

## Emergency management plan

Health and Safety Directorate

### EMERGENCY MANAGEMENT PLAN For

### Coorabell Public School

Effective: March 2019

Date of last review: March 2019

Review date: March 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, it should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

#### **Document location**

There are 7 copies of this Emergency Management Plan. Each classroom has EMP displayed at exit.

Other copies are held by: Administration, WHS Noticeboard and ICE website.

# Emergency management plan



## 1.1 Overview of emergency management plan

Description of the workplace (e.g. location, if a split or single site, no. of students and staff)
<p><b>Location:</b> It is situated on an escarpment in a rural setting of Coorabell and is 10 km from both Mullumbimby and Byron Bay</p> <p><b>Business Hours:</b> The school operates 5 days a week from 8.20 am to 3.00 pm, Monday to Friday</p> <p><b>School Profile:</b> The co-educational primary school has 104 students. It is situated on an escarpment in a rural setting of Coorabell and is 10 km from both Mullumbimby and Byron Bay. The buildings are all demountable with the exception of the administration building- weatherboard and brick toilet block. The new building is an MDR. It is a steep site surrounded by rainforest and camphor laurels on the northern boundary. There are numerous steps accessing the various buildings, play areas and levels. Some of the buildings are situated close to the fire hazard whereas the newer buildings are placed on the site of the old school residence, away from hazardous vegetation. The school has 4 permanent teachers, 1 full-time SAM, a SAO and GA one day a week and 3 temporary teaching staff.</p>
Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)
<p>This plan is subject to the actions and operations of regional or school education plans as well as emergency services in the event of a large scale emergency impacting on the community.</p> <p>e.g. Evacuation in the event of a major fire which relates to Coorabell PS Bushfire Response Procedure or in the event of storm damage as above.</p>

Roles and responsibilities		
<u>Emergency control organisation</u> (responsible for evacuation and emergency response)		
<b>Chief Warden</b>		
Name	Position	Contact phone numbers
Geoffrey Coghlan	Principal	W- 02 6684 7281 H- 07 5533 0139 M- 0459 500 001
<b>Deputy Chief Wardens</b>		
Name	Position	Contact phone numbers
Lisa van Kempen Steve Eason	Teacher Teacher	M – 0403 518 533 M – 0404 951 012
<b>Floor Wardens</b>		
Name	Position	Contact phone numbers
All staff		
<b>First Aid Officer</b>		
Name	Position	Contact phone numbers
Jenny Moore	SAM	W- 02 66847281 H- 02 884051 M- 0415882144
<b>Communications Officer</b>		
Name	Position	Contact phone numbers
Geoff Coghlan	Teacher	W- 02 6684 7281 H- 07 5533 0139 M- 0459 500 001

# Emergency management plan



## 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 via phone or in person in the event of an emergency

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

The principal is to undertake appropriate action as per the evacuation procedures located within this document to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the AP is to undertake this responsibility.

Principal to notify the SAM to sound the hooters as below.

Evacuation - hooter sounded for **30seconds.**

Lockdown – hooter sounded **3 times with a 5 second break.**

### Reporting emergencies

- Contact emergency services on 000
- Contact the Incident Report and Support Hotline (now inclusive of the former Safety and Security) for any school related criminal activity on 1800 811 523, and select “option 1”.
- 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 Health and Safety Directorate for a SafeWork NSW serious incident). To report an incident or injury please contact the Incident Report and Support Hotline on 1800 811 523 and select “option 2”.

## Identified evacuation assembly areas and evacuation routes

### Assembly area one

On inside of the tennis court.

### Assembly area two

Left hand side grass verge at the southern end (usual entrance) on the corner of Mango Lane and Coolamon Scenic Drive.

**(Refer to site plan, Part 2)**

## Location of offsite assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)

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

Coorabell Hall car park.

1. Location of emergency coordination centre will either be the School administration office or classroom advised by Principal - if on class- as practicable.
2. Recovery premises will be
  - a) Sick bay area if practicable or
  - b) Undercover shelter or other area – location to be confirmed by the Principal after consultation with emergency personnel.

**(Refer to site plan, Part 2)**

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

Inductions and orientations of staff, students, contractors; WHS consultation arrangements; staff awareness sessions and minuted meetings; training and practice drills; information displayed.

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

Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan.

# Emergency management plan



Location of water main Also show on attached site plan	Main located southwestern corner of the administration building.
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 western end of the administration building next to main entrance.
Solar power main (where applicable)	N/A
Location of Fire Hydrants Also show on attached site plan	See map – fire hydrants located in each demountable classroom, admin building entrance, photocopy room next to refrigerator, canteen, chemical shed, library, staff room, GA shed, sports shed, MDR (classroom) buildings.

## Types of installed communication systems

Hooters  
Walkie talkies  
Portable PA system



# Emergency management plan



## 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
<b>Bushfire</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>Bushfire prone areas are those that can support a bushfire or are likely to be subject to bushfire attack. These are generally areas consisting of or close to bushfire hazards such as bush, forest or grasslands.</li> </ul>	<ul style="list-style-type: none"> <li>Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings.</li> <li>Liaise regularly with NSW Fire Brigades or Rural Fire Service.</li> <li>Conduct fire drills.</li> <li>Liaise with emergency services about emergency procedures.</li> <li>Discuss with emergency services other issues where appropriate, e.g. back burning in bush area adjacent to the workplace.</li> <li>Arrange for contractors to clear gutter of dry leaves or other debris.</li> </ul>	At least annually, ie: during winter, prior to bushfire danger period	Principal or Assistant Principal
<b>Electrical hazard</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault.</li> <li>Use of high-risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances).</li> </ul>	<ul style="list-style-type: none"> <li>Ensure testing of electrical equipment.</li> <li>Encourage reporting of all electrical faults.</li> <li>Consider electrical safety as part of WHS risk assessment and risk management programs.</li> <li>Encourage general safety precautions.</li> </ul>	Annually or as required	Principal or Assistant Principal
<b>Emergency health situation</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>Staff and students at the workplace with sudden medical conditions that may require emergency response.</li> <li>Distance from emergency services or other medical assistance.</li> <li>Individual health care plans for student not in place or updated.</li> <li>Environmental risks that may trigger health condition (e.g. anaphylaxis).</li> </ul>	<ul style="list-style-type: none"> <li>Implement individual health care plans for students.</li> <li>Ensure effective emergency and first aid response plans are in place.</li> <li>Educate staff on how to respond in an emergency (first aid).</li> <li>Implement policies and procedures to support the health and wellbeing of staff and students.</li> <li>Manage health risks in the workplace environment.</li> <li>Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services).</li> </ul>	Annually or as required	Principal or Assistant Principal, First Aid Officer/s

