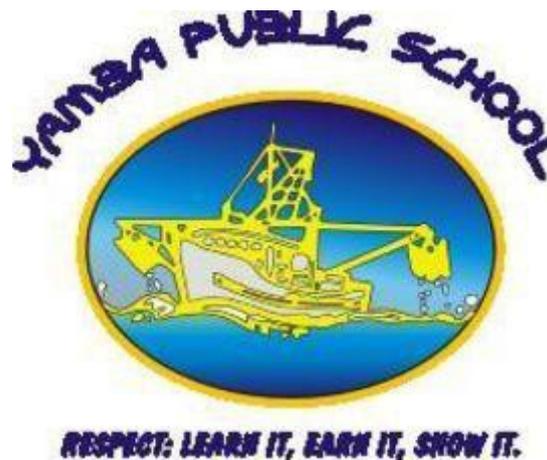


EMERGENCY MANAGEMENT PLAN
For

Yamba Public School



Effective: 19/2/2020

Date of last review: 19/2/2020

Review date: 19/2/2021

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: School Administrative Manager, Principal and Staffroom

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><u>Location:</u> It is situated on the edge of an industrial estate off the main road into the township of Yamba. The school is surrounded by native bushland and centrally located to beaches, sports fields and township.</p> <p><u>Business Hours:</u> The school operates 5 days a week from 8.30 am to 3.30 pm, Monday to Friday.</p> <p><u>School Profile:</u> The co-educational primary school has 385 students. It is situated on the edge of an industrial estate off the main road into the township of Yamba. The school is surrounded by native bushland and centrally located to beaches, sports fields and township. The school has staff including; the principal, 15 classroom teachers, 3 Assistant Principals, librarian/RFF teacher, an Administrative Manager, School Administrative Officer, 6 aides and part-time General Assistant.</p>		
Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)		
<p>This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of a major flood and Tsunami.</p>		
Roles and responsibilities		
<u>Emergency control organisation</u> (responsible for evacuation and emergency response)		
Chief Warden		
Name	Position	Contact phone numbers
Philip Cavanagh	Principal	Work: 66462420 Mobile 0447227966
Deputy Chief Wardens		
Name	Position	Contact phone numbers
Ian Clifford	Assistant Principal	Work:66462420
Mark White	Assistant Principal	
Floor Wardens/Building Wardens		
Name	Position	Contact phone numbers
Debbie Woods	Assistant Principal	Work: 66462420
First Aid Officer		
Name	Position	Contact phone numbers
Marianna Jorgensen	Senior Administrative Manager	Work: 66462420 Mobile: 0413479073
Communications Officer		
Name	Position	Contact phone numbers
Kim McFarlane	Administrative Officer	Work: 66462420 Mobile:0400369796

Process for notifying, alerting and reporting emergencies

Notifying emergencies

All staff are to ensure the Principal (or their nominee) is notified in the event of an emergency.

Alerting the workplace to emergencies

The Principal is to undertake appropriate action to determine the nature and extent of the emergency (if able), then alert the workplace of the emergency including, where required, commencement of evacuation or other procedures. Where the Principal is absent from the workplace, the nominated Assistant Principal is to undertake this responsibility.

If evacuation is required, a continuous bell will ring indicating to staff to immediately evacuate their classrooms to the emergency assembly area.

Reporting emergencies

- Contact emergency services on 000
- Contact Safety and Security for any school related criminal activity on 1300 363 778
- Notify the School Education Director of the emergency immediately
- Contact the WHS Directorate immediately on 02907076226 in the event of a death, serious injury or dangerous occurrence at the workplace.
- Report incidents involving employees on the Incident Notification Hotline (1800811523 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 92668066
- 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 WHS Manager.

Identified evacuation assembly areas and evacuation routes

Assembly area one

First oval.

Assembly area two

Staff car park

Off-site assembly area

Rugby Union field.

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. School administration office area when practicable

or

2. Location to be confirmed by communications officer after consultation with fire 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	On wall outside Principal's office.
Location of gas main Also show on attached site plan	N/A Gas supply is empty and gas not used in YPS last 10 years.
Location of electricity main Also show on attached site plan	Main electrical isolator located at electrical room in blocks A,C,D and G. Overriding main located in electrical room adjacent to the hall.
Solar power main (where applicable)	Main located at the end of block G
Location of Fire Hydrants Also show on attached site plan	Hydrants located at northern side of hall.

