



Education &  
Communities

# Emergency Management Plan



Work Health and Safety Directorate

## EMERGENCY MANAGEMENT PLAN

For

Swansea High School

Effective:	May 2017
Date of last review:	May 2017
Review date:	November 2017

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

All staff have access to the plan at - T:/Faculty/Teacher/Common/WHS/Emergency Management Plan

All staff given a hard copy of the Evacuation, Lockdown and Bushfire Sections of the plan before each drill. A copy of the plan will be placed in the Emergency Services Box and also to the H&S Committee members which include the Principal and the Deputy Principal.

## 1.1 Overview of emergency management plan

<b>Description of the workplace (e.g. location, if a split or single site, no of students and staff)</b>
Swansea High School has 690 students. It is located near a main road (Park Avenue) approximately 500m from a medical centre and 9 km from the nearest hospital. The school is situated on seven hectares of land with five buildings. Two of the buildings are two storey the Science Library building and A block. The school has 52 teaching staff, 11 SASS staff and 1 General Assistant. The school also employs casual staff as required on a daily basis. Potential hazards include gas leak, fire, bush fire, high winds and intruders on site.
<b>Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)</b>
Attachments to this plan include a Bush Fire Evacuation Plan. Manifest

<b>Roles and responsibilities</b>		
<b><u>Emergency control organisation</u> (responsible for evacuation and emergency response)</b>		
<b>Chief Warden</b>		
<b>Name</b>	<b>Position</b>	<b>Contact phone numbers</b>
Robyn Leggatt	Principal	Work: 49711944 Mobile: 0402048231 Home: 49710927
<b>Deputy Chief Wardens</b>		
<b>Name</b>	<b>Position</b>	<b>Contact phone numbers</b>
Guli Skamperle	Deputy Principal HSR	Work: 49711944 Mob: 0438584217 Home: 43584217
Nicole Thompson	Head Teacher and Deputy HSR	Work: 49711944
<b>Floor Wardens</b>		
<b>Name</b>	<b>Position</b>	<b>Contact phone numbers</b>
Olwyn Gore	School Administration Manager	Work: 49711944 Mob: 0407060140
Nicole Thompson Lidija Nenad Bruce Eyre Paul Nebauer Adam Young Rod Carter Mark Brown Kylie Bates John Darnbrough Jacqui Charlton	HT Admin HT English HT Mathematics HT Science HT HSIE HT PD/Health/PE HT TAS 2 IC English HT Wellbeing 1 HT Wellbeing 2	Work: 49711944

<b>First Aid Officer</b>		
<b>Name</b>	<b>Position</b>	<b>Contact phone numbers</b>
Jaqui Charlton Donna Green Robyn Leggatt Guli Skamperle	Teacher SASS Principal and Deputy Principal	Work: 49711911
<b>Communications Officer</b>		
<b>Name</b>	<b>Position</b>	<b>Contact phone numbers</b>
Olwyn Gore	School Administration Manager	Work: 49711944 Mob: 0407060140

## **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 Deputy Principal or Deputy Chief Warden is to undertake this responsibility. The evacuation alarm is **one continuous ring of the bell** and the lockdown alarm is **continuous burst of 3 bells**.

### **Reporting emergencies**

#### **Principal is to:**

- 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 HS Directorate immediately on 1800 811 523 in the event of a death, serious injury or dangerous occurrence at the workplace
- Report incidents involving employees to the Health and Safety directorate on 1800 811 523
- Report incidents involving students and visitors on the Incident Notification Hotline

## **Identified evacuation assembly areas and evacuation routes**

### **Assembly area one**

School Main Oval fence adjacent to basketball area. Roll Call signs are on fence.

### **Assembly area two - Off-Site School Evacuation**

If the Principal deems the normal assembly point is unsafe, students will be directed to assemble on the oval adjacent to Park Avenue and at the back of the basketball court or off school site at Rae Street or at Caves Beach SLSC.

### **Off-Site School Evacuation**

If there is high risk to students for example a gas leak the Principal will deem Assembly areas one and two unsafe and evacuates the school to Rea Street Reserve.

Students will exit via the Park Avenue pedestrian exit and cross the road at the crossing and then walk to Rae Street. HT Wellbeing 1 will obtain safety signs and manage the crossing of the road at Park avenue. HT Wellbeing 2 will manage the crossing of the road at the end of Rae Street into the reserve.

If the evacuation is to Caves Beach SLSC the above road safety precautions will be the same, however HT TAS will manage the safe crossing of the road at \_\_\_\_\_ Street.

Staff will be informed of this decision by H&S Committee, intercom announcement over the phone, and by redirection of those in charge.

**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)**

**Off-site assembly area (at least 1 km from workplace)**

If the Principal deems the normal assembly points and the off-site assembly point unsafe, students will be directed to assemble at an off school site at least 1km away This site is the Caves Beach SLSC Car Park, Caves Beach Road, Caves Beach. In this situation, students will exit the school via the Rea Street exit. Staff will be informed of this decision by intercom announcement, PA announcement and by redirection of those in charge.

**Strategy for communicating the plan (e.g. training, newsletters, posters)**

The Evacuation Plan is emailed to staff by then end of Term 1 in each year and as it is updated during the year. Staff are notified by the HSR of any changes re role statements as a result of the reviews after each drill.. Staff are also provided with training re any changes to the plan after each drill.

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

Location of water main See show on attached site plan	At the south eastern entrance to the oval.
Location of gas main See show on attached site plan	Gas Tank outside TAS. See attached manifest and map.
Location of electricity main See attached site plan	South Eastern end of the corner of Government Road and Park Avenue
Fire Hydrants See attached site plan	Multiple Hydrants. See attached manifest maps.

**Types of installed communication systems**

No installed communications systems at Swansea High.  
Staff are notified by the bell system. One long continuous bell for and Evacuation and 3 bursts of 3 bells for lockdown. Change of routine (eg fire) will be notified to the floor wardens or via Intercom messages through the phone system, H &S Committee meeting and/or via Mega phone by the DP or other nominated staff member

**1.2 Preparing for emergency**

**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
Violence	Unauthorised Intruders	All gates to be locked after roll call except for main entry. All visitors to sign in and given identification tags on entry. Students to be in school uniform and in bounds.	Daily	GA – Bernie Cragg  SAM DP
Violence	Between students	Implementation of student welfare policies including suspensions and expulsions.	Daily	Principal and DP
Road safety and vehicle collision.	Accident with pedestrian on site.	All gates to remain unavailable to public before 4pm.	Daily	GA, DP, Executive Staff on bus duty.

