

Call Triple Zero – 000 in the event of an emergency requiring Police, Fire or Ambulance.

# Emergency Management Plan

## PLATTSBURG PUBLIC SCHOOL

Plan established date	27/01/2022	Next review date	30/01/2025
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This Emergency Management Plan template is developed in accordance with the department's Emergency Management Procedure and is designed to ensure that workplaces have effective planning, response and recovery measures in the event of an emergency.

The plan is for **internal use only** and to ensure the safety of staff and students is not for distribution (other than emergency services) or external publication.

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## Workplace specific information

<b>Street address</b>	1 Ranclaud Street, Wallsend NSW 2287				
<b>Nearest cross street</b>	Boscawen Street				
<b>School main phone number</b>	0249 559196				
<b>Access points for emergency services</b>	Double Gate off <b>Clark Street</b> (western side of school) – large truck access Double Gate entrance off <b>Boscawen Street</b> (northern end of school) – large truck access <b>Ranclaud Street</b> access into school carpark – medium vehicles only have access to grounds				
<b>Emergency kit location</b>	BLOCK A First Aid Room				
<b>Bushfire Category</b>	State category: Category 4 (not bushfire prone)				
<b>Chief Warden</b>	Name: Ellen Bax	Mobile number 0488 699696	<b>Alternate (if assigned: Deputy Chief Warden)</b>	Name: David Hopson	Mobile Number 0422 912 419
<b>General description of the workplace</b>					
Aproximately two hectares of land with two heritage listed buildings (where one is two storey facing Boscawn Street); three stand alone timber buildings; one stand alone brick library; one brick canteen with attached COLA; one school hall; one hardiplank Kitchen; and one brick Administration Block. Awabakal Playgroup occupy one timber building.					
<b>People with disability and sensory considerations</b>	This workplace has 15 people with disability and/or sensory considerations. No student will require support from emergency services in the case of an evacuation. Alternate assembly area: Federal Park See <a href="#">People with disability and sensory considerations</a> for specific details.				
<b>Playgroup onsite</b>	This workplace has a playgroup onsite with 10 students that require additional support in an emergency.				
<b>International students</b>	This workplace has no international students.				
<b>Animals onsite</b>	This workplace has 3 Education Support Dogs on site.				

## Emergency response team

Emergency response role	Responsibility	Responsible person's name	Responsible person's mobile number
Chief Warden	Entire workplace	Ellen Bax	
Deputy Chief Warden	Supports the Chief Warden	David Hopson	
Communications Officer	Supports the Chief Warden	Debbie Dyson (SAO)	
Area/Floor Warden	BLOCK A (Administration)	Grace Cole	
Area/Floor Warden	BLOCK B (Teaching)	Martin Henderson	
Area/Floor Warden	BLOCK C (Awabakal Play Group)	Dion Clements	
Area/Floor Warden	BLOCK D (Teaching)	Anna Thompson	
Area/Floor Warden	BLOCK E (Canteen)	Mel Matson	
Area/Floor Warden	BLOCK F (Teaching)	Rebecca Dann	
Area/Floor Warden	BLOCK H (Teaching)	Tjarnah Williams	
Area/Floor Warden	BLOCK K (Library)	Anne Lannutti	
First Aid Officer	BLOCK A	Sandra Moriarty	
First Aid trained	SLSO – various rooms	Amanda Mikulski	
First Aid trained	BLOCK A (Administration)	Ellen Bax	

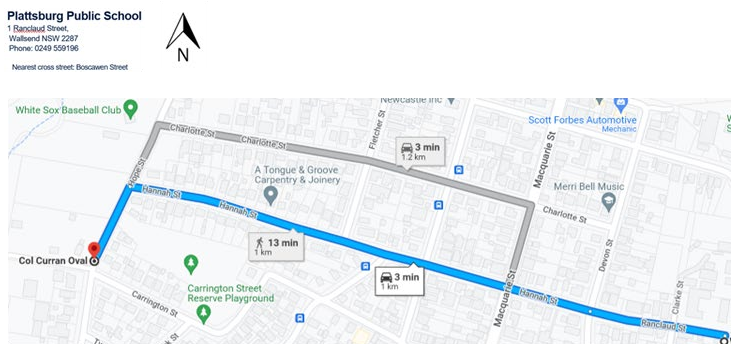
## Emergency signals (or alerts)

Evacuation signal	Lockdown signal	Secure Alert (Lockout)	Shelter-in-place (bushfire response)
<p>Intermittent siren 2 continuous minutes</p> 	<p>Internal message</p> 	<p>Internal message</p> 	<p>Internal message</p> 
<p>Principal directs action Deb Dyson Administration Block</p>	<p>Principal directs action Deb Dyson Administration Block</p>	<p>Principal directs action Deb Dyson Administration Block</p>	<p>Principal directs action Deb Dyson Administration Block</p>
<p>Will Public Address (PA) be used? Script: "Evacuate, Evacuate, Evacuate, repeat Evacuate, Evacuate, Evacuate."</p> <p>All Clear: verbal announcement at assembly area.</p>	<p>Internal PA used Script: "Lockdown, Lockdown, Lockdown, repeat, Lockdown, Lockdown, Lockdown."</p> <p>All Clear: "Your attention please. All clear. Lockdown is over, Lockdown is over, repeat, Lockdown is over.</p>	<p>Internal PA used Script: "Lockout, Lockout, Lockout, repeat, Lockout, Lockout, Lockout."</p> <p>All Clear: "Your attention please. All clear. Lockout is over, Lockout is over, repeat, Lockout is over.</p>	<p>Internal PA used Script: "Your attention please. Please proceed to the Library BLOCK K." (repeated 5 times)</p>

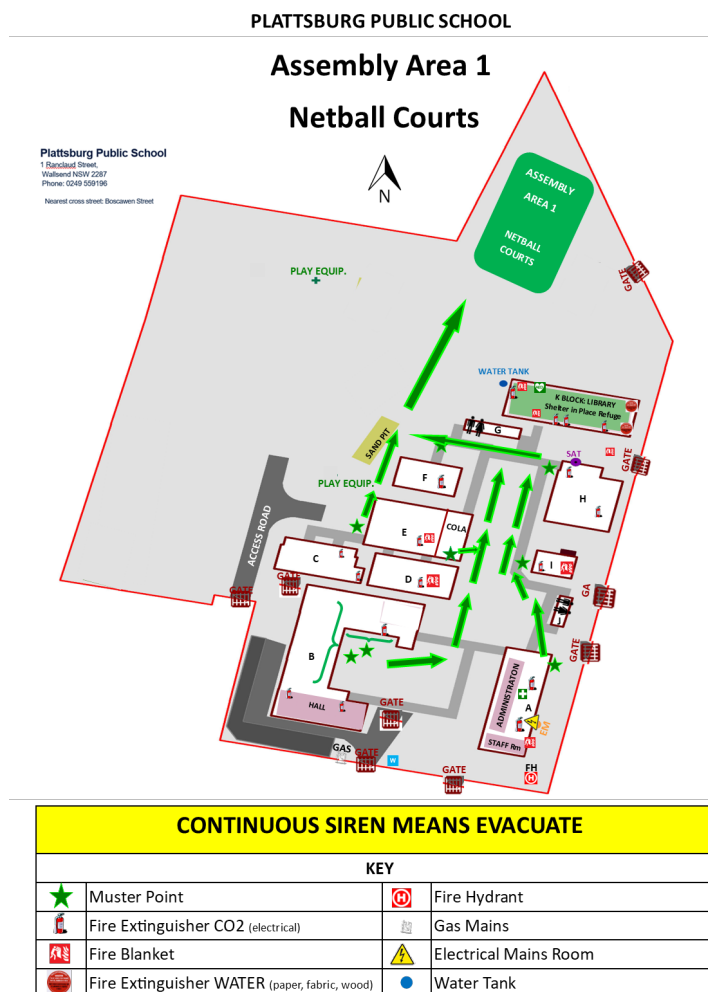
## Assembly areas and evacuation locations

## EMERGENCY MANAGEMENT PLAN

## OFFSITE ASSEMBLY AREA 1



1. Assemble at designated muster points
2. Students to carry their bags
3. Staff to check class rolls before leaving school premises
4. Proceed to Ranclaud Street heading in a westerly direction to Plattsburg Park, Col Curran Fields
5. Progress from Ranclaud St, cross at Macquarie Street into Hannah Street , turn left at the end of Hannah Street into Hope Street. Col Curran Fields will be immediately in view. Proceed to covered shelter
6. Assistant Principals to supervise crossing of Macquarie Street
7. First Aid Officer to collect First Aid kit and student medications
8. Class teachers to re-check rolls on arrival to Col Curran Fields



## People with disability and sensory considerations

Disability	Notes
Blind and low vision	
Deaf and hard of hearing	
Physical disability	
Cognitive disability and sensory considerations	
Health conditions	Our school has a number of students with asthma, anaphylaxis, diabetes and other complex health care support needs. Student medications will be collected by the School Administration Manager and taken with the Evacuation Kit. Copies of Individual Health Care Plans are taken with the Evacuation Kit.

## Disability Register

Full name (student)	Nature of disability	Usual location	Strategies in place to respond to emergencies	Responsible person/s

## Awabakal Playgroup onsite

Number of students	Notes
Varies between 10 and 20	<ul style="list-style-type: none"> <li>age range of students: 3 months - 4 years</li> <li>in an evacuation, car seats will be required</li> </ul>

## Emergency contact list: department, suppliers and community

### Department of Education

Unit	Contact number	Unit	Contact number
Incident Report and Support Hotline	1800 811 523	Assisted School Transport Program	1300 338 278
Director, Educational Leadership	Josie Bailey 0411 631 331	Learning and Wellbeing staff	David Hopson 0422 912 419
AMU Asset Services Officer		Media Unit	02 7814 1559
School Security	1300 880 021	WHS Advisor	Ellen Bax 0488 699 696
Preschool Reporting Hotline	1300 083 698		



## School Support / Services / User Groups

Service	Provider Name	Emergency Contact
Local police	Waratah Police Station	0249 266599
Local fire control centre	Wallsend Fire Station	0249 559539
Local council	Newcastle City Council	0249 742000
Bus company	Hunter Valley Buses	0249 582057
Cleaners		
Canteen/Food	Mel Matson (school run)	0477 180 696
Local medical centre	Wallsend Medical Practice (Plaza)	0249 512100
Awabakal Play Group	Awabakal	
Community user	Nepalese Language (Saturday only)	

## Utilities and suppliers

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number
Water (Mains)	Ranclaud Street fence line east of gate entrance.	
Water (Bore/non-potable/recycled)	N/A	
Power (mains)	External Administration Block (parallel to Boscawen Street)	
Power (generator)	N/A	
Solar panels and batteries	N/A	
Fuel	Mower Fuel behind C BLOCK – locked up and ventilated	

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number
	What types of fuel are on site?	
Gas (mains)	Ranclaud Street fence line – western side of entrance gates	
Gas (bottled)	GA Chemical Storage behind C BLOCK	
Chemicals (SDS / Chemical Register)	Main Register located in SAO office	
Sewerage (mains)	N/A	
Pump/s (water)	School grounds - cnr of Ranclaud St and Boscawen Street	
Pump/s (septic tanks/sewerage)	N/A	

## Workplace employee contact list

A printed copy of the employee contact list is held with the Chief Warden with copy of this plan in a secure location.

