

EMERGENCY MANAGEMENT PLAN

For

Iluka Public School



Effective: 1 August 2010

Date of last review: February 2019

Review date: February 2020

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

Document location

There are 3 copies of this Emergency Management Plan.

Other copies are held by: Director, SAM and Grafton D.O

Description of the workplace (e.g. location, if a split or single site, no of students and staff)**Location:**

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.

The school backs directly onto Spencer and Micalo Streets. Fencing and a gate have been installed to restrict access.

School Hours:

The school operates 5 days a week from 8.30 am to 3.30 pm, Monday to Friday.

School Profile:

The school has 104 students, 12 staff including the Principal, 5 classroom teachers, a librarian/RFF teacher, a LaST teacher a Senior Administrative Manager and her assistant, 3 SLSO / Chaplain and a part-time General Assistant.

Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)

This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of a major flood.

Roles and responsibilities**Emergency control organisation (responsible for evacuation and emergency response)****Chief Warden**

Name	Position	Contact phone numbers
Phil Bradmore	Principal	Work: 66466149 Mobile: 0448 465 269

Deputy Chief Wardens

Name	Position	Contact phone numbers
Rebecca Cunningham	Rel Assistant Principal	Work: 66466149

First Aid Officer

Name	Position	Contact phone numbers
Phil Bradmore	Principal	Work: 66466149

Communications Officer

Name	Position	Contact phone numbers
Lynette Rankin	Administrative Manager	Work: 66466149

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 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 1800811523 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 (at least 1 km from workplace)

Corner of Hickey St and Iluka Rd (Refer to site plan, Part 2)

Location of off site 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
or
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, etc)

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 St
Solar power main (where applicable)	N/A

Location of Fire Hydrants Also show on attached site plan	Hydrants located at office, staff room, library, shed, Year 5/6
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Types of installed communication systems
Bells, telephone in office, staff room and hand bell. Principal has mobile phone

1.2 PREPARING FOR AN 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
Bomb threat or suspected device	<ul style="list-style-type: none"> History of bomb threats for workplace. Person seeking to cause disruption to workplace. Examinations or other significant events in the workplace. 	<ul style="list-style-type: none"> Conduct white level inspections, ie: all staff inspect their respective work area for any articles that are unusual, suspicious or unaccounted for. Have processes in place for taking details of bomb threats using <u>Bomb Threat Report</u>. This will assist emergency services in assessing the threat. 	Ongoing inspections. Respond as required.	Principal
Cruelty to Animals	<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 the care of animals. Awareness of responsibilities for the care of animals, particularly in holiday periods. 		Principal
Bushfire	<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 	<ul style="list-style-type: none"> Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings. Liaise regularly with local Fire Brigades or Rural Fire Service. Conduct fire evacuation drills. Liaise with emergency 	At least annually, ie: during winter, prior to bushfire danger period	Principal

	bush, forest or grasslands.	<p>services about emergency procedures.</p> <ul style="list-style-type: none"> • Discuss with emergency services other issues where appropriate, eg: fuel reduction burning in bush area adjacent to the workplace. • Arrange for contractors to clear gutter of dry leaves or other debris. 		
Death at the workplace or during a TAFE activity	<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 OHS responsibilities. • Communication and consultation. • Risk management programs in place. • Emergency planning complete. • Incident management and investigation processes in place. 		Principal
Death (not work-related) of student, staff or other member of community	<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. 		Principal
Earthquake or collapse of building or structure	<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 historic artefacts and monuments over entrances that may fall during an earthquake must be avoided during an earthquake and alternative evacuation routes selected. 		Principal
Electrical hazard	<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 OHS risk assessment and risk management programs. • Encourage general safety precautions. 		Principal