Types of installed communication systems
Telephones, mobile phone recipient list, electronic/manual bell

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 or Assistant 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 	<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. 	As required	Principal or Assistant Principal

	<p>out routine husbandry operations and seek veterinary assistance for sick or injured animals.</p>			
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 bush, forest or grasslands. 	<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 services about emergency procedures. • 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. 	<p>At least annually, ie: during winter, prior to bushfire danger period</p>	Principal or Assistant Principal
Death at the workplace or during a school 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 WHS responsibilities. • Communication and consultation. • Risk management programs in place. • Emergency planning complete. • Incident management and investigation processes in place. 		Principal or Assistant 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 or Assistant 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 or Assistant Principal

Electrical hazard	<ul style="list-style-type: none"> • Electrocutation 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 or Assistant 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). 	Staff trained as per DEC requirement. Health Care plans updated annually.	Principal or Assistant Principal, 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 or Assistant Principal, Teachers
Failure of Services (eg: electricity, water, etc)	Power failure at night causing falls down stairs, poor access and egress, etc	Test emergency lighting	6 monthly	Via Regional Asset Mgmt Unit (AMU) contractor
	Power failure causing Ventilation systems failure	Alarm system on spray booths and fume cupboards (leave area).	Ongoing	Head Teacher or Teacher in charge
	Water supply failure affecting	Install alarm system on water mains.	Ongoing	Principal or Assistant Principal

	cooling circuits on some machines	Machines to shut down when water pressure fails.		
	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 or Assistant 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. 	Twice a year	Principal or Assistant Principal, Teachers
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 Service (SES) is responsible for responding to floods in NSW. 	<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. 	Annually	Principal or Assistant Principal, WHS Committee
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 	<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 <u>ChemWatch System</u> 		Principal or Assistant Principal

	sufficient for compliance with relevant legislation.			
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 <u>LPG safety</u>). • 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. 	Gas not used at YPS ...cylinder empty and not used for 10 years.	Principal or Assistant Principal
	Danger of fire and explosion	Isolate gas supply to room or building. Open all windows to ventilate area. Consider notifying emergency services.	Ongoing	Principal or Assistant 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. 		Principal or Assistant Principal
Major incidents involving violence or threats	<p>The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:</p> <ul style="list-style-type: none"> • There is no way of knowing whether people apart from staff and students are authorised to be on-site • Clear standards for students' behaviour and communication are not in place. 	<ul style="list-style-type: none"> • Check security strategies e.g. access to premises and signs. • Crime prevention workshops. • Monitoring of incidents. • Development, practice and review of lockdown and lockout procedures. 		Principal or Assistant Principal, WHS Committee
	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.	Ongoing	Principal or Assistant Principal

Outbreak of Infectious Disease	<ul style="list-style-type: none"> • Lack of awareness of <u>standard precautions for infection control</u> at the workplace. • Shared facilities increase risk of infectious diseases e.g. schools and TAFE colleges and schooles. • Difficulty of reliably identifying all persons carrying infectious diseases. • Food preparation with insufficient controls. 	<ul style="list-style-type: none"> • Consistently apply <u>standard precautions for infection control</u>, incorporating them into daily practice and use specific controls for particular situations. • Ensure all appropriate staff understand and apply the Department's <u>Infection Control Policy</u> and procedures. • Consultation with relevant persons and organisations e.g. local Public Health Units, cleaners, etc. 		Principal or Assistant Principal
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. 	Ongoing with students and parents, through newsletter	Principal or Assistant Principal
	External vehicle accident with pedestrian	Upgrade of pedestrian crossings outside school	Ongoing discussions with RTA and P&C.	Principal or Assistant Principal
	Road safety and/or vehicle collision with workplace	Installation of bollards in cross over areas between car park.	Awaiting response from AMU (follow up on date)	Principal or Assistant Principal
Staff or students lost during off-school activities	<ul style="list-style-type: none"> • Department's <u>Excursions Policy</u> 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 <u>Excursions Policy</u>. • Ensure risk assessment is implemented and communicated. 		Teacher in Charge, Principal or Assistant Principal, Counsellor/s
Storms and/or strong wind	<ul style="list-style-type: none"> • Danger from high winds where trees located on 	<ul style="list-style-type: none"> • Ensure gutters and downpipes are cleaned regularly. 		Principal or Assistant Principal, General Assistant

