# EMERGENCY MANAGEMENT PLAN

# Trundle Central School

1 Forbes St Trundle

Nearest cross street: Croft Street

Phone No: 68921303

Date Plan Reviewed: 11/06/2020

Next Review Date (minimum 12 months): 11/06/2021

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, 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**

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| Hard copies of this Emergency Management Plan which are held by / located:   * Emergency Go Box * All Wardens * Director Educational Leadership   Electronic copies are available on the school’s drive: T and uploaded to ICE |

**1.1 Overview of emergency management plan**

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| **Description of the workplace:**  **The school is a single level site consisting of wooden and brick buildings ranging in age from early 1900’s to 1980’s. The site also has a BER classroom, three sheds, three storage containers and a large cola. The agricultural plot is located within the school boundaries. The school leases a small parcel of land which was the former police stock handling paddock.**  **The school is well fenced and incidents of vandalism or break and enter are rare.** |
| School details: Central school K-12.  School location: 1 Forbes Road Trundle  Population: Students 106 Staff : Teaching 14.76 Support Staff 8 Volunteers 4  Office hours: 8:30am – 4pm  Staff access the school out of hours at various times. The school requires staff to message Principal if working after hours.  The cricket club utilizes the school grounds on Thursdays in summer months from 3:40-5:30PM. |
| **Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)** |
| This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large-scale emergency impacting on the community e.g. evacuation in the event of major flood conditions or a bush fire. |

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| **Roles and responsibilities** | | |
| **Emergency control organisation (responsible for evacuation and emergency response)**  **Chief Warden** | | |
| **Name** | **Position** | **Contact phone numbers** |
| **John Southon** | **Principal** | **Work: 6892 1303** |
| **Ann Marie Taylor** | **School Administration Manager** | **Work: 6892 1303** |
| **Deputy Chief Wardens** | | |
| **Name** | **Position** | **Contact phone numbers** |
| **John Grady** | **General Assistant** | **Work: 6892 1303** |
| **Lubka Prebendarcik** | **School Administration Assistant** | **Work: 6892 1303** |
| **Gerry Capell** | **Head Teacher Secondary** | **Work: 6892 1303** |
| **Fiona Sanderson** | **Assistant Principal** | **Work: 6892 1303** |
| **Floor Wardens** | | |
| **Name** | **Position** | **Contact phone numbers** |
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| **First Aid Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| **Lubka Prebenderick** | **Library assistant** | **0268921303** |
| **Communications Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| **John Southon** | **Principal** | **0268921303** |
| **Process for notifying, alerting and reporting emergencies** | | |
| **Notifying emergencies**  All staff are to ensure the principal is notified immediately in the event of an emergency.  **Alerting the workplace to emergencies**  The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated delegate is to undertake this responsibility.  **Reporting emergencies**   * Contact emergency services on 000 * Report the emergency to the Director, Educational Leadership –Dubbo Schools Office 68836391. * Contact the Incident Report and Support Hotline (now inclusive of the former Safety and Security) for any school related criminal activity on 1800 811 523, and select “option 1”. * To report an incident or injury please contact the Incident Report and Support Hotline on 1800 811 523 and select “option 2”. * Follow the Department’s Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Health and Safety Directorate. | | |
| **Identified evacuation assembly areas and evacuation routes** | | |
| **Assembly area one**  **All people are to evacuate via the closest safe exit and proceed to the lower end of the school oval. The approximate distance from the nearest building is 60 metres**  **Assembly area two.**  **St Patrick’s Church Carpark. The approximate distance from the nearest building is 20 metres.**  ……………………………………..  (Refer to Assembly points - site plan, Part 2) | | |

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| **Location of offsite assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)** |
| **The off-site emergency assembly point is the town hall. This is the only town hall in Forbes Street Trundle.**  **(Refer to site plan, Part 2)** |

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| **Strategy for communicating the plan (e.g. training, newsletters, posters)** |
| This emergency management plan is communicated to staff through the Professional Learning program. All new / transferring staff will receive information and instruction during induction training.  Students receive information / instruction through School Assemblies and in class groups and practice drills.  Visitors when completing the Visitor’s Register. Contractors – when completing the contractor induction.  Communication to parents/carers is completed via the school newsletter. |

