



Emergency Management Plan

Work Health and Safety Directorate



EMERGENCY MANAGEMENT PLAN for BELLINGEN HIGH SCHOOL

Reviewed and Effective:	<u>August 2017</u>
Date of last review:	<u>August 2016</u>
Next Review date:	<u>August 2018</u>

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: David Mayo HSR and Jill Brownlee (WHS Committee)
Plus Copy In Evidence Folder

1.1 Overview of emergency management plan

Description of the workplace (e.g. location, if a split or single site, no of students and staff)
<p>The High School has 544 students. It is situated on a main road, 1km from Bellingen township.</p> <p>The school has 74 staff including the Principal, 1 Deputy Principal, Administrative Manager, 22 SASS Staff and one fulltime and 2 part-time General Assistants.</p> <p>A number of volunteers work at the school on a regular basis.</p> <p>The school has its own small sports oval which is located adjacent to the main building and borders onto a residential area. None of the school or the sports oval has security fencing.</p> <p>The school operates as a venue for rural community gatherings, these include holding “Camp Creative” each year for the duration of 1 week, use of the Multi-Purpose Centre building for a variety of sporting groups and community groups nightly and Church gatherings every Sunday in the Teacher’s Common Room.</p>

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
PAUL HOLDING	PRINCIPAL	0477 380 714

Deputy Chief Wardens

Name	Position	Contact phone numbers
TIM LAVERTY	DEPUTY PRINCIPAL	02 66551 315 (W)
JULIE TAYLOR	ACTING DEPUTY PRINCIPAL	02 66551 315 (W)

Floor Wardens

Name	Position	Contact phone numbers
DAVID MAYO	HSR	0421664294
CAMERON WALMSLEY	DEPUTY HSR	0421664294
MATT MOSS	GENERAL ASSISTANT	0413171906

First Aid Officer

Name	Position	Contact phone numbers
JAIMIE PORTER	FIRST AID OFFICER	0435581769
MATT MOSS	2ND OFFICER	0413171906

Communications Officer

Name	Position	Contact phone numbers
CLAIRE LAWRENCE	ADMIN MANAGER	02 66551 315 (W)

Process for notifying, alerting and reporting emergencies

Notifying emergencies e.g. process for notifying Chief Warden

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

Alerting the workplace to emergencies e.g. preparing for evacuation, lockdown

The Principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the Principal is absent from the workplace, the Deputy Principal or relieving Deputy is to undertake this responsibility.

Reporting emergencies

- Contact emergency services on 000
- Contact Safety and Security for any school [related criminal activity on 1300 363 778](#)
- Report the emergency to the relevant senior officer within the Department e.g. Director Public Schools NSW, College/Campus Manager, State Office Director or Office of Communities Director
- Follow the Department's Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Work Health and Safety Directorate for a WorkCover serious incident). To report an incident or injury please contact the Hotline on 1800 811 523.

Identified evacuation assembly areas and evacuation routes

Assembly area one

The main oval (far side towards the cricket nets) is the main emergency evacuation point.

Students are to take bags for food/water

Assembly area two

(Refer to site plan, Part 2)

The Agriculture plot, near the Crown Street entrance to the school.

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)

Connell Park – Assemble near the toilet block along Hyde Street (Waterfall Way).

Food / water available from town in extended evacuation

(Refer to site plan, Part 2)

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

- **Training of staff**
- **Education of students.**
- **Policy on website.**

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	Attached plan in Part 2
Location of gas main Also show on attached site plan	Attached plan in Part 2
Location of electricity main Also show on attached site plan	Folder located in main office
Solar power main (where applicable)	Folder located in main office

Types of installed communication systems

- **Bell system**
- **Telephone (PA – public announcement to Staffrooms). (Dial 51 to talk).**

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	Teacher and student awareness	-	Principal
	Fights between students	Implement Student Welfare Policy	-	Principal
Explosion/ Bomb Threat/ Fire	Injury	Implement Emergency Evacuation Policy	-	Principal

Training against emergency management plan	
Type of training	How often
Staff Meeting – WHS Review	Annually
Emergency Care training	Annually all staff
Training schedule attached – Part 2	

Frequency of emergency response drills	
Type of emergency response drill	How often (see Part 2 – Schedule of completed emergency response drills)
Evacuation	Once every 6 months
Lockdown	Once every 6 months
Training schedule attached – Part 2	

Arrangements for disabled persons	
Strategy	Person responsible for action
School Learning Support Officers to assist in the event of an emergency in consultation with their parents beforehand.	School Learning Support Officers

Testing of equipment	
Type of equipment	Frequency of testing
Firefighting equipment	Every 6 months

First aid requirements	
Requirement	Action completed
First Aid Officer appointed	Yes
First Aid Kits available	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 – evacuation	Continuous bells ringing	Principal/Chief Warden
Lockdown – initial alert	Intermittent bells ringing	Principal/Chief Warden
If blackout	Use portable PA megaphone	Principal/Chief Warden

1.3 Response

The process for making decisions

Once an emergency is reported the Chief Warden will assess:

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

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

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

- **Implement emergency evacuation, lockdown or lockout procedures where required.**
- **Ensure First Aid is administered and medical treatment provided as soon as possible.**
- **Contact and liaise with relevant emergency services.**
- **Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety.**
- **Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from Regional Office, School Safety and Response, 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 880 021.**
- **Ensure telephones are not used for anything other than incident communications.**
- **Contact the injured person's family if required.**
- **Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required).**

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

Who: Head Teachers – rear of school and front hill access.

How: Keep driveways clear for emergency vehicles.

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

Evacuation procedures (summary) – Full procedures included in Part 2		
<input type="checkbox"/>	STAGES	In Policy
<input type="checkbox"/>	Decision to evacuate	In Policy
<input type="checkbox"/>	Warning staff and students	In Policy
<input type="checkbox"/>	Withdrawal (evacuation)	In Policy
<input type="checkbox"/>	Shelter and assembly area	In Policy
<input type="checkbox"/>	Return to the workplace	In Policy
<input type="checkbox"/>	Location of designated emergency exits	In Policy
<input type="checkbox"/>	Location of fire hoses attached in Part 2	
<input type="checkbox"/>	Location of fire extinguishers attached in Part 2	
<input type="checkbox"/>	Location of fire blankets attached in Part 2	
<input type="checkbox"/>	Location of first aid kits attached in Part 2	

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:
Any occurrence necessitating an evacuation or lockdown.

1.4 Recovery

Strategy and description (documents included in Policy)

Debrief after evacuation or lockdown will be done by the principal in an Assembly to the whole school.

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

Return workplace to normal	Action
Debrief Assembly – whole school	Assembly in the MPC

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)

<input type="checkbox"/>	Evacuation procedures
<input type="checkbox"/>	First aid plans
<input type="checkbox"/>	Site plan (Note: each workplace will need to provide its own site plan: please contact Asset management if you require a copy.)
<input type="checkbox"/>	Floor plans
<input type="checkbox"/>	Communication strategy (where there is additional information to section 1.2 above) N/A
<input type="checkbox"/>	Specialist information – e.g. location of hydrants
<input type="checkbox"/>	After hours contacts Principal – Paul Holding 0477 380 714
<input type="checkbox"/>	Other relevant information