	<p>or around the workplace are not regularly checked and trimmed.</p> <ul style="list-style-type: none"> • Electrocutation from fallen wires. • Roofs in need of repair. • Excursion activities undertaken without risk assessment. 	<ul style="list-style-type: none"> • 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 		
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"> • <u>Employee Assistance Program.</u> • Student counsellors. • Prevention of bullying programs. • Drug and alcohol awareness and education program. • Student education on exam coping mechanisms. • Suicide awareness programs. 		Principal or Assistant Principal, Counsellor/s
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. 	As required	Teacher in Charge, Principal or Assistant Principal
Working in a Hot Environment / Extreme Heat	<ul style="list-style-type: none"> • The risks of skin cancer and heat-related stress and illness can be minimised by using a combination of practical solutions. • 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. 	<ul style="list-style-type: none"> • Dress in light, loose fitting clothing • If outdoors, wear protective clothing (eg: hat, sunglasses, long sleeves) • 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 	Ongoing as required.	Principal, all Employees

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	On line training annually plus face to face
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)
Building evacuation (eg: fire emergency)	Once every 6 months
Lockout	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	Class Teacher / SLSO
Emergency services to be notified of disabled person's whereabouts where necessary	Class Teacher/ SLSO

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	Nominate first aid officer
Portable first aid kit available and maintained	Yes, located at Administration Block: First Aid Room, last serviced / checked on first day of every term.

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 continuous 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 880 021 • 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)
<p>Who: General Assistant (if available)</p> <p>How: Keeps driveway clear for emergency services using hand held sign and wearing</p>

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:

- Principal decides on the need to evacuate, where possible in consultation with emergency services
- Principal gives instructions to SAM who will immediately phone 000, giving as much information as is requested and advising that the entrance is from Angourie Road.
- SAO in front office to ring emergency evacuation bell (continuous ringing of bell).

Procedures for teachers:

- Teacher to check classroom store areas, occupying rooms and toilets (if applicable).
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route (including nature strips outside school boundaries) to the eastern-most side of playground (assembly area), unless advised of alternative evacuation assembly area. Bags, coats, lunches etc should not be collected by pupils unless instructed to do so. Lock door on departure where possible.
- Teachers to take pen to mark roll and collect class roll if in classroom or proceed to back playground to collect roll from office staff.
- Students not in class at time of signal are to proceed to playground and rejoin class.
- Classes to line up in Stages – Stage 3 closest to fixed equipment and Kindergarten closest to Angourie Road.
- Rolls marked.

Teacher responsibility for evacuating areas other than classrooms:

- Teacher Librarian – library block (office, workroom, teacher resource room, tiered learning room and toilets)
- Reading Recovery Room – Reading Recovery Teacher
- AEO to check Ma's Place
- Teachers off class proceed to playground.

Non-teaching staff procedures:

- Front office staff evacuate to playground and take with them: class rolls if currently in the office, first aid kits, visitor's sign-on register. Check sickbay and toilets.
- Library SAO to follow Teacher Librarian direction then move to back playground.
- SAM to control visitor entry/exit via front gate. No one is to enter or exit other than emergency workers and direct any exiting persons to evacuation point - playground.
- Teacher Aides to follow teacher direction and move to back playground with class.
- SAO to check evacuation of interview rooms, hall, toilets and canteen. Do not allow anyone to enter or exit other than emergency workers.
- Canteen staff and volunteers move to playground.

Chief Warden procedures:

- Principal to check designated blocks and toilets
- Principal to brief staff on emergency and await arrival of emergency services or take other appropriate action
- Principal to advise when to return to the school in consultation with emergency services.

