

Emergency management

plan

Work Health and Safety Directorate

**EMERGENCY MANAGEMENT PLAN**

**For**

**Comboyne Public School**

**Effective: 18/03/2015**

**Date of last review:** 12/09/2014

**Review date: 16/05/2016**

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: Mark Youngblutt (Director of Public Schools) and school Administration Manager

Comboyne Bush Fire Brigade

**1.1 Overview of emergency management plan**

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| **Description of the workplace (e.g. location, if a split or single site, no of students and staff)** | | |
| The co-educational primary school has 28 students. It is situated on a village road, approximately 500m from the village centre  The school has 6 staff including the principal, 2 classroom teachers, an Administrative Manager, SLSO and part-time General Assistant.  The school has extensive grounds surrounding one major building. The school does not have security fencing. | | |
| **Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)** | | |
| This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community. | | |
| **Roles and responsibilities** | | |
| **Emergency control organisation (responsible for evacuation and emergency response)**  **Chief Warden** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Mr Richard Thomas | Principal | 0265504174 |
| **Deputy Chief Wardens** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Mrs Penny Cork | SAM | 0265504174 |
| Mrs Patricia Mumford | Classroom Teacher | 0265504174 |
| **First Aid Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Mrs Penny Cork | SAM | 0265504174 |
| **Communications Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Mrs Penny Cork | SAM | 0265504174 |

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| **Process for notifying, alerting and reporting emergencies** |
| **Notifying emergencies**  All teachers and other staff are to ensure the principal is notified in the event of an emergency.  **Alerting the workplace to emergencies** The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated classroom teacher is to undertake this responsibility.  **Reporting emergencies**   * Contact emergency services immediately where required * Notify the School Education Director of the emergency immediately * Notify the School Safety and Response Unit hotline if the incident involves violence, weapons, illegal drugs or major criminal activity * Complete the Department’s serious incident report as soon as possible * Contact the WHS Directorate is to be contacted in the event of a death, serious injury or dangerous occurrence at the workplace. |
| **Identified evacuation assembly areas and evacuation routes** |
| **Assembly area one**  Area under large tree beyond the climbing equipment in the main playground.  **Assembly area two**  Community Centre car park. Approximately 1km from school grounds. |

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| **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)** |
| School administration office area when practicable |

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| **Strategy for communicating the plan (e.g. training, newsletters, posters)** |
| Refer to WHS Action Plan for planning and communication dates. |

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| **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 | 8 metres south of front gate along fence line. As seen on map. |
| Location of gas main  Also show on attached site plan | N/A |
| Location of electricity main  Also show on attached site plan | 3 metres north of administration entrance on covered veranda. Behind locked door. As seen on map. |
| Solar power main (where applicable) | N/A |
| **Types of installed communication systems** | |
| Main phone line: Handsets available to all areas of school. | |

**1.2 Preparing for emergency**

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| **Risk management strategies for prevention or control of emergencies** | | | | | |
| **Hazard** | **Risk associated with hazard** | **Key risk elimination or control measures** | | **How often** | **Key staff responsible for implementation** |
| Violence | Unauthorised  Intruders | Lock Down procedures  Teacher and student awareness. | | Annually | Principal |
|  | Violence between students | Implementation of student welfare policies including suspensions and expulsions. | | Annual Term 1 review of procedures | Principal |
| Road safety | Accident with pedestrian | Parent education about pick up and drop off procedures | | Annually Term 1 Newsletter | Principal  DET Road safety consultant |
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| **Training against emergency management plan** | | | | | |
| **Type of training** | | | **How often** | | |
| Training on the workplace emergency management plan | | | Annually | | |
| Emergency care training for teachers taking excursions | | | Ongoing | | |
| **Training schedule attached – Part 2** | | | | | |

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| **Frequency of emergency response drills** | |
| **Type of emergency response drill** | **How often (see Part 2 – Schedule of completed emergency response drills)** |
| Evacuation Drill | Term 1, Week 6  **4/03/2016** |
| Lock Down Drill | Term 2, Week 5  **27/05/2016** |
| Evacuation Drill | Term 3, Week 5  **19/08/2016** |
| Lock Down Drill | Term 4, Week 5  **11/11/2016** |