<b>Training against emergency management plan</b>	
<b>Type of training</b>	<b>How often</b>
Review Training after each evacuation	Each Term – monitored by HSR
Mandatory training for Emergency Care on line	Once every 3 Years – monitored by HSR
Anaphylaxis on line	Once every 2 Years most staff last completed 2016 due 2018
Anaphylaxis face to face	Yearly November – organised by HT PDHPE
CPR	Yearly November - organised by HT PDHPE
<b>Mandatory Training records are maintained and stored by the HSR who will notify staff when to update their currency.</b>	

<b>Frequency of emergency response drills</b>	
<b>Type of emergency response drill</b>	<b>How often (see Part 2 – Schedule of completed emergency response drills)</b>
Evacuation	Term 1, 2
Evacuation – re Bush fire	Term 4
Lockdown	Term 3
<b>The type of emergency may vary due to the needs of the school at the time.</b>	

<b>Arrangements for disabled persons</b>	
<b>Strategy</b>	<b>Person responsible for action</b>
SLSO's to assist disabled students and students with high risk emergency response plans. In the event of an off-site evacuation they will collect students from the assembly point ensuring they have been marked on the role and transport them to the evacuation point.	SLSO The LAST to co-ordinate the support structure.
Consultation with student and parents about emergency arrangements including evacuation.	Principal
Emergency services to be notified of disabled person's whereabouts where necessary	SASS

<b>Testing of equipment</b>	
<b>Type of equipment</b>	<b>Frequency of testing</b>
Fire fighting equipment (including fire extinguishers, fire blankets)	Every 12 months
Emergency lighting	Every 6 months
Alarm system	Every 6 months

<b>First aid requirements</b>	
<b>Requirement</b>	<b>Action completed</b>
First aid officer appointed	Yes
First aid officer participates in emergency drills	Yes
Portable first aid kits available and taken to the evacuation point by the first aid officers.	Yes

<b>Communications during an emergency</b>		
<b>Stages (e.g. initial alert, evacuation, return to workplace)</b>	<b>List form of communication (e.g. PA system, agreed alarm signal)</b>	<b>Responsibility for commencing and managing communications</b>
Primary means of communication in the event of an emergency.	Bell System	Principal
Secondary or alternative means of communication.	Megaphones and PA Mobile phone contact with staff members.	Deputy Principal / Executive

### 1.3 Response

<b>The process for making decisions</b>
<p>Once an emergency is reported the Chief Warden will assess:</p> <ul style="list-style-type: none"> <li>• What is the nature of the emergency?</li> <li>• How the emergency is developing (getting closer, moving away etc)?</li> <li>• Which emergency services should be contacted (Police, Fire, Ambulance and State Emergency Service)? (see table below)</li> <li>• The immediate response actions required based on the initial assessment?</li> </ul> <p>The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown.</p>
<b>Immediate response actions (actions will often take place at the same time)</b>
<ul style="list-style-type: none"> <li>• Implement emergency evacuation, lock down or lock out procedures where required.</li> <li>• Ensure first aid is administered and medical treatment provided as soon as possible.</li> <li>• Contact and liaise with relevant emergency services.</li> <li>• Sam to contact Caves Beach Primary School and Caves Beach Long Day Care Centre.</li> <li>• Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety.</li> <li>• Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, HS Directorate and the Media Unit..</li> <li>• Report incidents involving violence, weapons, illegal drugs or major criminal activity to Health and Safety Directorate and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021.</li> <li>• Ensure telephones are not used for anything other than incident communications.</li> <li>• Contact the injured person's family if required.</li> <li>• Report the emergency via the Department's incident reporting procedures (serious incident report, employee incident report if required).</li> </ul>
<b>Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)</b>
<p><b>Who:</b> GA – Bernie Cragg</p> <p><b>How:</b></p> <ul style="list-style-type: none"> <li>• Ensure main gates are open for emergency vehicles.</li> <li>• Ensure Pedestrian Gate is also open in the case of an off-site evacuation</li> <li>• Ensure all gates are closed in the case of a lockdown.</li> </ul> <p><b>When:</b></p> <p>After emergency services have been called until their arrival or under the direction of staff of the Chief Warden or Deputy Chief Wardens.</p>

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

- Chief Warden decides on the need to evacuate, where possible in consultation with emergency services.
- Chief Warden to ring emergency evacuation bell (one continuous short ring of the bell).
- Teachers to evacuate in an orderly manner with all members of their classes via the designated route on the map in their classroom to assembly area 1, unless otherwise directed to an alternative assembly point.
- Office staff, cleaners and canteen staff to evacuate to assembly point one.
- Floor wardens to check that all classrooms are clear and lock them where possible.
- Classes to line up in roll call lines.
- Rolls marked.
- Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action
- Once the emergency is over the Chief Warden debriefs the school and indicates that the school returns to the normal school timetable or delivers other instructions depending on the situation.

## Response procedures for specific emergencies

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

- Lockdown or Lockout
- Violent intruder
- Fire
- Bomb threat
- High Winds

## 1.4 Recovery

### Strategy and description (documents included in Part 2)

The recovery is the coordinated process of supporting communities affected by emergencies in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing. The successful management of an emergency depends on the workplace taking appropriate action and providing support during and after the emergency.

Trauma counselling and description	Who
<p>The following staff and actions should take place in the event of a traumatic event such as death of student or staff member of the school, bush fire, school fire, lockdown or lockout as a result of a violent intruder(s).</p> <ul style="list-style-type: none"> <li>• Welfare support staff to be briefed and plan devised for the specific incident.</li> <li>• Notify the Director of incident and request support if required.</li> <li>• Contact DoE Welfare officers if required</li> <li>• Contact EAP to provide counselling for staff.</li> <li>• Staff and Students notified of support staff               <ul style="list-style-type: none"> <li>• School counsellor</li> <li>• HT Wellbeing</li> <li>• Year Advisors,</li> <li>• Girls Advisor,</li> <li>• Chaplain</li> </ul> </li> </ul>	<p>Chief Warden</p> <p>Lousie Thessen            HT Well being Lauren Anderson, John Darnbrough            Year 7 Mark Korsman            Year 8 Lenna Young            Year 9 Kylie bates            Year 10 Luke Sedgeman            Year 11 Mark Pascoe            Year 12 Jaqui Charlton</p> <p>Elise Power            Chaplain – James Norman</p>

Return workplace to normal	Action
<p>Once the emergency is over and the school returns to normal duties:</p> <ul style="list-style-type: none"> <li>• Inform staff and students of avenues for further support.</li> <li>• Evaluate the safety procedures carried out during the emergency</li> </ul>	<p>Chief Warden</p> <p>Deputy Chief Warden</p>

Media
<p><b>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.</b></p> <p><b>Staff should not make comment on events to the media. Please state.</b></p> <p><i>"I am unable to comment on this event at this time please contact the Media Unit on 956185010."</i></p>



## PART 2: Evacuation procedures and other attachments

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### Evacuation Procedures

#### Movement to Evacuation Site

At the sound of the evacuation alarm, **one continuous bell:**

- Students will immediately cease work and, if practical shut off adjacent electrical points, machinery and gas.
- Classes will, under the supervision of the teachers, move quickly and in an orderly manner from classrooms according to the exit map located in each room, keeping to the left side of the corridor and to the left going downstairs.
- Staff not teaching will immediately move to the corridors and assist in the correct movement of students through the building.
- ***Bags and equipment are to remain in the classroom during an emergency evacuation, doors to be shut/locked by teacher after last student leaves room. Students with a medical condition should be allowed to take their bags.***
- Executive are to ensure all students, administration and support staff, canteen workers and visitors have been evacuated from all rooms including storerooms, sickrooms in their areas.
- The evacuation site is on the main Oval adjacent to the Basketball Courts. The Deputy Principal will direct students to an alternative site if necessary.
- Keep access roads open for emergency vehicles.

#### Specific Roles

##### **Principal**

Contact emergency services (000) and LMSEA (49723000); set continuous bells; assist with staff and student movement.

##### **Deputy Principal**

Collect portable PA located in front office and move to the evacuation site.

##### **Head Teachers**

HTs need to have pre-appointed a faculty member to undertake the roles below if the HT is away or if the room in which the HT is teaching (at the time of an evacuation) is some distance from the faculty staffroom eg. P1, oval, hall.

Head Teacher duties include

- Check own staffroom then:
- Help direct the evacuation.
- HT Administration to collect teacher relief sheet and rolls and work with SASS staff to connect with missing student's parents and staff by mobile phone.
- HT Maths to check Performing Arts wing first floor.
- HT HSIE to open double doors at bottom of main block and check the ground floor.
- HT English to check first floor (Maths and English wing).
- 2IC English to check bottom floor main building (TAS/Science wing).
- HT Science to check Science Block.
- Librarian and/or Careers Advisor to check library and the girls and boys toilet.
- HT TAS to organise check of TAS block, canteen, boys toilet and turn off the gas.
- HT PD/H/PE check hall.
- 2IC PD/H/PE to open gates closest to primary school. Students must not walk past gas tank.

