NSW GOVERNMENT | **Education & Communities**

Emergency management Work Health and Safety Directorate

EMERGENCY MANAGEMENT PLAN
For
Pretty Beach Public School

Effective:	**1/8/20**
Date of last review: 23/8/19	
Review date:	**August 2021**

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

Document location

There are 3 hard copies of this Emergency Management Plan.

Other copies are held by: Director - Gosford Principals' Network, Principal's office and Front Office.

Soft copies have been saved to the PBPS T: Drive (WHS Folder) and to ICE

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)

Pretty Beach Public has 15 staff and 183 students. The school is a semi-rural school set on 4 acres of busland. The school is situated on the corner of Pretty Beach Road and Heath Road, Wagstaffe 2257. Heath Road & Pretty Beach Roads are one-way in and one-way out in this location. The school adjoins Brisbane Water with access to site via a public boat ramp approximately 200m to the North with Wagstaffe Ferry jetty approximately 1klm to the West (refer to off-site assembly point map Part Two). There are five   demountable buildings, one permanent two storey brick building and two permanent timber buildings. A community preschool leases the top level of site building rear of the site with access via Heath Road. The preschool operates from 8:15am to3:45pm.

The school is surrounded on the Southern and Western boundaries by dense bushland. The Urban Bush Interface has a 20m Asset Protection Zone -cleared and maintained (refer to site plan Part Two). Araluen Drive provides secondary off-site evacuation route. Regarding bushfire risk, the school is situated on a site registered as catastrophic.

Emergency vehicle access point is located on the Heath Road side of the school. Turo Park is located 300 metres south of the school.

A number of volunteers work at the school on a regular basis along with Community Users (refer to After Hours Contacts Part Two).Domestic quantities of Class 3 Flammables are located 'J' Block with 9k LP Gas cylinders

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 chemical spill.

Roles and responsibilities

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
Karen Wardlaw	Principal	Mobile: 0404045554

Deputy Chief Wardens

Name	Position	Contact phone numbers
Andy Podmore	Teacher	Mobile: 0421 257 773

Floor Wardens

Name	Position	Contact phone numbers
Emma Gordon – A&B Blocks and demountable (TURN OFF SOLAR)	Assistant Principal (Rel.)	Mobile: 0407 715 215
Laura Metcalfe - MDR2 and toilets	Teacher	Mobile: 0466 631 441
David Rattray– MDR1, library	Assistant Principal	Mobile: 0421 203 529
Andy Podmore – K Block, Top demountable	Teacher	Mobile: 0421 257 773
Lyn Hyde - Administration	SAM	Mobile: 0408 601 202
Jan Tochowicz - Canteen	SLSO	Mobile: 0402 144 982
Kim Chippendale	Preschool director	Work: 4360 1355

First Aid Officer

Name	Position	Contact phone numbers
Lyn Hyde	Senior Administration Manager	Mobile: 0408 601 202

Communications Officer

Name	Position	Contact phone numbers
Monica White	SAO	Mobile: 0411 571 977
Jan Tochowicz	SLSO	Mobile: 0402 144 982

Process for notifying, alerting and reporting emergencies:
Notifying emergencies e.g. process for notifying Chief Warden

 All teachers and other staff are to ensure the principal is notified in the event of an emergency.

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

The principal is to undertake appropriate action to alert the workplace of the emergency including the commencement of evacuation procedures, where required. Principal to contact Preschool immediately as part of incident notification process. Phone Kim on **4360 1355.**

Where the principal is absent from the workplace, the Assistant Principal David Rattray is to undertake this responsibility. Should David Rattray be absent, Kate Keyes or Emma Gordon has the delegation to notify and coordinate services and responses.

Alerting the workplace to emergencies: eg preparing for an evacuation/lockdown.

Required actions will be signaled ie if an emergency warrants evacuation, lockdown or lockout the appropriate personnel will be contacted.

Reporting emergencies

- Contact emergency services immediately where required on **000**
- Notify the Director, Public Schools of the emergency immediately, phone **43 489 100 or Chris Bice (mobile: 0425 328 245)**
- Call the **Incident Report and Support Hotline 1800 811 523** for the following if the incident involves:
  - Police or emergency services - violence, weapons, illegal drugs or major criminal activity
  - Injuries sustained in the workplace to workers, students, visitors or contractors
  - Notifiable incidents as defined by SafeWork NSW
  - Where an ambulance is called for staff / students
  - Incidents that occur on excursion / off-site
  - Workplace hazards and near-misses
  - Non-work-related health conditions that require return to work support.
- Call **Safety & Security 1300 880 021** for the following:
  - Security breaches
  - Break and enter
  - Malicious damage
  - Graffiti vandalism
  - Arson