Location of designated emergency exits: Each class door, as marked hall, library and office	
Location of fire hoses: Front of school, Hall	
Location of fire extinguishers: Hall	
Location of fire blankets: Nil	
Location of first aid kits: located at Administration Block: Kits checked on the first day of every term.	
Note: Plans showing the identified evacuation assembly areas and evacuation routes <u>must be posted in the workplace</u> . 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:	
<ul style="list-style-type: none"> • Violent Intruder • Bomb threat • Pedestrian Accident • Student lost on excursion • Bushfire • Emergency Health Situation • Storm • Earthquakes 	<ul style="list-style-type: none"> • Death at work • Death of Staff/Student • Electrical Hazard • Explosion • Flood • Letter or parcel bomb • Outbreak of disease • Tsunami

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	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

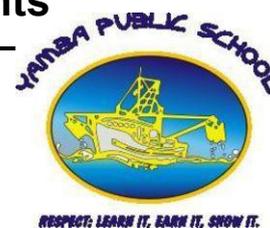
Checklist for documents to be included in Part 2

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	PH: 66462000
Local Medical Centre Maclean Hospital	PH:66400111
Director	Work:66415000 Mob:0477319800
School Principal	Work: 66462420 Mobile: 0427895622
EAP counselling services	DTC: 1300 360 364 PPC: 1300 361 008
Safety and Security	1300 880 021

PART 2: Evacuation procedures and other attachments



YAMBA PUBLIC SCHOOL Emergency Evacuation Procedures/Policy

Emergency ACTION PLAN

Report disaster to local emergency services and Grafton District Office.

Telephone Numbers 000

Fire Station	66462058	Yamba Police Station	66462000
Ambulance	000	Maclean Base Hospital	66400111
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, whistle blowing or message.
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 Assistant 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 the directions of emergency service personnel.



YAMBA 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. Five single bells will alert staff to implement the lockout/in.
2. Where necessary the principal or the assistant principal 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 assistant principal 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 assistant principal ring emergency services or directs SAM to do so.
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 for arrival at school if the incident is still in process.

Lockdown Procedures

Steps to implement lockdown:

1. Three triple bell blasts will sound if an intruder is identified, the staff member who identifies the intruder should contact the principal or assistant principal who will determine if lockdown procedures should be implemented.
2. Principal or assistant principal calls 000 or directs the SAM to do so.
3. Principal or assistant principal co-ordinates all staff to lock and secure all exterior doors and entrances.
4. If safe to do so the principal or assistant 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 assistant 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