***In the event that a 2IC is away the HT should nominate another staff member to do their role.***

## Teachers

- Class teachers to quickly walk with class to the evacuation site situated on the main oval directly following the exit maps located in each room.
- **Roll Call Teachers** should ensure **prompt** arrival to site. **Quickly** collect rolls and mark roll once all students are seated. **Mark A** if absent and **leave blank** if present. If absent and you know where they are write it down on sheet next to the "A". Do not mark beside student name but in the area down the centre of the sheet. Return the roll **ASAP** to the clerical staff. Students arriving after the roll is marked should be sent to the clerical staff.
- **Year Advisors** to assist with rolls that have not been collected.
- **Staff not on class** will assist with this the evacuation process ensuring students follow the correct exit routes and procedures and assisting with ensuring students sit down in their roll call line. Staff who do not have a roll should also assist with any rolls not collected.
- **Librarian and Careers Advisor** to check library and supervise/assist in correct evacuation from the library.

## Students

- Follow all instructions of staff when moving to the evacuation site.
- Students to line up in and be seated in roll call classes.

## SASS

Senior Administrative Assistant to allocate duties as follows who will collect the school mobile phone, a first aid kit, the chemical safety register and student contact list.

- SASS staff to move to the evacuation area following the same route as the rest of the school.
- SAM to call Caves Beach Long Day Care Centre (49715544) and Caves Beach Public School (49711838).
- SASS staff member to collect the Emergency kit containing first aid kit, epi pen numbers of caves Beach School and Caves Beach long day care, extra pens student contact list and chemical safety register.
- First Aid Officer to check the clinic and monitors.
- General Assistant to unlock gates near OOSH centre (green shed); turn off electricity; direct emergency authorities to the best access gate.

## [When at Evacuation Site](#)

## Principal

- Inform emergency authorities of missing students and staff and their possible location.
- Only the Principal, in consultation with the appropriate statutory authority in control at the time (eg Senior Fire Officer or Senior Police Officer) can permit school buildings to be re-occupied. This message to be conveyed to the SAM.
- After evacuation is completed, inform District Office of action taken and write a formal report (if necessary).

## Deputy Principal

- Use portable PA/megaphone to manage students and give instructions.
- Assist emergency authorities on request.
- Help provide supervision of students.

## Head Teachers

- Check attendance of their own faculty staff then report any missing teachers to the HT Administration.
- Help provide supervision of roll groups.
- HT Administration to supervise and assist SASS staff in roll marking procedures.
- All HT's to assist DP in overall management of students and staff at the evacuation site.
- HT HSIE, HT English – rolls 1 to 10.
- HT Math and Science – rolls 11-20.
- HT TAS, HT PD/H/PE – Rolls 21-29.

## Year Advisers

- Help provide supervision of designated roll groups below:

Year 7 and 8 Advisors	Rolls	1 -10
Year 9 and 10 Advisors	Rolls	11 - 20
Year 11 and 12 Advisors	Rolls	20 - 30

### **Teachers**

- All teachers not marking rolls should place themselves in strategic positions around students and ensure all students remain seated during the evacuation procedures. Assist with roll marking for absent staff.
- Staff should report to their Head Teacher to indicate their safe arrival at the site.

### **School Learning Support Officers**

- Report to the Librarian who will notify the HT Administration of their presence. If the librarian is away SLSO are to report to the SAM at the evacuation site. Support students with disabilities and health care plans.

### **SASS**

- SAM check attendance of SASS and SLSO staff and report to the HT Administration.
- SASS to access student contact details and assist HT Admin in ringing parents of missing students and staff.

### **Students**

- Remain with their roll call teacher at all times unless directed otherwise by a member of the Senior Executive or Emergency Authority.
- If the school is closed and there is no alternative to sending students home, those for whom no transport is available should be retained at a suitable location until normal closing time.

### **Off-Site School Evacuation**

If the Principal deems the normal assembly point is unsafe, students will be directed to assemble at an off school site. That site is the Rea Street Reserve or in the case of bush fire at the Caves Beach SLC carpark. In this situation, students will exit the school via the Park Avenue pedestrian exits.

Staff will be informed of this decision by one of the following: intercom announcement, PA, megaphone, via HT's after a emergency meeting. The school will then be directed by the Principal or Deputy Principal.

Students under direction of staff are then to cross over at the crossing before making their way up Rea Street and remain on the reserve or continue to Caves Beach SLC. Staff to assist in keeping students to the left hand side of the car park in case of entry by emergency vehicles.

A nominated staff member will secure the crossing. Roll call teachers will lead their roll call off site. Students must stay in their roll call group.

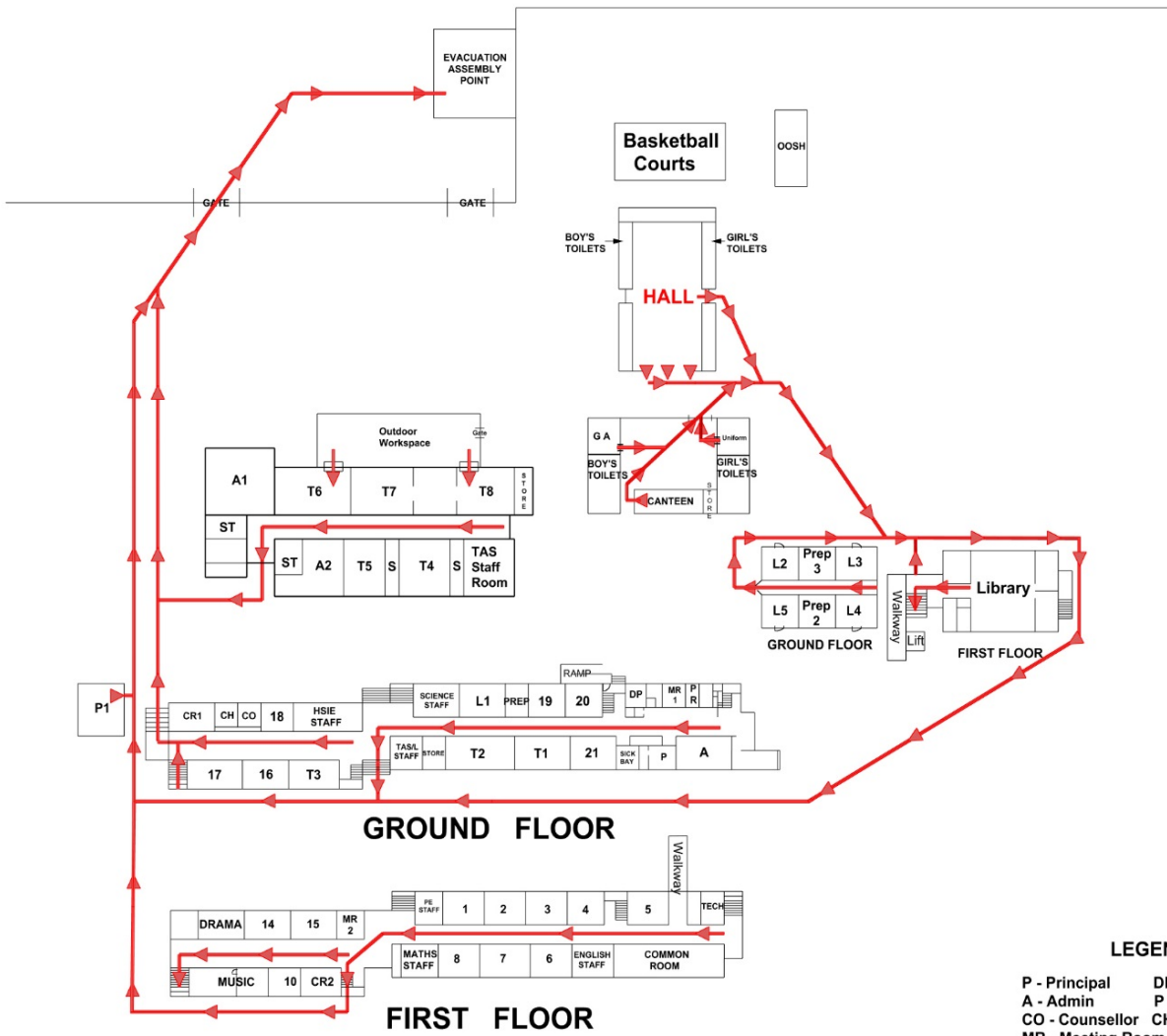
Staff with medical issues will notify their intent to drive if the evacuation point is at Caves Beach.