Identified evacuation assembly areas and evacuation routes
Assembly area -onsite   ❑ The school oval   ❑ The public carpark directly across the road/off Pretty Beach Rd   **Assembly area two – Off-site (2)**   **(Refer to Evacuation procedures for a detailed map**   ❑ Wagstaffe Hall / Public Wharf Wagstaffe (Mulhall Street Wagstaffe)

Location of off site assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)
❑ Killcare Wharf (Araluen Drive Killcare)   ❑ For Bombthreat: Hardy's Bay Wharf   **(Refer to site plan, Part 2)**

Strategy for communicating the plan (e.g. training, newsletters, posters)
All staff will be given information at the commencement of the school year or when changes occur.   A copy of the emergency management plan will be displayed in the staffroom and front office and principal's office.   Aspects of the emergency management plan will be communicated through staff meetings, emails, newsletters etc.as deemed appropriate or if amendments are made at any time. EMP available on T drive in WHS folder.   - Each room has Emergency Management Plan procedures displayed (includes Emergency bells, School map showing assembly point, Full school Evacuation, Lockdown and Lockout Procedures   - Training of all staff and students on emergency plan procedures Newsletters   - Newsletter to communicate drills to community/ parents – to put information in next newsletter re evacuation   - information re: communicating to parents and explicit advice on pick up points (off site)

Essential services on premises (e.g. location of hydrants, water main, etc)	
Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan.	
Location of water main Also show on attached site plan	Front of A Block between gates. Hydrant: 6 Pretty Beach Road, Pretty Beach

Location of gas main Also show on attached site plan	N/A
Location of electricity main Also show on attached site plan	North End of Block G (Admin)
Solar power main (where applicable)	Block F, Block B (switch in Block B)

Types of installed communication systems
Intercom system with speakers located around the school. Each classroom has telephones installed. The office admin block has access to emergency alerts, with the computer driving this sytem located in the library. Bell system. Unit located in Block G (Admin block). Chief Warden carries a loud hailer **Phone system to be updated to provide bell warnings/alerts.** **Principal to use phone to notify preschool.**

1.2 Preparing for emergency

Risk management strategies for prevention or control of emergencies

Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key personnel	Key prevention measures	Key response measures	Recovery measures
FACT003_BOMBTHREATSUSPECTEDDEVI Bomb Threat	* Disruption to workplace * Distress to staff & students	*	Principal *AP	• Have processes in place for taking details of bomb threats using Bomb Threat Report. This will assist emergency services in assessing the threat. • Develop response procedure for bomb threats that includes an evacuation of the school site and train/communicate to staff. • Vigilance by staff for any unusual, suspicious or unaccounted items • Contact emergency services • Contact emergency services • Implement school emergency plan in consultation with Police	• Record as much information as possible for bomb threat. • Do not touch, tilt or tamper with a known or suspected explosive or incendiary device. • Contact emergency services on 000. • If the threat relates to a bomb being present on the school site, the school should arrange immediate evacuation, until such time as Police attend and the site is deemed safe to re- enter. Where practicable, staff and students should take their own bags and leave immediately.	• Decide when to re-open the workplace, in consultation with the senior police officer at the scene. • Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Review the emergency management plan.

Explosion [View fact sheet](#) 📄 PDF FACT076_EXPLOS N_V1.pdf	• Inadequate maintenance of gas facilities. • Damage to gas pipes or gas outlet. • Faulty portable LPG gas tanks. • Fire in the workplace. • Spill of flammable substance. • Proximity to industrial areas of major transport links (e.g. road, railway).			• Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. • Ensure proper maintenance of gas facilities. • Ensure fire precautions in place.	• Raise the alarm. • Contact emergency services on 000. • Consider evacuation as explosion may have weakened building structure or damaged electrical wiring. • Notify Department and implement isolation procedures where required under WHS legislation.	• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Manage the media. • Review the emergency management plan.
Storm including high winds 📄 PDF FACT109_STORMS_ V1.pdf	* Evacuation plans not communicated clearly or regularly tested. * Staff and students not clear on instructions * Staff not clear on responsibilities	*	Principal *AP	• Ensure gutters and downpipes are cleaned regularly. • Ensure overhanging branches are trimmed. • Ensure roofs are in good repair. • Prepare an emergency kit. • Prepare a storm plan covering actions needing to be undertaken • Educate staff and students about workplace fire prevention drills • Conduct evacuation drills • Conduct audit of fire equipment • Liaise with emergency services • Adhere to maintenance schedule for equipment	• Listen to the local radio station for information and advice. • Direct staff and students to stay indoors and stay well clear of windows. • Avoid using fixed line telephones. • If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and powerlines. • If caught outdoors, seek shelter in a building or vehicle, but not under a tree.	• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. • Review the emergency management plan.

