Solar power main (where applicable) | Located in the store room of the computer lab |
| **Types of installed communication systems** | |
| The automatic school bell can be operated in times of emergency. A hand bell is located in the playground. Each classroom, the computer lab, library and canteen has access to a telephone. | |

**1.2 Preparing for emergency**

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| **Risk management strategies for prevention or control of emergencies** | | | | | |
| **Hazard** | **Risk associated with hazard** | **Key risk elimination or control measures** | | **How often** | **Key staff responsible for implementation** |
| [Bomb Threat or Suspect Device](https://detwww.det.nsw.edu.au/detresources/Bomb_Threat_or_Suspected_Device_Fact_Sheet_ElUkBYnABT.pdf) | * History of bomb threats for workplace. * Person seeking to cause disruption to workplace. * Examinations or other significant events in the workplace. | * Conduct white level inspections, ie: all staff inspect their respective work area for any articles that are unusual, suspicious or .unaccounted for. * Have processes in place for taking details of bomb threats using [Bomb Threat Report](file:///C:\media\downloads\detoh_s\adminandmanage\ohands\safeworklearn\emergency\fact_bomb.doc). This will assist emergency services in assessing the threat. | | Ongoing inspections.  Respond as required. | Principal or Assistant Principal |
| [Bush Fire Planning & Response](https://detwww.det.nsw.edu.au/workhealthandsafety/emergency-workhealthandsafety/bushfire-emergency-planning) | * Bushfire prone areas are those that can support a bushfire or are likely to be subject to bushfire attack. These are generally areas consisting of or close to bushfire hazards such as bush, forest or grasslands. | * Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings. * Liaise regularly with local Fire Brigades or Rural Fire Service. * Conduct fire evacuation drills. * Liaise with emergency services about emergency procedures. * Discuss with emergency services other issues where appropriate, eg: fuel reduction burning in bush area adjacent to the workplace. * Arrange for contractors to clear gutter of dry leaves or other debris. | | At least annually, ie: during winter, prior to bushfire danger period | Principal or Assistant Principal |
| [Cruelty to Animals](https://detwww.det.nsw.edu.au/detresources/Cruelty_to_Animals_yScroAbwxH.pdf) | Animal cruelty may occur due to behavioural issues with students or staff or negligence resulting from:   * Inadequate provision of food and water; protection from extremes of weather or attack by intruders / vermin / other animals; and monitoring of animals during holidays and weekends * Failure to carry out routine husbandry operations and seek veterinary assistance for sick or injured animals. | * Ensure animals are adequately housed and protected from attack and extremes of weather. * Educate staff and students about the care of animals. * Awareness of responsibilities for the care of animals, particularly in holiday periods. | |  | Principal or Assistant Principal |
| [Death at the workplace during a school activity](https://detwww.det.nsw.edu.au/detresources/Death_at_the_Workplace_or_during_a_DEC_activity_RUHWfqPcjQ.pdf) | * Major accident during Department activities (e.g. excursions) due to inadequate risk controls. * Lack of emergency planning. * Insufficient follow up of incidents including near misses. | * Safety program for workplace. * Staff aware of WHS responsibilities. * Communication and consultation. * Risk management programs in place. * Emergency planning complete. * Incident management and investigation processes in place. | |  | Principal or Assistant Principal |
| [Death (not work-related) of student, staff or other member of community](https://detwww.det.nsw.edu.au/detresources/Death_of_staff_or_student_or_other_members_of_the_community_(not_work-related)_IlNNAZcsPC.pdf) | * Major accident or event impacting on a community (e.g. motor vehicle accident). * Any death of a staff member or student, including ex-students, which is sudden or unexpected. | * Not applicable. | |  | Principal or Assistant Principal |
| [Earthquake or collapse of building or structure](https://detwww.det.nsw.edu.au/detresources/Earthquake_or_collapse_of_building_epfAoTLrhb.pdf) | * Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures. | * Know your area’s earthquake history * Identify the age of buildings and areas that may fall during an evacuation during an earthquake | |  | Principal or Assistant Principal |
| [Electrical hazard](https://detwww.det.nsw.edu.au/detresources/Electrical_Hazard_IPaWgJImDk.pdf) | * Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault. * Use of high-risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances). | * Ensure testing of electrical equipment. * Encourage reporting of all electrical faults. * Consider electrical safety as part of WHS risk assessment and risk management programs. * Encourage general safety precautions. | |  | Principal or Assistant Principal |