Emergency health situation	<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 plans for students. • Ensure effective emergency and first aid response plans are in place. • Educate staff on how to respond in an emergency (first aid). • Implement policies and procedures to support the health and wellbeing of staff and students. • Manage health risks in the workplace environment. • Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services). 		Principal or First Aid Officer/s
Explosion	<ul style="list-style-type: none"> • Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. • Ensure proper maintenance of gas facilities. • Ensure fire precautions in place. 	<ul style="list-style-type: none"> • Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. • Ensure proper maintenance of gas facilities. • Ensure fire precautions in place. 		Principal, Teachers
Failure of Services (eg: electricity, water, etc)	Water supply failure affecting cooling circuits on some machines	Install alarm system on water mains. Machines to shut down when water pressure fails.	Ongoing	Principal
	Sewage failure / leak or spill causing contamination	Restrict access to a minimum until council / plumbing personnel can investigate and repair. Clean up areas.	Ongoing	Principal
	<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. 	<ul style="list-style-type: none"> • Educate staff and students about workplace fire prevention and safety. • Conduct fire drills. • Liaise with emergency services. • Develop evacuation arrangements with local bus company/ relevant transport company. <p>Conduct fire safety audits.</p>		Principal, Teachers

	Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.			
	<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. <p>The State Emergency Service (SES) is responsible for responding to floods in NSW.</p>	<ul style="list-style-type: none"> Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood. 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. Inform staff and students of the flood risk. 		Principal
Fire	<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 workplace fire prevention and safety. Conduct fire drills. Liaise with emergency services. Develop evacuation arrangements with local bus company/ relevant transport company. Conduct fire safety audits. 		Principal
Flood	<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 	<ul style="list-style-type: none"> Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood. 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 		Principal

	Service (SES) is responsible for responding to floods in NSW.	footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes. <ul style="list-style-type: none"> • Inform staff and students of the flood risk. 		
Fumes or chemical spill or contamination by hazardous materials	<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 identify any equipment, operations or procedures that have the potential to result in a spill. • Ensure material safety data sheets (MSDS) for all hazardous substances used are at hand. • Use Department's ChemWatch System 	Ongoing	Principal
Gas leak	<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 in all workplaces (see LPG safety). • Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. • Ensure proper maintenance of gas facilities. 		Principal
	Danger of fire and explosion	Isolate gas supply to room or building. Open all windows to ventilate area. Consider notifying emergency services.		Principal
Letter or parcel bombs or white powder letters	<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 with thorough training and awareness of relevant staff. • Training of staff to recognise letter or parcel bombs. 	Ongoing	Principal
Major incidents involving violence or threats	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:	<ul style="list-style-type: none"> • Check security strategies e.g. access to premises and signs. • Crime prevention workshops. • Monitoring of incidents. • Development, practice and review of lockdown and lockout procedures. 		Principal

	<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. 			
	Violence - Hold up	'No Cash-Handling' policy implemented. Secure/private area for internal petty cash handling. Install and test alarm system. Pass system for visitors. Teacher and student awareness.		Principal
Outbreak of Infectious Disease	<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 daily practice and use specific controls for particular situations. • Ensure all appropriate staff understand and apply the Department's Infection Control Policy and procedures. • Consultation with relevant persons and organisations e.g. local Public Health Units, cleaners, etc. 	Scheduled for (date)	Principal to follow up with RTA
Pedestrian and/or vehicle accidents	<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, traffic controllers, bollards, etc). • Liaison with local council and Roads and Traffic Authority. • Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc. 	Awaiting response from AMU (follow up on date)	Principal or Assistant Principal
	External vehicle accident with pedestrian	Upgrade of pedestrian crossings outside school		Teacher in Charge, Counsellor/s
	Road safety and/or vehicle collision with	Installation of bollards in cross over areas between car park.		Principal, General Assistant

	workplace			
Staff or students lost during off-school activities	<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 for excursion in accordance with the Department's Excursions Policy. • Ensure risk assessment is implemented and communicated. 		Principal, Counsellor/s
Storms and/or strong wind	<ul style="list-style-type: none"> • Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed. • Electrocution from fallen wires. • Roofs in need of repair. • Excursion activities undertaken without risk assessment. 	<ul style="list-style-type: none"> • Ensure gutters and downpipes are cleaned regularly. • Ensure overhanging branches are trimmed. • Ensure roofs are in good repair. • Prepare an emergency kit. • Prepare a storm plan covering actions needing to be undertaken 		Teacher in Charge, Principal
Suicide	<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 program. • Student education on exam coping mechanisms. • Suicide awareness programs. 	Ongoing as required.	Principal, all Employees
Tsunami (for coastal or overseas off-school activities)	<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. • Coastal or overseas off-school activities need to consider the risk of tsunami. 	<ul style="list-style-type: none"> • For coastal or overseas travel and/or activities be aware of the potential risks in the area you are travelling to. 		
Working in a Hot Environment / Extreme Heat	<ul style="list-style-type: none"> • The risks of skin cancer and heat- 	<ul style="list-style-type: none"> • Dress in light, loose fitting clothing • If outdoors, wear 	Ongoing as required.	Principal, all Employees