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| **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 | Croft Street side of school. The stop valves for the water are located in the North Eastern corner of the school and the North Western corner of the school. |
| Location of gas main  Also show on attached site plan | A large tank is located on the Western boundary of the school adjacent to the toilet block. The tank can be isolated by a valve on top of the tank. |
| Location of electricity main  Also show on attached site plan  Communication systems | Each building can be isolated separately. From switch boards located in each building. The main switchboard is located on the Eastern wall of the administration building.  School has internal phones in some rooms, Library. The horn located on the top of the administration block is used for lockdown and evacuation practice. |
| Key access to buildings and facilities – gas, electricity, solar | Master keys are held by floor wardens. There are additional keys kept in key safe. The key register is maintained by Mrs Ann Marie Taylor School Administration Manager. |

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| **Types of installed communication systems** |

**1.2 Preparing for emergency**

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| **Risk management strategies for prevention or control of emergencies** | | | | | |
| **Hazard** | **Risk associated with hazard** | **Key risk elimination or control measures** | | **How often** | **Key staff responsible for implementation** |
| Fire | Injury to persons / damage to property / fatality | Fire Extinguisher inspection /maintenance.  Removal of combustible rubbish.  Gutter maintenance / removal of debris  Evacuation procedures in place, displayed and practiced | | Six monthly  Weekly  Annually  Every three months. | DOE contractor  GA  DoE contractor  Principal |
| Student – Personal Threat / Violence | Injury to staff / students/ others Damage to property | All relevant students have Individual Behaviour Management and Risk Management Plans.  Plans that are:  - reviewed / updated after an incident.  - communicated to staff.  Student welfare policies including suspensions and expulsions are implemented  Lockdown/Alert-Containment procedures in place displayed and practiced.  MAPA Response Team procedures in place  The response time for police to the school is approximately 40 minutes. This creates the need to practice school lockdowns regularly. | | Ongoing  Ongoing | Principal  Principal / SAM  Principal |
| Visitor/unauthorized person - Threat / Violence | Injury to staff / students/ others/ Damage to property | Visitor Register completed by all volunteers, visitors and contactors. Safety briefing delivered at sign in including School Community Charter.  Lockdown - Alert-Containment procedures in place displayed and practiced.  Staff / students identify and report any unauthorized persons on site to the principal  Principal is aware of DoE’s Enclosed Lands procedures / directives. | | Ongoing | Principal  Staff / students |
| Road safety and vehicle collision within workplace area  Pedestrian accident | Injury to persons / damage to property | Communicate strategy for Staff/students/visitors/contractors parking on site  Students to be reminded about safety procedures when being picked up at the school gates/drop off areas at assemblies.  Parents/carers by newsletter communication/FaceBook regarding safe drop off and pick up of students- no double parking, no vehicles inside the school grounds, not to allow children to get out of vehicles on the roadside,  . | | Daily signs displayed at entrances to school  Ongoing  Each Term | Principal  Principal/Executive and teaching staff  Principal |
| Bushfire – | Injury to persons / damage to property | Arrange for contractors to clear gutters of dry leaves and other debris;  Communicate the plan/train staff and the school community.  The school is adjacent to a public reserve. The garage depot and timber mill are also located near the school. This increases the risk of fire. | | August – Sept. | Principal |
| Storms – wind / Dust | Roof damage / roof leaks Power lines down  Aggravation of asthma / allergens conditions due to dust | Ensure gutters and downpipes are cleaned regularly / Trim overhanging branches. Ensure roofs are in good repair  Monitor weather forecast. Move all activities indoors prior to the storm approaching.  Avoid sheltering near / under trees. Provide alternate activities to minimise dust exposure. | | Annually  During dry weather periods | Principal |
| Complex Student Health Conditions  State – i.e. epilepsy, anaphylaxis, diabetes | Medical emergency / fatality | Students are identified  Individual Health Care Plans are developed, communicated to all staff and reviewed annually and when change is advised or an incident occurs  All staff complete e-emergency care (e-Safety) every 3 years  First Aid Plan in place / communicated to all staff. | | Ongoing | Principal |
| Student self-harm, suicidal thoughts, suicide | Medical or psychological emergency. | Students known to be at risk of self-harm are identified.  Wellbeing support needs are agreed and documented in consultation with key stake holders.  Individual Wellbeing Plans are developed, communicated and reviewed when change is evident / an incident occurs.  NSW Health Local District – ‘School Referral Decision Flowchart (Pathways to Care) is utilised to guide the required referral / support (see attached)  Key staff attend Mental Health First Aid Training.  Include any Mindfulness programs provided for students for students School is aware of / utilises Guidelines for Responding to Student Suicide: Support Guidelines for Schools. | | Ongoing | Principal |
| Explosions  Chemical reactions in Science.  Gas leaks in industrial arts.  Agricultural chemical reaction. | Medical emergency  Damage to structures. | * Ensure students understand the potential risk associated with gas and are trained to use gas in a safe way as part of their learning activities. * Ensure proper maintenance of gas facilities.   Ensure fire precautions are in place. | | On-going | Principal |
| Snakes | Staff and students being bitten by snake | Have rubbish, native shrubs and trees well clear of building.  Students aware of procedures when a snake is spotted. | | Evacuate area and close doors.  Contact emergency services in the event of a bite 000  If the bite is evident transport to Trundle Medical Centre | Principal, teacher on duty. |
| Gas leak | Damage to gas facilities.  Faculty portable gas cylinders. | Ensure gas is used in a safe way in all workplaces.  Ensure students understand the potential risks associated with gas and are training in emergency procedures. | | Contact emergency services.  Consider evacuation.  Staff member to meet and direct emergency services.  Notify neighbors if down wind. | Principal |
| Electrical Hazard. | Electrocution from faulty electrical wiring or equipment.  Use of high-risk electrical equipment such as handheld equipment. | Ensure tagging has been completed.  Encourage the reporting of electrical faults. | | Isolate the area of the hazard.  Switch off electricity.  Contact emergency services if necessary.  Review emergency management plan. | Principal |
| **Training against emergency management plan** | | | | | |
| **Type of training** | | | **How often** | | |
| Information / instruction / training on the school’s emergency management plan (Pt 1 and 2) | | | At induction for all new / transferring staff.  Annually at a staff meeting following annual review of this Plan. | | |
| First Aid  e-Emergency Care (e-safety account)  e-Anaphylaxis (e-safety account)  Face to face - Anaphylaxis and CPR (using approved DoE provider) | | | First Aid Officer - three yearly  All staff – every three years  All staff – every two years  As many staff as possible - annually.  (see records - e-safety manager report) | | |
| During routine practice drills | | | Whole of school/workplace including staff, students, visitors and contractors | | |
| Evacuations procedures / floor plans are displayed in each room. | | | Ongoing | | |