Staff driving to the site should travel slowly alongside students and staff that are walking and support anyone who succumbs to the environment and cannot walk.

**SLSO's**, under the direction of the HT Admin or delegate, will drive students with disabilities or medical conditions to the Caves Beach Site and also travel slowly alongside students and staff that are walking and support anyone who succumbs to the environment and cannot walk.

**Note:** Plans showing the identified evacuation assembly areas and evacuation routes are posted in the workplace. Evacuation maps clearly mark all exit routes and assembly areas relevant to each building. Maps are displayed prominently throughout the workplace.

# EVACUATION MAP – WHOLE SCHOOL



# Lockdown and Lockout Procedures

## Lockout

This 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 during the outside disruption. Contact will be made with CBPS principal to assist manage a lockout.

## Lockdown

This 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 to implement lockout:**

- Staff will be informed of a lockout via the internal phone communication system or PA and megaphone.
- The SAM will inform the general assistance via mobile phone contact.
- If necessary, the Head Teacher of the day plus supervising staff should direct students who are in the playground or outside school fences (eg ovals) to immediately return to the nearest school building and classroom.
- The Principal or Deputy Principal should ensure that all doors and perimeter fences, if appropriate, are secured and that students are accounted for and safe.
- The only entry to the school for the period of lockout should be through the main entrance. This gate will be monitored by the Deputy Principal to ensure only authorised personnel have access.
- The Principal liaises with NSW Police or other emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day if the incident is still continuing.

## Lockdown Procedures

### **Steps to implement lockdown:**

- Should an intruder be identified, the staff member who identifies the intruder should contact the Principal or Deputy Principal who will determine if lockdown procedures should be initiated.
- A lockdown will be signalled by continuous bursts of three bells.
- Principal or Deputy Principal will call 000.
- The Principal or Deputy Principal will contact Swansea Office to inform the SED of the situation.
- All staff in lock down or lock out should stay away from windows and doors.

### **When a lockdown is signalled:**

#### **Teachers and Students**

- All classroom doors are locked & students are instructed to sit on the floor away from windows and doors.
- Teachers in staff rooms are to lock the staff room and doors of any empty classrooms.
- GA to find the nearest building and follow lock down procedures.
- Students who are out of class should go to the front office.
- Canteen and Uniform Shop should lock all doors to their premises and follow lock down procedures.

## **Staff Specific Duties**

- Head Teacher Mathematics to lock doors in the foyer below the Math's staff room.
- Head Teacher HSIE is to lock the doors at the end of the corridor next to CR1.
- Deputy Principal to lock doors next to DP's office and to check all external doors are secured, checking for students in the quad,
- SAM to lock front doors to Admin block and return to main office and lock down.
- SASS staff collect any students in the clinic and escort them to front office.
- Head Teacher TAS to check the boys toilet and lock doors at both ends of the TAS building.
- Librarian to lock library doors.
- Head Teacher PD/H/PE to ensure lockdown of hall.
- Head Teacher English to check the girls toilet.
- Head Teacher Administration to lock doors to overhead walkway and move students out of the quad and into the library.
- Staff who are outside should direct any students to the nearest building and lock down.
- Teachers in Science block to lock the door to the block.
- If safe to do so, the **Principal** or **Deputy Principal** will wait outside the main entrance of the school to direct emergency services or will delegate another member of staff to do this. Only authorised personnel should be allowed access to the school premises.
- All outside activities should cease immediately. Students on the oval should report to the hall. Senior students in the quad should report to the library.
- Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed.
- Staff should record the names of students who are in the room. Any missing and/or extra students should be noted.
- Staff should maintain room security and should not open doors for anyone under any circumstances. Students and staff should stay where they are until official notification is provided by the Principal or an identified police officer that the lockdown is over.
- Students will proceed to hall where a debriefing will occur and rolls will be marked. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal should notify parents via local media with the assistance of local police.
- In conjunction with local police, the principal should arrange for parents to pick students up from school at a designated safe area.

## **Lockdown during a break.**

- If a lockdown is signalled during a break, students and staff must move immediately to the nearest building.
- English Staff to collect students that enter the building and direct students into Rooms 19, 20, and 21.
- TAS staff to assist English and HSIE Staff by directing students to K1 or K2. Or T3.
- HSIE Staff to collect students that enter the building by the middle stair well and direct to rooms 16, 17, 18 or T3.

# Response procedures for specific emergencies

## Bomb Threat

### Principal

- Call 000
- Call School Safety and Security 1300363778
- Call Director Steve Harris 0423433330 Louise 0428561632
- Call SVEN 49249982

### Deputy Principal

- Implement Evacuation for bomb on site
- Implement Lockdown procedure for person threatening to attend or arrive at the school with violent intent.

### Office Staff

The normal evacuation procedures should apply with the following exceptions.

- When taking the call record as much detail as possible.
- Immediately inform the Principal or Deputy Principal who will call the Police.

### Teachers

The normal evacuation or lockdown procedures should apply with the following exceptions.

- Report any suspicious package or device to the Principal or Deputy Principal
- Do not touch tilt or tamper with a known or suspected incendiary device
- Students to take bags with them.
- Evacuate to the normal Assembly Point where students will be then moved by roll group to Rae Street.
- Lauren Anderson to send communication of evacuation on Face book that the school has received an automated message and has evacuated to Rae Street
- Rod Carter to send communication via School Bag App

**(Bomb Threat last updated 29/8/2016 in line with Safety Alert No 58)**

# **GAS LEAK**

Gas is odourless, as a safety precaution an odorant is added to gas to ensure quick detection.

## **RISK FACTORS**

- Insufficient Maintenance
- Damage to pipes, tank or outlets
- Faulty tank

## **PREVENTION STRATEGIES**

- Apply safe operating procedures for use of gas in Science and TAS.
- Ensure regular maintenance of gas tank and portable gas bottles.

## **RESPONSE**

- Notify the Principal who will contact emergency services (Fire Brigade 000).
- Evacuate the school to Assembly Point 2. Follow procedures as per Evacuation Plan.
- Turn off all electrical equipment, air condition systems and gas supply.
- GA to meet Emergency Services
- SAM to notify neighbouring premises.



# MAJOR INCIDENTS INVOLVING VIOLENCE OR THREATS

## NATURE OF HAZARD

There is a relatively low incidence of violent behaviour in NSW government schools and TAFE colleges and campuses. Bureau of Crime Statistics and Research figures confirm that schools are safer than the general community. However, when incidents of violence do occur, they can have a substantial impact on the workplace. All areas must be prepared to respond effectively to incidents of violence.