# Emergency Response Procedures

## Evacuation

When it is **unsafe** for students, staff, and visitors to remain inside the school, or on school grounds, the chief warden will take charge and commence the school's evacuation response.

**Assembly areas and evacuation location** - The chief warden will assess the emergency and direct people to the:

- **Onsite assembly area one (1):** NETBALL COURT – northern end of school
- **Onsite assembly area two (2):** Federal Park – opposite school, Boscawen Street

The chief warden may then make a decision to move to an offsite location.

- **Offsite evacuation location:** Plattsburg Park, Col Curran Soccer Fields

### 1. Notification

- **Call Triple Zero (000)**
- Trigger the **evacuation signal** – **Intermittent siren (onsite) Continuous Siren (Offsite)**

### 2. Evacuate

- Wardens to direct students, staff, and visitors safely along the **evacuation route** to the onsite assembly area
- **Assist persons with a disability to evacuate.** If unable to move, remain with them and report their location to the chief warden
- Area/floor wardens: if safe to do so, **check assigned areas/floors** to confirm they have been evacuated and then proceed to the assembly area and report to the chief warden
- Assigned staff (SAM/ Deb Dyson) to take the student, staff, and visitors lists, and evacuation kit/s to the designated assembly area / evacuation location
- Chief warden to [brief emergency services](#) upon arrival and assist as required

### 3. Once evacuated

**While at onsite assembly area / offsite evacuation location:**

- Assemble students, staff and visitors and check all are accounted for
- Ensure student, staff and visitors do not block access for emergency vehicles
- Report to the chief warden details of any person/s unaccounted for and/or known injuries
- Ensure any students, staff, or visitors with healthcare needs and/or require first aid are supported/attended to

**Chief warden:**

- As soon as practical, chief warden or delegate to report the emergency and evacuation to the **Incident Report and Support Hotline on 1800 811 523**
- Where the evacuation lasts for an extended period of time, or extends beyond normal school hours, Chief Warden to coordinate parent/carer pick up from a designated safe area in consultation with police/emergency services. Record students released to parent/carer ensuring an authorised person is picking them up.
- Follow local communication procedures (DEL, parent/carers, and/or communities) to contact relevant members of the school community to provide any relevant information

### 4. Before returning to the school:

- Where no infrastructure has been damaged, the chief warden is to obtain authority to return from relevant emergency service personnel
- **Where infrastructure has been damaged**, the chief warden is to follow the steps outlined in the Site Clearance Protocol

**No re-entry to site is permitted until an authorised local Asset Services Officer has provided a Clearance Certificate to the principal**

### 5. After the emergency:

- Workplace manager to implement a [Recovery plan](#)
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency.

## Lockdown

When an active threat is identified or notified by Police and it is determined that the students, staff and visitors should be kept securely inside the building, the chief warden will take charge and implement the lockdown response. The chief warden determines if a full or partial lockdown is required based on the situation.

If a student is in a heightened state with possible risk to staff, students and visitors, initial actions will be guided by that plan. If the specific [Behaviour Response Plan](#) fails then move to secure alert (lockout) or lockdown, depending on the situation.

### 1. Notification

- **Call Triple Zero (000)**
- Trigger the **lockdown signal – Internal message**
- Direct staff to initiate the lockdown actions including:
  - assist person/s currently outside enter the space to be secured
  - close and secure/lock doors and windows, remain in rooms and out of sight
  - 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
  - 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
  - make ready emergency kit and/or first aid kit
- Direct staff to check that students, staff, and visitors are all accounted for
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and lockdown to the **Incident Report and Support Hotline on 1800 811 523**

### 2. Lockdown response

- Ensure staff and students remain quiet
- Ensure practical access to communication device (e.g., mobile phone or landline)

- Keep public address system available for critical messages
- Staff should record the names of students who are in the room and provide details of students in their care to the principal or the designated warden **SENTRAL**
- 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
- Ensure any students, staff, or visitors with medical or other needs are supported

No person should leave the classroom, work area and or building once a lockdown is implemented. Persons may only leave once the all-clear signal has been communicated **Chief warden:**

- Obtain details of any missing person/s to pass onto attending emergency services
- [Brief emergency services](#) on arrival
- Alert staff and returning excursion groups to divert them away from the school, where possible
- Follow local communication procedures (DEL, parent/carers, and/or communities) to contact relevant members of the school community to provide any relevant information
- Comply with instructions of emergency services

### 3. Ending lockdown response

- The Chief Warden is to work with emergency services to determine when normal operations may be resumed
- Issue an **All-Clear** communication
- Determine whether to activate family reunification processes once safe to do so
- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process or areas to avoid)

### 4. Resuming normal operations

- Workplace manager to implement a [Recovery plan](#)
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

## Secure Alert (Lockout)

When an immediate or imminent threat is identified by a staff member, or a notification made by Police, the chief warden will take charge and implement a secure alert (lockout) response. A secure alert (lockout) response may be upgraded at any time to a lockdown.

### 1. Notification

- Chief warden to issue an instruction of **secure alert (lockout)**
- Direct staff to initiate the secure alert response actions including:
  - assist person/s currently outside enter the space to be secured
  - direct staff and students currently outside to move inside a school building
- close and secure/lock doors and windows Direct staff to check that students, staff, and visitors are all accounted for
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and lockout to the **Incident Report and Support Hotline on 1800 811 523**

### 2. Secure Alert Response

- Ensure practical access to communication device (e.g., mobile phone or landline)
- Keep public address system available for critical messages
- Check all students, staff and visitors are accounted for and report details of any missing person to the chief warden via Deb Dyson (communication officer)
- If the secure alert has been triggered by a student with an **Individual Health Care Plan / Behavioural Management Plan**, respond based on the specified actions in the plan

#### Chief warden:

- Obtain details of any missing person/s
- Alert staff and returning offsite activities such as excursion groups to divert them away from the school, where the threat is still active
- Determine if an upgrade to **lockdown response** is required.



### 3. Ending secure alert response

- The chief warden will determine when it is safe to end the secure alert (lockout) and when normal operations may be resumed
- Issue an **all-clear** communication
- Consider if there is any specific information staff, students and visitors need to know (e.g., areas of the school to avoid).

### 4. Resume normal operations

- Workplace manager to implement a [Recovery plan](#), if required
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officers and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

## Medical Emergency

A medical emergency can affect anyone and can occur at any time within the school environment including school activities on and offsite.

**Note: School staff do not require permission from families to contact Triple Zero (000).** Any staff member can call Triple Zero (000) as per local first aid response procedures. Contacting the affected person's emergency contact/s should occur concurrently.

If a medical emergency occurs:

- Administer first aid. Follow the student's Individual Health Care Plan, where applicable.
- Nearby staff to arrange for staff to
  - **Call Triple Zero (000)** if immediate/life threatening
  - Notify **first aid officer / chief warden** as required
- Chief warden / workplace manager to arrange contact with the emergency contact/s of the affected person
- Arrange for a person to meet emergency services, and guide them to the location of the medical emergency, where necessary
- Record the details of the incident, injury, trauma, or illness (symptoms, duration, medication administered)
- Keep people away from the emergency/incident
- Provide support for students and/or staff who may have witnessed early stages of the emergency
- As soon as possible co-ordinate a staff member to report the emergency to the **Incident Report and Support Hotline on 1800 811 523**
- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process, areas to avoid)
- All emergency response roles will, where able, to maintain a log of actions/decisions undertaken and times.

## Recovery

Once the situation begins to stabilise, the chief warden should consider implementing applicable recovery actions. The chief warden may delegate tasks while managing the overall recovery.

The checklist is designed to be used in the recovery phase after an emergency.

Recovery action	Source of advice	Next actions	Assigned to	Completed
Establish a recovery location	Emergency services	Manage family reunification in the evacuation assembly area		HH:MM DD/MM/YYYY
Implement the communication plan	Media Unit, DEL and WHSA	Seek assistance to prepare communication plan Prepare for media interest and presence Ensure <b>all media enquiries</b> are referred to the Media Unit: <b>02 7814 1559</b>		HH:MM DD/MM/YYYY
Determine when will it be safe for people to return to the workplace	Emergency services	Determine what instructions are required for people waiting in the onsite assembly area / evacuation location. Communicate the instructions to the wardens to implement. Collaborate with HSSW who will be in regular contact to provide support.		HH:MM DD/MM/YYYY
Arrange for a detailed damage assessment and site re-entry inspection to be conducted by an authorised local Asset Services Officer, where required	Emergency services and Asset Management Unit	Follow the <a href="#">Site Clearance Protocol</a> . Principal <b>must</b> obtain a Clearance Certificate from an authorised local Asset Services Officer <b>before</b> permitting any re-entry of school premises where infrastructure has been damaged. Develop a plan to resume services in the workplace or an alternative location		HH:MM DD/MM/YYYY  Where is Clearance Certificate saved?

Recovery action	Source of advice	Next actions	Assigned to	Completed
Develop a plan to resume services in the workplace or an alternative location	Asset Management Unit Director, Educational Leadership	Collaborate with department teams to consider recovery actions for: Assets Information and Communication Technology Student services (for example, buses) <b>Guidance:</b> Refer to local <a href="#">Business Continuity Plan</a> , where relevant		HH:MM DD/MM/YYYY
Arrange debrief and support services to be available for staff and students	Incident Report and Support Hotline	Staff to provide a debrief to students upon return to the classroom. Determine if additional support is required. If required, arrange locations for delivery of support services: Staff – Employee Assistance Program (EAP) Student – Senior Psychologist Education (SPE)		HH:MM DD/MM/YYYY
Arrange a post incident review of the emergency	Emergency Planning Committee	Review the effectiveness of the workplace emergency management plan using the Evaluating the emergency response form. Arrange additional support services, if required		HH:MM DD/MM/YYYY
Conduct a review of the Emergency Management Plan (EMP) in the context of this emergency	WHS Advisor	Arrange for the EPC to review the EMP – Go to <a href="#">Prevention</a> and <a href="#">Recovery</a> sections Identify any required improvements to the plan, training, and/or controls Schedule the implementation of the improvements Consult with WHSA to update the plan in the In Case of Emergency (ICE) system		HH:MM DD/MM/YYYY

## Prevention

Preventative actions	Responsibility	Last review
Conduct and then review the workplace risk assessment at least annually Optional - Attach your school's risk register in <a href="#">Appendix E – Risk assessment for emergencies</a>	EPC	30/01/2024
Monitor and review risk assessment (at least annually and or following an incident)	EPC	30/01/2024

## Review frequency

Reviews will be conducted at least annually or when:

- an emergency has occurred at the workplace
- an emergency drill has identified a deficiency in the plan (for example, evacuation drill or lockdown drill)
- the workplace is about to undergo physical change (for example, new classrooms, renovations)
- the workplace is about to/has relocated.