| [Emergency health situation](https://detwww.det.nsw.edu.au/detresources/Emergency_Health_Situation_MRuplEAygn.pdf) | * Staff and students at the workplace with sudden medical conditions that may require emergency response. * Distance from emergency services or other medical assistance. * Individual health care plans for student not in place or updated. * Environmental risks that may trigger health condition (e.g. anaphylaxis). | * Implement individual health care plans for students. * Ensure effective emergency and first aid response plans are in place. * Educate staff on how to respond in an emergency (first aid). * Implement policies and procedures to support the health and wellbeing of staff and students. * Manage health risks in the workplace environment. * Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services). | |  | Principal or Assistant Principal, First Aid Officer/s |
| [Explosion](https://detwww.det.nsw.edu.au/detresources/Explosion_HObqHDeorb.pdf) | * Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. * Ensure proper maintenance of gas facilities. * Ensure fire precautions in place. | * Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. * Ensure proper maintenance of gas facilities. * Ensure fire precautions in place. | |  | Principal or Assistant Principal, Teachers |
| Power – failure of services | Power failure at night causing falls down stairs, poor access and egress, etc | Test emergency lighting | | 6 monthly | Via Regional Asset Mgmt Unit (AMU) contractor |
|  | Water supply failure affecting cooling circuits on some machines | Install alarm system on water mains.  Machines to shut down when water pressure fails. | | Ongoing | Principal or Deputy Principal |
|  | Sewage failure / leak or spill causing contamination | Restrict access to a minimum until council / plumbing personnel can investigate and repair.  Clean up areas. | | Ongoing | Principal or Assistant Principal |
| [Fire](https://detwww.det.nsw.edu.au/detresources/Fire_HRlhhsHCsF.pdf) | * Evacuation plans not communicated clearly or not regularly tested. * Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire. * Staff are unsure of their responsibilities under evacuation plans if a fire occurs. * Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds. | * Educate staff and students about workplace fire prevention and safety. * Conduct fire drills. * Liaise with emergency services. * Develop evacuation arrangements with local bus company/ relevant transport company. * Conduct fire safety audits. | |  | Principal or Assistant Principal, Teachers |
| [Fumes or chemical spill or contamination by hazardous materials](https://detwww.det.nsw.edu.au/detresources/Fumes_or_Chemical_Spill_or_Contamination_by_Hazardous_Material_NiyChscHYE.pdf) | * Proximity to industrial areas or major transport routes. * Procedures for safe management of chemicals at workplaces not clearly implemented. * Audit of chemicals at the workplace not sufficient for compliance with relevant legislation. | * Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill. * Ensure safety data sheets (SDS) for all hazardous substances used are at hand. * Use Department’s [ChemWatch System](http://chemwatchdb.det.nsw.edu.au/chemwatchlogin.html) | |  | Principal or Assistant Principal |
| [Gas leak](https://detwww.det.nsw.edu.au/detresources/Gas_Leak_dfjHHainAY.pdf) | * Insufficient maintenance of gas facilities. * Damage to gas pipes or gas outlet. * Faulty portable LPG tanks. * Faulty ventilation in fume | * Ensure gas is used in a safe way in all workplaces (see [LPG safety](https://detwww.det.nsw.edu.au/media/downloads/detoh_s/adminandmanage/ohands/safeworklearn/riskmanage/lpg_overviewv2.pdf)). * Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. * Ensure proper maintenance of gas facilities. * Check fume cupboard outlets. | |  | Principal or Assistant Principal |
|  | Danger of fire and explosion | Isolate gas supply to room or building.  Open all windows to ventilate area.  Consider notifying emergency services. | | Ongoing | Principal or Assistant Principal |
| Letter or parcel bombs or white powder letters | * Person wishing to inflict injury upon individuals in a workplace using an anonymous delivery method. * Receipt of high volumes of mail. * Current security climate relating to terrorism. | * Careful monitoring of incoming mail with thorough training and awareness of relevant staff. * Training of staff to recognise letter or parcel bombs. | |  | Principal or Assistant Principal |
| [Major incidents involving violence or threats](https://detwww.det.nsw.edu.au/detresources/Major_incidents_involving_violence_or_threats_pdzcFaHmpv.pdf) | The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:   * There is no way of knowing whether people apart from staff and students are authorised to be on-site * Clear standards for students’ behaviour and communication are not in place. | * Check security strategies e.g. access to premises and signs. * Crime prevention workshops. * Monitoring of incidents. * Development, practice and review of lockdown procedures. | | Ongoing | Principal or Assistant Principal, WHS Committee |
|  | Violence - Hold up | Minimal cash-handling policy implemented.  Secure/private area for internal petty cash handling.  Install and test alarm system.  Pass system for visitors.  Teacher and student awareness. | | Ongoing | Principal or Assistant Principal |