# Emergency management plan

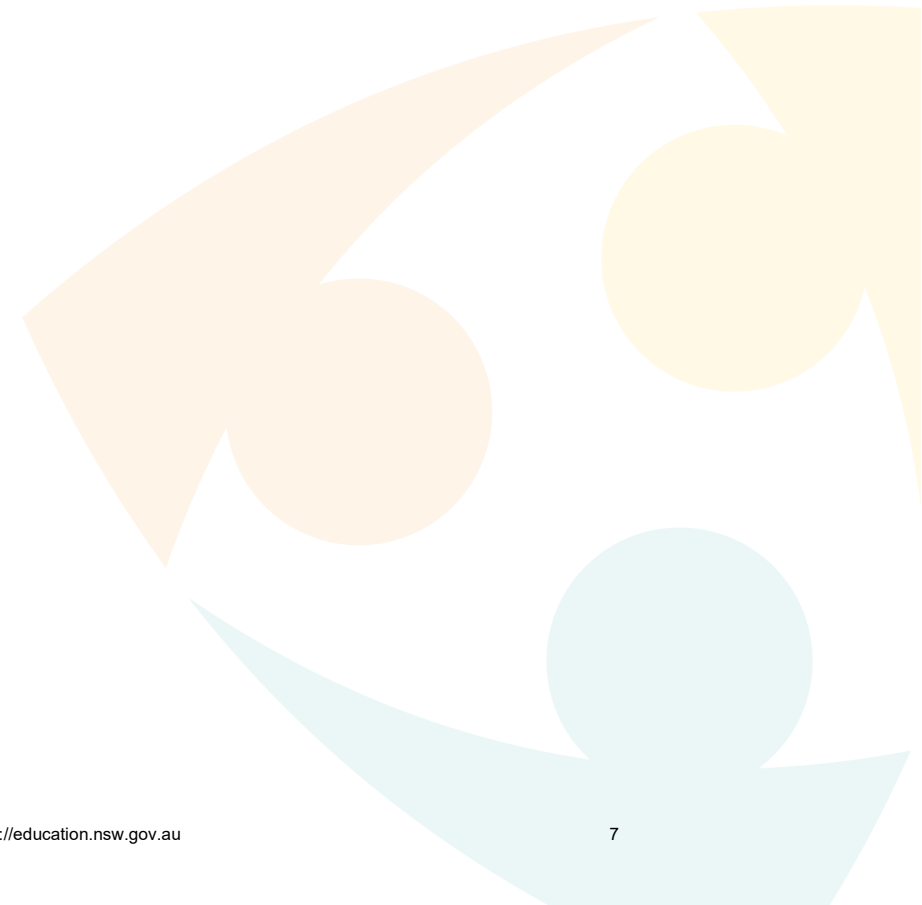


Risk management strategies for prevention or control of emergencies				
Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
<b>Explosion</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>• Insufficient maintenance of facilities.</li> <li>• Damage to gas pipes or gas outlet.</li> <li>• Faulty portable LPG gas tanks.</li> <li>• Fire in the workplace.</li> <li>• Spill of flammable substance.</li> <li>• Proximity to industrial areas or major transport links (eg road, railway).</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure proper maintenance of gas facilities.</li> <li>• Ensure fire precautions in place.</li> </ul>	Annually or as required	Principal or Assistant Principal, Teachers
<b>Fire</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>• Evacuation plans not communicated clearly or not regularly tested.</li> <li>• Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire.</li> <li>• Staff are unsure of their responsibilities under evacuation plans if a fire occurs.</li> <li>• Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Educate staff and students about workplace fire prevention and safety.</li> <li>• Conduct fire drills.</li> <li>• Liaise with emergency services.</li> <li>• Develop evacuation arrangements with local bus company/ relevant transport company.</li> <li>• Conduct fire safety audits.</li> </ul>	Annually or as required	Principal or Assistant Principal, Teachers
<b>Flood</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The State Emergency Service (SES) is responsible for responding to floods in NSW.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood.</li> <li>• 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.</li> <li>• Inform staff and students of the flood risk.</li> </ul>	Annually or as required	Principal or Assistant Principal, WHS Committee
<b>Storms (including high wind)</b> <a href="#">View fact sheet</a>	<ul style="list-style-type: none"> <li>• Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed.</li> <li>• Electrocutation from fallen wires.</li> <li>• Roofs in need of repair.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure gutters and downpipes are cleaned regularly.</li> <li>• Ensure overhanging branches are trimmed.</li> <li>• Ensure roofs are in good repair.</li> <li>• Prepare an emergency kit.</li> </ul>	Annually or as required	Principal or Assistant Principal, General Assistant

# Emergency management plan



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
	<ul style="list-style-type: none"><li>Excursion activities undertaken without risk assessment.</li></ul>	<ul style="list-style-type: none"><li>Prepare a storm plan covering actions needing to be undertaken</li></ul>		



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

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

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

<b>Testing of equipment</b>	
<b>Type of equipment</b>	<b>Frequency of testing</b>
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
Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system)	Signalled by continuous blast of the hooter.	Principal/SAM
Secondary or alternative means of communication	Signalled by repeated blast of the hooter.	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"> <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>

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

- Implement emergency evacuation, lockdown or lockout procedures where required
- Ensure first aid is administered and medical treatment provided as soon as possible
- Contact and liaise with relevant emergency services
- Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety
- Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, Incident Support Unit, Safety and Security Directorate, HS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Support Unit 1800 811 523; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family if required
- Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required)

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

**Who:** General Assistant or nominated SLSO.  
**How:** Keeps driveway clear for emergency services using hand held sign and wearing fluorescent vest where time permits.  
**When:** After emergency services have been called until their arrival.