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| **Frequency of emergency response drills** | |
| **Type of emergency response drill** | **How often** |
| Building evacuation (e.g. fire emergency) | Mandatory every 6 months  The outcome to be recorded on DOE’s ‘Emergency Evacuation Exercise: Observers Checklist’ (Form), on school’s Record of Emergency Response Drills and entered on DoE’s ICE program. |
| Lockdown (e.g. threat of violence) | School to specify frequency based on local risk eg. Once every 3 months  The outcome to be recorded on school’s Record of Emergency Response Drills |

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| **Arrangements for disabled persons** | |
| **Strategy** | **Person responsible for action** |
| Nominated person to assist disabled person in event of emergency | Teacher with assistance from SLSO. |
| Consultation with student and parents about emergency arrangements including evacuation | Principal / Executive  The support requirements are detailed in the Student’s Individual Learning Plan.  Disability Register (where applicable) |
| Emergency services to be notified of disabled person’s whereabouts where necessary | Teacher / SLSO |

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| **Testing of equipment** | |
| **Type of equipment** | **Frequency of testing** |
| Fire fighting equipment (including fire extinguishers, fire blankets) | Every 6 months by DoE contractor |
| Alarm system (Horn, bell) | Horn checked every three months |
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| **First aid requirements** | |
| **Requirement** | **Action completed** |
| First Aid Officer appointed/trained | Lubka Prebendercik |
| First Aid Officer participates in emergency drills | Yes |
| Portable first aid kit available and maintained | Every building has access to a portable first aid kit. These are checked every term. |
| Kits are readily available during emergencies | Staff carry first kits on duty and they are available in the staffroom. |