	<p>related stress and illness can be minimised by using a combination of practical solutions.</p> <ul style="list-style-type: none"> Symptoms of heat stress may include: heat rashes (eg: hives , sunburn); heat cramps (eg: painful muscle spasms, heavy sweating); blurred vision; dizziness; exhaustion; slurred speech; difficulty in thinking clearly. 	<p>protective clothing (eg: hat, sunglasses, long sleeves)</p> <ul style="list-style-type: none"> If outdoors, use protective equipment (eg: portable shade tent, umbrella, sun screen) Reduce workload or physical activities Utilise shade or cooler indoor areas Replace lost fluids (ie: drink water, avoid caffeine) Rest frequently Reschedule outdoor work or activities to cooler times of the day 		
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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
All staff members must attend a practical face to face anaphylaxis course as well as completing the online module above.	Annually , Term 3 SDD

Frequency of emergency response drills	
Type of emergency response drill	How often (see Part 2 – Schedule of completed emergency response drills)
Building evacuation (e.g. fire emergency)	Once every 6 months
Lockdown	Once every 6 months
Training schedule attached – Part 2	

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	Class Teacher

Testing of equipment	
Type of equipment	Frequency of testing
Fire detection systems	Every month (AMU contract)
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

The process for making decisions
<p>Once an emergency is reported, the Principal will assess:</p> <ul style="list-style-type: none"> • 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? <p>The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown.</p>
Immediate response actions (actions will often take place at the same time)
<ul style="list-style-type: none"> • 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, School Safety and Response, Safety and Security Directorate, WHS Directorate and the Media Unit • Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 1300 363 778; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880

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- 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 (if available)

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

Stages:

- Chief Warden decides on the need to evacuate, where possible in consultation with emergency services
- Chief Warden to ring emergency evacuation bell (continuous short rings of the main bell)
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the centre of playground (assembly area), unless advised of alternative evacuation assembly area.
- Wardens to check that all classrooms are clear and lock them where possible
- Classes to line up in order on the oval
- When whole school is assembled, home classes will be reassembled
- Rolls marked
- Office staff and canteen staff to evacuate to oval or alternative location when advised
- Chief Warden to check designated blocks and toilets
- Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action
- 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

Location of fire extinguishers: see map

Location of fire blankets: see map

Location of first aid kits: located at Administration Block: First Aid Room, last serviced / checked on 6/2/19

Note: Plans showing the identified evacuation assembly areas and evacuation routes must be posted in the workplace. Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all fire fighting equipment. Maps are to be displayed prominently throughout the workplace.

Response procedures for specific emergencies

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

- | | |
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| <ul style="list-style-type: none">• Violent Intruder• Bomb threat | <ul style="list-style-type: none">• Death at work• Death of Staff/Student |
|--|--|

<ul style="list-style-type: none"> • Pedestrian Accident • Student lost on excursion • Bushfire • Emergency Health Situation • Storm • Earthquakes 	<ul style="list-style-type: none"> • 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 – how the school will provide counselling in the event of an emergency
Recovery time line – key actions that need to be undertaken to ensure the school returns to normal as quickly as possible

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	DGO, School Counsellor
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	Davidson Trahaire 1300 360 364 PPC Worldwide 1300 361 008

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.

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 / Floor plans Communication Strategy
- 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	66415000
School Principal	Work: 66466149 Mobile: 0448 465 269
EAP counselling services	DTC: 1300 360 364 PPC: 1300 361 008
Safety and Security	1300 880 021
DEC Media Unit	9561 8501
Work Health and Safety Consultant	6641 5030

PART 2: Evacuation procedures and other attachments



ILUKA PUBLIC SCHOOL Emergency Evacuation Procedures/Policy



Emergency ACTION PLAN

Report disaster to local emergency services and Lismore District Office.