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

☒	STAGES
☒	Decision to evacuate <ul style="list-style-type: none"> <li>• Chief Warden decides on the need to evacuate, where possible in consultation with emergency services</li> </ul>
☒	Warning staff and students <ul style="list-style-type: none"> <li>• Chief Warden to ring emergency evacuation bell (continuous short rings of the main bell)</li> </ul>
☒	Withdrawal (evacuation) <ul style="list-style-type: none"> <li>• Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the (assembly area 1), unless advised of alternative evacuation assembly area.</li> <li>• Wardens to check that all classrooms are clear and lock them where possible</li> <li>• Classes to line up in order at the assembly area</li> <li>• When whole school is assembled, home classes will be reassembled</li> </ul>

	<ul style="list-style-type: none"> <li>• Rolls marked</li> <li>• Office staff and canteen staff to evacuate to assembly area or alternative location when advised</li> <li>• Chief Warden to check designated blocks and toilets</li> </ul>
☒	Shelter and assembly area <ul style="list-style-type: none"> <li>• Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action</li> </ul>
☒	Return to the workplace <ul style="list-style-type: none"> <li>• Chief Warden to advise when to return to the school in consultation with emergency services.</li> </ul>
☒	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 23/10/18
<p>Note: Plans showing the identified evacuation assembly areas and evacuation routes <b>must be posted in the workplace</b>. Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all firefighting equipment. Maps are to be displayed prominently throughout the workplace.</p>	
<p><b>Response procedures for specific emergencies</b></p>	
<p><b>Response procedures are provided in Part 2 for the following emergencies:</b></p>	
<ul style="list-style-type: none"> <li>• Violent Intruder</li> <li>• Bomb threat</li> <li>• Pedestrian Accident</li> <li>• Student lost on excursion</li> <li>• Bushfire</li> <li>• Emergency Health Situation</li> <li>• Storm</li> <li>• Earthquakes</li> </ul>	<ul style="list-style-type: none"> <li>• Death at work</li> <li>• Death of Staff/Student</li> <li>• Electrical Hazard</li> <li>• Explosion</li> <li>• Flood</li> <li>• Letter or parcel bomb</li> <li>• Outbreak of disease</li> <li>• Tsunami</li> </ul>

## 1.4 Recovery

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

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

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

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	Appointed School Counsellor.
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	Benestar – 1300 360 364

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

### Emergency contacts

Name	Number
Emergency services	From internal phone: Dial '0' for outside line, then dial '000' From other phones: dial '000'
Local Police Station	6685 9499
Local Medical Centre	6684 1079 Bangalow Medical Centre

Director Megan Johnson	W- 6670 2300 M- 0436 602 935
School Principal	Work: 66 847281 H: 07 55330139
EAP counselling services	DTC: 1300 360 364 General and post incident post
Incident Support Unit	1800 811 523
WHS Consultant	02: 6641 5030

## Response Procedures for Specific Hazards

Emergency Type	Actions
<b>Bomb threat</b>	<ol style="list-style-type: none"> <li>1. Remain calm keep in contact – do not hang up the line</li> <li>2. Complete the bomb threat checklist</li> <li>3. Implement <b>Evacuation Procedures</b> and evacuate to offsite assembly area, <b>take personal belongings and bags if they are in the immediate vicinity</b></li> </ol>
<b>Chemical spill</b>	<ol style="list-style-type: none"> <li>1. On notification, Chief Warden to assess and, if required, implement <b>Evacuation or Lockdown Procedure</b> (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school)</li> <li>2. If safe to do so, contain damage by closing windows and doors</li> <li>3. Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation</li> </ol>
<b>Cruelty to animals</b>	<ol style="list-style-type: none"> <li>1. Assess animal's immediate needs</li> <li>2. Obtain veterinary assistance to relieve the pain and suffering of the animal(s).</li> <li>3. Contact the RSPCA and/or Police</li> <li>4. Schools to notify the Schools Animal Welfare in Schools Advisor on (02) 9244 5520</li> <li>5. Principals to ensure measures are taken to decrease the risk of further acts of cruelty or negligence</li> <li>6. If cruelty results from the actions of a student: ensure disciplinary procedures are consistent with the school's discipline policy</li> </ol>
<b>Death at the workplace or during a DoE activity</b>	<ol style="list-style-type: none"> <li>1. Isolate and evacuate the immediate area; do not cover the victim; preserve site</li> <li>2. Chief Warden to assess and decide on requirement to implement <b>Evacuation or Lockdown Procedure</b></li> <li>3. Chief Warden or delegate to notify the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees</li> <li>4. Arrange immediate counselling and support for staff and students (Counselling Strategy, Section 1.4, Emergency Management Plan)</li> <li>5. Implement <b>Recovery Procedures</b> (Section 1.4 of EMP)</li> </ol>
<b>Earthquake (collapse of building)</b>	<ol style="list-style-type: none"> <li>1. Immediately implement <b>Evacuation Procedures</b>, if possible, in case of collapse</li> <li>2. Staff and students should take personal belongings and bags <b>only if they are in their immediate vicinity</b> and proceed to the designated evacuation assembly area (well clear of the building, not under trees)</li> <li>3. Do not re-enter the workplace until safe to do so – building assessment to be conducted by emergency services and Asset Management Unit (building engineer)</li> </ol>