## Preparation

Preparation actions	Responsibility	Last review
Review the EMP	EPC, HS Rep, Principal / Executive	Reviewed at time of EMP review
Cross reference risk assessment and risk register to list of reasonably foreseeable emergencies (see <a href="#">Appendix B – Reasonably foreseeable emergencies</a> )	EPC, HS Rep, Principal / Executive	Reviewed at time of EMP review
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Principal, HS Rep or WHS Coordinator	Scheduled on WHS Management Action Plan
Ensure that consultation to prepare persons with a disability for emergencies also considers making reasonable adjustments to support access to information and physical spaces	Principal or Student Wellbeing Team	At enrolment and on review of Individual Health Care Plan
Develop draft communication strategy for known emergencies (for example, severe weather events)	EPC, HS Rep, Principal / Executive	Reviewed at time of EMP review

Specific preparation actions	
Training against the Emergency Management Plan	
Training and skill maintenance	Review Evacuation Policy with staff and identify responsibilities for each block
Emergency communications systems	Internal system checked each term
Briefings and consultation	Staff Development Day 1, ongoing staff meetings new staff inductions, contractor/volunteer/visitor inductions, consultation with people with disabilities

## Specific preparation actions

### Emergency drill frequency

Evacuation drill	EMP – at least annually School – every 6 months
Lockdown/Secure Alert (Lockout) drill	The department – based on risk assessment; usually every 6 months Schools – based on risk assessment; usually every 6 months
Bushfire response drill (Evacuation and a shelter-in-place)	School – at least once per year

### Other

Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	As per supplier recommendations/applicable Australian Standards AMU Contract every 6 months
<a href="#">Emergency Kit/s</a> and <a href="#">First Aid Kit/s</a>	Check kit contents before each scheduled emergency drill (evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

## Version control

Version	Effective date	Approver	Comments
1.0	30/01/2024	Ellen Bax (principal)	next review is due: 27/01/2025
			Add a new line for each updated version.

## Document location

Version	Comments
<b>In Case of Emergency (ICE) system</b>	An electronic version of plan is lodged in ICE for use by the department, DEL and emergency services
<b>Workplace manager and/or chief warden</b>	Electronic version: school web page, principal back up memory drive Printed copy onsite: Principal's office Printed copy offsite: Principal's home
<b>Emergency evacuation kit</b>	Printed copy included in Emergency Evacuation Kit.
<b>School staff</b>	Printed summary has been printed and place on the staff WHS noticeboard. Printed copies of the plan have been provided to: All staff members



## Appendix A – Checklist: Supporting resources

Resources	(✓)
<a href="#">Bushfire and Grassfire Response Plan</a>	✓
<a href="#">First Aid Plan</a>	✓
<a href="#">Defibrillator Management Plan</a>	✓
<a href="#">Floor plan</a>	✓

## Appendix B – Reasonably foreseeable emergencies

Emergency	Type	Response
<b>Fire</b>	Structure fire	Evacuation (offsite assembly area)
	Car fire	
	Chemical fire	
	Bush/grass fire	Temporarily Proactively Cease Operations if possible or Chief Warden to decide to Evacuate (offsite assembly area) or Shelter in Place.
<b>Bomb threat</b>	Bomb threat	Evacuation (offsite assembly area)
	Suspicious item	Move people away from the area of the suspicious item. Secure the area until emergency services arrive
<b>Physical site / environmental emergency</b>	Burst/leaking pipes (water/sewerage/gas)	Follow the advice of emergency services, implement required emergency response
	Loss of utilities (water/power/sewerage)	Discuss with DEL and local ASO, implement required emergency response
	Loss of ICT	Contact EDConnect or contracted telecommunications company
	Chemical spill on site	Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
	Structural failure/collapse	
	Electrical hazard	
	Explosion	
	Vehicle collision with workplace	
<b>Security/physical threat to people</b>	Intruder	Implement Lockdown Procedures
	Aggressive person/s	
	Violent person/s	
	Armed person/s	
	Threats of or actual violence	
	Attempted/actual self-harm or self-harm ideation	

Emergency	Type	Response
<b>Medical emergency</b>	Injury to person requiring first aid	First Aid provided by trained person
	Injury to person requiring emergency services	Call or arrange for someone to call Triple Zero (000)
	Infectious diseases	Notify the Incident Report and Support Hotline on 1800 811 523
	Fatality (person) on premises or offsite activity	Call or arrange for someone to call Triple Zero (000)
	Injury to animal requiring veterinary response	Contact veterinarian, notify Animal Welfare Officer (02) 7814 2631
	Agricultural schools, schools with animals and /or agricultural facilities: infectious diseases (animal); fatality of animal	Contact veterinarian, notify Farm Biosecurity on 1800 675 888, notify Animal Welfare Officer (02) 7814 2631
<b>External emergency</b>	Flood	Notify DEL and local ASO, implement flood response plan
	Tsunami	Implement the evacuation response
	Earthquake	Follow the advice of emergency services, implement required emergency response
	Dam wall failure alarm	Implement the evacuation response
	Severe weather (wind, hail, dust, snow)	Implement Lockdown Procedures
	Severe temperature (cold/heat)	Consider the potential impacts on school activities, especially outdoors.
	Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Consider the potential impacts on school activities, especially outdoors.
	Vehicle accident at/in department workplace	Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
	Accidents or emergencies near the workplace	Follow the advice of emergency services, implement required emergency response
	Traffic accident impacting access to / from the workplace	
	Police event external to the workplace	
	Electrical hazard (downed powerlines)	
	Chemical spill offsite	
	Escaped criminal	

## Appendix C – Checklist: Chief Warden briefing of emergency services

Checklist: Chief Warden briefing of emergency services upon arrival (✓)	
<b>Outline the emergency:</b> What? Where? When? Who is involved?	
<b>Describe the potential consequences:</b> Safety (risk to the safety of others, including animals onsite) What buildings/assets are damaged? Are there any utilities or hazardous materials <b>at</b> the scene?	
<b>Describe what has been done to manage the emergency</b> What has been done? (For example, evacuation commenced, first aiders attended injured people, building secured, school is in lockdown) What is the status of the response? (For example, underway, complete) Respond to questions <b>TIP:</b> State the facts. State “I am unsure” if unsure of any answer to a question.	
If applicable – <b>Safety of people:</b> Do any people need <u>urgent</u> assistance? Where are they?	
If applicable – <b>Safety of animals:</b> Do any animals need <u>urgent</u> assistance? Where are they?	
If applicable – <b>Injuries:</b> Where are the injured people?	
If applicable – <b>People with disability:</b> Do any people with disability need assistance? Where are they?	
If applicable – <b>Utilities and hazardous materials:</b> Which utilities or hazardous materials are <b>near</b> the emergency scene?  <b>Tip:</b> Use the site diagram to assist briefing. Specific detail is in <a href="#">Utilities and suppliers</a> .	

## Appendix D – Risk assessment for emergencies

Fact Sheets for specific hazards listed in the table below can be found at [Health, Safety and Staff Wellbeing Directorate website> Emergency planning and incident response> Emergency management> Emergency management planning> Support and resources](#)

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Bomb Threat	<ul style="list-style-type: none"> <li>History of bomb threats for workplace.</li> <li>Person seeking to cause disruption to workplace.</li> <li>Examinations or other significant events in the workplace.</li> </ul>	3	<ul style="list-style-type: none"> <li><a href="#">Bomb Threat Report</a> available in accessible locations i.e., staff room, administration office.</li> <li>Processes in place for taking details of bomb threats using Bomb Threat Report to assist emergency services in assessing the threat.</li> <li>Response procedure in place for bomb threats that includes offsite evacuation location and train/communicate to staff.</li> </ul>	Principal, Executive or WHS Committee.	<p>Bomb Threat Reports are checked as part of annual workplace inspections.</p> <p>Response procedures reviewed annually.</p>
Fatality at the Workplace or During a Department Activity	<ul style="list-style-type: none"> <li>Major accident during Department activities (e.g. excursions) due to inadequate risk controls.</li> <li>Lack of emergency planning.</li> <li>Insufficient follow up of incidents including near misses.</li> </ul>	2	<ul style="list-style-type: none"> <li>WHS Management Program (WHSMP) in place.</li> <li>Staff aware of WHS responsibilities.</li> <li>Communication and consultation.</li> <li>WHS risk assessment and risk management programs in place.</li> <li>Emergency planning complete.</li> <li>Incident management and investigation processes in place.</li> <li>Emergency contact details for students and staff are updated at least annually.</li> <li>Student Individual Health Care Plans are</li> </ul>	Principal, Executive or WHS Committee. Staff member in charge of excursion or activity.	<p>Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.</p> <p>WHSMP actioned throughout 12-month period with outcomes communicated to all staff.</p>