| [Outbreak of Infectious Disease](https://detwww.det.nsw.edu.au/detresources/Outbreak_of_infectous_diseases_BJyAKlMvlW.pdf) | * Lack of awareness of [standard precautions for infection control](https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management-student-services/student-safety) at the workplace. * Shared facilities increase risk of infectious diseases e.g. schools and TAFE colleges and schools. * Difficulty of reliably identifying all persons carrying infectious diseases. * Food preparation with insufficient controls. | * Consistently apply  [[standard precautions for infection control](https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management-student-services/student-safety)l](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safeworklearn/injury_manage/infection/index.htm), incorporating them into daily practice and use specific controls for particular situations. * Ensure all appropriate staff understand and apply the Department’s WHS procedures. * Consultation with relevant persons and organisations e.g. local Public Health Units, cleaners, etc. | | Ongoing | Principal or Assistant Principal |
| [Pedestrian and/or vehicle accidents](https://detwww.det.nsw.edu.au/detresources/Pedestrian_accidents_jgkzKmNiMN.pdf) | * Proximity to major roads. * Insufficient pedestrian safety awareness training for students or staff. * Insufficient traffic controls in place. | * Traffic controls (pedestrian crossings, traffic controllers, bollards, etc). * Liaison with local council and Roads and Traffic Authority. * Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc. | | Ongoing | Principal or Assistant Principal |
| [Staff or students lost during off-school activities](https://detwww.det.nsw.edu.au/detresources/Staff_or_students_lost_on_an_excursion_VyLRIQhWsP.pdf) | * Department’s [Excursions Policy](https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml) not followed. * Risk assessments not conducted. * Untested assumptions about the safety or the safety requirements of staff and students. * Unanticipated events whilst on excursions. | * Undertake full planning and risk assessment for excursion in accordance with the Department’s [Excursions Policy](https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml). * Ensure risk assessment is implemented and communicated. | | Prior to each excursion | Teacher in Charge, Principal or Assistant Principal, Counsellor/s |
| [Storms and/or strong wind](https://detwww.det.nsw.edu.au/detresources/Storm_(including_high_wind)_MMnMmDPPYC.pdf) | * Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed. * Electrocution from fallen wires. * Roofs in need of repair. * Excursion activities undertaken without risk assessment. | * Ensure gutters and downpipes are cleaned regularly. * Ensure overhanging branches are trimmed. * Arborist to assess trees as required. * Ensure roofs are in good repair. * Prepare an emergency kit. * Prepare a storm plan covering actions needing to be undertaken | |  | Principal or Assistant Principal, General Assistant |
| [Suicide](https://detwww.det.nsw.edu.au/detresources/Suicide_pcwUbXnDjp.pdf) | * Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential. | * [Employee Assistance Program](https://detwww.det.nsw.edu.au/workhealthandsafety/staff-wellbeing/eaps) * Student counsellors. * Prevention of bullying programs. * Drug and alcohol awareness and education program. * Student education on exam coping mechanisms. * Suicide awareness programs. | |  | Principal or Assistant Principal, Counsellor/s |
| [Heat Related Illness](https://detwww.det.nsw.edu.au/detresources/Heat-related_illnesses_fVnlMzUXFC.pdf) | * The risks of skin cancer and heat-related stress and illness can be minimised by using a combination of practical solutions. * Symptoms of heat stress may include: heat rashes (eg: hives, sunburn); heat cramps (eg: painful muscle spasms, heavy sweating); blurred vision; dizziness; exhaustion; slurred speech; difficulty in thinking clearly. | * Dress in light, loose fitting clothing * If outdoors, wear protective clothing (eg: hat, sunglasses, long sleeves) * If outdoors, use protective equipment (eg: portable shade tent, umbrella, sun screen) * Reduce workload or physical activities * Utilise shade or cooler indoor areas * Replace lost fluids (ie: drink water, avoid caffeine) * Rest frequently * Reschedule outdoor work or activities to cooler times of the day | | Ongoing as required. | Principal, all  Employees |
| **Training against emergency management plan** | | | | | |
| **Type of training** | | | **How often** | | |
| Training on the workplace emergency management plan | | | All staff annually through induction and/or awareness sessions, practice drills, and as required by <https://detwww.det.nsw.edu.au/workhealthandsafety/esafety-program> requirements | | |
| e-Emergency care, e-Anaphylaxis, CPR and face to face Anaphylaxis training | | | Every 3 years, 2 year and 1 year respectively. | | |
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| **Training schedule attached – Part 2** | | | | | |