Emergency Type	Actions
<b>Electrical hazard</b>	<p>4. Implement <b>Recovery Procedures</b> (Section 1.4 of EMP)</p> <ol style="list-style-type: none"> <li>1. Isolate and evacuate the immediate area</li> <li>2. Chief Warden to assess and decide on requirement to implement <b>Evacuation or Lockdown Procedure</b> (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school)</li> <li>3. If safe to do so, switch off or unplug electrical device or switch off electricity main; <b>do not</b> cut the cable; <b>do not</b> touch the person or any conducting material that may be in contact with electrical hazard until it is disconnected</li> <li>4. Immediately provide first aid in accordance with <b>First Aid Plan</b></li> <li>5. Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation</li> <li>6. Ensure any faulty equipment is tagged to prevent use or disposed of appropriately</li> </ol>
<b>Flood</b>	<ol style="list-style-type: none"> <li>1. Maintain situational awareness (Bureau of Meteorology, radio broadcasts) during severe weather conditions</li> <li>2. Implement <b>Flood Evacuation Procedures</b> (Flood Plan) or <a href="#">Temporarily ceasing school operations procedures</a></li> <li>3. Return workplace to normal in accordance with Flood Plan and <b>Recovery Procedures</b> (Section 1.4 of EMP). Ensure all buildings and utilities have been checked and clearance provided by Assets Management Unit prior to re-entering the premises</li> </ol>
<b>Gas leak</b>	<ol style="list-style-type: none"> <li>4. On notification, Chief Warden to assess and, if required, implement <b>Evacuation Procedure</b> (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school)</li> <li>5. If safe to do so, turn off main gas valves and ventilate building by opening windows and doors</li> <li>6. Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation</li> </ol>
<b>Incidents involving threats / violent intruder / armed hold up</b>	<ol style="list-style-type: none"> <li>1. Notify Chief Warden/Principal</li> <li>2. Maintain conversation and remember perpetrator details</li> <li>3. Implement <b>Lockdown Procedures</b></li> </ol> <p><b>FOR ARMED HOLD UP</b></p> <ol style="list-style-type: none"> <li>4. Follow robber directions – do not refuse to hand over cash</li> </ol>
<b>Outbreak of infectious disease</b>	<ol style="list-style-type: none"> <li>1. On notification of infectious disease, notify Northern NSW Local Health District (6620 2100) for ‘outbreak’ advice and communication advice</li> <li>2. On the advice from Northern NSW Local Health District and the DET Media Unit, inform staff, students and the community through schools communication methods</li> <li>3. Follow the Infection Control Procedures</li> </ol>



Emergency Type	Actions
	<ol style="list-style-type: none"> <li>4. Liaise with Northern NSW Local Health District and HS Directorate about the return of individual or groups and the return of the workplace to normal as soon as possible</li> <li>5. Implement Recovery Procedures (Section 1.4 of EMP).</li> </ol>
<b>Pedestrian accidents</b>	<ol style="list-style-type: none"> <li>1. Implement <b>Lockdown Procedures</b></li> <li>2. Implement <b>First Aid Response Procedures</b>. Apply first aid using standard precautions i.e. avoid direct contact with blood and bodily fluids</li> <li>3. Implement <b>Recovery Procedures</b> (Section 1.4 of EMP)</li> <li>4. Review pedestrian arrangements as a matter of urgency</li> </ol>
<b>Staff or student lost on excursion</b>	<ol style="list-style-type: none"> <li>1. Confirm student lost, collate identifying information (name, description, what they were wearing), where they were last seen, any unusual circumstances</li> <li>2. Contact emergency services on 000</li> <li>3. Implement search plan with emergency services (bushwalks)</li> <li>4. Implement <b>Recovery Procedures</b> (Section 1.4 of EMP)</li> </ol>
<b>Storms (including high wind)</b>	<ol style="list-style-type: none"> <li>1. Direct staff and students to stay indoors and stay well clear of windows</li> <li>2. Avoid using fixed line telephones</li> <li>3. If caught outdoors, seek shelter in a building or vehicle, but not under a tree</li> <li>4. Implement <b>Recovery Procedures</b> (Section 1.4 of EMP)</li> </ol>

## **Emergency Evacuation Procedures**

### **Steps to implement Evacuation:**

1. **Continuous ringing of hooter**, message over internal phone system and mobile phone SMS.
2. Contact 000
3. Evacuation Report to be printed out from ebs CENTRAL or from the 3rd party software
4. Teachers will be responsible for their class groups and will collect the Evacuation Report when at the designated assembly point
5. Senior Teacher to take control i.e. Principal or Deputy Principal
6. Children to assemble at designated emergency assembly point
7. Teachers to do a roll check
8. SAM to do a visitor list check
9. Report any person missing to Senior Teacher.
10. 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.
11. Senior School Assistant to report with relevant documents.
12. Follow direct of emergency service personnel.

## **Alert Procedures**

Schools occasionally go into lockdown simply to keep students and staff inside buildings. If there are safety reasons which make it necessary for students and staff to remain in classrooms, an alert signal can be given. It is not necessary to implement a full lockdown. An alert informs staff to keep all students inside buildings until further notice. The schools signal used to inform staff of an alert is a verbal communication.

Examples of where an alert could be used instead of lockdown include an aggressive person in the front office, a student with a disability acting out in one section of the school or a wild dog or other animal(s) in the school grounds.

Lessons can continue as normal, there is no need to secure doors and windows or have students seated out of sight. During an alert, classes on playing fields or other outside areas should immediately move to a classroom or predetermined indoor area such as the assembly hall or library.

## **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. **Three single hooter blasts** will alert staff to implement the lockout/in.
2. Where necessary, the Chief Warden or supervising staff should direct students who are in the playground or outside school grounds to immediately return to the nearest school building or classroom
3. The Chief Warden should ensure that all perimeter gates are secured
4. The only entry to the school for the period of the lockout should be through the main entrance
5. The location of the entrance point must be conveyed to police or other emergency services if they are required to respond
6. The Chief Warden should ensure that access is monitored and only authorised persons enter the school
7. Classroom teachers should ensure that all students are accounted for and safe. Stay in rooms and continue as normal until advised to leave.
8. The Chief Warden should liaise with police to develop and implement a plan for students to depart at the end of the school day if the incident is ongoing
9. It is not necessary to lock windows, doors or buildings during a lockout.