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| **Arrangements for disabled persons** | |
| **Strategy** | **Person responsible for action** |
| School Access – Disabled persons access to the school is through the main gate. Access to the Administration, Classrooms, Library, Kitchen and Canteen is through the Administration entry. Access to the rest of the school is vial the northern path. | SAM and Principal. |
| Disabled Toilet – Access to the disabled toilet is via the northern path. | School Work Teams unlock the toilet daily.  School cleaner locks the toilet daily. |

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| **Testing of equipment** | |
| **Type of equipment** | **Frequency of testing** |
| A schedule to test all equipment is maintained in the school maintenance register. | Annually |

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| **First aid requirements** | |
| **Requirement** | **Action completed** |
| A First Aid Plan is in place and reviewed annually. The First Aid plan is displayed the First Aid Room. | 2016 √ |
| All staff are trained in First Aid, Emergency Care, CPR and ACSIA. The SAM and SLSO are identified First Aid Officers. | 2016 √ |
| A register of all First Aid and treatments is maintained on school site. | 2016 √ |

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| **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 | Three short Rings of school Bell/Loud Hailer | SAM and Principal |
| Evacuation | Continuous Ringing of School Bell/Loud Hailer for 1 minute | Principal |
| Lock Down | Continuous Burst of School Bell/Lod Hailer for ten seconds. | Principal |
| Return to Workplace | Speak directly to staff | Principal |

**1.3 Response**

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| **The process for making decisions** | |
| Once an emergency is reported, the principal will assess:   * 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?   The principal will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown. | |
| **Immediate response actions (actions will often take place at the same time)** | |
| * Implement emergency evacuation or lockdown 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, OHS Directorate and the Media Unit * Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 1300 363 778; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021 * Ensure telephones are not used for anything other than incident communications * Contact the injured person’s family if required * Report the emergency through the Department’s incident reporting procedures (serious incident report, employee incident report if required) | |
| **Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)** | |
| **Who: Principal**  **How: Administration Manager to stand on road to direct emergency services to gate.**  **When: After emergency services have been called until their arrival.** | |
| **Evacuation procedures (summary) – Full procedures included in Part 2** | |
|  | STAGES |
|  | Decision to evacuate:   * Principal decides on the need to evacuate, where possible in consultation with emergency services |
|  | Warning staff and students:   * Principal to ring emergency evacuation bell (continuous rings of the bell) |
|  | Withdrawal (evacuation):   * Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the assembly area, unless advised of alternative evacuation assembly area. * Principal to check that all classrooms are clear and lock them where possible * Year groups to line up in order on the assembly area * Rolls marked * Office staff and canteen staff to evacuate to assembly area or alternative location when advised * Principal to check designated blocks and toilets * Principal to brief staff on emergency and await arrival of emergency services or take other appropriate action |
|  | Shelter and assembly area:   * Large tree past the climbing equipment. |
|  | Return to the workplace:   * Principal to advise when to return to the school in consultation with emergency services. |
|  | Location of designated emergency exits   * See attached map |
|  | Location of fire hoses   * See attached map |
|  | Location of fire extinguishers   * See attached map |
|  | Location of fire blankets   * See attached map |
|  | Location of first aid kits   * See attached map |
| Note: Plans showing the identified evacuation assembly areas and evacuation routes **must be posted in the workplace.** Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all fire fighting equipment. Maps are to be displayed prominently throughout the workplace. | |
| **Response procedures for specific emergencies** | |
| **Response procedures are provided in Part 2 for the following emergencies:** | |

**1.4 Recovery**

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| **Strategy and description (documents included in Part 2)** |
| Counselling strategy   * More emotionally vulnerable students will be paired with resilient students and grouped with a teacher. * School Counsellor will be contacted to organise appropriate support. * Parents contacted and advised of strategies to date when they arrive. * Recovery time line – students returned to class and into normal routines ASAP. |

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| **Trauma counselling and description** | **Who** |
| School, college or campus counsellors should be used in the first instance when providing support to students | Rob Hirst  Hastings Public School  65822566 |
| EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident | Information displayed in the Staffroom |

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| **Return workplace to normal** | **Action** |
| Inform all staff of current status following an incident.  Return all students to normal routine ASAP. | SWAM and Principal |

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| **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)

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|  | 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 |
| N/A | Communication strategy (where there is additional information to section 1.2 above) |
|  | Specialist information – e.g. location of hydrants |
|  | After hours contacts |
| N/A | Other relevant information |