

Emergency management plan

Health and Safety Directorate

EMERGENCY MANAGEMENT PLAN For

Middle Dural Public School
1251 Old Northern Road, Middle Dural
Latitude: 33.6443° S, Longitude: 151.0228° E

Effective: September 2019

Date of last review: September, 2019

Next review date: September, 2020

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, it should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

Document location

There are 4 copies of this Emergency Management Plan.

Staffroom, Server, ICE, Principal Office.

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1.1 Overview of emergency management plan

Description of the workplace (e.g. location, if a split or single site, no. of students and staff)

Middle Dural is a co-educational primary school. Situated on the intersection of Old Northern Road and Mid Dural Road, Middle Dural, surrounded by the suburb of Dural, Glenorie and Galston. The school is situated next to the Middle Dural Rural Fire Brigade on Mid Dural Road. Potential hazards this workplace could be exposed to are building fire, electrical hazard, falling trees or branches, violent visitors, and weather extremes such as heat, storm, wind conditions.

Middle Dural has 3 brick single story buildings (including toilet block) 1 x BER building, 1 x weatherboard building, canteen. There is a COLA area closest to A Block. The school has its own oval which is located on the lower half of the school grounds.

Middle Dural has 4 staff including the Principal, 1 permanent part time teacher, 1 Administrative Manager, and a permanent part-time General Assistant and 34 Students.

Schools operation hours –

7.30am – 5.30pm, cleaner 3.30 – 6.00pm

P & C meeting held 2nd Tuesday of every month – 7.00-9.00pm

Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)

Middle Dural Public School is an identified Neighbourhood Safer Place (NSP)

The Local Government Emergency Management Committee convenes monthly to discuss emergency procedures within their community.

This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of bushfire.

The Emergency Management Plan specifically relates to the following plans:

- First Aid
- Evacuation Procedures
- Lockdown Procedures
- Bushfire Procedures

Roles and responsibilities

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
Ann Mills	Principal	M 0428 965 220 W 02 9651 1761

Wardens

Name	Position	Contact phone numbers
Susan McLennan	Teacher	M 0412 266 045
Lyndon Moss	School Administrative Manager	M 0466 265 751

First Aid Officer

Name	Position	Contact phone numbers
Lyndon Moss	School Administrative Manager	M 0466 265 751

Communications Officer

Name	Position	Contact phone numbers
Lyndon Moss	School Administrative Manager	M 0466 265 751
John Tyszyk	General Assistant	M 0448 003 087

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Process for notifying, alerting and reporting emergencies

Notifying emergencies e.g. process for notifying Chief Warden - Principal

All teachers and staff are to ensure the Principal/delegate is notified in the event of an emergency. Primary means of communication involves Phone/paging system, Wireless Alert Siren System

Secondary or alternate means of communication the use of staff mobile phones

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

The Principal/delegate is to undertake appropriate action to alert the workplace of the emergency including commencement of the evacuation procedures where required. Where the Principal is absent from the workplace, the nominated Administrative Manager is to undertake this responsibility.

Reporting emergencies

- Contact emergency services immediately where required on 000.
- Notify the Director, Public Schools of the emergency immediately phone 9208 7611
- Call the Incident Report and Support Hotline 1800 811 523 immediately in the event of:-
- of a death, serious injury or dangerous occurrence at the workplace (notifiable incidents);
- an incident involving violence, weapons, illegal drugs or major criminal activity
- Call the Incident Report and Support Hotline 1800 811 523 as soon as reasonably practicable or within 24 hours for all other incidents involving employees, students, visitors, contractors, workplace hazards and near misses.

Call School Security Unit 1300 880 021 for:

- Security breaches
- Break and enter
- Malicious damage
- Graffiti vandalism
- Arson

Identified evacuation assembly areas and evacuation routes

Assembly area one

Middle of the School Oval bordered by Mid Dural Rd, adjacent to the Middle Dural Rural Fire Brigade

Assembly area two

Top of school by double gates on grassed area bordered by Old Northern Road if Assembly Area one compromised

Shelter in Place

Library

(Refer to site plan, Part 2)

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

Off-site assembly area

Dural Putt Putt – located cnr of Old Northern Road and Cranstons Rd, Dural. Ph 02 9651 1334

750 metres within walking distance from school. Proprietor Mary is aware of plans in place for the off-site evacuation assembly area.