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			reviewed at least annually.		
Earthquake	<ul style="list-style-type: none"> <li>Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures.</li> </ul>	5	<ul style="list-style-type: none"> <li>Know your area's earthquake history</li> <li>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.</li> </ul>	Principal, Executive or WHS Committee.	Response procedures reviewed annually.
Electrical Hazard	<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>	2	<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> <li>Repair, renovation, or construction is performed by qualified trades through Asset Management and precautions taken to prevent electrical hazards.</li> <li>Safe operating procedures are displayed and used for all electrical based learning.</li> </ul>	Principal, Executive or WHS Committee.  Schools Infrastructure NSW / Local ASO	<p>Response procedures and First Aid Plan reviewed annually.</p> <p>Tag and testing conducted annually by Schools Infrastructure NSW.</p> <p>Workplace Inspections completed regularly.</p>
Emergencies Occurring at Off-site Activities and Excursions	<ul style="list-style-type: none"> <li>Emergencies can occur during transportation, at the location, near the venue or location or at accommodation used for the activity or excursion.</li> </ul>	2	<ul style="list-style-type: none"> <li>Determine the roles and responsibilities of any service provider/s, venue staff and department staff in an emergency.</li> <li>WHS risk assessment and management plan in place which includes emergency planning, first aid requirements, incident management and staff training.</li> </ul>	Principal, Executive or WHS Committee.  Staff member in charge of excursion or activity.	Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Explosion	<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 bottles.</li> <li>Fire in the workplace.</li> <li>Spill of flammable substance.</li> <li>Proximity to industrial areas or major transport links (e.g. road, railway).</li> </ul>	3	<ul style="list-style-type: none"> <li>Ensure all persons understand the potential risks associated with gas and are trained to use gas in a safe way as part of their training/learning activities.</li> <li>Ensure proper maintenance of gas facilities.</li> <li>Ensure fire precautions in place.</li> <li>Emergency planning identifies potential risk of explosion in nearby facilities.</li> <li>Chemicals are stored in accordance with Safety Data Sheet.</li> </ul>	Principal, Executive, GA or WHS Committee. Schools Infrastructure NSW.	<p>Portable LPG gas have been inspected and tested within the past 10 years.</p> <p>Gas facilities checked annually by Schools Infrastructure NSW.</p> <p>Chemical Register is reviewed and updated annually.</p>
Fire – Structural	<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>	2	<ul style="list-style-type: none"> <li>Educate staff and students about workplace fire prevention and safety.</li> <li>Conduct fire drills.</li> <li>Risk assessment are developed for fire related activities.</li> <li>Corrective actions are addressed following Annual Fire Safety Statement inspection.</li> <li>Annual maintenance activities are scheduled by Schools Infrastructure NSW and completed i.e., test and tag, gutter cleaning.</li> <li>Staff are familiar with the emergency equipment in school buildings.</li> </ul>	Principal, all staff. Schools Infrastructure NSW	<p>Drills conducted twice annually</p> <p>Workplace inspections conducted each semester</p> <p>Annual Fire Safety Statement inspection conducted annually.</p> <p>Risk Assessment and Management Plans are developed / reviewed prior to fire related activities.</p>
Flood	<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</li> </ul>	2	<ul style="list-style-type: none"> <li>Prepare a flood response plan covering actions needing to be undertaken when a flood is likely, during a flood and after a</li> </ul>	Principal, Executive or	Flood response plan reviewed annually.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
	<p>varies, there are few communities that do not have some flood risk.</p> <ul style="list-style-type: none"> <li>The State Emergency Service (SES) is responsible for responding to floods in NSW.</li> </ul>		<p>flood.</p> <ul style="list-style-type: none"> <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>	WHS Committee.	
Hazardous Substances	<ul style="list-style-type: none"> <li>Proximity to industrial areas or major transport routes.</li> <li>Procedures for safe management of chemicals at workplaces not clearly implemented.</li> <li>Audit of chemicals at the workplace not sufficient for compliance with relevant legislation.</li> </ul>	4	<ul style="list-style-type: none"> <li>Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill.</li> <li>Ensure safety data sheets (SDS) for all hazardous substances used are at hand.</li> <li>Use Department's Chemical Safety In Schools Manual</li> <li>Chemical Register is reviewed and updated annually.</li> </ul>	Principal, Executive or WHS Committee.	Chemical stocktake conducted annually
Gas Leak	<ul style="list-style-type: none"> <li>Insufficient maintenance of gas facilities.</li> <li>Damage to gas pipes or gas outlet.</li> <li>Faulty portable LPG gas bottles.</li> </ul>	3	<ul style="list-style-type: none"> <li>Ensure gas is used in a safe way in all workplaces.</li> <li>Ensure persons using gas facilities understand the potential risks associated with gas and are trained to use gas in a safe way as part of their training/learning activities.</li> <li>Ensure proper maintenance of gas facilities.</li> </ul>	Principal, Executive or WHS Committee. Schools Infrastructure NSW.	<p>Gas facilities checked annually by Schools Infrastructure NSW.</p> <p>Safety Management Plans for practical learning situations are reviewed regularly.</p>



Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			<ul style="list-style-type: none"> <li>Fire extinguishers are maintained.</li> <li>Access to gas storage is controlled.</li> </ul>		
Medical Emergency	<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>	1	<ul style="list-style-type: none"> <li>Implement individual health care plans for students and communicate to relevant staff.</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> <li>Risk assessments for offsite activities or excursions include medical emergencies.</li> </ul>	Principal, Executive, Student Learning Support Team, Student Wellbeing or WHS Committee. Staff member in charge of excursion or activity.	Individual health care plans reviewed every 12-18 months or when students' needs change. First Aid Plan is reviewed annually and communicated to all staff. Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.
Outbreak of Infectious Diseases	<ul style="list-style-type: none"> <li>Lack of awareness of standard precautions for infection control at the workplace.</li> <li>Shared facilities increase risk of infectious diseases.</li> <li>Difficulty of reliably identifying all persons carrying infectious diseases.</li> <li>Food preparation with insufficient</li> </ul>	2	<ul style="list-style-type: none"> <li>Consistently apply standard precautions for infection control, incorporating them into daily practice and use specific controls for particular situations.</li> <li>Ensure all staff understand and apply the Department's Infection Control and reporting guidelines and procedures</li> <li>Consultation with relevant persons and</li> </ul>	Principal, all staff.	Infection control procedures and incident reporting procedures are communicated to all staff; reviewed annually and on an as required basis.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
	controls.		organisations e.g. local Public Health Units, parents/carers, cleaners, etc. <ul style="list-style-type: none"> <li>• Monitor the health of staff and students where practicable.</li> <li>• Communicate to staff, students, and parents/carers in advance of seasonal illness.</li> <li>• Maintain stock of hygiene related products (soaps) and first aid kits.</li> </ul>		
Pedestrian Incident	<ul style="list-style-type: none"> <li>• Proximity to major roads.</li> <li>• Insufficient pedestrian safety awareness training for students or staff.</li> <li>• Insufficient traffic controls in place.</li> </ul>	2	<ul style="list-style-type: none"> <li>• Traffic controls (pedestrian crossings, traffic controllers, etc.).</li> <li>• Liaison with local council and Roads and Traffic Authority.</li> <li>• 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.</li> </ul>	Principal, Executive or WHS Committee. Consultation with local Road Safety Education Officer.	Response procedures reviewed annually.  Risk Assessment and Management Plans are developed / reviewed annually for traffic management.
Staff or Student Lost on Excursion	<ul style="list-style-type: none"> <li>• Department's Excursions Policy not followed.</li> <li>• Risk assessments not conducted.</li> <li>• Untested assumptions about the safety or the safety requirements of staff and students.</li> <li>• Unanticipated events whilst on excursions</li> </ul>	2	<ul style="list-style-type: none"> <li>• Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy.</li> <li>• Ensure risk assessment is implemented and communicated.</li> <li>• Conduct regular headcounts and roll calls.</li> <li>• Use a buddy system.</li> <li>• Specific instructions are provided on what actions to take should an individual</li> </ul>	Principal, Executive or WHS Committee. Staff member in charge of excursion or activity.	Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			become lost i.e., identify safe meeting point.		
Storm	<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>• Electrocution from fallen wires.</li> <li>• Roofs in need of repair.</li> <li>• Excursion activities undertaken without risk assessment.</li> </ul>	3	<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> <li>• Prepare a storm plan covering actions needing to be undertaken.</li> <li>• Consider items that may need to be secured or put away in strong winds.</li> <li>• Consider animal welfare activities to undertake before a storm.</li> <li>• Plan to isolate/shutdown utilities or plan should power outage occur.</li> </ul>	Principal, Executive or WHS Committee. Seek assistance from local ASO if required.	<p>Gutters and downpipes cleaned as part of maintenance schedule twice annually by Schools Infrastructure NSW.</p> <p>Respond as required during and following storm activity.</p>
Suspicious Items and Substances	<ul style="list-style-type: none"> <li>• Person wishing to inflict injury upon individuals in a workplace using an anonymous method.</li> <li>• Receipt of high volumes of mail.</li> <li>• Current security climate relating to terrorism.</li> </ul>	5	<ul style="list-style-type: none"> <li>• Training staff who receive and open mail and deliveries to respond to an unexpected, suspicious discovery (e.g., bomb threat, suspicious item) or exposure to a powder or suspicious substance.</li> <li>• Inform staff to immediately alert the principal of suspicious items in and around the school.</li> <li>• Encourage students to immediately report suspicious items in or around the school to the nearest staff member.</li> </ul>	Principal, Executive or WHS Committee.	Response procedures reviewed annually.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Threat or Violence	<ul style="list-style-type: none"> <li>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:</li> <li>There is no way of knowing whether people apart from staff and students are authorised to be on-site</li> <li>Clear standards for students' behaviour and communication are not in place.</li> </ul>	3	<ul style="list-style-type: none"> <li>Check security strategies e.g. access to premises and signs.</li> <li>Crime prevention workshops.</li> <li>Monitoring of incidents.</li> <li>Development, practice and review of lockdown and lockout procedures.</li> <li>Relevant policies and guidelines are reviewed and communicated to all staff, students and parents/carers.</li> <li>Student Behaviour Support Plans are in place.</li> </ul>	Principal, Executive or WHS Committee. Consultation with School Security Unit, Schools Infrastructure NSW and Student Wellbeing Unit.	Response procedures reviewed annually. Student Behaviour Support Plans reviewed and updated regularly.
Tsunami	<ul style="list-style-type: none"> <li>The NSW coast has experienced more than 30 tsunamis since European settlement. Most have been slight causing little to no damage.</li> <li>Workplace located on low-lying land close to the ocean.</li> <li>Overseas off-school activities need to consider the risk of tsunami.</li> </ul>	4	<ul style="list-style-type: none"> <li>For overseas travel, be aware of the potential risks in the area you are travelling to.</li> <li>Understand tsunami related warnings, alerts and bulletins that may be issued.</li> <li>If school is located at, or excursions are planned to, a coastal location, identify higher ground as part of risk planning should an evacuation order be issued.</li> </ul>	Principal, Executive or WHS Committee.	Response procedures reviewed annually. Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

## Appendix E – School emergency kit checklist

Evacuation kit	(✓)	Lockdown kit	(✓)
<a href="#">First aid kit</a>	✓	Water and cups	
Clip board, log forms and pens	✓	Bucket with a lid	
Whistle or bell	✓	Blanket/screen	
Torch with spare batteries	✓	Toilet paper	✓
Spare workplace keys	✓	Waterless hand sanitiser	✓
Copy of school Emergency Management Plan (EMP)	✓	Blankets	
Radio with spare batteries			
Emergency blanket/s			
First aid summary cards for staff and students with medical conditions and list of required medications	✓		
Optional: Bottled water, disposable cups, long-life drinks, food bars and additional blankets to create shelter or shade			