## Lockdown Procedures

### Steps in implement lockdown:

1. When an emergency situation arises staff should contact the principal or designated emergency warden who will determine if a lockdown should be initiated
2. Lockdown signal will sound, **Three triple Hooter Blasts** will alert staff, if an intruder is identified. Instructions may be given by the emergency warden. Instructions may be given by the emergency warden
3. The principal or the emergency warden must phone emergency services on triple-zero (000) and provide all known details about the incident. Do not terminate the call until instructed to do so by the operator
4. All outside activities should cease immediately. Supervising staff should direct students who are in the playground or outside to immediately return to the nearest school building and classroom or evacuate to a predetermined off-site location
5. Staff should follow prearranged and rehearsed instructions to secure doors if possible and move students out of line of sight of doors and windows
6. Staff nearest toilet blocks should check that no students are in the toilets. If students are present escort them to the nearest supervised room
7. Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Once in their room, staff should not leave to locate other students
8. Doors and windows should be closed and secured if possible. If the classroom has blinds or curtains, these should be closed. Students should stay out of line of sight if possible
9. Classroom lights should be switched off to limit visibility from outside the room
10. Staff should remain calm and ensure students remain as calm and quiet as possible
11. If safe to do so, the principal or a designated staff member should wait near the main entrance of the school to direct emergency services. Only emergency services personnel should be allowed access to the school premises at this point
12. Students should be requested not to use mobile phones as this can hinder emergency services' response
13. Staff should record the names of students who are in the room. Staff should provide details of students in their care to the principal or the designated warden when possible
14. Staff should maintain room security and not open doors for any unauthorised person
15. Request to see identification if in any doubt
16. Students and staff should stay where they are until official notification is provided by the principal, emergency warden or an identified police officer that the lockdown is over, or the school's all clear signal is sounded
17. Where the lockdown lasts an extended period of time, or extends beyond normal school hours, the principal or coordinator should liaise with police in notifying parents via local media
18. In conjunction with police, the principal or emergency warden should arrange for parents to collect students from a designated safe area.

# First aid plan

## Health and Safety Directorate

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

**School/Workplace:** Coorabell Public School

**Date:** 06/04/2018

**Date of Next Review:** 06/04/2019

Overview	
Key points	List key points
List the type of work and activities conducted (e.g. teaching, sport and outdoor activities, excursions, onsite and offsite, etc.)	Teaching in the key learning areas Conducting and supervising playground activities Conducting office duties General maintenance and related duties Supervising school excursions

	Supervising sport				
Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.	17762.3m <sup>2</sup> of land with 4 buildings.				
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	<p>Coorabell Public School has two main car par entrances on Smith Road and Brown Road. There are double gates that can access the back playground field, with four pathways also accessing the site.</p> <p>Byron Central Hospital (6639 9400) is approximately 7.4 km from Coorabell Public School (10 mins).</p> <p>Coorabell Public School is located 11.4 metres (14min) from a Bangalow Medical Centre (6687 1079), LOT 1 Ballina Rd, Bangalow.</p>				
List the number and distribution of employees e.g. staff, students, visitors, etc.	<table> <tr> <td>129 students</td> <td>6 teachers</td> </tr> <tr> <td>2 office staff</td> <td>1 general assistant</td> </tr> </table>	129 students	6 teachers	2 office staff	1 general assistant
129 students	6 teachers				
2 office staff	1 general assistant				
Describe the hours of operation e.g. 8:30 am to 3:30 pm e.g. include both school and outside of school considerations, vacation periods, etc.	8:30 am to 3:30 pm during school terms.				

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

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

Identify and list below hazards and other potential sources of injury or illness e.g. equipment, electrical items, chemicals, health/illness, biological hazards (e.g. sources of potential infection)	Consider how the hazard could cause harm, injury/illnesses (e.g. cuts and abrasions, accidents requiring emergency services e.g. fractures or other injuries)	Describe the potential severity and likelihood of potential injuries in the context of strategies to mitigate same.
Minor playground injuries from slips, trips and falls	Cuts, abrasions, fractures, superficial injuries	Likely



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

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

Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely
Sporting, physical education, gym equipment, portable equipment and playground injuries	Sprains, strains	Likely
Health/illness	Asthma attack	Unlikely

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

<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)	First Aid Officer appointed and trained	Principal has responsibility for oversight	Ongoing
List staff training requirements (including CPR, anaphylaxis and E-Emergency Care training, etc) and schedule annual face to face 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
List number of First Aid Kits and their location (consider accessibility of kits, high risk areas, first aid for off-site activities etc.), consider contents of kits, and maintenance arrangements	One first aid kit in each building, no further than 100m from each classroom.  A portable first aid kit is stocked and ready for the teacher in charge of playground duty to take.  Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all excursions	Principal works with First Aid Officer to ensure first aid arrangements are in place.	Ongoing

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

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>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.</p> <p>The first aid officer maintains the first aid kit and its backup supplies.</p>	<p>All teaching staff are aware of first aid and are trained</p> <p>All staff aware of first aid requirements for excursions</p>	
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	<p>One sick bay with appropriate signage and a first aid kit in the main office building.</p> <p>The first aid officer maintains the first aid room requirements, supplies and maintenance arrangements.</p>	First Aid Officer	Ongoing
Document process to manage prescribed medications and EpiPens (e.g. system to ensure appropriate storage, currency of medication, health care plans/ASCIA plans etc)	<p>No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.</p> <p>The school reviews Individual Health Care Plans/ASCIA Actions Plans every 12 to 18 months in consultation with the parent/student.</p> <p>The school has register in place to check the currency of EpiPens and prescribed medications.</p> <p>Storage arrangements are agreed upon with the parent/student and communicated to all staff i.e. an arrangement may be in place for a student to carry their own epipen.</p>	Principal	Ongoing

