

Emergency management plan

Health and Safety Directorate



EMERGENCY MANAGEMENT PLAN For

Charles Street Iluka

Effective: 24/3/2022

Date of last review: 24/03/2022

Review date: 24/03/2023

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, it 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: Administration, WHS Noticeboard and ICE website.

Emergency management plan

1.1 Overview of emergency management plan

Description of the workplace (e.g. location, if a split or single site, no. of students and staff)
<p>Location:</p> <p>The co-educational primary school is situated on Charles Street in the village of Iluka. The school is situated on the northern side at the head of the Clarence River. The school is 20kms from the Pacific Highway.</p> <p>The school backs directly onto Spencer and Micalo Streets. Fencing and a gate have been installed to restrict access.</p> <p>School Hours:</p> <p>The school operates 5 days a week from 8.30 am to 3.30 pm, Monday to Friday.</p> <p>School Profile:</p> <p>The school has 72 students, 12 staff including the Principal, 4 classroom teachers, a librarian/RFF teacher, a LaST teacher a Senior Administrative Manager and her assistant, 2 SLSO and a part-time General Assistant.</p>
Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)
<p>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 e.g. evacuation in the event of a major flood.</p>

Roles and responsibilities		
Emergency control organisation (responsible for evacuation and emergency response)		
Chief Warden		
Name	Position	Contact phone numbers
Philip Bradmore	Principal	0448465269
Deputy Chief Wardens		
Name	Position	Contact phone numbers
Floor Wardens		
Name	Position	Contact phone numbers
Philip Bradmore	Principal	0448465269
Lynette Rankin	Administrative manager	66466149
First Aid Officer		
Name	Position	Contact phone numbers
Philip Bradmore	Principal	0448465269
Lynette Rankin	Administrative manager	66466149
Communications Officer		
Name	Position	Contact phone numbers
Lynette Rankin	Administrative manager	66466149

Emergency management plan

Process for notifying, alerting and reporting emergencies

Notifying emergencies

All teachers and other staff are to ensure the principal is notified in the event of an emergency.

Alerting the workplace to emergencies

- The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated Assistant Principal is to undertake this responsibility

Reporting emergencies

- Contact emergency services immediately where required
- Notify the School Education Director of the emergency immediately
- Contact the School Safety and Response Unit hotline if the incident involves violence, weapons, illegal drugs or major criminal activity
- Contact the OHS Directorate immediately on (02)9266 8955 in the event of a death, serious injury or dangerous occurrence at the workplace
- Report incidents involving employees on the Incident Notification Hotline (1800 811 523) or fax an Employee Incident Report Form immediately or as soon as reasonably practicable (but within 24 hrs) to the Injury Management Centre on (02) 9266 8066

Report incidents involving students and visitors on the Incident Notification Hotline or fax a Non Employee Incident Notification Form immediately or as soon as reasonably practicable (but within 24 hrs) to the regional OHS Liaison Manager.

Identified evacuation assembly areas and evacuation routes

Assembly area one

Back oval

Assembly area two

Front gates

Off-site assembly area

Iluka Boat Ramp (Refer to site plan, Part 2)

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)

1. Principal's office area when practicable
2. Location to be confirmed by communications officer after consultation with chief warden

(Refer to site plan, Part 2)

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

Essential services on premises (e.g. location of hydrants, water main)

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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	Main located at front fence of staff car park on Charles Street
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 Main entrance Charles Street
Solar power main (where applicable)	N/A

Types of installed communication systems

- **Electric Bells**
- **Telephone in office**
- **Telephone in staffroom**
- **Hand bell.**
- **Principal has mobile**
- **Telephone in 5/6 room**

Preparing for emergency

Risks identified by using the WHSD [risk assessment for emergencies document](#) should be listed below. Not all the below examples could be relevant for your school some may need removing.

Risk management strategies for prevention or control of emergencies		
Hazard	Risk associated with hazard	Key risk elimination or control measures
Bomb threats and suspected devices	<ul style="list-style-type: none"> • History of bomb threats for workplace. • Person seeking to cause disruption to workplace. 	<ul style="list-style-type: none"> • Have processes in place for taking action using Bomb Threat Report. This involves using police services in assessing the threat.

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Risk management strategies for prevention or control of emergencies		
Hazard	Risk associated with hazard	Key risk elimination or control measures
View fact sheet	<ul style="list-style-type: none"> Examinations or other significant events in the workplace. 	<ul style="list-style-type: none"> Develop response procedure for an evacuation of the school site and staff.
Bushfire View fact sheet	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Have firebreaks maintained and grass, shrubs and tree branches kept well trimmed. Liaise regularly with NSW Fire Brigade. Conduct fire drills. Liaise with emergency services and develop procedures. Discuss with emergency services appropriate, e.g. back burning in workplace. Arrange for contractors to clear grass and debris.
Cruelty to animals View fact sheet	<p>Animal cruelty may occur due to behavioural issues with students or staff or negligence resulting from:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Ensure animals are adequately housed and protected from attack and extremes of weather. Educate staff and students about animal welfare. Awareness of responsibilities for animal care, particularly in holiday periods.
Death at the workplace or during a DEC activity View fact sheet	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Safety program for workplace. Staff aware of WHS responsibilities. Communication and consultation. Risk management programs in place. Emergency planning complete. Incident management and investigation procedures.
Death of staff or student or other member of the community (not work-related) View fact sheet	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Not applicable.
Earthquake or collapse of building View fact sheet	<ul style="list-style-type: none"> Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures. 	<ul style="list-style-type: none"> Know your area's earthquake history. Identify the age of buildings. Large monuments over entrances that may be damaged during earthquake must be avoided during evacuation. Alternative evacuation routes selected.
Electrical hazard View fact sheet	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Ensure testing of electrical equipment. Encourage reporting of all electrical faults. Consider electrical safety as part of general safety and risk management programs. Encourage general safety precautions.