# Appendix F - Bushfire and grassfire response plan

## 1. Key information

### 1.1 Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	Name / phone number
Local Fire Control Centre	Wallsend Fire Station 0249 559539
Police Area Command/District	Waratah Police Station 0249 559539
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Josie Bailey
Bush Fire Information Line	1800 679 737
Assets Service Officer	Murray Small
School Community: Awabakal Playgroup	
Community User: Nepalese Language Community	
Cleaners/Supervisors	
Assisted School Travel Program	1300 338 278
Early Learning (if applicable)	<b>1300 083 698</b> or <a href="mailto:earlylearning@det.nsw.edu.au">earlylearning@det.nsw.edu.au</a>
Transport company	Hunter Valley Buses 0459 582057
Vehicles required	Car seats for playgroup students

### 1.2 Stay up to date

				
'Fires Near Me' Free Smart-phone App	Local radio, TV, newspaper, local ABC/emergency broadcaster	Fire Danger Ratings at <a href="https://rfs.nsw.gov.au/fdr">rfs.nsw.gov.au/fdr</a> Fire Activity and Alert Levels at <a href="https://rfs.nsw.gov.au">rfs.nsw.gov.au</a> <a href="https://www.livetraffic.com">Livetraffic.com</a>	Email or text message communication from the department to the principal or workplace manager	<a href="https://facebook.com/nswrfs">facebook.com/nswrfs</a> <a href="https://twitter.com/nswrfs">twitter.com/nswrfs</a>

## 2. Proactive temporarily cease school operations

When the NSW Rural Fire Service (RFS) declares a **Catastrophic Fire Danger rating**, Category 1 and 2 schools will be directed by the department to [proactively temporarily cease school operations](#) for the next day.




**Note:** all schools may be directed by the department to proactively temporarily cease school operations based on advice from emergency services and the State Emergency Operations Centre.

Directions will be sent to the principal or workplace manager's email address, school email address and/or sms/phone call.

## 3. Bushfire Emergency Response

### 3.1 Seek information (decision making toolkit)

Consider the following decision-making factors in a bushfire emergency. If there is a bushfire in the surrounding area, the Chief Warden or delegate should check Alert Levels through the Fires Near Me app – see below:  
Also monitor local radio, TV, ABC/emergency broadcaster, Facebook.com/nswrfs, twitter.com/nswrfs, for bushfire updates.

<input type="checkbox"/>	 <p>Alert Level – Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p>Action: Contact the local emergency service (0249 559539) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Action: Contact the local emergency service (0249 559539) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.</p> <p>Action: Initiate Evacuation action or Shelter in Place. Contact the local emergency service (0249 559539) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.</p>
<input type="checkbox"/>	Consider road closures and detours that may be in place and impact evacuation.
<input type="checkbox"/>	Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at <a href="#">3.2</a> ).
<input type="checkbox"/>	Check local transport availability for evacuation, if required.
<input type="checkbox"/>	Based on the information above, the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

**Note: Early offsite evacuation in advance of bushfire impact is the safest option.  
Late evacuation can present a significant risk to life.**

## 3.2 Evacuate

Evacuation location	Details
<b>Onsite</b> assembly area	NETBALL COURTS - 5 minutes full evac
<b>Offsite</b> evacuation location 1	FEDERAL PARK (directly opposite the school) - 6 minutes full evac
<b>Offsite</b> evacuation location 2	Col Curran Oval, Hope Street (west of school) - 15 minutes full evac
<b>In circumstances where both offsite evacuation locations are not available, an alternative location will be determined in consultation with emergency services i.e., local evacuation centre or Neighbourhood Safer Place</b>	
<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate, the Chief Warden liaises with local emergency services (0249 559539) to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Incident Report and Support Hotline on 1800 811 523, that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users using Skoolbag, SMS, Facebook and school website, that the school is evacuating.
<input type="checkbox"/>	Arrange for transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Contact the offsite evacuation location and inform them of estimated arrival.
<input type="checkbox"/>	<b>Raise the alarm</b> (evacuation signal – with verbal announcement/instruction).
<input type="checkbox"/>	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. <b>Note:</b> Office staff to collect evacuation kit and medications. Students to bring school bags with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> <li>relocate the person to a safe area on the same floor, close to an evacuation stairwell or route</li> <li>report your location to the Chief Warden, and remain with the person.</li> </ul>
<input type="checkbox"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	If safe to do so, close all doors and windows of all buildings and switch off gas mains, before leaving the school.
<input type="checkbox"/>	At the offsite evacuation location, account for all persons and report missing persons to Chief Warden.
<input type="checkbox"/>	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> <li>students, staff, and/or visitors with healthcare needs and/or who require first aid.</li> <li>individualised needs of a person with a disability as outlined in the school's Disability Register.</li> </ul>
<input type="checkbox"/>	Chief Warden to advise the local emergency service (0249 559539) that all persons have been evacuated and are accounted for and safe at the offsite evacuation location.
<input type="checkbox"/>	Chief Warden or delegate to provide regular updates to the DEL and Incident Report and Support Hotline on 1800 811 523.
<input type="checkbox"/>	Chief Warden or delegate to notify Awabakal Playgroup (Dion Clement 0409 560 559), and Community Users (0452220178) that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation location. Record students released to parent/carer ensuring an authorised person is picking them up. <b>Note:</b> Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and <a href="#">stay up to date</a> through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs

## 3.3 Shelter in place



## Shelter in place should only be actioned when it is unsafe to evacuate.

Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action.

During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

Shelter in place arrangements	Details
Shelter in place refuge 1	School Hall
Shelter in place refuge 2 (if available)	Callaghan College Wallsend School Hall
<input type="checkbox"/>	Raise the alarm shelter in place signal – verbal announcement/instruction.
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
<input type="checkbox"/>	All persons must report to the nominated <b>shelter in place refuge</b> unless otherwise advised by the Chief Warden. <b>Note:</b> Office staff to collect evacuation kit and medications. Students to bring school bags with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: <ul style="list-style-type: none"> <li>relocate the person to a safe area on the same floor, close to an evacuation stairwell or route</li> <li>report the location to the Chief Warden, and remain with the person, where practicable.</li> </ul>
<input type="checkbox"/>	Account for all persons and report missing persons to the Chief Warden.
<input type="checkbox"/>	<b>Call triple zero (000)</b> for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.
<input type="checkbox"/>	Support and attend to: <ul style="list-style-type: none"> <li>students, staff, and/or visitors with healthcare needs and/or who require first aid.</li> <li>individualised needs of a person with a disability as outlined in the school's disabilities register.</li> </ul>
<input type="checkbox"/>	Chief Warden or delegate notify DEL and the Incident Report and Support Hotline on 1800 811 523, that the school is sheltering in place.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users of the situation using Skoolbag, Facebook, SMS, webpage. Continue to provide regular updates as the situation changes.
<input type="checkbox"/>	Chief Warden or delegate to notify Awabakal Playgroup (Dion Clement 0409 560 559), and Community Users (0452220178) that the school is sheltering in place.
<input type="checkbox"/>	Maintain situational awareness and <a href="#">stay up to date</a> through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs
<input type="checkbox"/>	Undertake a visual inspection for embers from inside the building of refuge. Update emergency services of any identified risks.
<input type="checkbox"/>	Chief Warden or delegate seek confirmation from local emergency services (0249 559539) on next steps.
<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer ensuring an authorised person is picking them up. <b>Note:</b> Make sure parents/carers do not block access to the site for emergency vehicles.

TAB A – Attachments: Map of onsite evacuation assembly area 1

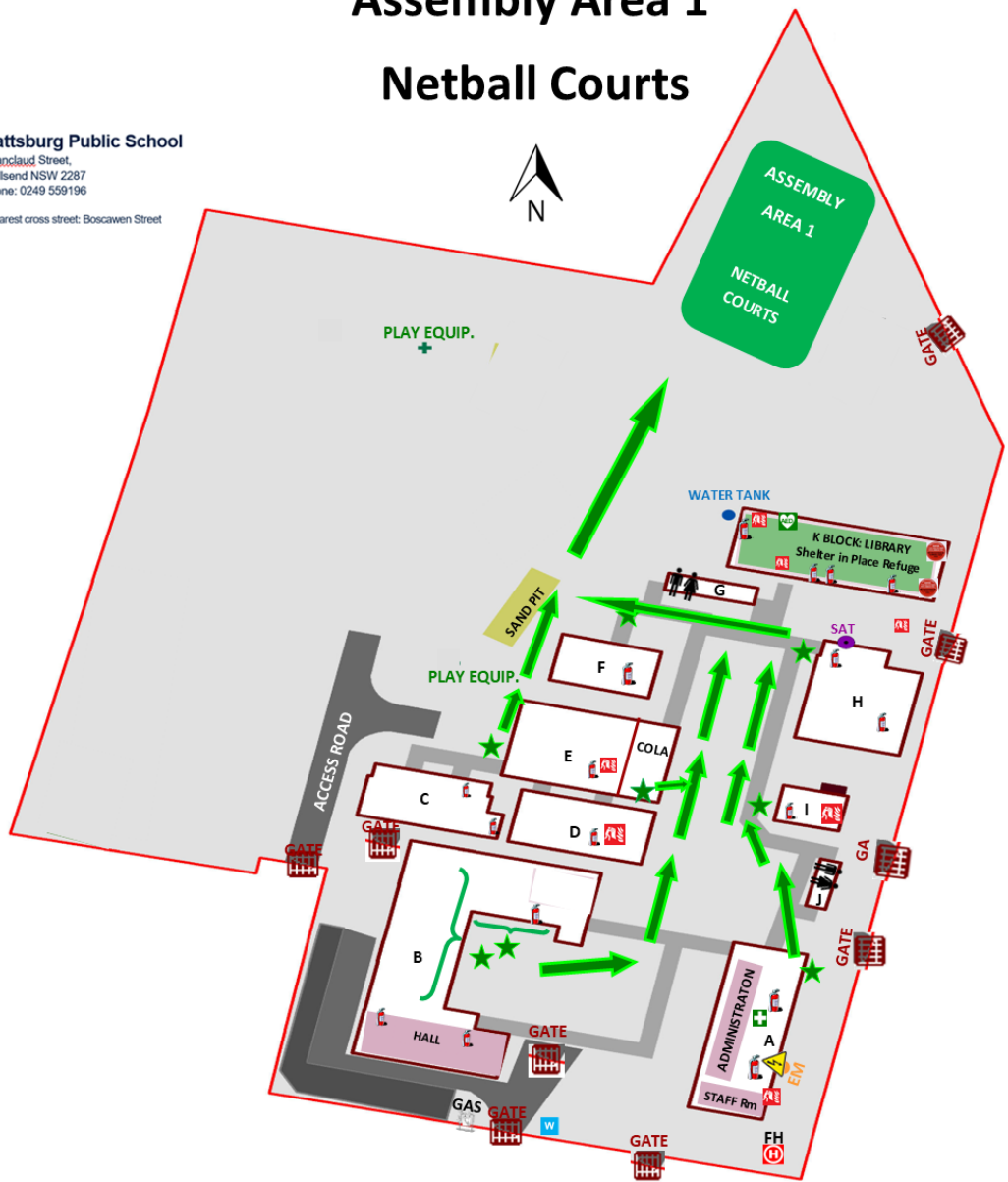
Plattsburg Public School  
1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196  
  