Telephone Numbers 000

Fire Station	000	Iluka Police Station	6646 6019
Ambulance	000	Maclean District Hospital	6640 0111
District Office	66415000	State Emergency Service	132500
School Safety and Response	1300 363 778	School Security	1300 880 021

Emergency Type	Actions
Flood	Discourage students and teachers from travelling in times of flooding. Students remain at home and teachers report to the nearest school. Staff living in area to attend school where possible.
Sewerage, Gas Leak, Electrical Failure	Danger to be assessed by the Senior Teacher of the day and a decision made on evaluation. Appropriate tradesperson or maintenance contractor notified to rectify situation.
Fire	Evacuate all personnel. Contact local emergency services. Minimise fire damage with fire extinguishers
High Winds	All personnel to remain in classrooms until winds cease
Bomb Threat, Earth Quake	Evacuate all buildings / lock down Contact local emergency services Contact Grafton District Office Contact School Security
Hostage, siege with weapons	Evacuate all buildings / lock down Contact local emergency services Contact Grafton District Office Contact School Security
Violent Intruder	Ensure children are in a safe area e.g. Lockdown Contact local emergency services Contact Grafton District Office Contact School Security
Emergency Drill	Emergency evaluation, lockdown/lockout drill practised each semester. Vital documents to be gathered by Senior School Assistant. <ul style="list-style-type: none">• Admission Register• Cash on hand• Student Register and Class Lists

Emergency Evacuation Procedures

Steps to implement Evacuation:

1. Continuous ringing of 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. The 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. 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.
4. Doors and windows are to be locked.
5. Lights are to be switched off.
6. Children seated on floor (if necessary)
7. Stay calm and assist children to remain calm.
8. Roll is marked. Stay in rooms until advised to leave.
9. Principal or deputy principal ring emergency services or directs SAM.
10. 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.
11. 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.