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Risk management strategies for prevention or control of emergencies		
Hazard	Risk associated with hazard	Key risk elimination or control measures
Emergency health situation View fact sheet	<ul style="list-style-type: none"> ● 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). 	<ul style="list-style-type: none"> ● Implement individual health care ● Ensure effective emergency and in place. ● Educate staff on how to respond ● Implement policies and procedures and wellbeing of staff and student ● Manage health risks in the workplace ● Develop effective emergency response consultation with relevant groups (emergency services).
Explosion View fact sheet	<ul style="list-style-type: none"> ● Insufficient maintenance of facilities. ● Damage to gas pipes or gas outlet. ● Faulty portable LPG gas tanks. ● Fire in the workplace. ● Spill of flammable substance. ● Proximity to industrial areas or major transport links (eg road, railway). 	<ul style="list-style-type: none"> ● Ensure students understand the p with gas and are trained to use g their learning activities. ● Ensure proper maintenance of ga ● Ensure fire precautions in place.
Fire View fact sheet	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Educate staff and students about and safety. ● Conduct fire drills. ● Liaise with emergency services. ● Develop evacuation arrangements relevant transport company. ● Conduct fire safety audits.
Flood View fact sheet	<ul style="list-style-type: none"> ● Floods are a natural occurrence on low-lying land close to rivers and creeks. While the pattern of flooding varies, there are few communities that do not have some flood risk. ● The State Emergency Service (SES) is responsible for responding to floods in NSW. 	<ul style="list-style-type: none"> ● Prepare a flood plan covering act undertaken always, when a flood after a flood. ● Prepare an emergency kit consist radio with spare batteries, a torch first aid kit and manual, waterproof contact numbers, waterproof foot waterproof and puncture resistant and boxes. ● Inform staff and students of the fl
Fumes or chemical spill or contamination by hazardous materials View fact sheet	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Check your workplace regularly to operations or procedures that hav a spill. ● Ensure safety data sheets (SDS) substances used are at hand. ● Use Department's Chemical Safe
Gas leak View fact sheet	<ul style="list-style-type: none"> ● Insufficient maintenance of gas facilities. ● Damage to gas pipes or gas outlet. ● Faulty portable LPG tanks. 	<ul style="list-style-type: none"> ● Ensure gas is used in a safe way (LPG safety).

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Risk management strategies for prevention or control of emergencies		
Hazard	Risk associated with hazard	Key risk elimination or control measures
		<ul style="list-style-type: none"> ● Ensure students understand the risks associated with gas and are trained to use gas safely during their learning activities. ● Ensure proper maintenance of gas equipment.
Letter or parcel bombs or white powder letters View fact sheet	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Careful monitoring of incoming mail and awareness of relevant staff. ● Training of staff to recognise letters.
Major incidents involving violence or threats View fact sheet	<p>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:</p> <ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Check security strategies e.g. access signs. ● Crime prevention workshops. ● Monitoring of incidents. ● Development, practice and review of procedures.
Outbreak of infectious diseases View fact sheet	<ul style="list-style-type: none"> ● Lack of awareness of standard precautions for infection control 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. 	<ul style="list-style-type: none"> ● Consistently apply standard precautions for infection control, incorporating them into departmental specific controls for particular situations. ● Ensure all appropriate staff understand the Department's Infection Control Guidelines. ● Consultation with relevant personnel including local Public Health Units, parents etc.
Pedestrian accidents View fact sheet	<ul style="list-style-type: none"> ● Proximity to major roads. ● Insufficient pedestrian safety awareness training for students or staff. ● Insufficient traffic controls in place. 	<ul style="list-style-type: none"> ● Traffic controls (pedestrian crossings, etc.). ● Liaison with local council and Roads and Maritime Services. ● Issue rules in writing to parents regarding pick up of students e.g. no double parking inside the school, no allowing children to play on the roadside, not reversing etc.
Staff or students lost on excursions View fact sheet	<ul style="list-style-type: none"> ● Department's Excursions Policy not followed. ● Risk assessments not conducted. ● Untested assumptions about the safety or the safety requirements of staff and students. ● Unanticipated events whilst on excursions 	<ul style="list-style-type: none"> ● Undertake full planning and risk assessment in accordance with the Department's Excursions Policy. ● Ensure risk assessment is implemented.
Storms (including high wind) View fact sheet	<ul style="list-style-type: none"> ● Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed. ● Electrocutation from fallen wires. ● Roofs in need of repair. ● Excursion activities undertaken without risk assessment. 	<ul style="list-style-type: none"> ● Ensure gutters and downpipes are regularly cleaned. ● Ensure overhanging branches are regularly trimmed. ● Ensure roofs are in good repair. ● Prepare an emergency kit. ● Prepare a storm plan covering all activities undertaken
Suicide View fact sheet	<ul style="list-style-type: none"> ● Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential. 	<ul style="list-style-type: none"> ● Employee Assistance Program. ● Student counsellors. ● Prevention of bullying programs. ● Drug and alcohol awareness and education. ● Student education on exam copying. ● Suicide awareness programs.

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Risk management strategies for prevention or control of emergencies		
Hazard	Risk associated with hazard	Key risk elimination or control measures
Tsunami View fact sheet	<ul style="list-style-type: none">• The NSW coast has experienced more than 30 tsunamis since European settlement. Most have been slight causing little to no damage.• Workplace located on low-lying land close to the ocean.• Overseas off-school activities need to consider the risk of tsunami.	<ul style="list-style-type: none">• For overseas travel be aware of the area you are travelling to.