The Galston Club 02 9653 2017 – Bus Evacuation only Hills Bus Phillip 0497 858 283

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

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- Training for all staff and regular daytime users of premises after each review each year and new staff at inductions and through Professional Learning program
- Assembly points signs installed
- Newsletters to inform the school community
- To visitors and volunteers through induction package
- To contractors via contractor induction
- To students through School Assemblies, whole school practice and in class groups
- All rooms with evacuation map
- Classroom with Classroom Boxes including evacuation procedures and class roll
- Procedure for lock down posted in each room
- Casual teachers also informed via "Staff Handbook" and induction

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

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

Location of water main Also show on attached site plan	Behind Block B near school fence on Old Northern Rd side
Location of gas main Also show on attached site plan	N/A
Location of electricity main Also show on attached site plan	Situated outside Block A (RHS just outside door entrance, next to chalkboard)
Solar power main (where applicable)	N/A
Location of Hydrant Also show on attached site plan	Only fire extinguisher equipment available Middle Dural Rural Fire Station

Types of installed communication systems

External telephones in Administration area.
Internal intercom system administration telephones.
Internal telephones all classrooms.
Wireless Alert System –Lockdown/Evacuation

Communication in the event of a power outage

Using the Wireless Alert Siren System
Lockdown Siren
Evacuation Siren
Staff are spoken with via Principal/delegate



1.2 Preparing for emergency

Risk management strategies for prevention or control of emergencies

Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Bushfire	<ul style="list-style-type: none"> • Ember fall • School is a designated Neighbourhood Safer Place creating the possibility of strangers entering the school ground. 	<ul style="list-style-type: none"> • Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings. • Maintain watch of Fires Near Me app - NSW Fire or Rural Fire Service. • Conduct fire drills. • Discuss with emergency services other issues where appropriate e.g. back burning in bush area adjacent to the workplace. • Arrange for contractors to clear gutter of dry leaves or other debris. • Refer to the school's bushfire plan/procedures for actions associated with Neighbourhood Safer Places. <p><u>SCHOOL Procedures:</u> <u>Bushfire Plan/Procedures</u> <u>– Refer Section 2</u></p>	Yearly	Principal / GA
Emergency health situation	<ul style="list-style-type: none"> • Staff and students at the workplace with sudden medical conditions that may require emergency response. • Individual health care plans ie asthma plan, for student/staff not in place or updated. • Environmental risks that may trigger health condition (e.g. anaphylaxis). • Smoke Inhalation 	<ul style="list-style-type: none"> • Implement individual health care plans for students / staff. • Ensure effective emergency and first aid response plans are in place. • Educate staff on how to respond in an emergency (first aid). • Implement policies and procedures to support the health and wellbeing of staff and students. • Manage health risks in the workplace environment. • Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services). <p><u>SCHOOL Procedures:</u> <u>Refer to Section 2.</u></p>		All staff

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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
Extreme weather	<ul style="list-style-type: none"> The risks of skin cancer and heat-related stress and illness can be minimised by using a combination of practical solutions. Symptoms of heat stress may include: heat rashes (e.g.: hives, sunburn); heat cramps (e.g.: painful muscle spasms, heavy sweating); blurred vision; dizziness; exhaustion; slurred speech; difficulty in thinking clearly. Strong winds / storms 	<ul style="list-style-type: none"> Dress in light, loose fitting clothing If outdoors, wear protective clothing (e.g.: hat, sunglasses, long sleeves) If outdoors, use protective equipment (e.g.: portable shade tent, umbrella, sun screen-personal choice) Reduce workload or physical activities Utilise shade or cooler indoor areas Replace lost fluids (i.e.: drink water, avoid caffeine) Rest frequently Reschedule outdoor work or activities to cooler times of the day. Strong winds/ storms follow school procedures. <p><u>SCHOOL PROCEDURES:</u> <u>Refer to Section 2.</u></p> <p><u>IMPLEMENT SCHOOL PROCEDURES</u></p>	Ongoing as required.	All employees, all students
Gas leak	<ul style="list-style-type: none"> Insufficient maintenance of gas bottles. Faulty portable gas bottles. Danger of fire and explosion 	<ul style="list-style-type: none"> Ensure gas is used in a safe way in all workplaces Ensure proper maintenance /storage of gas bottles. 	As required	P&C Principal/GA
Vehicles on school grounds and external	<ul style="list-style-type: none"> Proximity to major roads. Insufficient pedestrian safety awareness training for students or staff. Insufficient traffic controls in place. Road safety and/or vehicle collision with workplace 	<ul style="list-style-type: none"> 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. Staff car park Implement Vehicles on school grounds risk assessment. 	End of Term 4 2019	All staff Principal