## RISK FACTORS

- There is no way of knowing whether visitors are authorised to be on site
- Workplace boundaries are not well defined and signs (e.g. to the administration area) are unclear
- Lack of clear standards for students' behaviour and communication
- No program of support for students who have shown a tendency towards challenging behaviour
- Communication devices and strategies do not reach the whole workplace, or there is not general awareness of them
- Poor security and the possibility of violent intruders gaining access to the workplace.

## PREVENTION STRATEGIES

Workplaces need to consider risk factors and develop prevention strategies. A risk assessment should be undertaken by the emergency planning committee or OHS Committee in conjunction with school executive at least once per year. Plans for responding to incidents involving violence should be included in the workplace emergency management plan.

Prevention strategies include:

- Implement a policy and system for site visitor management
- Define workplace boundaries and ensure signs are clear e.g. directions to the administration area
- Take steps to improve security, including in car parks
- Schools purchase signs from the School Security Unit which advise visitors about trespassing on school grounds. TAFE colleges and campuses liaise with the Institute's Security Unit or Operations Director concerning the posting of access signs
- Assess communication devices and develop strategies so that all points of the workplace can communicate as required in an emergency situation; identify communication devices in classrooms and other learning centres that could be useful in the event of an emergency
- Consider whether lockout and/or lockdown procedures are required for the workplace. TAFE colleges and campuses should liaise with the Institute's Security Unit or Operations Director. Schools should consult the [Guidelines for developing lockdown and lockout procedures for NSW Government Schools](#) in the [How to be a Safer School](#) package.

# TSUNAMI

## **NATURE OF HAZARD**

Tsunamis are sea waves produced by the sudden displacement of the ocean, often triggered by earthquakes or landslides. The NSW coast has experienced more than 30 tsunamis since European settlement. Most have been slight causing little or no damage. The largest tsunamis in Australia have occurred in 1868 and 1960. These were generated off the South American coast and caused some damage to small boats moored in harbours and coastal infrastructure. Larger tsunami can occur and all low-lying land close to the ocean is at risk of tsunami inundation.

## **RISK FACTORS**

- Overseas travel – be aware of the potential risks in the area you are travelling to
- Workplace located on low-lying land close to the ocean.

## **RESPONSE**

International agencies monitor tsunami events across the Pacific Ocean and emergency authorities have plans in place to alert coastal residents to approaching tsunamis and to oversee evacuations if necessary. If a tsunami was generated close to the Australian coast there may be little or no warning, apart from natural signs such as the recession of the ocean and the ground shaking strongly. In NSW, the Bureau of Meteorology and the NSW State Emergency Service are responsible for the dissemination of tsunami warnings.

If you are at the beach or in a low-lying coastal area and you feel the ground shaking strongly or observe unusual ocean behaviour, such as the recession of the sea, move quickly but calmly to high ground. If high ground is unavailable move inland.

When a tsunami warning is issued it means that a dangerous tsunami has been generated and could be very close. The following tasks should be undertaken:

- Listen to the local radio station for information and advice
- Follow the instructions of emergency officials
- If instructed, evacuate coastal locations and move to high ground
- Do not return to low-lying coastal areas until told that the area is safe by emergency services.

A tsunami is not a single wave but a series of waves. In recent history people have been killed in tsunamis because they have moved back into low-lying areas after the first wave has receded. Do not go down to the beach to watch a tsunami. Tsunamis move quicker than a person can run. When you see a tsunami you are too close to escape from it. When undertaking activities close to the coastline be aware of tsunami risks and ensure you identify an appropriate shelter on high ground nearby. Be aware of any tsunami warning before undertaking activities. Phone 132 500 if you need help from the SES. For life-threatening emergencies phone 000 immediately.

# SUICIDE

## **NATURE OF HAZARD**

Death by suicide has a significant impact upon the emotional and psychological wellbeing of those associated with the person who died. The comprehensive and informed management of the workplace response following a death by suicide is essential to minimise the likelihood of other members of the school or TAFE community becoming at risk of self harm.

## **RISK FACTORS**

The risk of self harm may increase in the workplace community following a suicide. Increased monitoring of students is essential.

## **PREVENTION STRATEGIES**

- Employee Assistance Program
- Student counsellors
- Prevention of bullying programs
- Drug and alcohol awareness and education program
- Student education on examination coping mechanisms
- Suicide awareness programs for staff.

## **RESPONSE**

- The response to a death by suicide should be coordinated in consultation with members of the school or TAFE counselling service
- Any announcement relating to the death of the student requires careful thought and planning. The nature of the death in cases of known suicide need not necessarily be divulged. The decision to divulge this information should be made following careful consideration of all aspects of the particular situation, and in the case of school students, consultation with the parents of the student who has died by suicide
- Announcements need to be made privately or in small groups to those students most affected by the tragedy
- Research shows that there is sometimes a cluster effect associated with suicide. Unrealistic notions about suicide and awareness of the method used may contribute to an increase in forming or entertaining the notion of suicide. For these reasons staff should avoid romanticising the deceased and must not imply that he or she was heroic. Nor should the method used in a death by suicide be described in detail
- Placing or creating a memorial symbol in cases of death by suicide has been discouraged for this same reason. However, the process of grieving may be helped by the memorial process, and many parents have indicated that it is inappropriate that the good things done by their child during their life should be negated by the mode of their death. The decision to hold a memorial service and/or to place a memorial symbol should be made in accordance with the school's normal practice following the death of

# PEDESTRIAN ACCIDENTS

## NATURE OF HAZARD

Pedestrian accidents are a potential cause of harm to all staff and students for all Department workplaces including schools, TAFE colleges and campuses and administrative workplaces.

## RISK FACTORS

- Proximity to major roads
- Insufficient pedestrian safety awareness programs for students or staff
- Insufficient traffic controls in place.

## PREVENTION STRATEGIES

- Traffic controls (pedestrian crossings, traffic controllers etc)
- Liaison with the local council and the Roads and Traffic Authority
- Rules issued in writing to parents regarding safe drop-off and pick-up of students e.g. no double parking, no vehicles inside the school, not letting children out of vehicles on the roadside, no reversing
- Drive by, no parking, drop off areas in the morning and afternoon with a traffic monitor
- Supervised areas for infant/primary students to sit and wait for pick up by parents, which include assistance into vehicles by traffic monitors
- “No parking” signs at front of school to prevent congestion and double parking etc
- Road safety awareness lessons for students
- Parking officers at peak times to discourage parking violations
- Schools awareness of the RTA publication, [A practical guide to addressing road safety issues around schools](#).

## RESPONSE

In the event of a pedestrian accident, the following procedures shall be followed:

- Notify emergency services on 000 (Police, Fire Brigade, or ambulance as required)
- Apply first aid using [standard precautions](#) i.e. avoid direct contact with blood and bodily fluids
- Notify parents or carers
- Report the incident as soon as possible in accordance with Departmental procedures.

## RECOVERY ACTIONS

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.
- Review pedestrian arrangements as a matter of urgency.
- Review the emergency management plan.

# STORM (INCLUDING HIGH WIND)

## **NATURE OF HAZARD**

Storms can happen anywhere, at any time of the year. They are more common in NSW during the main storm season, from October to the end of April, but it is important to stay prepared all year round. Severe storms may cause major damage and pose a risk to life. They may be accompanied by torrential rain, strong winds, large hailstones and lightning and may cause flash flooding, unroof buildings and damage trees and powerlines.

## **RISK FACTORS**

- Danger from high winds where trees located on or around the workplace not regularly checked and trimmed
- Electrocutation from fallen wires
- Roofs in need of repair
- Excursion activities undertaken without risk assessment.