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Training against emergency management plan	
Type of training	How often
Training on the workplace emergency plan	All staff annually through induction and/or awareness sessions and practice drills, and as required by DEC Emergency Training requirements
Emergency care / CPR / first aid training	Ongoing, as required, for staff conducting off-school activities
Anaphylaxis Online e-learning module	Required to be completed every 2 years
Face to face anaphylaxis and CPR course	Annually for significant proportion of staff

Frequency of emergency response drills	
Type of emergency response drill	How often
Building evacuation (e.g. fire emergency)	Once every 6 months
Lockdown	Once every 6 months
Lockout	Once every 6 months

Arrangements for disabled persons	
Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	SLSO
Consultation with students and parents about emergency arrangements including evacuation	Principal
Emergency services to be notified of disabled person's whereabouts where necessary	Classroom teacher

Testing of equipment	
Type of equipment	Frequency of testing
Fire extinguishers, blankets	Every 6 months (AMU contract)
Emergency lighting	Every 6 months (AMU contract)
Alarm / security systems	Annually (AMU contract)

First aid requirements	
Requirement	Action completed
First aid officer/s participate in emergency drills	Yes
Portable first aid kit available and maintained	Yes

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
Initial Alert	Signalled by repeated ringing of the internal bell	Principal/SAM
Evacuation	Signalled by repeated ringing of the internal bell	Principal/SAM
Return to workplace	verbal	Principal or Chief Warden of Emergency Services

1.3 Response

Emergency management plan



The process for making decisions

Once an emergency is reported, the Chief Warden will assess:

- What is the nature of the emergency?
- How the emergency is developing (getting closer, moving away etc)?
- Which emergency services should be contacted (Police, Fire, Ambulance and State Emergency Service)? (see table below)
- The immediate response actions required based on the initial assessment?

The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown.

Immediate response actions (actions will often take place at the same time)

- Implement emergency evacuation, lockdown or lockout 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 regional office, Incident Support Unit, Safety and Security Directorate, HS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Support Unit 1800 811 523; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family if required
- Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required)

Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)

Who: General Assistant or nominated SLSO.

How: Keeps driveway clear for emergency services using hand held sign and wearing fluorescent vest where time permits.

When: After emergency services have been called until their arrival.

Evacuation procedures (summary) – Full procedures included in Part 2

<input type="checkbox"/>	STAGES
<input type="checkbox"/>	Decision to evacuate <ul style="list-style-type: none"> • Chief Warden decides on the need to evacuate, where possible in consultation with emergency services
<input type="checkbox"/>	Warning staff and students <ul style="list-style-type: none"> • Chief Warden to ring emergency evacuation bell (Example - continuous short rings of the main bell)
<input type="checkbox"/>	Withdrawal (evacuation) <ul style="list-style-type: none"> • Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the (assembly area 1), unless advised of alternative evacuation assembly area. • Wardens to check that all classrooms are clear and lock them where possible • Office staff and canteen staff to evacuate to assembly area or alternative location when advised • Chief Warden to check designated blocks and toilets
<input type="checkbox"/>	Shelter and assembly area <ul style="list-style-type: none"> • Classes to line up in order at the assembly area • When whole school is assembled, home classes will be reassembled • Rolls marked • Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action
<input type="checkbox"/>	Return to the workplace <ul style="list-style-type: none"> • Chief Warden to advise when to return to the school in consultation with emergency services.
	Location of designated emergency exits: see map
	Location of fire hoses: see map

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Evacuation procedures (summary) – Full procedures included in Part 2

	Location of fire extinguishers: see map
	Location of fire blankets: see map
	Location of first aid kits: located at Administration Block: First Aid Room

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 firefighting equipment. Maps are to be displayed prominently throughout the workplace.

Response procedures for specific emergencies

Response procedures are provided in Part 2 for the following emergencies:

<ul style="list-style-type: none"> ● Violent Intruder ● Bomb threat ● Cruelty to animals ● Pedestrian Accident ● Student lost on excursion ● Bushfire ● Emergency Health Situation ● Storm ● Earthquakes 	<ul style="list-style-type: none"> ● Death at work ● Death of Staff/Student ● Electrical Hazard ● Explosion ● Flood ● Letter or parcel bomb ● Outbreak of disease ● Tsunami
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1.4 Recovery

Strategy and description (documents included in Part 2)

Counselling strategy – school will liaise with student counselling staff, Employee Assistance Program and with HS Directorate if onsite counselling for staff is required.

Recovery time line – Immediate response actions will be completed in accordance with the plan. Short term and long term [recovery planning](#) will be conducted in accordance with and in liaison with HS Directorate to ensure support is provided to people who may be affected by the emergency event.

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	Appointed School Counsellor.
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	Converge International 1800 060 650

Return workplace to normal	Action
Return to normal business and activities ASAP	Principal and other school or regional 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.

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.