Nearest cross street: Boscawen Street



PLATTSBURG PUBLIC SCHOOL

Assembly Area 1  
Netball Courts

Plattsburg Public School  
1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196  
  
Nearest cross street: Boscawen Street



CONTINUOUS SIREN MEANS EVACUATE

KEY			
	Muster Point		Fire Hydrant
	Fire Extinguisher CO2 (electrical)		Gas Mains
	Fire Blanket		Electrical Mains Room
	Fire Extinguisher WATER (paper, fabric, wood)		Water Tank

# Map of offsite evacuation assembly area offsite FEDERAL PARK

## Plattsburg Public School

1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196

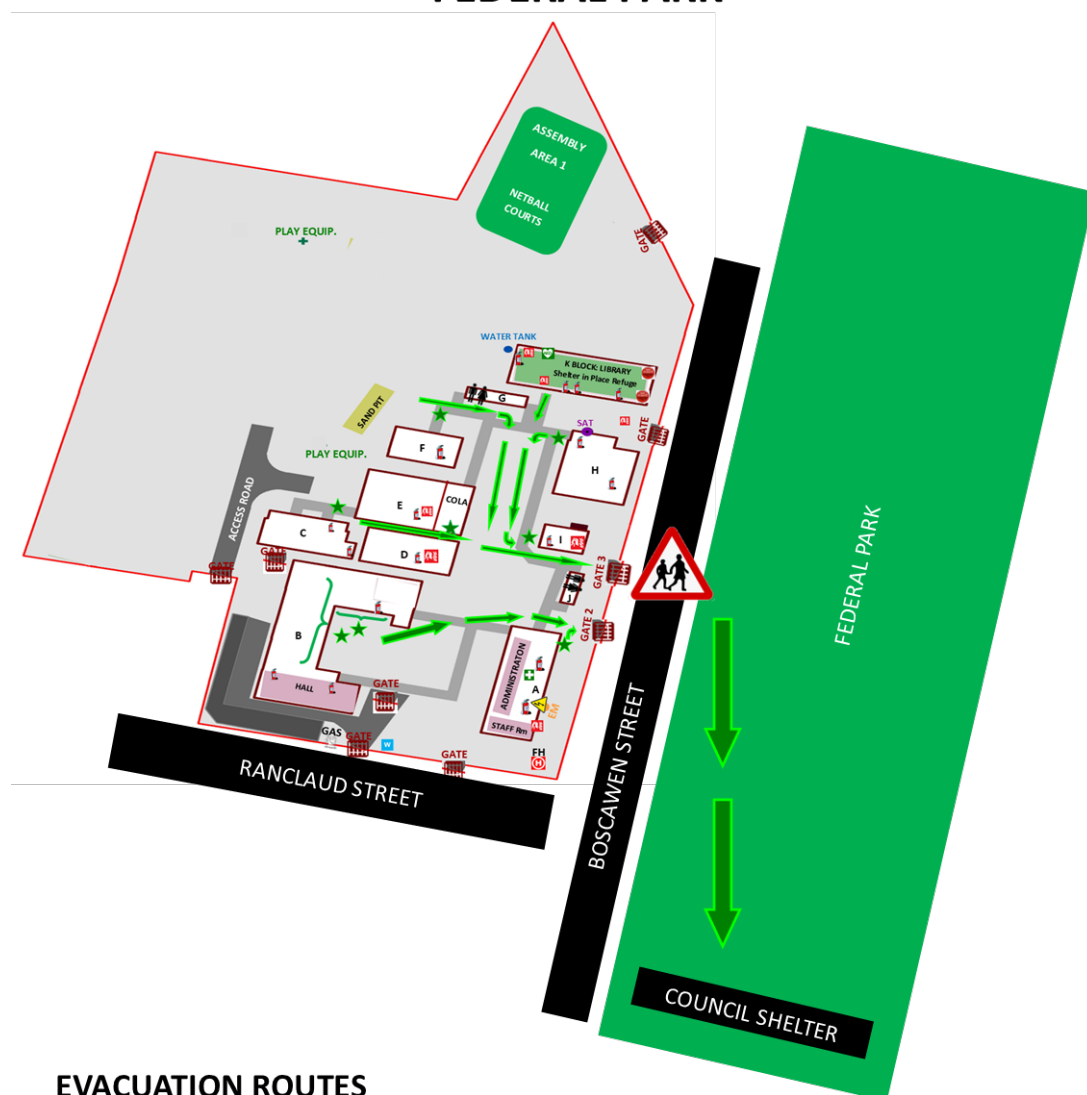
Nearest cross street: Boscawen Street



## PLATTSBURG PUBLIC SCHOOL

### Offsite Evacuation Area 2

### FEDERAL PARK



## EVACUATION ROUTES

Block A - Gate 3 exit

Block B - Gate 3 Exit

Blocks C, D, E, F, H, K and I - Gate 4 exit

Cross at school crossing. Assistant Principals to manage traffic.

# Map of Shelter in Place Refuge

Plattsburg Public School

1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196

Nearest cross street: Boscawen Street



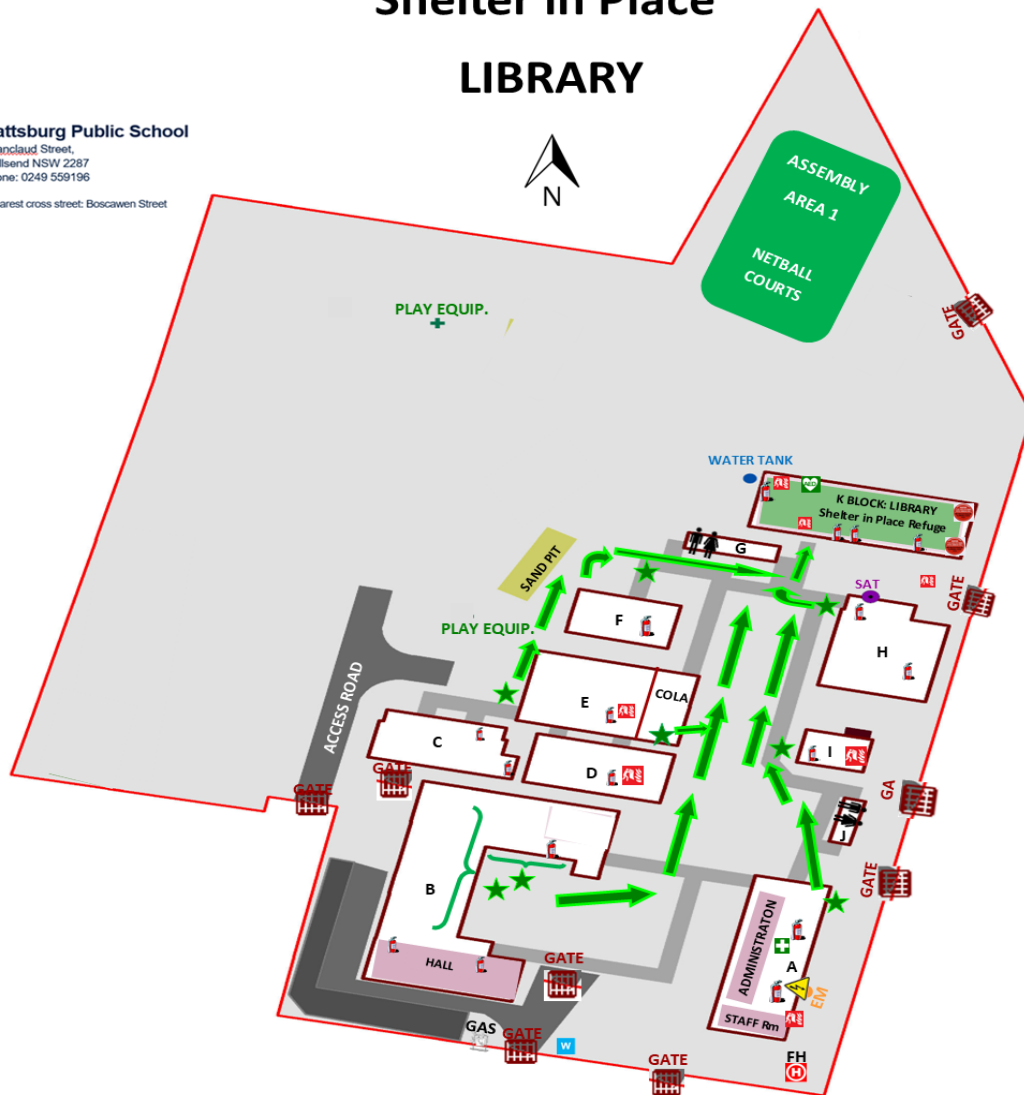
## PLATTSBURG PUBLIC SCHOOL

### Shelter in Place LIBRARY

Plattsburg Public School

1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196

Nearest cross street: Boscawen Street



### CONTINUOUS SIREN MEANS EVACUATE

#### KEY

	Muster Point		Fire Hydrant
	Fire Extinguisher CO2 (electrical)		Gas Mains
	Fire Blanket		Electrical Mains Room
	Fire Extinguisher WATER (paper, fabric, wood)		Water Tank