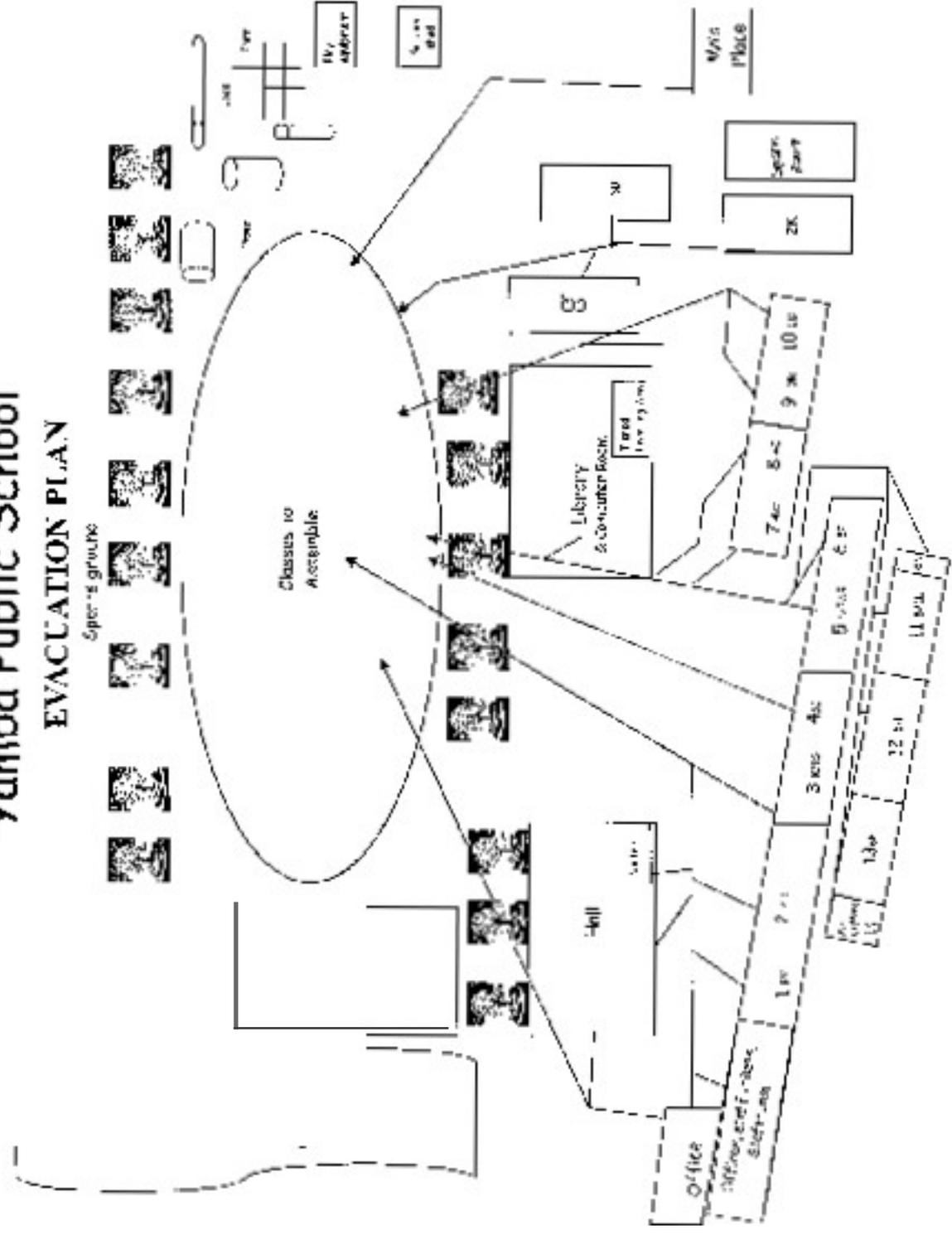
YAMBA PUBLIC SCHOOL

Updated 2/15/15
 Evacuation Procedures

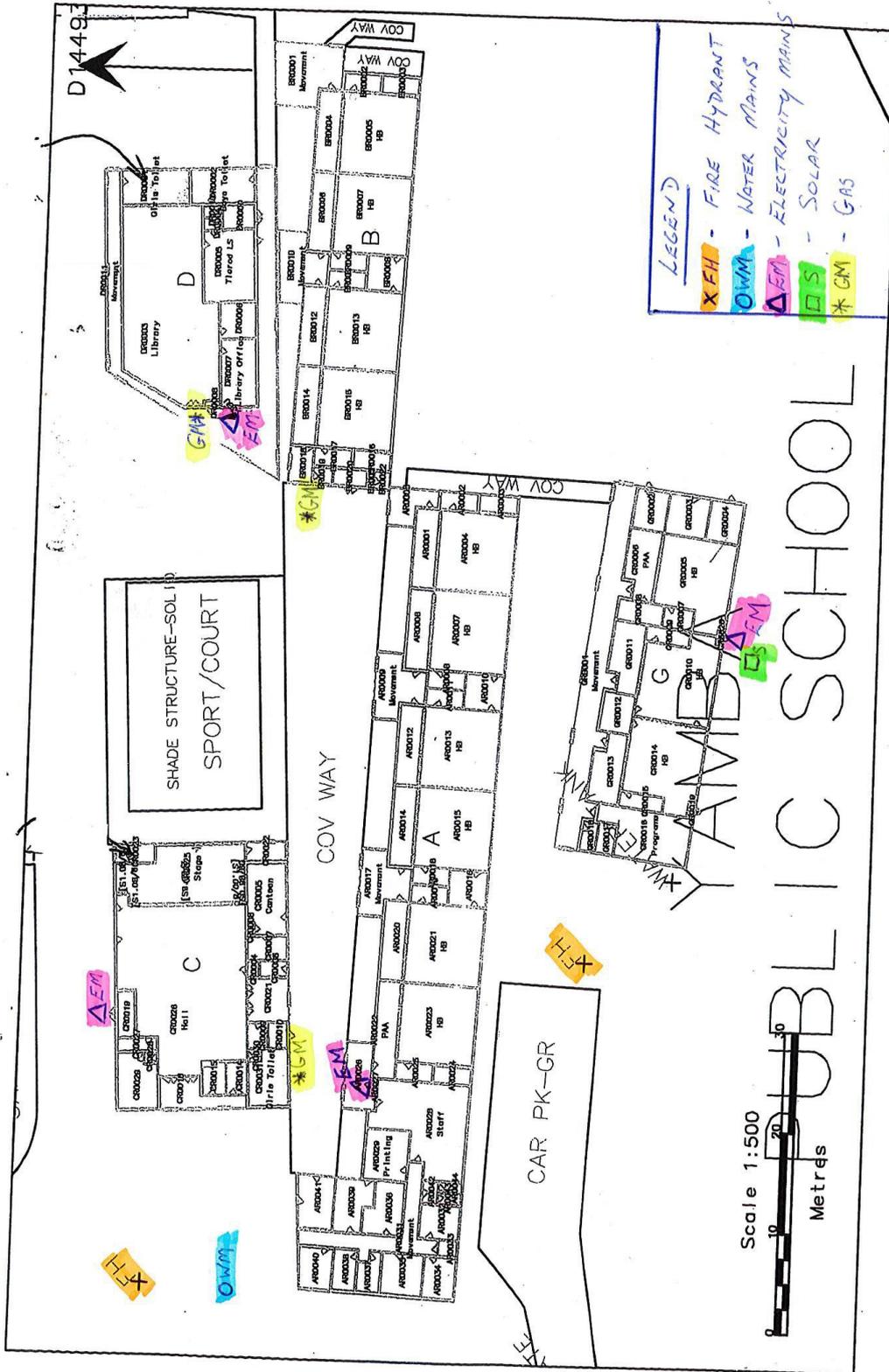
1. Warning (initial alarm) 2: 100% or bell.
2. Check back immediately with class roll.
3. Switch on external and close door.
4. 100% for students and exit report, assigning students to stage leader.
5. 100% roll as your responsibility once you are R.T.T.
6. Principal is not to authorize and name of class roll.
7. Administrative staff to check micro-cop, roll and hall exits and notify assembly.
8. Teachers will direct to stage library, lined bookcase and out "Roll" roll.
9. Roll call to check roll.
10. School Administrative Manager to direct emergency personnel to appropriate area.
11. Check roll to see if any missed area and initial area of further action by the Principal.
12. School Admin Manager to check roll and account for roll.
13. Check roll to see if any missed area and initial area of further action by the Principal.