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

Key points	List key points and actions required	Responsibility	Due date / frequency
<p>Document first aid response procedures (steps to be taken in the event of injury/illness) and local protocols for First aid. Consider infection control, incident reporting, documentation requirements, etc</p>	<p>Staff should respond to the situation to render assistance. All staff have a responsibility in accordance with their duty of care to administer aid immediately as required, commensurate with their level of training and experience. For example, contacting an ambulance immediately where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma.  <u><b>This includes immediately contacting emergency services if considered necessary.</b></u></p>	All staff	Ongoing
	<p>The first aid officer is called immediately after an accident or incident has occurred. The school should have appropriate communication procedures in place to provide appropriate first aid.</p>	First Aid Officer	Ongoing
	<p>The principal or delegate notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees.</p>	Principal or delegate	As required
	<p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	All staff	As required
<p>Describe how workplace first aid arrangements will be communicated within the workplace (consider staff,</p>	<p>This Plan is placed on the WHS Noticeboard and in the main office.</p>	Principal	Ongoing

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

<b>Key points</b>	<b>List key points and actions required</b>	<b>Responsibility</b>	<b>Due date / frequency</b>
casual employees, visitors, students, etc)	<p>This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff.</p> <p>This Plan is included in induction processes for new staff (including casual staff), visitors and contractors to the school.</p>		

**Step 4 - Ongoing monitoring and review of Plan**

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

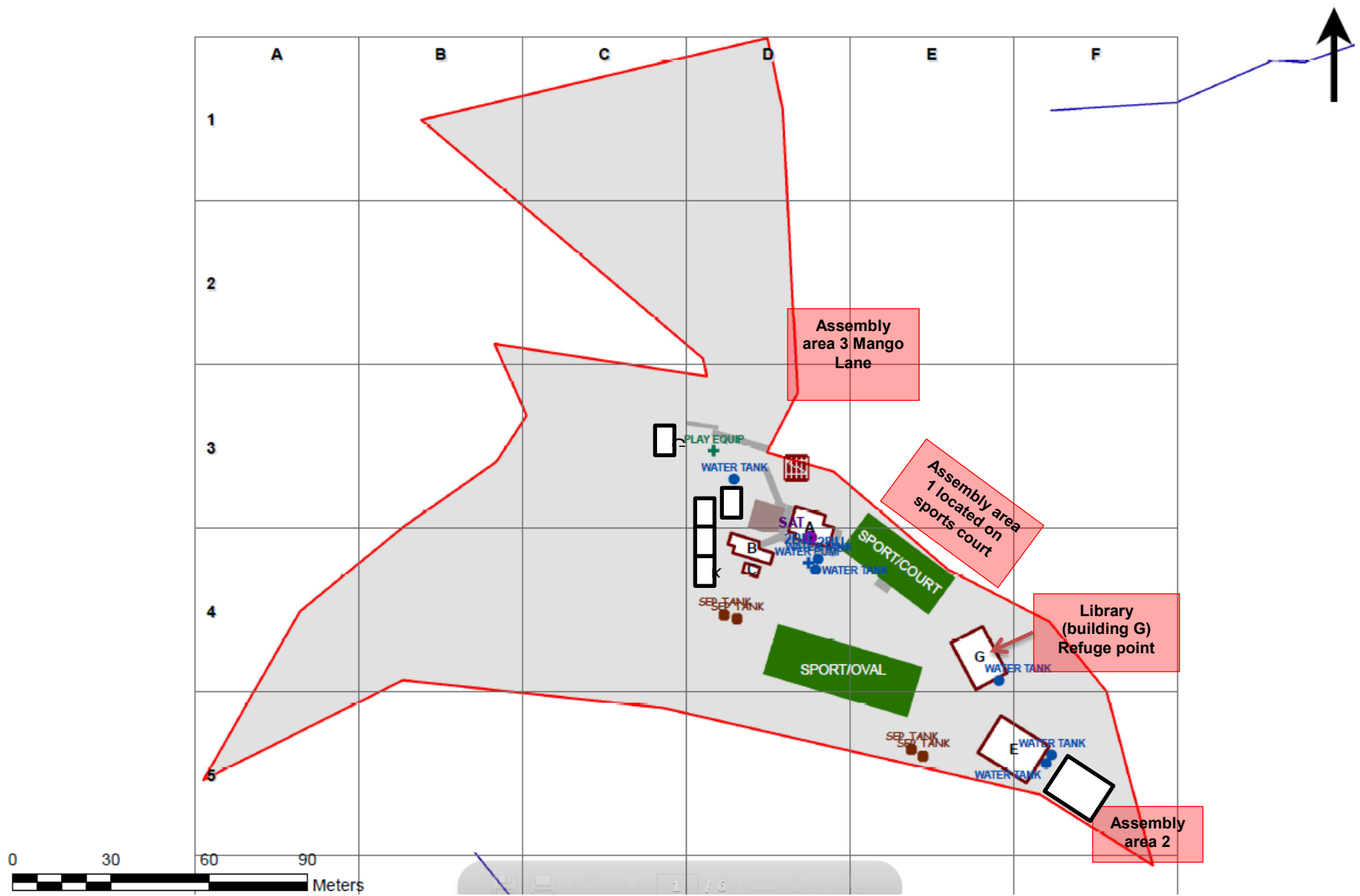
**Reporting and documentation**

<p>Describe steps the workplace will take to:</p> <ul style="list-style-type: none"> <li>(1) Report incidents and injuries</li> <li>(2) Maintain register of injuries</li> <li>(3) Record of first aid treatment</li> <li>(4) Other?</li> </ul>	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures.	All staff	Ongoing
	2) Register of injuries is located in the main administrative office	All Staff	Ongoing
	3) Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.	First Aid Officer	Ongoing
		First Aid Officer	Ongoing