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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):

- Evacuation procedures
- First Aid plan
- Site plan (Note: each workplace will need to provide its own site plan. Please contact Asset Management if you require a copy)
- Floor plans
- Communication strategy (where there is additional information to section 1.2 above)
- Specialist information e.g. location of hydrants
- After hours contacts
- Other relevant information

Emergency contacts	
Name	Number
Emergency services	From internal phone: Dial '0' for outside line, then dial '000' From other phones: dial '000'
Local Police Station	66466109
Local Medical Centre	66465082
Director, Educational Leadership	0427123418
School Principal	0448465269
EAP counselling services	1800 060 650
Incident Support Unit	1800 811 523 "option 1"
School Security Unit	1300 880 021
WHS Consultant	4904 3921
Petrol station across the road	

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Response Procedures for Specific Hazards

Emergency Type	Actions
Bomb threat	<ol style="list-style-type: none"> 1. Remain calm keep in contact – do not hang up the line 2. Complete the bomb threat checklist 3. Turn off mobile phones and encourage others to do the same 4. Implement Evacuation Procedures announcing the offsite evacuation is due to an incident and to evacuate quickly, don't panic staff and students by using the word bomb 5. Evacuate to offsite assembly area, take personal belongings and bags if they are in the immediate vicinity
Chemical spill	<ol style="list-style-type: none"> 1. On notification, Chief Warden to assess and, if required, implement Evacuation or Lockdown Procedure (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school) 2. If safe to do so, contain damage by closing windows and doors 3. Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation
Cruelty to animals	<ol style="list-style-type: none"> 1. Assess animal's immediate needs 2. Obtain veterinary assistance to relieve the pain and suffering of the animal(s). 3. Contact the RSPCA and/or Police 4. Schools to notify the Schools Animal Welfare in Schools Advisor on (02) 9244 5520 5. Principals to ensure measures are taken to decrease the risk of further acts of cruelty or negligence 6. If cruelty results from the actions of a student: ensure disciplinary procedures are consistent with the school's discipline policy
Death at the workplace or during a DoE activity	<ol style="list-style-type: none"> 1. Isolate and evacuate the immediate area; do not cover the victim; preserve site 2. Chief Warden to assess and decide on requirement to implement Evacuation or Lockdown Procedure 3. Chief Warden or delegate to notify the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees 4. Arrange immediate counselling and support for staff and students (Counselling Strategy, Section 1.4, Emergency Management Plan) 5. Implement Recovery Procedures (Section 1.4 of EMP)
Earthquake (collapse of building)	<ol style="list-style-type: none"> 1. Immediately implement Evacuation Procedures, if possible, in case of collapse 2. Staff and students should take personal belongings and bags only if they are in their immediate vicinity and proceed to the designated evacuation assembly area (well clear of the building, not under trees) 3. Do not re-enter the workplace until safe to do so – building assessment to be conducted by emergency services and Asset Management Unit (building engineer) 4. Implement Recovery Procedures (Section 1.4 of EMP)
Electrical hazard	<ol style="list-style-type: none"> 1. Isolate and evacuate the immediate area 2. Chief Warden to assess and decide on requirement to implement Evacuation or Lockdown Procedure (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school) 3. If safe to do so, switch off or unplug electrical device or switch off electricity main; do not cut the cable; do not touch the person or any conducting material that may be in contact with electrical hazard until it is disconnected 4. Immediately provide first aid in accordance with First Aid Plan 5. Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation 6. Ensure any faulty equipment is tagged to prevent use or disposed of appropriately

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Emergency Type	Actions
Flood	<ol style="list-style-type: none"> 1. Maintain situational awareness (Bureau of Meteorology, radio broadcasts) during severe weather conditions 2. Implement Flood Evacuation Procedures (Flood Plan) or Temporarily ceasing school operations procedures 3. Return workplace to normal in accordance with Flood Plan and Recovery Procedures (Section 1.4 of EMP). Ensure all buildings and utilities have been checked and clearance provided by Assets Management Unit prior to re-entering the premises
Gas leak	<ol style="list-style-type: none"> 4. On notification, Chief Warden to assess and, if required, implement Evacuation Procedure (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school) 5. If safe to do so, turn off main gas valves and ventilate building by opening windows and doors 6. Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation
Incidents involving threats / violent intruder / armed hold up	<ol style="list-style-type: none"> 1. Notify Chief Warden/Principal 2. Maintain conversation and remember perpetrator details 3. Implement Lockdown Procedures <p>FOR ARMED HOLD UP</p> <ol style="list-style-type: none"> 4. Follow robber directions – do not refuse to hand over cash
Outbreak of infectious disease	<ol style="list-style-type: none"> 1. On notification of infectious disease, notify Hunter New England Population Health (4924 6499) for 'outbreak' advice and communication advice 2. On the advice from Hunter New England Population Health and the DET Media Unit, inform staff, students and the community through schools communication methods 3. Follow the Infection Control Procedures 4. Liaise with Hunter New England Population Health and HS Directorate about the return of individual or groups and the return of the workplace to normal as soon as possible 5. Implement Recovery Procedures (Section 1.4 of EMP)
Pedestrian accidents	<ol style="list-style-type: none"> 1. Implement Lockdown Procedures 2. Implement First Aid Response Procedures. Apply first aid using standard precautions i.e. avoid direct contact with blood and bodily fluids 3. Implement Recovery Procedures (Section 1.4 of EMP) 4. Review pedestrian arrangements as a matter of urgency
Staff or student lost on excursion	<ol style="list-style-type: none"> 1. Confirm student lost, collate identifying information (name, description, what they were wearing), where they were last seen, any unusual circumstances 2. Contact emergency services on 000 3. Implement search plan with emergency services (bushwalks) 4. Implement Recovery Procedures (Section 1.4 of EMP)
Storms (including high wind)	<ol style="list-style-type: none"> 1. Direct staff and students to stay indoors and stay well clear of windows 2. Avoid using fixed line telephones 3. If caught outdoors, seek shelter in a building or vehicle, but not under a tree 4. Implement Recovery Procedures (Section 1.4 of EMP)



EMERGENCY EVACUATION PROCEDURES

Emergency Evacuation Procedures

Steps to implement Evacuation:

1. Continuous ringing of hand bell.
2. Contact 000
3. Teachers will be responsible for their class groups and will take class rolls (when available) when exiting rooms.
4. Senior Teacher to take control i.e. Principal or Deputy Principal
5. Children to assemble at designated emergency assembly point
6. Teachers to do a roll check
7. SAM to do a visitor list check
8. Report any person missing to Principal.
9. First Aider to take charge of any injuries. Delegate responsibility for treatment to senior staff with first aid certificates. In event of First Aid Officer being absent, staff with current certificate will take charge of injuries.
10. Senior School Assistant to report with relevant documents.
11. Follow direct of emergency service personnel.