Yamba Public School

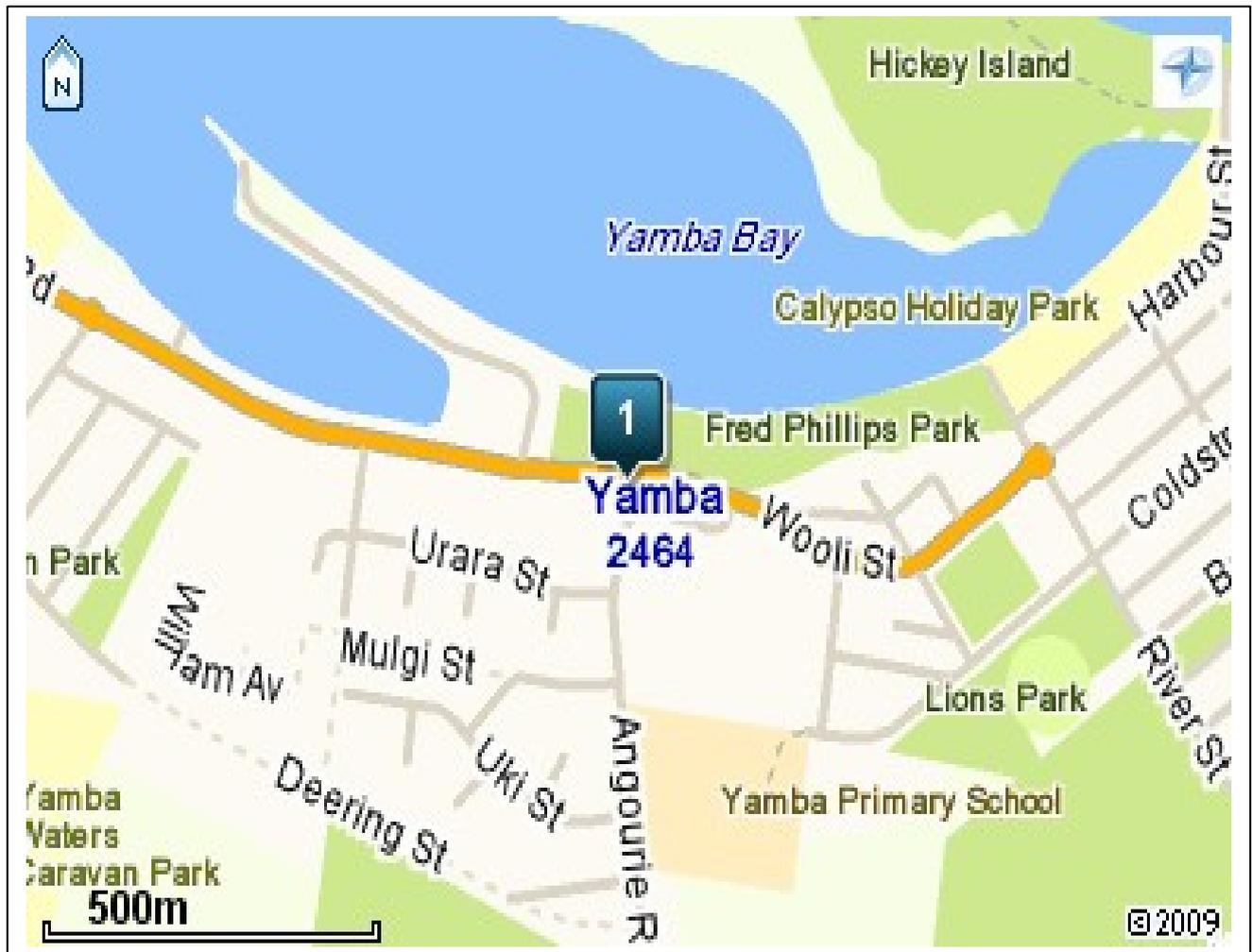
EVACUATION PLAN



Yamba PS



**Yamba Public School Emergency
Evacuation Off-Site Assembly Point
Rugby Union Fields
Coldstream Street, Yamba**



Other relevant information

Bomb Threat	Bushfire	Cruelty to Animals
 Bomb threat or suspected device Fac	 fact_bushfire.doc	 Cruelty to Animals Fact Sheet.doc
Death at the Workplace	Earthquake or Collapse of building	Death (not work-related)
 Death at Work Place or During DET Activity	 Eartquake or collapse of building fa	 Death Not Work related fact sheet.do
Electrical hazard	Emergency Health situation	Explosion
 Electrical Hazard Fact Sheet.doc	 emergency Health Situation Fact Sheet.	 Explosion Fact Sheet.doc
Fire	Flood	Fumes or Chemical Spill or Contamination
 Fire Fact Sheet.doc	 Flood Fact Sheet.doc	 Fumes Fact Sheet.doc
Gas leak	Letter/Parcel Bomb/ White Powder Letter Threats	Major incidents - Violence or
 Gas Leak Fact Sheet.doc	 Letter or Parcel Bomb White Powder F	 MAJOR INCIDENTS INVOLVING VIOLENC
Outbreak of Infectious Disease		
 OUTBREAK OF INFECTIOUS DISEAS 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.doc	 STAFF OR STUDENTS LOST ON	 STORM (INCLUDING HIGH WIND).doc
Suicide	Tsunami – for coastal or O/S	<input type="checkbox"/> Work in a Hot Environment

	school activities	/ Extreme Heat
 SUICIDE.doc	 TSUNAMI.doc	 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. <hr/> Available upon request at the school.	 Record of emergency Drills.doc Up dated ion ICE.	 Recovery Timeline.docx
Disability Register	First aid Plan	
 disability.doc	First Aid plan 2015.pdf	