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| **Frequency of emergency response drills** | |
| **Type of emergency response drill** | **How often (see Part 2 – Schedule of completed emergency response drills)** |

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| Building evacuation (e.g. fire emergency) | Once every 6 months |
| Lockdown | Once every 6 months or as determined by the school |

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| **Training schedule attached – Part 2** |

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| **Arrangements for disabled persons** | |
| **Strategy** | **Person responsible for action** |

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| Nominated person to assist disabled person in event of emergency | SLSO |
| Emergency services to be notified of disabled person’s whereabouts, where necessary | SLSO |

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| **Testing of equipment** | |
| **Type of equipment** | **Frequency of testing** |

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| Fire detection systems | Every 6 months (AMU contract) |
| Fire extinguishers, blankets | Every 6 months (AMU contract) |

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| **First aid requirements** | |
| **Requirement** | **Action completed** |

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| First aid officer/s participate in emergency drills | Yes, ongoing |
| Portable first aid kit containing an epi-pen available and maintained | Yes, located at front office, serviced each term |

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| **Communications during an emergency** | | |
| **Stages (e.g. initial alert, evacuation, return to workplace)** | **List form of communication (e.g. PA system, agreed alarm signal)** | **Responsibility for commencing and managing communications** |
| Primary means of communication in the event of an emergency is an audible alarm system | Evacuation alarm is signalled by continuous ringing of the internal bell. | Principal or Assistant Principal |
| Secondary or alternative means of communication | Outside manual bell | Principal or Assistant Principal |
| All clear signal is | Verbal announcement | Principal in conjunction with emergency services |
| Lockdown | Intermittent ringing of internal bell. | Principal or Assistant Principal |
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**1.3 Response**