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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
Staff or students lost during off-school activities	<ul style="list-style-type: none"> • Department's Excursions Policy. not followed. • Risk assessments not conducted. • Untested assumptions about the safety or the safety requirements of staff and students. • Unanticipated events whilst on excursions. 	<ul style="list-style-type: none"> • Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy. • Ensure risk assessment is implemented and communicated. 		All staff
Outbreak of Infectious Disease	<ul style="list-style-type: none"> • Lack of awareness of standard precautions for infection control at the workplace. • Shared facilities increase risk of infectious diseases e.g. schools. • Difficulty of reliably identifying all persons carrying infectious diseases. • Food preparation with insufficient controls. 	<ul style="list-style-type: none"> • Consistently apply standard precautions for infection control, incorporating them into daily practice and use specific controls for particular situations. • Ensure all appropriate staff understand and apply the Department's Infection Control Policy and procedures. • Consultation with relevant persons and organisations e.g. local Public Health Units, cleaners, etc. 	As required	All staff
Incidents involving violence or threats	<ul style="list-style-type: none"> • There is no way of knowing whether people apart from staff and students are authorised to be on-site • Clear standards for students' behaviour and communication are not in place. 	<ul style="list-style-type: none"> • Check security strategies e.g. access to premises and signs. • Monitoring of incidents. • Practice and review of lockdown procedures. <p><u>SCHOOL Procedures:</u> <u>Refer to Section 2.</u></p>		All Staff
Bomb threat or suspected device	<ul style="list-style-type: none"> • Person seeking to cause disruption to workplace. • Examinations or other significant events in the workplace. 	<ul style="list-style-type: none"> • Safety program for workplace. • Staff aware of WHS responsibilities. • Communication and consultation. • Risk management programs in place. Follow DoE Procedures. • Emergency planning complete. • Incident management and investigation processes in place. 	Respond as required.	Principal or

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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
Death (not work-related) of student, staff or other member of community	<ul style="list-style-type: none"> Major accident or event impacting on a community (e.g. motor vehicle accident). Any death of a staff member or student, including ex-students, which is sudden or unexpected. 	<ul style="list-style-type: none"> Follow DoE procedures. 		Principal

Training against emergency management plan

Type of training	How often
Training on the workplace emergency management plan	Once every 12 months after review and drill
Emergency care training for all staff	Every 3 years
Anaphylaxis/ CPR/ Asthma Training	Annually
First Aid	Every 3 years by first aid officers

Frequency of emergency response drills

Type of emergency response drill	How often
Orientation of all drills	Term 1
Evacuation	Term 2
Shelter in Place (Bushfire)	Term 3
Lockdown	Term 4

Arrangements for disabled persons

Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	Classroom Teacher/ SLSO
Consultation with student and parents about emergency arrangements including evacuation	Principal
Emergency services to be notified of disabled person's whereabouts where necessary	Principal

Testing of equipment

Type of equipment	Frequency of testing
Firefighting (including fire extinguishers, fire blankets)	Every 6 months
Emergency lighting	Every 6 months
Alarm system	Every 6 months

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First aid requirements

Requirement	Action completed
First Aid officer appointed	Lyndon Moss
First Aid officer participates in emergency drills	Yes
Portable first aid kit available	Yes

Communications during an emergency

Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication (e.g. PA system, agreed alarm signal)	Responsibility for commencing and managing communications
Primary means of communication in the event of an emergency	External and internal Telephones in Administration building Internal telephones all classrooms. Wireless Alert Siren System	Principal, SAM
Secondary or alternative means of communication	In the event of a blackout and a lock down /evacuation, staff will note the following; Mobile phones– lock down. Wireless Alert Siren System- evacuation	Principal, SAM
Return to workplace	Assembly in Library, once all emergency services have cleared the site as safe. Inform students that all emergency procedures have been resolved and normal classes will resume.	Principal

1.3 Response

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.