ILUKA PUBLIC SCHOOL

Lockdown and Lockout/in Policy

Lockout/in:

is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal (as possible) during the outside disruption.

Lockdown:

is a procedure used when there is an immediate threat to the school eg. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person eg. principal or police officer.



Lockout/in Procedures

Steps to implement lockout/in:

1. Continuous ringing of electronic bell will alert staff to implement the lockout/in.
2. Where necessary the principal or the duty teacher will direct students who are in the playground or outside the school grounds (eg. before or after school) to immediately go to the nearest secure school building or classroom.
3. All teacher to return to their classrooms.
4. The principal or duty teacher and classroom teachers should ensure that all doors are secure and that all students are accounted for and are safe.
5. Doors and windows are to be locked.
6. Lights are to be switched off.
7. Children seated on floor (if necessary)
8. Stay calm and assist children to remain calm.
9. Roll is marked. Stay in rooms until advised to leave.
10. Principal or deputy principal ring emergency services or directs SAM.
11. The only entry to the school for the period of the lockout/in will be via the main gates. Staff appointed to gate duty will ensure that access is monitored and that only authorised personnel have access.
12. The principal will liaise with NSW Police and/or emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day or arrival at school if the incident is still in process.

Lockdown Procedures

Steps in implement lockdown:

1. Continuous ringing of electronic bell will sound if an intruder is identified, the staff member who identifies the intruder should contact the principal or duty teacher who will determine if lockdown procedures should be implemented.
2. Principal or deputy principal calls 000 or directs SAM.
3. Principal or deputy principal co-ordinates all staff to lock and secure all exterior doors and entrances.
4. If safe to do so the principal or deputy principal will wait outside the main entrance of the school to direct emergency services. Only authorised personnel should be allowed access to school premises.
5. All outside activities should cease immediately. Where appropriate the principal or deputy principal should direct students who are in the playground or outside school fences (eg. before or after school) to immediately go to the nearest school building or classroom or evacuate to a central position (eg. library).
6. Staff should secure doors and windows and move students out of line of sight of doors and windows. Staff should ensure that students remain calm and quiet.
7. Staff should check outside their classrooms for nearby students and direct them into their classroom. Staff should not leave the classroom to get students. The door should then be closed and locked.
8. Staff should record the names of all the students/staff who are in the room and if possible let the principal know as requested.
9. Where the lockdown lasts for an extended period of time or extends beyond normal school hours, the principal or teacher in charge should notify parents via local media and with assistance of local police.

Emergency management plan

10. In conjunction with local police and emergency services, the principal or teacher in charge should arrange for parents to pick up students from school at a designated safe area.
11. The principal or teacher in charge will give an 'all clear signal'.

ALERT PROCEDURES

Lock Out / Lock Down

Schools occasionally go into lockdown simply to keep students and staff safe inside buildings. If there are safety reasons which make it necessary for students and staff to remain in classrooms an alert of fast electronic beeps will be given.

Lessons can be given as normal, there is no need to secure doors and windows or have students seated out of sight. Principal to communicate early with classes.

LOCKDOWN / LOCKOUT POLICY

Lockout is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal (as possible) during the outside disruption.

Lockdown is a procedure used when there is an immediate threat to the school eg. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person eg. principal or police officer.

LOCKOUT PROCEDURES

Steps in implement lockout:

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2. Where necessary the principal or the duty teacher will direct students who are in the playground or outside the school grounds (eg. before or after school) to immediately go to the nearest secure school building or classroom.
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LOCKDOWN PROCEDURES