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| **The process for making decisions** | |
| Once an emergency is reported the Principal (Chief Warden) will [assess](https://detwww.det.nsw.edu.au/detresources/Assessing_danger_in_an_emergency_gJGtRmHrzn.pdf):   * What is the nature of the emergency? * How the emergency is behaving (getting closer, moving away etc)? * Which emergency services should be contacted (Police, Fire, Ambulance, State Emergency Service)? * What immediate response actions are required based on the initial assessment?   The Chief Warden/Site Controller will then immediately [initiate necessary actions and responses](https://detwww.det.nsw.edu.au/media/downloads/detoh_s/adminandmanage/ohands/safeworklearn/emergency/announce.doc) eg: evacuation, first aid, lockout or lockdown. | |
| **Immediate response actions (actions will often take place at the same time)** | |
| * + Implement the relevant procedures where required   + Ensure first aid is administered and medical treatment provided as soon as possible   + Contact and liaise with relevant emergency services   + Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety   + Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from Director of School, School Administration, Counsellors, WHS Directorate, Asset Management Unit, Media Unit, etc   + Ensure telephones are not used for anything other than incident communications   + Advise WHS Hotline on 1800 811 523 of any injuries   + Contact the injured person’s employer and family as appropriate   Report the emergency through the relevant incident reporting procedures [Incident Reporting Procedures](https://detwww.det.nsw.edu.au/policies/administrative/reporting/incident_reporting/incident_proc.pdf)  [Incident Reporting Overview](https://detwww.det.nsw.edu.au/detresources/Incident_Reporting_Overview_pMhdFbvKLg.pdf) | |
| **Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)** | |
| **Who:** Executive  **How:** wearing a fluorescent vest, locate themselves near designated access/egress points to redirect vehicles with a hand-held sign to ensure a clearway is maintained for emergency services  **When:** from the time they are directed to their designated point by the chief warden/site controller until they are relieved or the ‘all clear’ announcement is made. | |
| **Evacuation procedures (summary) – Full procedures included in Part 2** | |
| ☐ | STAGES |
| ☐ | **Decision to evacuate.**  Principal (Chief Warden) to assess situation and determine appropriate response. |
| ☐ | **Warning staff and students**  If evacuation is required, activate emergency evacuation signal (continuous ringing of the main bell).  If lockdown is required - intermittent ringing of main bell |
| ☐ | **Withdrawal (evacuation)**  All staff, students, contractors and visitors to evacuate in an orderly manner via the shortest and safest route to their designated assembly area (unless Warden/s advise of an alternative evacuation assembly area).  Wardens/Staff on duty to check all classrooms clear and lock where possible, then report ‘building clear’ to Chief Warden at the assembly point |
| ☐ | **Shelter and assembly area**  Classes are to line up in order at the assembly area.  When whole school is assembled, account for everyone by marking student roll books and staff/visitor/contractor sign-in register/s and/or ensure no one remains within a building (ie: Chief Warden/Site Controller receives ‘building clear’ reports for each building, including toilet blocks, etc – any missing ‘building clear’ reports are notified to emergency services for follow-up). |
| ☐ | **Return to the workplace**  Principal to then brief staff or assembled people on the emergency status and await arrival of emergency services or take other appropriate action.  Principal or Emergency Services to give the ‘all clear’ and direction for normal activities to resume. |
| ☐ | **Location of designated emergency exits**  Located in each building |
| ☐ | **Location of fire extinguishers**  Located in each building |
| ☐ | **Location of fire blankets**  Canteen and staffroom |
| ☐ | **Location of first aid kits**  A Block, Office |
| Note: Plans showing the identified evacuation assembly areas and evacuation routes **must be posted in the workplace.** Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all fire fighting equipment. Maps are to be displayed prominently throughout the workplace. | |
| **Response procedures for specific emergencies** | |
| **Response procedures are provided above for specific emergencies.** | |

**1.4 Recovery**

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| **Strategy and description (documents included in Part 2)** |
| The Principal will co-ordinate the initial response and ongoing recovery at the school in line with DoE procedures and protocols outlined below.  [Emergency planning and response](https://detwww.det.nsw.edu.au/detresources/Emergency_planning_and_response_overview_AwknNabAyK.pdf)  [Recovery time line](https://detwww.det.nsw.edu.au/detresources/Recovery_time_line-people_who_may_be_affected_by_emergencies_and_mental_health_response_svEtyaBLaw.pdf) |

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| **Trauma counselling and description** | **Who** |
| School counsellors should be used in the first instance when providing support to students | Paul Wetherbee |
| EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident.  Post incident counselling for staff is requested through either provider and is approved by the WHS Directorate. | DTC: 1300 360 364  DTC: 1300 360 364  PPC: 1300 361 008  WHS: 1800 811 523 |

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| **Return workplace to normal** | **Action** |
| Return to normal business and activities ASAP | Principal and other school or DoE corporate staff to liaise with relevant stakeholders to return business to normal ASAP, while being mindful of ongoing needs of some groups or individuals and also mindful of anniversary dates or other sensitivities. |

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| **Media** |
| All enquiries from the media should be referred immediately to the Department’s Media Unit on 9561 8501. The Media Unit will assist in managing enquiries from the media for the necessary period. |

**PART 2: Evacuation procedures and other attachments**

Checklist for documents to be included in Part 2

Documents attached: (Workplaces are to attach documents that relate to their Emergency Management Plan)

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| ☐ | Evacuation procedures |
| ☐ | First aid plan |
| ☐ | Site and Floor plans |
| ☐ | Communication strategy: in the case of an emergency parents and carers will be notified via the School App, School Website and telephone where necessary |
| ☐ | After hours contacts |
| ☐ | Other relevant information |