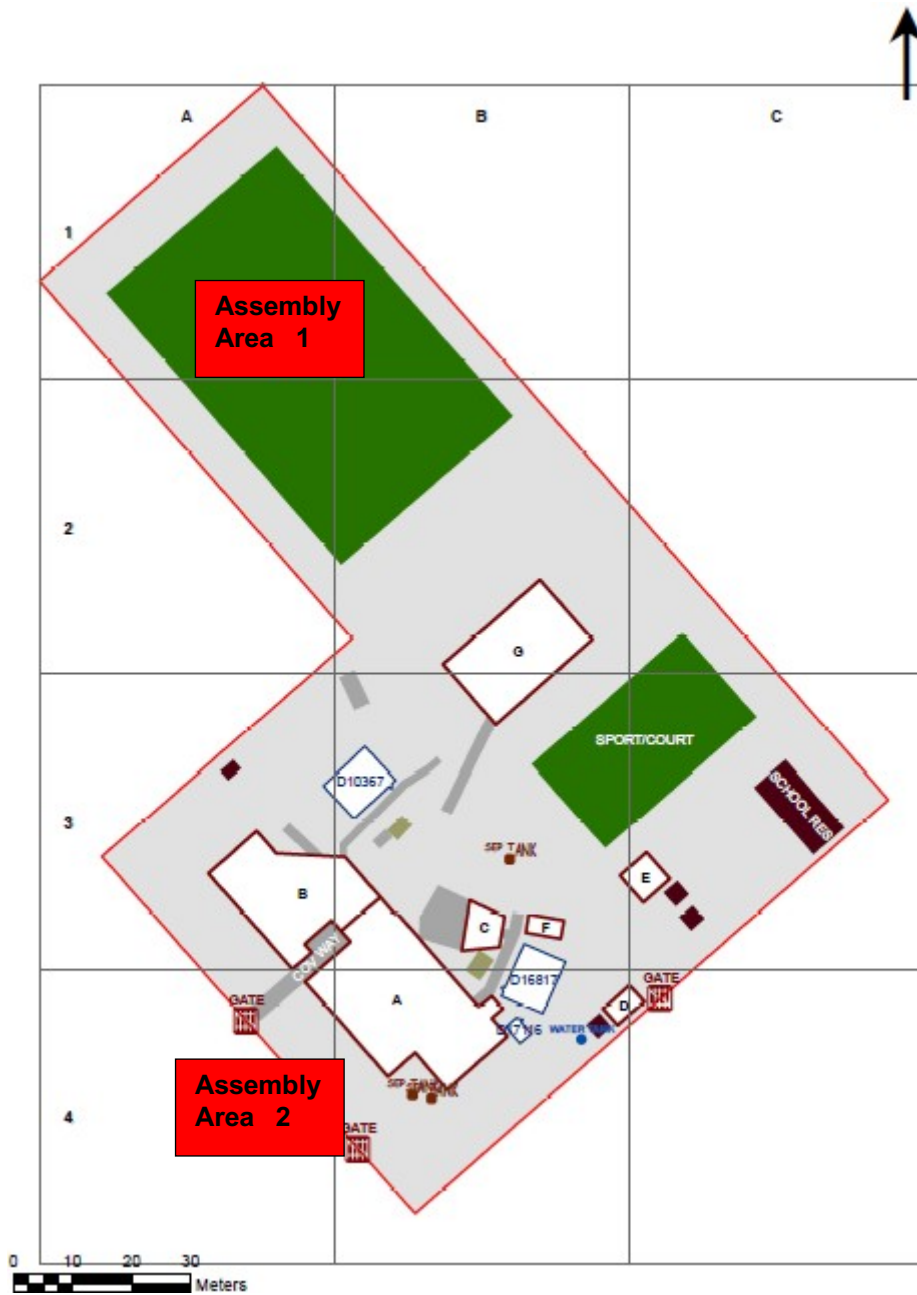
Lockdown Procedures

Steps in implement lockdown:

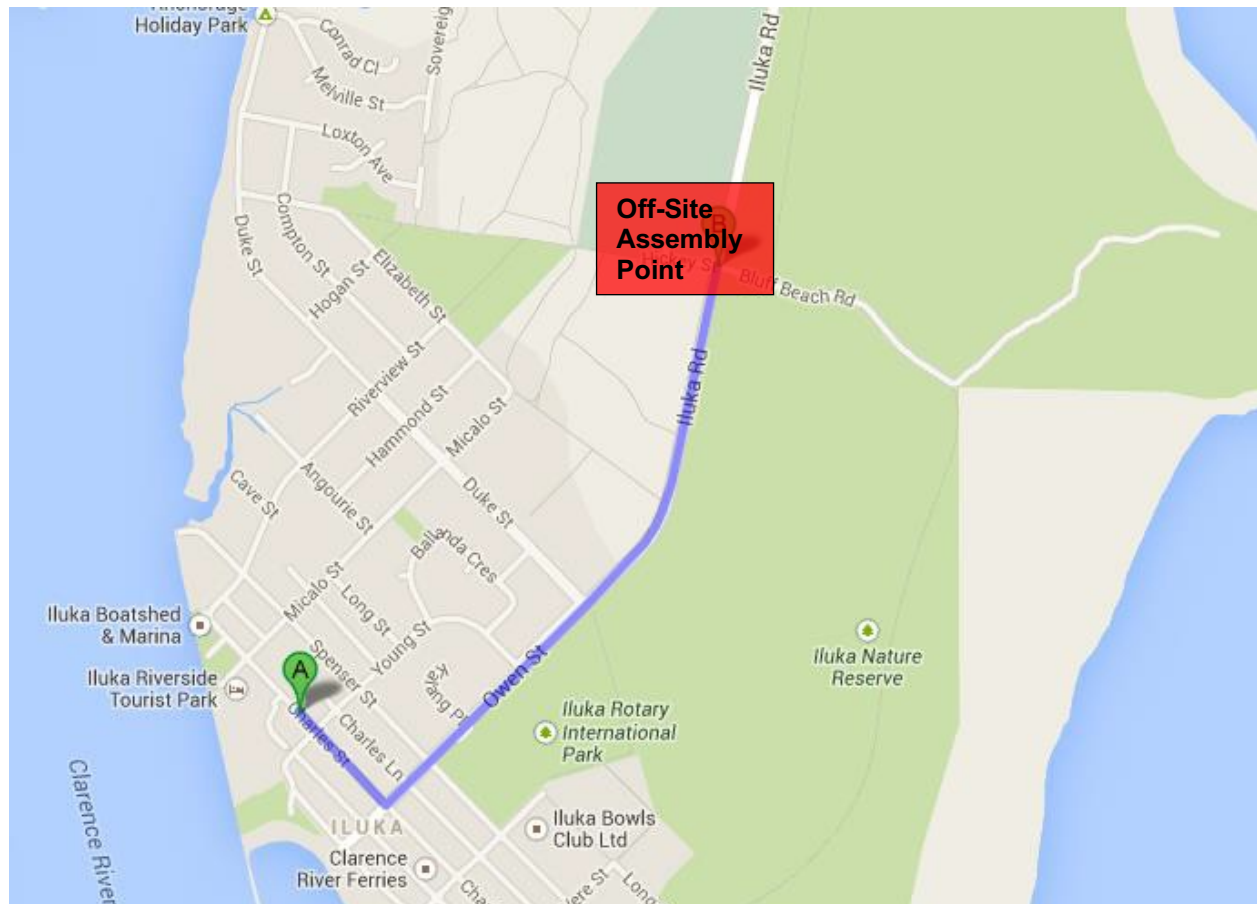
1. Continuous ringing of electronic bell will sound if an intruder is identified, the staff member who identifies the intruder should contact the principal or duty teacher who will determine if lockdown procedures should be implemented.
2. Principal or deputy principal calls 000 or directs SAM.
3. Principal 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.
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'.