Step 4 - Ongoing monitoring and review of Plan			
Key points	List key points and actions required	Responsibility	Due date / frequency
	4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications.		
List emergency contacts and other key contacts			
Emergency 000	Bangalow Medical Centre (6687 1079)	Byron Central Hospital (6639 9400)	Poison Info Centre 131 126
Name: <i>Principal / Workplace Manager</i>		Signed:	Date:

## Other relevant information

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

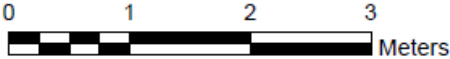


Administration (BOOA)



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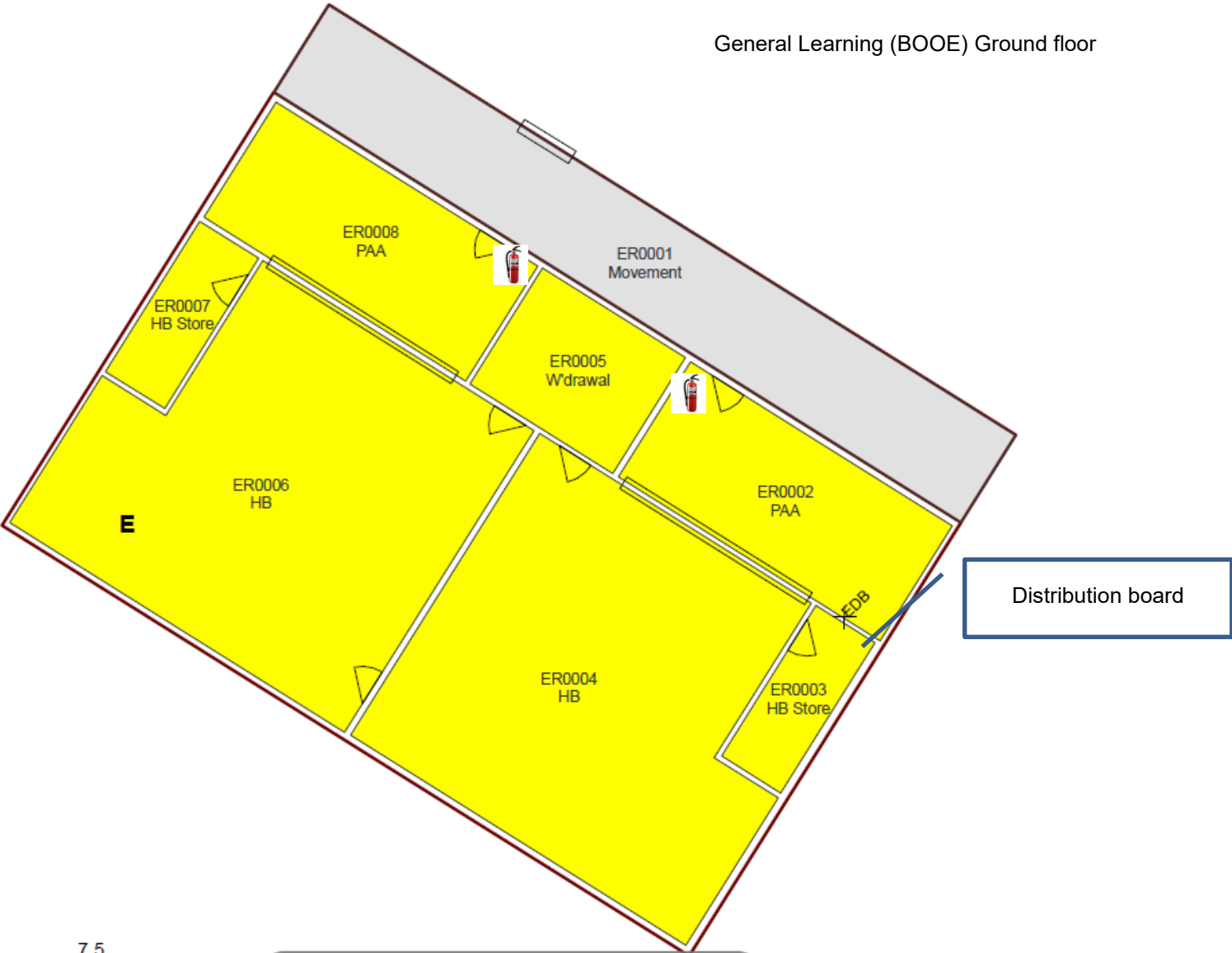
Pupil Facilities (BOOB)