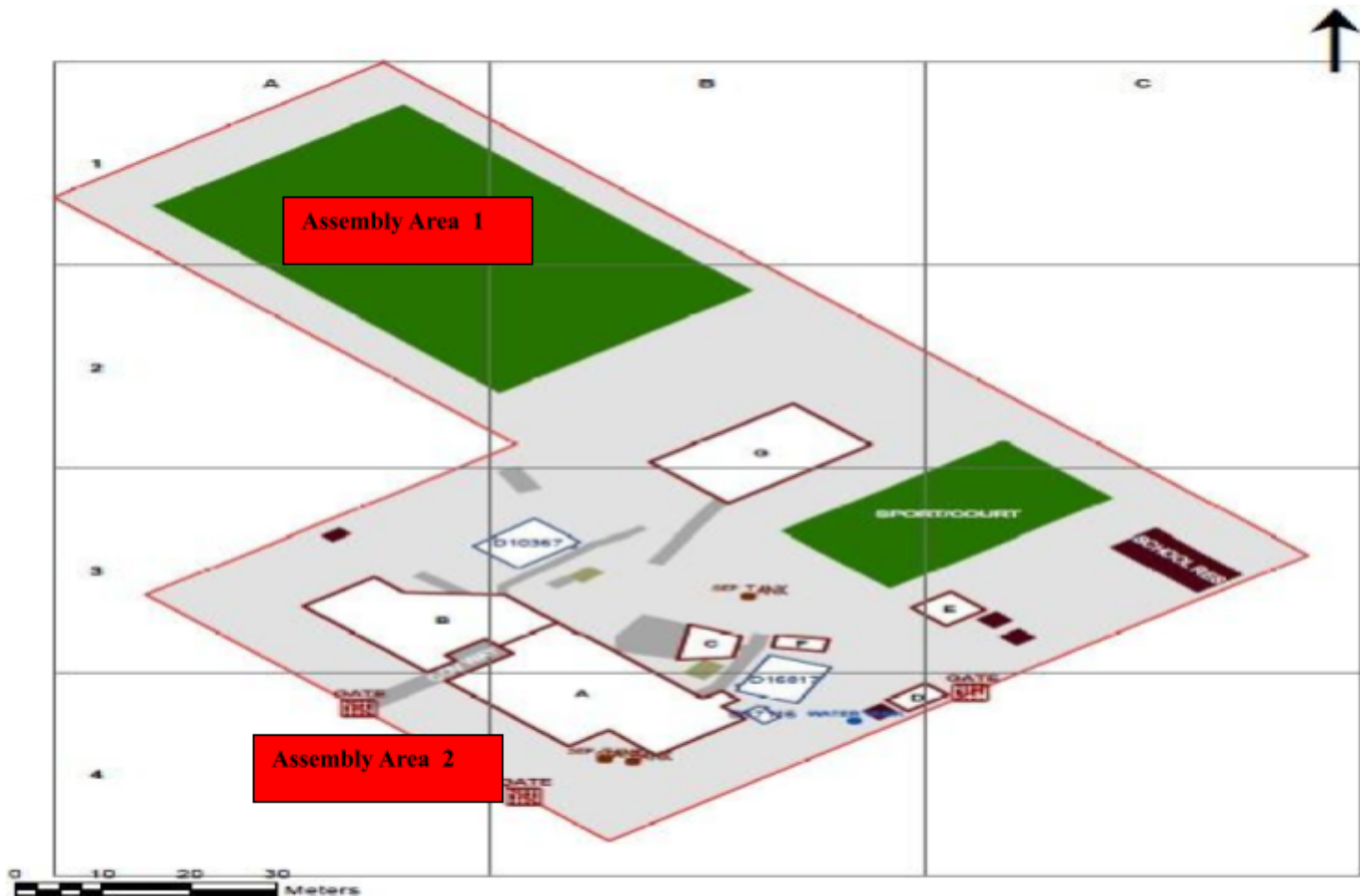
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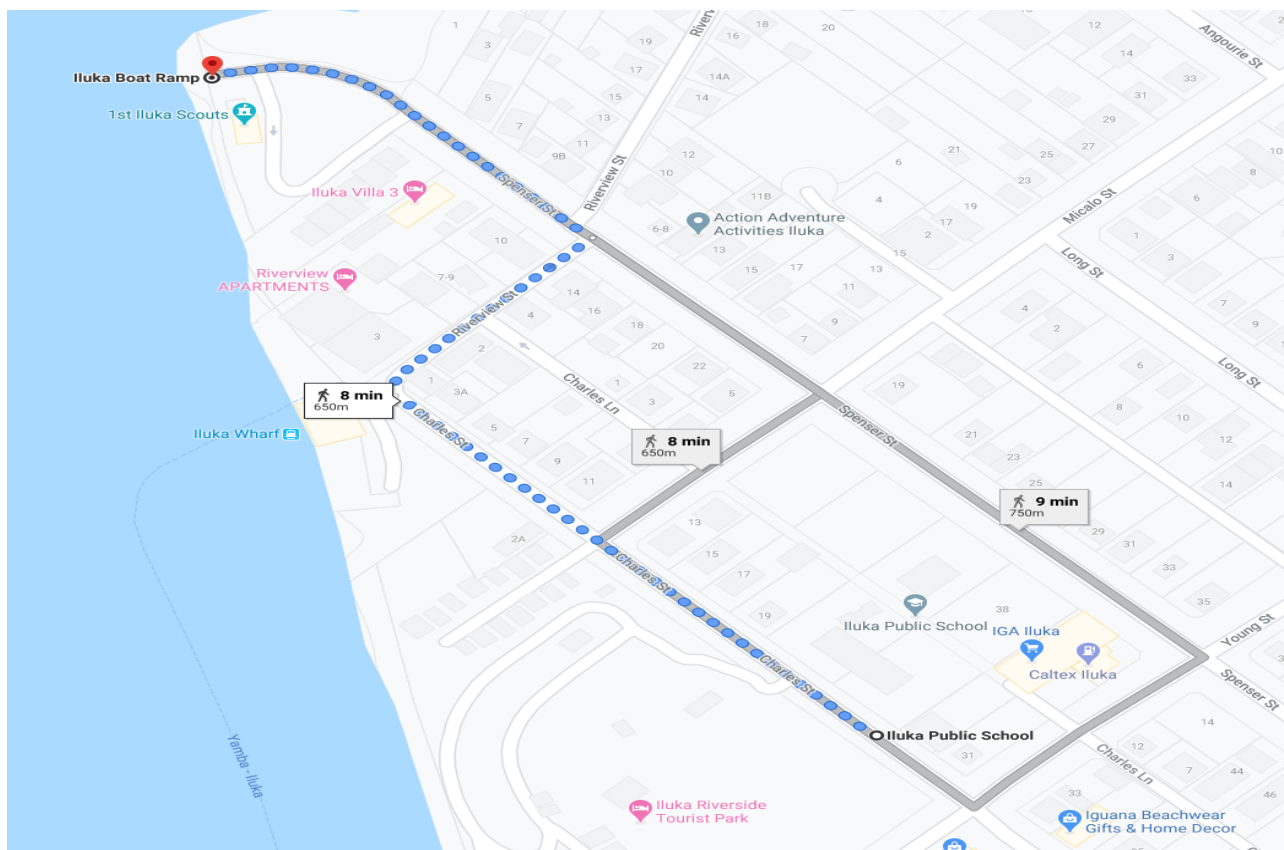
Emergency management plan