## **PREVENTION STRATEGIES**

The following actions should always be undertaken to prepare for storms, but not when they are occurring:

- Ensure gutters and downpipes are cleaned regularly
- Ensure overhanging branches are trimmed
- Ensure roofs are in good repair
- Prepare an emergency kit consisting of at least a portable radio with spare batteries, a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes
- Prepare a storm plan covering actions needing to be undertaken.

When undertaking activities outside the workplace be aware of storm risks (e.g. high winds) and ensure you identify an appropriate shelter nearby. Be aware of any storm warning before undertaking activities.

## **RESPONSE**

When a storm warning is broadcast or you see a severe storm approach the following actions should be undertaken:

### **Before the storm**

- Listen to the local radio station for information and advice
- Unplug electrical devices
- Direct students and staff to assemble indoors
- Stay well clear of windows
- Secure loose objects in open areas, e.g. garbage bins
- Ensure the emergency kit is ready to use.

## DEATH OF STAFF OR STUDENT OR OTHER MEMBERS OF THE COMMUNITY (NOT WORK-RELATED)

This fact sheet addresses the situation of deaths away from the workplace, where non-departmental activities are being undertaken. Where suicide is involved refer to the fact sheet on [suicide](#). Where death is at the workplace, whether or not it is work-related, or is during Department activities away from the workplace, refer to the fact sheet on [https://detwww.det.nsw.edu.au/media/downloads/detoh\\_s/adminandmanage/ohands/safeworklearn/emergency/7 - Death at the Workplace - DET Activity.doc](https://detwww.det.nsw.edu.au/media/downloads/detoh_s/adminandmanage/ohands/safeworklearn/emergency/7 - Death at the Workplace - DET Activity.doc) [death at the workplace or during a DET activity](#).

### **NATURE OF HAZARD**

The death of students, staff or other members of the community can have a major impact on the health and wellbeing of staff and students at the workplace.

### **RISK FACTORS**

- Major accident or event impacting on a community (e.g. motor vehicle accident)
- Any death of a staff or student, including recent ex-students, which is sudden or unexpected.

### **PREVENTION STRATEGIES**

- Safety awareness program for the workplace
- Emergency management planning complete. (see links in Further Information)

### **RESPONSE**

- Notify the death to the relevant School Education Director, Institute Director or senior officer and forward the Department's Serious Incident Report Form
- Arrange immediate counselling and support for staff and students
- If an international student is involved, ensure that parents and family overseas are informed. Also inform the International Students Centre. You may also need to organise accommodation, airport pickup, an interpreter, and/or communicate with the authorities for family arriving from overseas.

In most cases of death, and especially in the case of suicide, information is best provided in small rather than large groups. A statement should be prepared which can be read to classes or groups by the teacher. This statement should include information about what support services are available and how they may be accessed. Small group sessions may need to be held with those people most directly affected by the death. This will allow specific issues or questions to be addressed. Teachers must be fully briefed so that appropriate responses can be provided.

# FUMES OR CHEMICAL SPILL OR CONTAMINATION BY HAZARDOUS MATERIAL

## NATURE OF HAZARD

There are several possible scenarios involving the release of biochemical substances. The emergency planning committee should assess the risk of the following scenarios and implement appropriate prevention and response procedures:

- Substance released inside a building or room
- Substance released outdoors and localised (e.g. near by transport chemical spill)
- Substance released in the surrounding community (e.g. outbreak of disease or chemical exposure in community).

## RISK FACTORS

- Proximity to industrial areas or major transport routes
- Procedures not clearly implemented for safe management of chemicals at workplaces
- Audit of chemicals at the workplace not sufficient to ensure compliance with relevant legislation.

## PREVENTION STRATEGIES

Chemical spill at the workplace:

- Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill
- Ensure you have at hand the *Material Safety Data Sheet* for each hazardous substance used
- Post laboratory safety rules in the workplace and issue to all students
- Use the Department's [Chemical Safety In Schools](#) Manual.

## RESPONSE

- Notify emergency services (Fire Brigade on 000) and the workplace manager
- Clear immediate area
- Turn off all equipment, e.g. electrical equipment, air handling systems and gas supply
- Close all doors (do not lock)
- Consider evacuation
- Designate a staff member to meet the Fire Brigade and direct them to the incident location
- Notify the Department in accordance with incident notification procedures
- Notify Environmental Protection Agency's pollution line
- Notify neighbouring premises down wind or down hill, where necessary.

# Bush Fire Evacuation Plan Reviewed 7<sup>th</sup> November 2016

Team 3, Lake Macquarie East, NSW fire area – Greater Hunter

2016 Park Avenue CAVES BEACH NSW 2281

Lake Macquarie Council

## BEFORE THE BUSH FIRE SEASON

Prior to the Bush Fire Danger Period (normally from 1 October through to 31 March) the Principal will ensure that the school is prepared for bush fires. This will include:

- Review *School Bushfire Prevention and Evacuation Plan*
- Check school grounds and facilities ensuring separation of buildings from the bush fire hazard (i.e. land that could carry a bush fire such as unmanaged grassland and vegetated areas);
- Review emergency communication procedures for contacting student's families and staff.
- Ensure all contact details are up to date.

## CONTACT PERSONS

**Principal:** Robyn Leggatt

**Deputy Principal:** Guli Skamperle

**Date of Plan:** 27/1/2016

**Date of Review:** 25/11/2016

## BACKGROUND INFORMATION ON PREMISES

Number of employees: 69

Number of buildings: Five Buildings

This is a sub-plan under: AS3745 or AS4083

## ROLES AND RESPONSIBILITIES

### Chief Warden: Robyn Leggatt - Principal

The Chief Warden responsibilities include;

- Management and overseeing of any evacuation;
- Arranging training of employees in evacuation procedure;
- Reviewing the effectiveness of evacuation exercises and arrange for procedure improvements.
- Account for all persons during the evacuation.

### Deputy Warden: Guli Skamperle – Deputy Principal

Wardens / Employees Roles and responsibilities include;

- Management and overseeing of any evacuation;
- Following established procedures;
- Maintaining a calm atmosphere among the occupants;
- Reviewing the effectiveness of evacuation exercises and arrange for procedure improvements
- Account for all persons during the evacuation.
- Supervise evacuation of the staff and students.
- Assisting with evacuating occupants



- May be required to act as Chief Warden

	<b>Staff Member</b>	<b>Responsibilities</b>
Principal	Robyn Leggatt	Follow the communication protocols below and manage the evacuation keeping in touch with all wardens and their progress by phone. Ensuring that Designated Assembly Points are suitable. Co-ordination and arrangement of transport; Liase with emergency services throughout the evacuation. Communicate evacuation point to wardens. Make final check of building if possible
Deputy Principal	Guli Skamperle	Go to the assembly point and assemble students. Take PA to evacuation point. Direct the roll call teachers to collect and mark rolls. Direct the evacuation of students to the evacuation site.
Main Building Top Floor Warden	Bruce Eyre Lidija Nenad	Check that all staff and students have left the top floor HT English evacuate the Eastern end and HT Mathematics evacuate Western End. Communicate with the Chief Warden regarding progress.
Main Building Bottom Floor Warden	Adam Young Kylie Bates	Check that all staff and students have left the bottom floor. English 2 IC evacuate the Eastern end and HT HSIE evacuate Western End and take PA to the evacuation point if DP has not already done so. Communicate with the Chief Warden regarding progress.
TAS Block Warden	Mark Brown	Check that all staff and students have left the TAS building and that the building is secure. Communicate with the Chief Warden regarding progress..
Science Block Warden	Paul Nebauer	Check that all staff and students have left Science Block. Secure all external doors.
Hall Warden	Rod Carter  Lauren Anderson	Ensure Hall is open if used as the assembly point. Check hall is empty and lock if alternative assembly point is used. Assist the Deputy Principal with sound system and exiting students to the offsite evacuation area. Lock the hall on exit. 2IC for DP if delayed to the assembly point. Liase with the office staff and HT PD/H/PE to send message of evacuation site via Face book and skoolbag app.
Library Warden	Anne – Maree Johnson Mark Korsman	Check that all staff and students have left the building and that the building is secure. Communicate with the Chief Warden regarding progress
Attendance Warden	Nicole Thompson	Ensure rolls are at the assembly point. Collect all staff sign in/out booklets and visitor's booklets and check off that all staff accounted for. Supervise the marking of staff and student rolls and follow up those that are missing via phone calls. Communicate with the Chief Warden regarding progress
Front Office Warden	Olwyn Gore, Barbara Hughes	Be on-alert for warnings and actively seek information on nearby fires and inform the Principal. Monitor the NSW RFS website ( <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a> ) and local media regularly. Notify the Principal if required. Delegate the following:  Collect chemical register, all staff lists, rolls first aid supplies and lock the front doors on exiting. Collect PA system for transport to the evacuation point. Assist HT Administration in collection and checking of student and staff rolls. Supply list of unaccounted students to the fire