Site Plans

ILUKA PUBLIC SCHOOL



Iluka Public School Emergency Evacuation Off-Site Assembly Point



Workplace Name	Iluka Public School 2204 Year 2018
Assessments of first aid requirements	
Type of work	Teaching in the key learning areas.







performed	Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.
Resources equipment machinery and other issues which may present hazards	Fixed playground equipment Portable equipment e.g. tractors, lawn mowers, ladders, power tools and PE equipment. Playground and general uneven surfaces throughout school.
Types of injury or likely to be sustained	Abrasions, cuts and lacerations. Insect/animal bites. Sprains, strains and crush injuries. Asthma, anaphylactic reaction, epilepsy and diabetic requiring an emergency response.
Specific training requirements for first aid officer	First Aid Officers are trained (current approved first aid certification). All school teaching & non-teaching staff are trained in Emergency Care (e-Care certification every 3 years). All school teaching staff & non-teaching staff are trained in Cardio-Pulmonary Resuscitation (CPR) annually.
Number and distribution of employees	104 students 2 office staff 6 teachers 1 general assistant
Size and layout of workplace	1ha 2628.5m ² of land with Ten buildings.





















First aid plan - controls


First aid plan Response Procedures	Students who do not require serious treatment attend the First Aid room located in the Administration Building. For more serious incidents, the First Aid Officer is called immediately after an accident /incident has occurred via a message sent from the playground. The First Aid Officer attends to the injured person(s). The First Aid Officer coordinates medical assistance and emergency services, as required. The Principal notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees. The Principal notifies the WHS Consultant - Sean Sacco - 6641 5030 and/or WHS Directorate (if appropriate) via the WHS Incident and Injury Hotline - 1800 811 523 and must follow the DEC's Incident Reporting Policy (PD2007/0362) and Incident Reporting Procedures. Where an individual Health Care Plan exists, the procedures in the plan must be followed.
First aid room requirements and management	The Principal coordinates the following arrangements: 1 x sick bay and 1 x first aid kit (A)* in the Administration Building. 1 x first aid kit* in each high risk area including the school canteen. Portable first aid kit(s)* to be taken on excursions. A sign indicating where the sick bay is and where the main first aid kit is located. The first aid officers maintain the main first aid kit and its backup supplies. * All first aid kits include an up-to-date general use Epi-Pen.
Accessibility	Iluka Public School has one main car par entrances on Charles St. There are double gates that can access the back playground field, with two pathways also accessing the site.