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| **Communications during an emergency** | | |
| **Stages (e.g. initial alert, evacuation, return to workplace)** | **List form of communication (e.g. PA system, agreed alarm signal)** | **Responsibility for commencing and managing communications** |
| **Evacuation**  Agreed alarm signal:  Back up alarm signal (in case of power outage): | Siren to be rung for a sustained period.  If siren is not operational manual air operated siren or manual bell. | Principal or delegate.  Principal or delegate. |
| **Lockdown**  Agreed alarm signal:  Back up alarm signal (in case of power outage): | Siren gives three short sharp busts of the siren twice. | Principal or delegate.  Manual air operated siren or manual school bell. |

**1.3 Response**

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| **The process for making decisions** | |
| Once an emergency is reported the Chief Warden 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) * The immediate response actions required based on the initial assessment?   The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown. | |
| **Immediate response actions (actions will often take place at the same time)** | |
| * Implement emergency evacuation, lock down or lock out procedures where required * Ensure first aid is administered and medical treatment provided as soon as possible * Contact and liaise with relevant emergency services * Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety * Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from Director’s office, Incident Support Unit, Assets Management Unit, Health and Safety Directorate and the Media Unit * Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Support Unit on 1800 811 523 option 1 and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021 * Ensure telephones are not used for anything other than incident communications * Contact the injured person’s family if required * Report the emergency through the Department’s incident reporting procedures and 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:** as delegated by Chief Warden.  **Where:** At the relevant emergency services access gate as designated by the Chief Warden  **How:** Wearing a fluorescent vest, the vehicle controller will locate themselves near the designated access / egress point to re-direct vehicles, ensuring a clearway is maintained for emergency services.  **When:** From the time that the Chief Warden directs them until they are relieved or the all clear announcement is made | |
| **Evacuation procedures (summary) – Full procedures included in Part 2** | |
|  | Decision to evacuate Chief Warden decides on the need to evacuate, where possible in consultation with emergency services |
|  | Warning staff and students Chief Warden to ring emergency evacuation bell (continuous ringing of the school bell) |
|  | Withdrawal (evacuation)  Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the evacuation point, unless advised of alternative evacuation assembly area  Classes to line up in order at the evacuation point  Support staff, visitors and contractors to evacuate to the evacuation point, unless advised of alternative evacuation assembly area  Floor Wardens to complete their duties on the way to the evacuation point  When whole school including staff, visitors and contractors are assembled all rolls and sign in books will be marked  Chief Warden to be advised of any person unaccounted for  Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action  Chief Warden to advise emergency services of any person unaccounted for  All persons are to remain at the evacuation point until advised by the Chief Warden that the emergency has ceased or that other arrangements are in place. |
|  | Emergency exits are located on each fence around the perimeter fencing. Each building has an exit to the street that is within 20 meters of a building. |
|  | Each building has fire extinguishers that are clearly marked. |
|  | Location of fire extinguishers. Fire extinguishers are in each building and clearly marked. |
|  | Location of fire blankets. |
|  | Location of first aid kits |
| Note: Plans showing the identified evacuation assembly areas and evacuation routes **must be posted in the workplace**. Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all firefighting equipment. Maps are to be displayed prominently throughout the workplace. | |
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| **Communicating with parents / carers:** | |
| The Principal will contact the Media Unit for advice on information to be provided to parents / carers.  The use of messaging services e.g. School Bag App or Sentral is supported. Avoid the use of social media. | |
| **Temporarily Ceasing School Operations due to an emergency or potential emergency situation** | |
| Procedures for a NSW government school to temporarily cease operations on given school day(s) due to an emergency or potential emergency situation must be referenced / followed. See the below link:  <https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures/temporarily-ceasing-operations> | |
| **Response procedures are provided in Part 2 for the following emergencies:**  List emergency types here:  Fire, Gas leak, Bomb Threat – evacuation procedure  Personal threat – lockdown procedure | |

**1.4 Recovery**

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| **Strategy and description (documents included in Part 2)** |
| A recovery will be coordinated supporting communities affected by the emergency. Consideration is to be given to reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.  Consider that students, teachers, staff and parents / staff members may have different needs and may react accordingly. Also consider the impact on different cultural groups, intellectually disabled people, etc. EAP providers are contracted to provide counselling for staff immediately after an emergency or other incident. |