		brigade. Liaise with L Anderson and Rod Carter and the GA re Facebook, Skoolbag App, school notice board, emails and SMS to give notice or evacuation point to parents. Delegate duties as necessary to other SASS staff. Communicate with the Chief Warden regarding progress. Contact Evacuation Point for access to shelter. See Appendix 1 delegation of duties.
GA	Bernie	Ensure gates on Park Avenue are open including pedestrian gate closest to driveway gate. Complete final check of school grounds before continuing to offsite evacuation point. Turn off gas Place notice on board of the evacuation point.

## Teacher Responsibilities

- Teachers to move students to the hall with their bags quickly and in an orderly fashion.
- **Roll Call Teachers** to **quickly** collect rolls and mark roll once all students are seated. Mark A if absent and leave blank if present. If absent and you know where they are write it down on sheet next to the "A". Do not mark beside student name but in the area down the centre of the sheet.
- Year Advisors assist by collecting and marking any unmarked rolls and supervising the evacuation of these students when directed by the Deputy Principal or Principal.
- Rolls must be returned immediately to the Admin Staff. If student arrives after the roll send them to the Admin Staff.
- Once the roll is submitted the roll call class will be directed to leave by the Deputy Principal
- Students will be directed by their roll call teacher to exit the school cross the road via the pedestrian crossing. If time the stop sign used by the crossing monitors can be obtained to assist in stopping traffic.
- Students will then proceed towards the Caves Beach SLSC via Rae Street, through the Park, turning left and then taking the lane way system which comes out at the Top Shop. Each roll group will remain together and follow their roll call teacher to the evacuation site.
- All other staff not given a specific role should support the Roll Call teachers in assembling students and moving them to the evacuation point.

## Students with Disabilities

- Students to report to their roll teacher.
- The Head Teacher Administration or delegate will direct students to the SLSO's who will drive them to the Evacuation site.

## NOTIFICATION OF EVACUATION AS A RESULT OF BUSHFIRE TO STAFF

### Staff will be notified

- Via text messages
- Via telephone intercom and then passed on to staff on class.
- Depending on urgency – via a meeting with Head Teachers and then passed on to faculties.
- Via the Evacuation Alarm Bell and re - directed by Head Teachers to the Bush Fire Assembly Point

### Students will be notified

- By the normal evacuation bell and then by staff to the Bush Fire Assembly Point.
- Verbally by the Principal or Deputy Principal at the Assembly Point.

## DESIGNATED ASSEMBLY POINTS

**Primary Assembly Point:** If the fire is not imminent then in the hall. Students to proceed to evacuation point on the direction of the Principal or Deputy Principal

**Secondary Assembly Point:** If the fire is imminent then then in school carpark. Students to proceed to evacuation point once roll has been marked and all missing students have been accounted for by office staff. This will be done by checking absences and notifying parents if student is not on site.

## EVACUATION SITES

### Primary Venue

Caves Beach SLSC Car Park, Caves Beach Road, Caves Beach

**Phone:**(02) 4971 1667

Nearest cross-street: Park Avenue

Does it have amenities: YES

### Secondary Venue:

Caves Beach Hotel 7 Mawson Close Caves Beach NSW

**Phone:** (02) 4980 9999

Nearest cross-street: Park Avenue

Does it have amenities: YES

## TRANSPORT DETAILS

- SASS staff and HT Admin to drive vehicles to site with PA and rolls.
- SLSO to transport any students that are unable to walk.
- Canteen Staff to drive to evacuation site and bring all water and other drinks to the site.
- Staff with disabilities or medical issues should indicate their intention to drive to the Evacuation Site. They should assist in the evacuation by driving close by the body of students and staff in case an individual succumbs to the environment during the walk.
- All other Staff to assist in the management of students to the site.

## ACCOUNTING FOR STAFF AND STUDENTS

- Students and staff proceed to Assembly Point. Wardens to check designated areas to ensure all staff and students have left the building and proceeded to the Assembly Point.
- **Head Teachers** to check that all of their faculty members including casual teachers are accounted for. Notify the Principal of any missing staff.
- **Teachers** should check that any interns on site are accounted for.
- Rolls to be marked at assembly point.
- Rolls to be checked by Head Teacher Admin and SASS staff and parents rung to check on missing students.
- Head Teacher Admin and SASS staff to check attendance of all staff at Assembly Point. This includes canteen workers, GA and visitors to the school. Missing staff should be contact via phone and accounted for before leaving the school.
- Students to proceed to the Evacuation Point and rolls re marked.
- If possible, Deputy Principal to do a final check of buildings and playground once the school has been evacuated

## CONTACTING FAMILY MEMBERS

- SAM to organise contact by phone of parents of students not accounted for.
- SAM to supply a list of students not of accounted for fire brigade.

## SECURITY AFTER EVACUATING

- Principal and/or Deputy Principal and GA check security of buildings and lock gates after departure.

## COMMUNICATIONS IN THE EVENT OF BUSH FIRE ACTIVITY OR EMERGENCY

The following communication protocol is applicable to all schools affected by a local bushfire activity or bushfire emergency situation.

### The Principal will:

- Contact emergency services and seek appropriate advice. ·
- Inform the WHS Directorate and their Director, Public Schools NSW of the advice received so appropriate support can be provided and the information shared with all relevant stakeholders. ·
- Activate the emergency management plan if the decision is to evacuate or temporarily cease school operations.
- Notify WHS Directorate of any school closures which will be placed on the Bush Fire Safety Website
- Notify WHS Directorate when the school is reopened.
- Order the activation of local notification requirements, such as school website updates and local SMS notifications, to ensure parents/carers are aware that the school is required to close for the start of the next school day.

### Contact details

1. HS Directorate: 9707 6404 or 9707 6227 (office hours)
2. Marnie O'Brien, Director, Work Health and Safety: 0402 352 949 (after hours)
3. Stan Zabkar, Director, Safety and Security: 0422 006 963 [bushfire@det.nsw.edu.au](mailto:bushfire@det.nsw.edu.au)

## INFORMATION AND WARNINGS

### Fire Danger Rating and Recommended Action

Category	Action for schools
CATASTROPHIC	Take advice of fire authorities.
EXTREME	Take advice of fire authorities.
SEVERE	Normal bush fire plan procedures apply
VERY HIGH	Normal bush fire plan procedures apply
HIGH	Normal bush fire plan procedures apply
LOW - MODERATE	Normal bush fire plan procedures apply

### Immediate Actions :

**Upon notification of potentially dangerous fire weather, the Principal and/or the Deputy Principal will:**

1. Review and consider implementing their school's Bush Fire Plan.
2. Consider contacting the Bush Fire Information Line (24 hours) on 1800 679 737 to discuss implications and possible requirements.
3. Contact their education provider to discuss implications.
4. Monitor the NSW RFS website ([www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)) and local media regularly.