## Map of offsite evacuation assembly area 1

### Plattsburg Public School

1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196

Nearest cross street: Boscawen Street



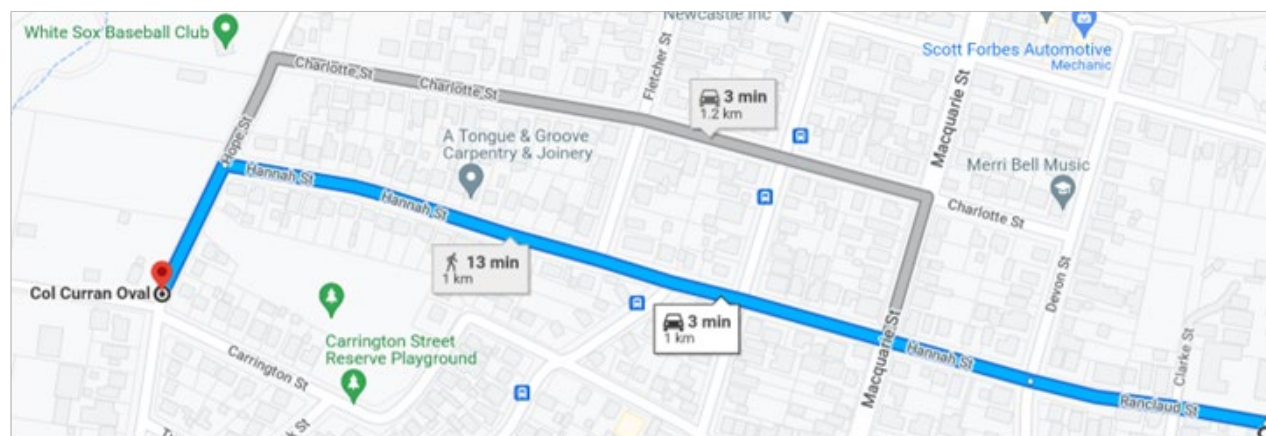
# EMERGENCY MANAGEMENT PLAN

## OFFSITE ASSEMBLY AREA 1

### Plattsburg Public School

1 Ranclaud Street,  
Wallsend NSW 2287  
Phone: 0249 559196

Nearest cross street: Boscawen Street



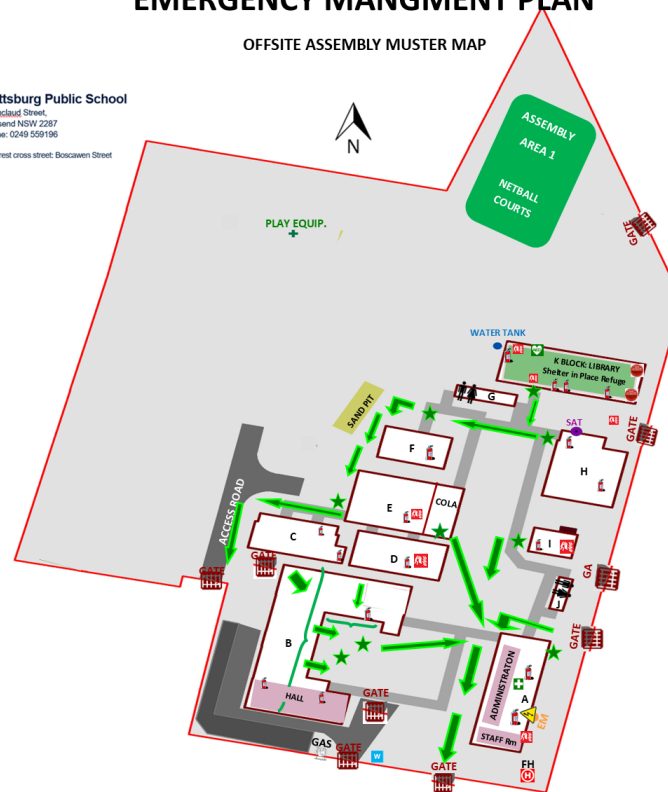
1. Assemble at designated muster points
2. Students to carry their bags
3. Staff to check class rolls before leaving school premises
4. Proceed to Ranclaud Street heading in a westerly direction to Plattsburg Park, Col Curran Fields
5. Progress from Ranclaud St, cross at Macquarie Street into Hannah Street, turn left at the end of Hannah Street into Hope Street. Col Curran Fields will be immediately in view. Proceed to covered shelter
6. Assistant Principals to supervise crossing of Macquarie Street
7. First Aid Officer to collect First Aid kit and student medications
8. Class teachers to re-check rolls on arrival to Col Curran Fields



## PLATTSBURG PUBLIC SCHOOL EMERGENCY MANGMENT PLAN

### OFFSITE ASSEMBLY MUSTER MAP

Plattsburg Public School  
1 Barendse Street,  
Wallsend NSW 2287  
Phone: 0249 559196  
Nearest cross street: Boscaawen Street

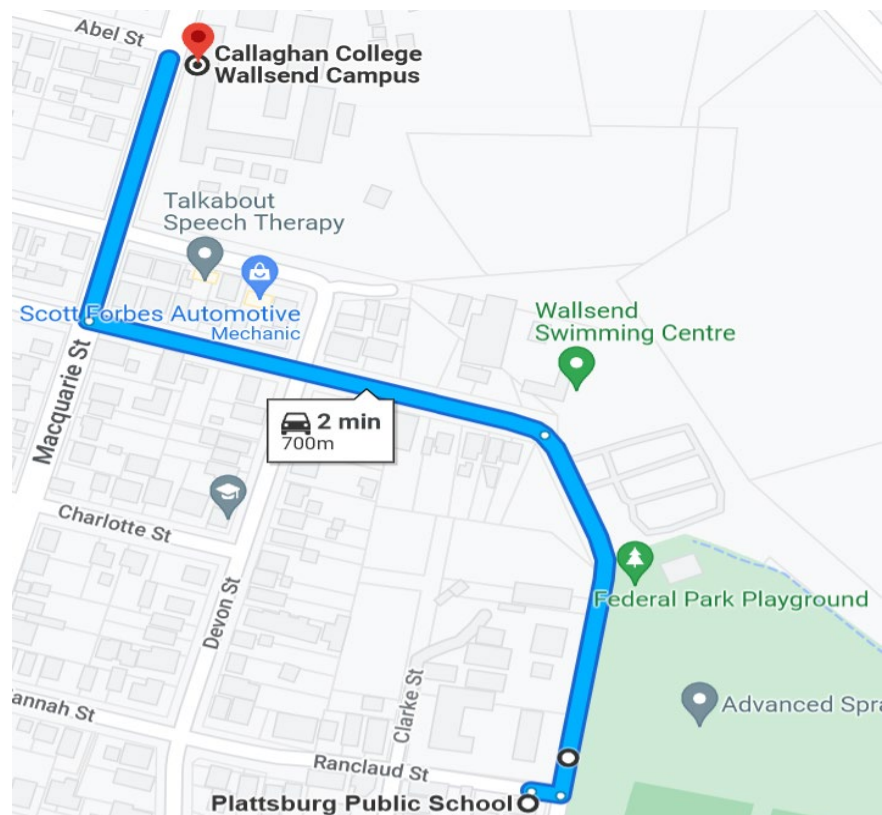


### CONTINUOUS SIREN MEANS EVACUATE

KEY			
	Muster Point		Fire Hydrant
	Fire Extinguisher CO2 (electrical)		Gas Mains
	Fire Blanket		Electrical Mains Room
	Fire Extinguisher WATER (paper, fabric, wood)		Water Tank

**OFFSITE ASSEMBLY AREA**  
Plattsburg Park, Col Curren Soccer Field  
Hope Street, Wallsend

**Plattsburg Public School**  
**Offsite Bushfire Evacuation Location 1**  
Callaghan College Wallsend Campus  
80/82 Macquarie Street Wallsend NSW 2287  
Ph: 0249 5511811





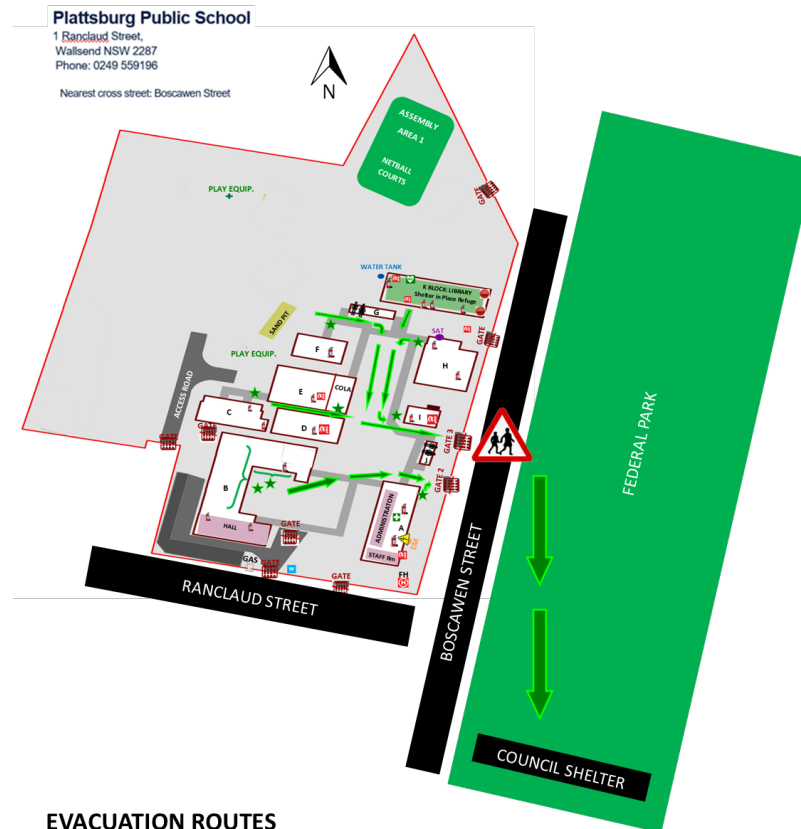
# Plattsburg Public School

## Offsite Bushfire Evacuation Location 2

Federal Park, Boscawen Street Wallsend NSW 2287

### PLATTSBURG PUBLIC SCHOOL

#### Offsite Evacuation Area 2: FEDERAL PARK



#### EVACUATION ROUTES

Block A - Gate 3 exit

Block B - Gate 3 Exit

Blocks C, D, E, F, H, K and I - Gate 4 exit

Cross at school crossing. Assistant Principals to manage traffic.



## Appendix G - First aid plan

To ensure legislative requirements are met, the first aid plan is developed using a risk management approach to meet the needs of the individual workplace. This 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.

### Details of school / workplace

School / workplace

Plattsburg Public School

Date of this review

30/01/2024

Date of next review  
(due within 12 months)

30/01/2025

### List of emergency contacts and other key contacts

**Medical Emergency 000 | Poison Info Centre 131 126**

Medical Centre

Wallsend Medical Practice (Plaza) 0249 512100

Hospital

John Hunter Hospital 0249 213000

Other (please specify)

### First aid plan sign off

Name of principal or  
workplace manager

Ellen Bax

Signature

*E. Bax*

Date

30/01/2024

## Overview of workplace

Note: this information must align with the workplace Emergency Management Plan, where relevant.