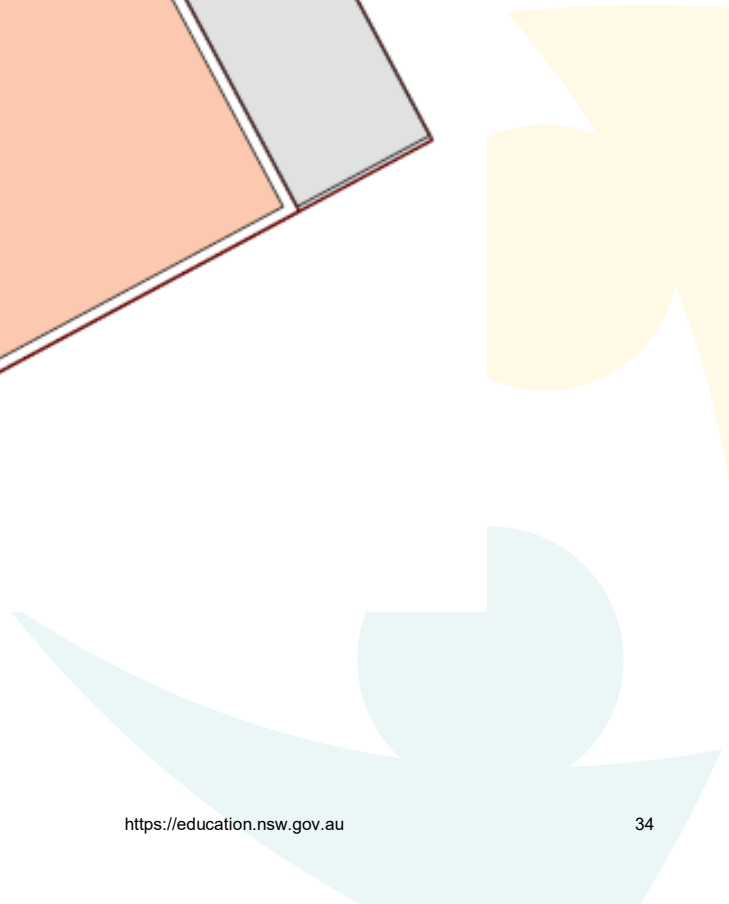
General Learning (BOOE) Ground floor



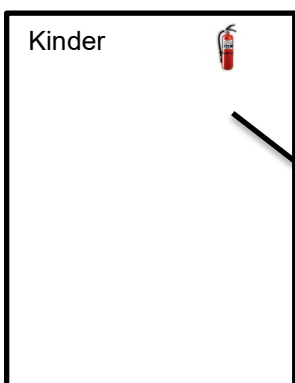
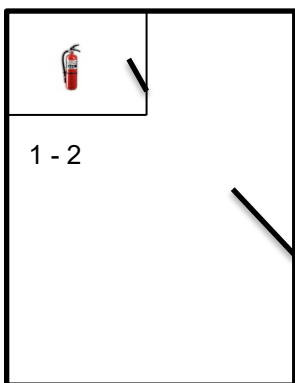
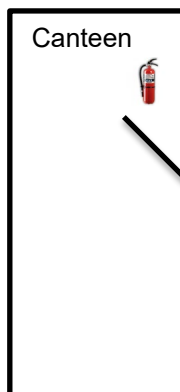
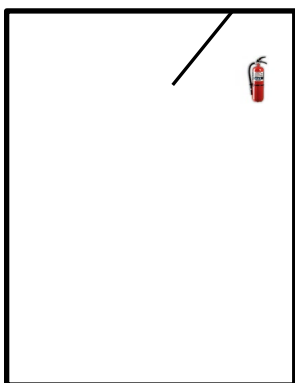
# Emergency management plan



Library (BOOG)



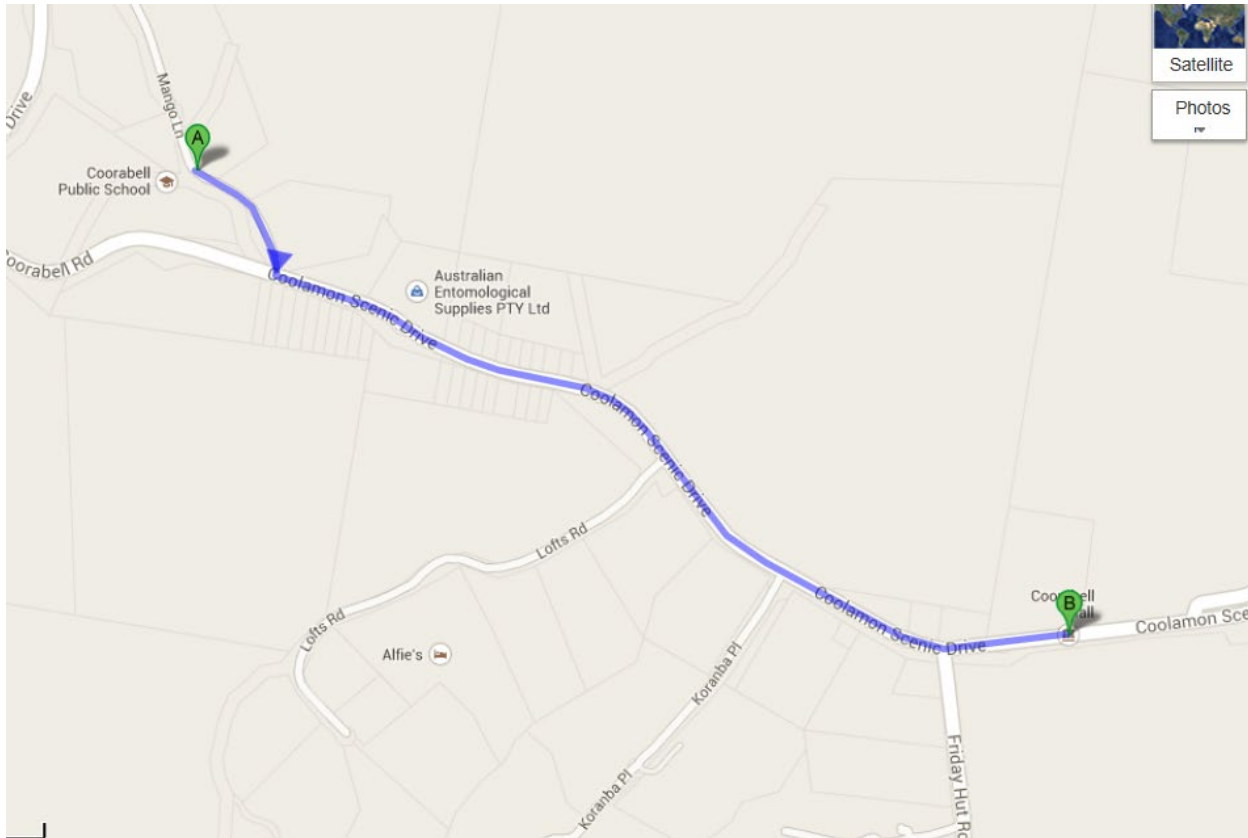
# Emergency management plan



# Emergency management plan



Off-site Refuge (alternative refuge) Coorabell Hall, Coolamon Scenic Drive, Coorabell



Name of facility:	Coorabell Public School
Address:	Mango Lane, Coorabell
Prepared by:	Lisa van Kempen & WHS committee
Authorised by:	Geoff Coghlan
Date:	13 March 2019