Onsite Evacuation Point



Emergency management plan



Offsite Evacuation Point

Other relevant information

- [Emergency Fact Sheets for specific emergencies](#)
- [Emergency Support Materials](#)
- [Bush Fire Support Materials](#)
- [Procedures for temporarily ceasing operations at a school due to an emergency or potential emergency situation](#)
- [Infection control](#)
- [Sun Safety](#)

First aid plan

Health and Safety Directorate



This First Aid Plan details the strategies in place to ensure appropriate provision of first aid Arrangements relative to our workplace requirements as per the First Aid Procedures.

School/Workplace: Iluka Public School

Date: 24/03/22

Date of Next Review: 24/03/2023

Overview

Key points	List key points
<ul style="list-style-type: none"> teaching, sport and outdoor activities excursions onsite offsite 	Teaching in the key learning areas Conducting and supervising playground activities Conducting office duties General maintenance and related duties Supervising school excursions Supervising sport
Small school with 4 classroom's, office, staffroom, computer room, library. canteen etc	Multi-purpose court Playground, student amenities
Maclean Hospital Small town with a local doctor	The school is located near a main road approximately 500m from a doctor and 25km from the nearest hospital. Charles street and Spenser Street.
98 students with 12 staff members	72 students, 6 teachers, 2 office staff, 2 SLSSO, 1 General Assistant.
Hours of operation 8:30 am to 3:30 pm	8:30 am to 3:30 pm during school terms.

Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add more rows as required

Cooking equipment e.g. stoves, ovens, portable oven and barbeque	Burns	Unlikely
Portable equipment e.g. ride on lawn mower, ladders, power tools	Cuts, abrasions, fractures, superficial injuries, burns	Unlikely
Playground surfaces, PE equipment, sporting equipment, gym equipment	Cuts, abrasions, fractures, superficial injuries, sprains, strains	Likely
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely
Health/illness	Asthma, diabetes	Unlikely

First Aid Plan



Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add more rows as required

Chemicals used in science, food technology and for grounds maintenance and cleaning	Spills, accidental ingestion, exposure	Unlikely
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Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
First Aid Officer(s)	Philip Bradmore Lynette Rankin	Principal has responsibility for oversight	Ongoing
CPR, anaphylaxis and E-Emergency Care training and schedule annual face to face training	The school trains all staff each year in face to face CPR and anaphylaxis Ongoing mandatory online training in Anaphylaxis and E-Emergency care is maintained for all staff	Principal	Scheduled in accordance with training register
2 First Aid Kits are located in the office/ sick bay area with all emergency needs including anaphylaxis pen and asthma puffers, individual student medications are clearly labelled in the sick bay.	One first aid kit in the office building in the sick bay area, no further than 100m from each classroom. A portable first aid kit is stocked and ready for the teacher in charge of playground duty to take. Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all excursions A sign indicating where the sick bay, first aid officer and main first aid kit is located and where other first aid kits are kept is displayed in the staff rooms and in every classroom. The first aid officer maintains the first aid kit and its backup supplies are in the sick bay.	Principal works with First Aid Officer to ensure first aid arrangements are in place. All teaching staff are aware of first aid and are trained All staff aware of first aid requirements for excursions	Ongoing
First aid room, necessary equipment,	One sick bay with appropriate signage and a first aid kit in the main office building. The first aid officer maintains the first aid room requirements, supplies and maintenance arrangements.	First Aid Officer	Ongoing
Where the school/workplace has or is considering a defibrillator – refer to defibrillator guidelines	The nearest defibrillator is located in the local Bowling Club located 600 metres from the school	First Aid Officer	Ongoing
The Office assistants document the process to manage prescribed medications and EpiPens (e.g. system to ensure appropriate storage, currency of Medication, health care plans/ASCIA plans etc)	No medication, including paracetamol and over the counter medicines are to be stored in first aid kits. The school reviews Individual Health Care Plans/ASCIA Actions Plans every 12 to 18 months in consultation with the parent/student.	Principal	Ongoing

First Aid Plan



Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>The school has register in place to check the currency of EpiPens and prescribed medications.</p> <p>Storage arrangements are agreed upon with the parent/student and communicated to all staff i.e. an arrangement may be in place for a student to carry their own epipen.</p>		
Document first aid response procedures Incidents are registered into Sentral by Administration staff	<p>Staff should respond to the situation to render assistance. All staff have a responsibility in accordance with their duty of care to administer aid immediately as required, commensurate with their level of training and experience. For example, contacting an ambulance immediately where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma. <u>This includes immediately contacting emergency services if considered necessary.</u></p>	All staff	Ongoing
	<p>The first aid officer is called immediately after an accident or incident has occurred. The school should have appropriate communication procedures in place to provide appropriate first aid.</p>	First Aid Officer	Ongoing
	<p>The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.</p>	First Aid Officer	Ongoing
	<p>The principal or delegate notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees.</p>	Principal or delegate	As required
	<p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	All staff	As required
Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc)	<p>This Plan is placed on the WHS Noticeboard and in the main office.</p> <p>This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff.</p> <p>This Plan is included in induction processes for new staff (including casual staff), visitors and contractors to the school.</p>	Principal	Ongoing