### Type of work and activities conducted

Teaching in the key learning areas  
Conducting and supervising playground activities  
Conducting office duties  
General maintenance and related duties  
Supervising school excursions  
Supervising sport

### The size and layout of workplace

Approximately two hectares of land with two heritage listed buildings (where one is two storey); three stand-alone timber buildings; one stand-alone brick library; one brick canteen with attached COLA; one school hall; one stand-alone hardiplank kitchen; and one brick Administration Block.  
Our school has the Awabakal Playgroup located on our site

### The location of workplace

The school is located parallel to Federal Park, on the corner of Ranclaud and Boscawen Streets. Approximately 0.5km from the nearest medical centre and 3 km from the nearest hospital (Wallsend). Boscawen is a two-lane tarred road parallel to Federal Park. Ranclaud Street is narrow and gives access to the school car park – emergency access to the school can be gained here.

### List of the number and distribution of people on site

(e.g., staff, students, visitors, etc.)  
190 students, 9 teachers, 1 principal, 4 Assistant Principals, 2 office staff, 1 general assistant, 1 canteen supervisor

### Workplace hours of operation

8:30 am to 3:00 pm during school terms.

## Steps 1 and 2: Identify and assess hazards or potential causes of workplace injury or illness

Identify and list hazards and other potential sources of injury or illness.	How the hazard could cause harm, injury or illness.	Potential severity and likelihood of the injury risk by the hazard.	Strategies to be put in place to mitigate the risk
Cooking equipment e.g. stoves, ovens, portable oven and barbeque	Burns	3 (Unlikely, High)	<ul style="list-style-type: none"> <li>Equipment used in accordance with Equipment Safety in Schools, User Manuals and Safe Operating Procedures</li> <li>Maintenance schedule in place and service records completed</li> <li>Inspections scheduled and completed regularly</li> <li>Incident reporting procedures provided at induction and communicated to all staff, contractors and visitors</li> </ul>
TAS tools, science tools, food technology tools	Cuts, abrasions, superficial injuries, burns	3 (Unlikely, High)	
Portable equipment e.g. ride on lawn mower, ladders, power tools	Cuts, abrasions, fractures, superficial injuries, burns	2 (Unlikely, Extreme)	
Playground surfaces, PE equipment, sporting equipment, gym equipment	Cuts, abrasions, fractures, superficial injuries, sprains, strains	2 (Very Likely, Medium)	
<b>Concussion</b>	Bump or blow to the head or body that causes a jarring of the head or neck	2 (Unlikely, Extreme)	<ul style="list-style-type: none"> <li>Staff have completed <a href="#">Schools Sports Unit e-Learning for concussion</a> (two courses)</li> <li><a href="#">School Sport Unit – Concussion Management Tool and other concussion resources</a> reviewed and implemented.</li> <li><a href="#">Westmead Children's Hospital concussion resources</a> reviewed and implemented</li> </ul>
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	2 (Unlikely, Extreme)	<ul style="list-style-type: none"> <li>Individual Health Care Plans and ASCIA Action Plans in place</li> <li>Prescribed Adrenaline Auto Injectors available and in date</li> <li>Staff are informed of students diagnosed with anaphylaxis and training completed</li> </ul>
Health/illness	Asthma, diabetes	4 (Unlikely, Medium)	<ul style="list-style-type: none"> <li>Individual Health Care Plans and supporting documents in place</li> <li>Staff are informed of support requirements for students with complex health care needs.</li> </ul>
Chemicals used in science, food technology and for grounds maintenance and cleaning	Spills, accidental ingestion, exposure	4 (Unlikely, Medium)	<ul style="list-style-type: none"> <li>Chemical Register is reviewed annually and Safety Data Sheets readily available to all staff.</li> <li>Spill Kit available where required and eye wash station.</li> <li>Incident reporting procedures provided at induction and communicated to all staff, contractors and visitors</li> </ul>

### Step 3 – First aid arrangements required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
<b>Appoint First Aid Officer(s).</b>	Two First Aid Officers appointed and hold a valid qualification from a nationally recognised first aid course	Principal has responsibility for oversight	Appointment is confirmed at the start of each year and training is checked for validity
<b>List staff training requirements and schedule annual practical or online training</b>	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 and/or SCOUT Staff Compliance report
<b>List number of first aid kits and their location.</b>	One first aid kit in A BLOCK, not further than 100m from each classroom. One first aid kit in the GA's room and in the school canteen. 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, including an EpiPen and asthma-reliever inhaler. First aid facilities at offsite venues are identified on the excursion risk assessment including local hospital or medical centre. At least one staff member trained in face to face CPR attends swimming or water activities and overnight excursions. 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. The first aid officer maintains the first aid kit and its backup supplies.	Principal works with First Aid Officer to ensure first aid arrangements are in place.  All teaching staff are aware of first aid and are trained  All staff aware of first aid requirements for excursions	First Aid Kit stocktake is completed annually and replenishment of used or out of date items is completed after each use or on an as required basis.
<b>Identify first aid room requirements</b>	One first aid room with appropriate signage and a first aid kit in the main office building.  The first aid room is in direct line of sight of the First Aid Officer to ensure	First Aid Officer	First aid room facilities are cleaned daily and supplies are included in annual stocktake or restocked on an as required

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>persons receiving first aid treatment are monitored.</p> <p>The first aid officer maintains the first aid room requirements, supplies and maintenance arrangements.</p>		basis
<b>Document the management of prescribed medications, and general use asthma inhalers, spacers, masks and EpiPens®.</b>	<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 and Asthma Plans every 12 to 18 months or, in accordance with treating doctors recommended review period, in consultation with the parent/student.</p> <p>The school has register in place to check the currency of EpiPens, asthma-reliever inhalers 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 / School Administration Manager / Student Wellbeing Officer	<p>Expiry dates of medication is recorded and managed in the EBS system.</p> <p>Spot checks are conducted for students that carry their own EpiPens.</p> <p>All medication is stored securely in accordance with medication instructions.</p>
<b>Document first aid response procedures (steps to be taken in the event of injury/illness) and local first aid protocols</b>	<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, <b>contacting an ambulance immediately for any serious incident or injury</b>, where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma. <b><u>This includes any staff member immediately contacting emergency services if considered necessary.</u></b></p> <p>The first aid officer is called immediately after an accident or incident has occurred. Supervising staff are to remain with the injured person and send for or call the First Aid Officer to their location. For minor injuries, injured person can be sent or escorted to the front office for treatment.</p> <p>The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.</p>	<p>All staff</p> <p>All staff</p> <p>First Aid Officer</p>	<p>All staff are advised of first aid response procedures at induction and annually on review of this Plan.</p> <p>At time of incident</p> <p>Ongoing</p>

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>Where required, Department infection control procedures are followed to ensure measures are taken to eliminate the risk of infection.</p> <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> <p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	<p>All staff / First Aid Officer</p> <p>Principal or delegate</p> <p>All staff</p>	<p>As required</p> <p>As required</p> <p>As required</p>
<b>Describe how workplace first aid arrangements will be communicated within the workplace</b>	<p>This Plan is displayed on the WHS Noticeboard in the staff common room and in the first aid room.</p> <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)</p> <p>Visitors and contractors to the school are informed of the First Aid arrangements in the school/workplace.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal / School Administration Staff</p>	<p>Reviewed and displayed annually</p> <p>At time of review</p> <p>At induction</p> <p>On arrival / sign in</p>
<b>Where applicable, determine the need for a defibrillator DELETE IF NOT APPLICABLE</b>	<p>A defibrillator is located in the library with appropriate signage and accessibility.</p> <p>Regular monitoring, maintenance, testing and review of the defibrillator is conducted by the First Aid Officer in accordance with the Defibrillator Management Plan.</p>	<p>First Aid Officer</p>	<p>Defibrillator is managed in accordance with Manufacturers guidelines and documented on the Defibrillator Management Plan (reviewed annually).</p>

## Step 4 – Ongoing monitoring and review of first aid plan

Describe the processes to monitor and review first aid arrangements.

Key points	List key points and actions required	Responsibility	Due date / frequency
<b>First aid plan</b>	Monitored and updated annually and on an as required basis (after a major incident in the workplace)	Principal	30/01/2025 / Annually
<b>Defibrillator management plan</b>	Monitored and updated annually and on an as required basis (after a major incident in the workplace)	Principal	Annually
<b>First aid kits</b>	Stocktake of first aid kits Restock of first aid kit items Restock of EpiPen and asthma reliever inhaler	First Aid Officer	Stocktake completed annually and replenishment of used or out of date items is completed after each use or on an as required basis.
<b>First aid facilities</b>	Arrangements in place for laundering and cleaning soiled bed covers and pillows (if disposable covers are not in use). Facilities are cleaned daily by school/workplace cleaner Infection control guidelines are followed after each use and process for disposal of first aid waste is followed.	Principal / First Aid Officer Cleaner First Aid Officer / Supervising staff	As required Daily As required
<b>Currency of staff training</b>	SCOUT Compliance Report reviewed for currency of mandatory training	Principal	Twice annually

## Reporting and documentation

Key points	List key points and actions required	Responsibility	Due date / frequency
<b>Describe steps the workplace will take to:</b>	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures to	All staff	Ongoing

Key points	List key points and actions required	Responsibility	Due date / frequency
<ul style="list-style-type: none"> <li>Report incidents and injuries.</li> <li>Maintain <a href="#">register of injuries</a>.</li> <li>Record first aid treatment.</li> <li>Other?</li> </ul>	<p>the Incident Report and Support Hotline 1800 811 523.</p> <p>2) Register of injuries is located in the main administrative office</p> <p>3) Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.</p> <p>4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications.</p> <p>6) Systems are in place to ensure community users of school facilities have first aid arrangements in place</p>	<p>All Staff</p> <p>First Aid Officer</p> <p>First Aid Officer</p> <p>Principal</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As required</p>
<p><b>Outline how record and reporting requirements will be met, including:</b></p> <ul style="list-style-type: none"> <li>the first aid record and reporting requirements for the workplace</li> <li>who is responsible to complete records</li> <li>who must be informed of incidents and injuries.</li> </ul>	<p>All records are retained in accordance with the State Records Act 1998 (NSW) and the General Retention and Disposal Authority GA28-14.05.05.</p> <p>1) Records of first aid treatment are retained electronically for a minimum of 5 years after the first aid treatment records are made.</p> <p>2) Register of Injuries and Incident Notification Forms are retained in a secure location for a minimum of 75 years</p> <p>3) Accident Report records are to be retained in a secure location for a minimum of 15 years after the record is made, or until the expiry of any statutory limitation periods, whichever is longer.</p> <p>4) All staff are to inform their immediate supervisor and/or Principal of incidents and injuries, and complete the relevant documentation.</p>	<p>All Staff First Aid Officer /</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

End of Emergency Management Plan for PLATTSBURG PUBLIC SCHOOL