First aid kit requirements and management	The administration of first aid is recorded on the Record of First Aid Treatment Form located in the sick bay. Register of injuries is located in the main administrative office and is completed by the First Aid Officer as soon as practicable. The register of medications is maintained by employees authorised to administer medications.				
Location of workplace to emergency centres	Maclean District Hospital (6640 0111) is approximately 33.4km from Iluka Public School (31 mins). Iluka Public School is located 350 meters from a Family Medical Centre (on Charles St).				
First aid recording and reporting system	The WHS Incident and Injury Hotline (1800 811 523) is contacted for all staff incident and injuries that are considered notifiable, any ambulance/emergency services called to the School site for assistance for any person (staff, students, visitors, volunteers, contractors, etc.) and for any significant injuries sustained by students, visitors, volunteers, contractors, etc. that may require follow-up medical attention. Register of injuries is located in the main administrative office and is completed by the First Aid Officer as soon as practicable. The administration of first aid is recorded on the Record of First Aid Treatment Form located in the sick bay. The register of medications is maintained by employees authorised to administer medications.				
Communicating the first aid plan	The First Aid Plan is located on the WHS Noticeboard in the staff room, first aid room and in the main office. The First Aid Plan is It is communicated to all staff, students and workplace visitors as part of Site Induction.				
Important Contact Numbers	Emergency 000 Iluka Family Medical Centre 6646 5082 Maclean District Hospital 6640 0111 Poisons Information Centre 131 126				
Name	Phil Bradmore	Date	31/1/17	Signature	Phil Bradmore

Other relevant information

Bomb Threat	Bushfire	Cruelty to Animals
 Bomb_Threat_or_Su spected_Device_Fact	 Fact_Sheet_bushfire _prone_areas_UdGcR	 Cruelty_to_Animals_ yScroAbwxH.pdf
Death at the Workplace	Earthquake or Collapse of building	Death (not work-related)
 Death_at_the_Work place_or_during_a_D	 Earthquake_or_colla pse_of_building_epfA	 Death_of_staff_or_s tudent_or_other_me
Electrical hazard	Emergency Health situation	Explosion

 Electrical_Hazard_IP aWgJImDk.pdf	 Emergency_Health_S ituation_MRuplEAgyn	 Explosion_HObqHDe orb.pdf
Fire	Flood	Fumes or Chemical Spill or Contamination
 Fire_HRIlhsHCsF.pdf	 Flood_ESLUDkhWf.p df	 Fumes_or_Chemical_ Spill_or_Contaminatio
Gas leak	Letter/Parcel Bomb/ White Powder Letter Threats	Major incidents - Violence or
 Gas_Leak_dfjHHainA Y.pdf	 Letter_or_Parcel_Bo mb_or_White_Powde	 Major_incidents_invo lving_violence_or_thr
Outbreak of Infectious Disease		
 Outbreak_of_infecto us_diseases_eNaCwt Outbreak of Infectious Disease – Contingency Workforce Planning (refer to DPC Memo H1N1 Influenza Update #6, 07/07/09), including contingency planning relevant to all departments and services located within the school and/or provided by the school (example)		 Swine Flu Mitigation Mgmt Guidelines.doc
Pedestrian and /or Vehicle accidents	Staff or Students lost during and off-school activity	Storms and/or Strong Wind
 Pedestrian_accidents _jgkzKmNiMN.pdf	 Staff_or_students_lo st_on_an_excursion_	 Storm_(including_hig h_wind)_MMnMmDPP
Suicide	Tsunami – for coastal or O/S school activities	<input type="checkbox"/> Work in a Hot Environment / Extreme Heat
 Suicide_pcwUbXnDjp .pdf	 Tsunami_NSpfMocnjs .pdf	 Working in a Hot Environment Extreme
Training schedule / register	Drill schedule / register record of drills conducted over last 2 years	Recovery Timeline
 Draft Training template V2_241212.	 Record of emergency Drills.doc	 Recovery Timeline.docx
Disability Register		

 disability.doc		