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

- Implement emergency evacuation, lock down 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.
- Report ALL incidents to 1800811523
- After Hours to School Safety and Security on 1300 880 021; and incidents involving malicious damage, break and enter, fire and security breaches.
- 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: Nominated staff member at the time.

How: Keeps driveway clear for emergency services using hand held sign and wearing fluorescent vest where time permits.

When: After emergency services have been called and until they have left the premises.



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

STAGES

<input type="checkbox"/>	<p>Decision to evacuate</p> <ul style="list-style-type: none"> Chief Warden (Principal) decides on the need to evacuate, where possible in consultation with emergency services
<input type="checkbox"/>	<p>Warning staff and students</p> <ul style="list-style-type: none"> Wireless Alert Siren System – 3 different sounds indicating following: <ul style="list-style-type: none"> Evacuation Lockdown Evacuate Shelter in Place
<input type="checkbox"/>	<p>Withdrawal (evacuation)</p> <ul style="list-style-type: none"> Follow evacuation procedures
<input type="checkbox"/>	<p>Shelter and assembly area</p> <ul style="list-style-type: none"> All staff, students and visitors are to walk carefully to the Oval / Multipurpose court and line up. Shelter in place - Library
<input type="checkbox"/>	<p>Return to the workplace</p> <ul style="list-style-type: none"> Chief Warden (Principal) or delegate to authorize all clear signal and directions for normal activities to resume. Chief Warden (Principal) or delegate to document report of the emergency situation and/or evacuation.
<input type="checkbox"/>	<p>Location of designated emergency exits</p> <p>Emergency Exits are located at each side of the school. (Double Gates)</p>
<input type="checkbox"/>	<p>Location of fire hoses</p> <p>Nil Hoses</p>
<input type="checkbox"/>	<p>Location of fire extinguishers</p> <p>Fire Extinguishers are located throughout the school</p> <p><i>See map in section 2</i></p>
<input type="checkbox"/>	<p>Location of fire blankets</p> <p><i>See map in section 2</i></p>
<input type="checkbox"/>	<p>Location of first aid kits</p> <p>In Sick bay</p> <p>Smaller first aid kits in all classrooms</p> <p>Shelter in Place Emergency Kit in Library</p>

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

STAGES

Note: Plans showing the identified evacuation assembly areas and evacuation routes **must be posted in the workplace**. Evacuation maps should clearly mark all assembly areas relevant to each building and the location of all firefighting 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:

- Bushfire/Shelter in Place
- Evacuation and Lockdown
- Vehicles in the work place and external (implemented by end of term 4 2019)
- Extreme weather

1.4 Recovery

Strategy and description

Contact Incident reporting and support hotline: Director Educational Leadership and School Counsellor.

Counselling – Principal / delegate contacts for school counsellors to be available to de-brief students. EAP support organized for staff

Recovery – Principal to contact Incident reporting and support hotline / Director Educational Leadership to provide resources and materials to enable the school to return to normal routine as soon as possible this may including temporary accommodation if the school was damaged by fire or flood. Systems response will depend on the individual situation and resources available.

Trauma counselling and description

Who

School, college or campus counsellors should be used in the first instance when providing support to students

School Counsellor – Lenore Grunsell

EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident

Converge 1800 060 650
People Sense 1300 307 912

Return workplace to normal

Action

Return to the normal business as soon as possible

Principal to liaise with relevant stakeholders to return business to normal as soon as possible, while being mindful of ongoing needs of some groups or individuals and also of anniversary dates or other sensitivities.

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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):

- Bushfire Plan/Procedures, Shelter In Place Procedures
- Evacuation procedures and Evacuation Map
- Vehicles in Workplace Risk Assessment
- Extreme Weather Procedures
- First Aid Plan
- Site and Floor Plans