First Aid Plan



Step 4 - Ongoing monitoring and review of Plan

Key points	List key points and actions required	Responsibility	Due date / frequency
Describe process for monitoring and review of the First Aid Plan, first aid kit, facilities, currency of staff training, etc	This Plan is to be monitored and updated annually and on an as required basis (after a major incident in the workplace). Staff training register is being maintained and monitored to ensure compliance with first aid training requirements.	Principal	Annually / as required

Reporting and documentation

Describe steps the workplace will take to: (1) Report incidents and injuries (2) Maintain register of injuries (3) Record of first aid treatment (4) Other?	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures to the Incident Report and Support Hotline 1800 811 523.	All staff	Ongoing
	2) Register of injuries is located in the main administrative office	All Staff	Ongoing
	3) Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.	First Aid Officer	Ongoing
	4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications.	First Aid Officer	Ongoing

List emergency contacts and other key contacts

Emergency 000		Hospital 66400111	Poison Info Centre 131 126
Other:		Maclean Hospital	

Name: Philip Bradmore	Signed:	Date: 24/03/2022
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Defibrillator management plan

Health and Safety Directorate

This Defibrillator Risk Management Plan has been developed to ensure workplaces that make a decision to have a defibrillator have appropriate planning and support in place for the equipment. This document must be completed with the assistance of a WHS Consultant. Please contact a WHS Consultant on 1800 811 523.

*This document should be included as an appendix to your first aid plan.

School/Workplace:

Date:

Date of Review:

WHS Sections	Action Required	Responsibility	Due date / Frequency
Location/Signage/Accessibility			
Defibrillator location (i.e. easily accessible, central)	Mounted on wall in cabinet in secure area outside of sick bay (Consultation with staff at meeting has occurred in regards to location)	Principal	N/A
Security of defibrillator (i.e. in cabinet with alarm)	Cabinet is fitted with safety alarm that sounds when cabinet is opened, main reception is a secured area with constant visual supervision	Principal	N/A
Communicating defibrillator location	All potential users have been notified of defibrillators location and there is signage in place. Induction procedures for all new staff/users has been updated and amended to include info on defibrillator location	Assistant Principal	N/A
Maintenance and Testing			
Guidelines for testing and maintenance	As per manufacturers recommendations:		
	Visual check of self-test (check user manual, the defib should do a self-test automatically, commonly once a month).	First Aid Officer	Monthly

Defibrillator management plan



WHS Sections	Action Required	Responsibility	Due date / Frequency
	Check the defibrillator for any external signs of wear and tear or damage. Ensure all exterior components and sockets are crack-free and fully functional. Make sure there are no signs of corrosion in the battery compartment.	First Aid Officer	Every 6 months
	Visual check of battery indicator light	First Aid Officer	Weekly
	Pad expiry date - noted	First Aid Officer	Annually
Management of testing and Maintenance schedules	All due dates/expiry dates have been recorded in WHS Management Program (or school calendar or other management system – how will you manage this?) and a reminder/notification system has been set up (or you can add an action on your or WHS Management Action Plan) .	WHS Coordinator	Annually
Systems for recording testing/maintenance	Testing and maintenance is recorded in the Defibrillator checklist located in the First Aid Room (or on the T: Drive or with the defibrillator or with the First Aid Officer) .	WHS Coordinator	Weekly
Protocols			
Communicating the defibrillator plan	All potential users have been notified of the new defibrillator documents and they have been uploaded onto our staff T: Drive	Principal	At training/yearly
Communicating procedural documents	All potential users have been notified of the new procedural documents (i.e. user manuals, training guides, this Plan) and they have been uploaded onto our staff T: Drive	Principal	At training/yearly
Commonly understood protocol surrounding paediatric pad usage <i>Remove these rows if your defibrillator did not come with paediatric pads</i>	All available staff have been notified/trained in paediatric pad usage and information pertaining to pad usage has been uploaded onto our staff intranet page, staff have also been directed to read through the available Defibrillator Procedures	Principal	At training/yearly
	All potential users have been invited to training/notified in paediatric pad usage and provided with information pertaining to pad usage	Principal	At training/yearly
All staff are aware of adult vs paediatric pads	All potential users are aware that the defibrillator is stored with the adult pads plugged in and the case of the defibrillator contains the	Principal	At training/yearly

Defibrillator management plan



WHS Sections	Action Required	Responsibility	Due date / Frequency
and storage <i>Remove this rows if your defibrillator did not come with paediatric pads</i>	paediatric pads with leads, they are aware of the guidelines and how to plug in/change to paediatric pads		
Training			
Specific training for defibrillator usage (i.e. modes, CPR course, manufacturers course, face to face, e-learning)	Manufacturer has trained all available staff, including the first aid officer, initially face to face. Manufacturer has trained available staff, including the first aid officer, in using the online training module Significant proportion of staff have up to date CPR training (HLTAID001)	Principal	Yearly
Record of training	All training of potential users is entered in our training register.	Principal	Yearly
	Staff CPR – staff that have successfully completed CPR (HTLAID001) and are recorded in the e-Safety system	HS Directorate	After course completion and notification/yearly
Reporting			
Report of Purchase	HS Directorate has been notified of defibrillator purchase	Principal	Upon purchase
Incident reporting, investigating, analysis and review	All staff are aware of the need to report any emergency/use of the defibrillator to the Principal and WHS hotline on 1800 811 523 option 1.	Staff attending incident	Upon usage