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| **Trauma counselling and description** | **Who** |
| **School, college or campus counsellors should be used in the first instance when providing support to students** | The Principal to liaise with Director, Educational Leadership, Senior Psychologist Education re: support needs for student counselling services |
| **EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident** | The Principal will identify and arrange the required EAP services for staff:  **For post incident trauma support services**, contact either of the below providers:  **Converge - 1800 060 650**  **SMG Health – 1800 273 865**  *Please note: Assistance with arranging post incident support will be provided when the incident is notified to the hotline or by the WHS Consultant*  ***Note:*** *where staff wish to obtain general EAP counselling within their entitlement of 3 EAP counselling sessions in 2 years – they should contact Converge -1800 060 650 to arrange an appointment.* |

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| **Return workplace to normal** | **Action** |
| Return to normal business activities ASAP. | The Principal will liaise with relevant stakeholders to return business to normal ASAP, while being mindful of ongoing needs of some groups or individuals and also mindful of anniversary dates or other sensitivities. Consideration should also be given to any temporary requirements such as temporary work locations, access / egress, access to resources, advising community / clients etc. |
| Completion of Post Event Evaluation | Chief Warden in consultation with all internal and external stakeholders will review all aspects of the Emergency Management Plan. A post event evaluation will be provided to the Principal which may include recommendations for improvement.  Principal considers the recommendations, determines actions required / timeframes and circulates to the appropriate stakeholders. |

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| **Media** |
| The principal in consultation with the Director will appoint a person to act as the workplace Communication Officer.  The Communication Officer will contact DoE’s Local Media Liaison Officer P: 02 6334 8080 M: 0419 284 243 or Media Unit on 7814 1559  Note: When the media initially contacts the school, avoid saying “no comment”. Instead take the details of the enquiry including contact details and advise the caller that a relevant DoE Officer will contact them. |

Part 2: Evacuation procedures and other attachments

**Checklist for documents to be included in Part 2**

**Documents attached (workplaces are to attach documents that relate to their Emergency Management Plan):**

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| * Evacuation procedures * Lockdown Procedures * First Aid Plan * Site plan * DoE’s Temporary Ceasing Procedures * Emergency Contact /after-hours numbers list |

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| **Emergency after-hours contacts** | |
| **Name** | **Contact numbers** |
| Police/Fire/Ambulance | 000 |
| Trundle Police Station (non-emergency) | 6892 1111 |
| Local Hospital - Name: Trundle Multipurpose Centre | P: 6892 1930 |
| Network Director, Educational Leadership – Charles Dwyer | M: 0268836391 |
| School Principal - Name John Southon | M: 0268921303 |
| Second school / executive contact – Gerry Capell | M: 0268921303 |
| DoE Media Unit  Media Officer – Grant Hatch | P: 7814 1559  P: 6334 8080 |
| Incident Report and Support Hotline | 1800 811 523 |
| School Security Hotline (incidents involving break ins, security) | 1300 880 021 |
| Employee Assistance Program (critical incident debriefing / counselling) | **For enquires and appointments:** contact the EAP provider: Converge 1800 060 650  **For post incident trauma support services**, contact either of the below providers:  Converge - 1800 060 650  **SMG Health – 1800 273 865**  *Please note: Assistance with arranging post incident support will be provided when the incident is notified to the hotline or by the WHS Consultant* |
| School Counselling Service:  School Counsellor – Katie Cheney  Senior Psychologist (Education) | PH. 6343 2122 Grenfell Public School |
| Health and Safety Directorate | Incident Report and Support Hotline - 1800 811 523 |
| School Infrastructure – School Asset Service Officer:  Name: Shane Sission | 0436 946 842 |
| State Emergency Service | 132 500 |
| Local Government: Parkes Shire Council  Water  Ranger | Ph 6861 2333 |
| Gas Supplier – Name | Origin |
| Electricity Provider - Name | Origin |
| Poison Information Centre (Australia) | 131126 |
| Community Users of the school (provide contact details) | Trundle Cricket Club  Contact Person: Graham Quade Ph. 0488 920 003 |
| V[eterinarian](http://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=7&cad=rja&uact=8&ved=0ahUKEwjz9qrL4sjVAhUDmJQKHcBhAwgQFgh7MAY&url=http%3A%2F%2Fwww.ava.com.au%2Fpublic-1&usg=AFQjCNFZ1fjFbKNrtAY6z-T5av5R5QI-xQ) (where applicable) | n/a |
| Off-site assembly area contacts (where applicable) | n/a |