5. Inform the SEOC by telephoning 1300 677 677 (24 hours) of any decision to close their school.

## **EVACUATION TRIGGER**

Evacuation will take place in the following circumstances

1. Instructed to leave by police or fire authority before you evacuate?
2. When there is a possibility that a bushfire may impact the development within 1 hour, 6 hours, or 12 hours?
3. There is so much smoke about that it is causing medical problems for students and staff that they should be taken somewhere less affected by smoke?

## **SASS STAFF ORGAISATION**

### **Equipment and Documentation for Evacuation/Bushfire Drill**

2 fold up trolleys the clipboard rolls with the day's Official Rolls print out attached as per Step 1

#### **STEP 1                    Print official roll**

##### **SENTRAL**

Attendance

Reports

Roll Marking Sheets

Select the day of *the event*

Select show recorded absences

Select all and print – this will print the daily sheet as shown attached

#### **STEP 2                    Print Evacuation summary**

##### **SENTRAL**

Attendance

Evacuation Summary – (RED writing top left hand corner of screen) print off 6 copies of this

BOTH of these need to be taken to the evacuation point for distribution

**BUSHFIRE DRILL** – [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) website on favourites bar and monitor

IN white attendance trolley have

- Evacuation Summary as per Step 2
- 9 Chemical Register folders from back of File Server Room
- First Aid kit with Ventolin, EpiPen, Glucogen Pen and Jelly Beans
- Staff List Staff 241 - F2 in Oasis report
- Current Parent Address/Phone Numbers Stud 214E - F2 in Oasis
- Current Staff List
- A bundle of Scrap paper
- A box of Permanent Markers
- A box of Pens
- Sticky Tape

Lock front doors

# FIRST AID PLAN

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:** Swansea High School      **Date:**7/11/16      **Date of Next Review:** 7/11/201

<b>OVERVIEW</b>		
<b>Type of work and activities conducted</b>	<p>Teaching and Learning within and outside the school environment.</p> <p>Practical activities such as Science Experiments, Food Handling, Wood and Metal work gardening.</p> <p>Outdoor activities such as sports and excursions out and about in the local community including the beach.</p> <p>Offsite excursions</p> <p>Access to hall by Primary Schools</p> <p>Conducting and supervising playground activities</p> <p>Conducting office duties</p> <p>Office duties</p> <p>General maintenance and related duties</p>	
<b>Size and layout of workplace</b>	<p>Seven hectares of land with six buildings.</p> <p>One portable</p> <p>One two story building including classrooms 1-20, common room, and one lab.</p> <p>Connecting bridge from main two story building to second two story building consisting of library upstairs and 4 Science Labs down stairs. The Library is split level with 2 stairways to the mezzanine level which is surrounded by a railing.</p> <p>There are two study rooms off either end of this level. The downstairs level consists of the main library, staff offices and the Aboriginal Centre.</p> <p>Industrial Arts block with 2 woodwork, a metal work, outdoor workplace, 2 computer rooms and 2 art rooms.</p>	
<b>Location of workplace</b>	<p>The school is located at 78 Park Avenue approximately 500m from a medical centre and 9km from the nearest hospital – Belmont Hospital</p>	
<b>Number and distribution of employees</b>	<p>680 students    52 teachers</p> <p>11 SASS    1 General Assistant</p> <p>7 SLSS employed for varying numbers of hours per individual</p>	
<b>Hours of operation</b>	<p>8.15 before school classes and HT supervision of quad from 8.45</p> <p>9.08 -3.20 School hours</p> <p>3.20 – approx. 4pm Bus Supervision</p>	
<b>Hazards or potential causes of injury or illness in the workplace</b>		
<b>Minor playground injuries from slips, trips and falls</b>	Cuts, abrasions, superficial injuries.	Likely
<b>Insect/animal bites, food allergens</b>	<i>Anaphylactic or allergic reaction</i>	<i>Unlikely</i>
<b>Breaks and sprains during PD/H/PE sport and sporting activities at breaks</b>	<i>Breaks and sprains, head injuries</i>	<i>Likely</i>

<b>First Aid Arrangements</b>			
<b>Key points</b>	<b>List key points and actions required</b>	<b>Responsibility</b>	<b>Due date/frequency</b>
Appoint First Aid Officer(s)	Jacqui Charlton – PD/H/PE	DP/HSR	Ongoing
Identify other trained first aiders available where required	Robyn Leggatt – Principal Guli Skamperle DP Rod Carter, PD/H/PE, Louise Theissen – Counsellor, Olivia Thompson – Mathematics, Michael Casey – Science, Christine Sedgman – Front Office, Rob Silkman, Luke Sedgman– TAS, Janine Goodwin – Science	DP/HSR	Ongoing
Staff training	The school trains substantial numbers of 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	DP/HSR	Scheduled in accordance with training register
First Aid Kits and their location	One first aid kit in each building, no further than 100m from each classroom. One first aid kit in each high risk area: TAS Building, science labs, GA's room, in the school canteen and in the Hall. 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. SAM and DP/HSR works with First Aid Officer to ensure first aid arrangements are in place. All teaching staff are aware of first aid and are trained in e- emergency care. All staff aware of first aid requirements for excursions.	SAM DP/HSR	ongoing
Identify First Aid room requirements,	One sick bay with appropriate signage and a first aid kit in the main office building. The first aid officer SASS or SASS staff maintain the first aid room requirements, supplies and maintenance arrangements.	First Aid Officer	Ongoing
Management or prescribed medications, EpiPens health care plans, ASCIA plans and emergency response plans)	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 months in consultation with the parent/student. The school has register in place to check the currency of EpiPens and prescribed medications.	First Aid Officer	

	Students carry their own epipen unless otherwise recommended by the parents/carers or medical advisors.		
Document first aid response procedures (steps to be taken in the event of injury/illness) and local protocols for First aid.	Staff should respond to the situation to render assistance and first aid immediately as required, commensurate with their level of training and experience. Student should be taken to the front office or if not possible notify the front office for support. Staff should collect and complete an accident and injury report from the DP's office for serious accident or injury. Staff have list of circumstances for accident and injury reports.	All staff  All staff First Aid Officer  DP	
Communication of workplace first aid arrangements	Plan in WHS folder on server Copy of plan given to faculties on notice board and in casual folders		
<b>Ongoing monitoring and review of Plan</b>			
Process for monitoring and review of the First Aid Plan and staff training. first aid kit, facilities, currency of staff training, etc	The First Aid Plan is to be monitored and updated as required. As a minimum, the First Aid Plan is reviewed every 12 months Staff training records kept in the DP office and managed and maintained by DP and SASS staff for casual staff.	DP First Aid Officer SAM  DP SASS staff	As required Yearly
Process for monitoring and maintaining first aid kits, first aid supplies epipens, glucogen and asthma relievers	First aid kits and supplies, currency or epipens, glucogen pen and asthma relievers and sick bay monitored and maintained by First Aid Officer and SAM	First Aid Officer SAM	
<b>Reporting and documentation</b>			
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?	Staff should check the Preparation and Use of accident and incidents and injuries outline and decide if a report is required. Collect and complete Accident to School Students/Visitors booklet from the DP's office Office will record injury or illness in sick bay book.		
<b>Emergency Contacts</b>			
Emergency 000	Poison Info Centre 131 126		
<b>Workplace Manager</b>	<b>Robyn Leggatt</b>		