Fire: Bush Fire FACT077_2016-2017 BUSHFIRESEASON_M	*Disruption to workplace *Distress to staff and students		Principal Assistant Principal WHS Rep	• Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings. • Liaise regularly with NSW Fire Brigades or Rural Fire Service • Conduct fire drills • Liaise with emergency services about emergency procedures • 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. • Educate staff and students about workplace fire prevention drills • Conduct audit of fire equipment • Liaise with emergency services • Adhere to maintenance	• Contact Fire Brigade on 000. Do not assume that the fire has been reported. • Check that taps are working and fill available containers with water. • Leave sprinklers on, where possible. • Bring hoses and tap fittings indoors. • Remove flammable items from windows. • Stay clear of windows. • Listen to the local radio station for information and advice. • Evacuate only under the direction of the incident commander of the NSW Fire Brigades, Rural Fire Service or NSW Police; evacuate immediately if lives are endangered and emergency services cannot be contacted.	• Implement the workplace emergency plan recovery strategy. • Decide when to re-open the workplace, in consultation with local emergency services. • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Where property has been damaged, liaise with the emergency services and Asset Management • Review the emergency management plan.

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				*	-	schedule for equipment		
	Major incidents - violence	*		*	-	Check security strategies e.g. School Watch Program, access to premises and signs. Crime prevention workshops. Monitoring of incidents. Development, practice and review of lockdown and lockout procedures	Contact emergency services on 000. Contact the School Safety and Response Unit hotline on 1300 363 778. Implement lockout or lockdown, if necessary.	Decide when to re-open the workplace, in consultation with local emergency services. Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. Those affected should have ready access to counselling from TAFE NSW or school counselling services (students), Staff Support Officers or the Employee Assistance Program (EAP) - Supporting You (staff). Review the emergency management plan.

Suicide [View fact sheet](#)	• Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential.		Principal *AP	• [Employee Assistance Program (EAP)](#) - • [Supporting You.](#) • Student counsellors. Prevention of bullying programs.	• The response to a death by suicide should be coordinated in consultation with members of the school or TAFE counselling service. • Arrange immediate counselling and support for staff and students.	• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. • Those affected should have ready access to counselling from TAFE NSW or school counselling services (students), Staff Support Officers or the [Employee Assistance Program](#) (staff). • School, college and campus activities should continue as normally as possible. • Review the emergency management plan.

| Electrical hazards | | | Principal

*AP | • Ensure testing of electrical equipment.
• Encourage reporting of all electrical faults.
• Consider electrical safety as part of WHS risk assessment and risk management programs.
• Encourage general safety precautions. | Isolate the area or hazard and provided it is safe, the following can be performed:
• If domestic electricity is involved switch off the current; do not cut the cable
If high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected by the appropriate electricity authority
• Ensure you and any bystanders are safe
• Do not touch the person or any conducting material which is also in contact until the current is disconnected
• Act immediately to arrange first aid and to contact emergency services.
• Warn any onlookers of the danger
• Ensure any faulty equipment is tagged to prevent use (see tagging of equipment). | • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.
• Review the emergency management plan. |
| **Death at the workplace or during a DoE activity**
View fact sheet | • Major accident during Department activities (e.g. excursions) due to inadequate risk controls.
• Lack of emergency planning.
• Insufficient follow up of incidents including near misses. | | •
Principal
•
AP | • Safety program for workplace.
• Staff aware of WHS responsibilities.
• Communication and consultation
• | • Contact emergency services on 000.
• Take steps to ensure safety of other students. | • Provide simple, factual information about the death to all affected.
• Implement procedures to resume workplace activities, which include providing |

| Death of staff or student or other member of the community (not work-related)

View fact sheet

PDF
FACT064_DEATHO STAFFORSTUDENT | • 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. | . | Principal

*AP | • Not applicable. | • Notify relevant School Education Director, Institute Director or senior officer and forward the Department's Serious Incident Report Form
• Make arrangements with Police for parents or carers or next of kin to be notified.
Appropriate procedures need to be identified to assist staff and students in dealing with the grieving process and to help students (particularly younger students) to understand their reactions to the death.
• Arrange immediate counselling and support for staff and students. | • Provide simple, factual information about the death to all affected.
• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.
• Those affected should have ready access to counselling from TAFE NSW or school counselling services (students), Staff Support Officers or the Employee Assistance Program (staff).
• Review the emergency management plan. |

| Fumes or chemicals | • Proximity to industrial areas or major transport routes.
• Procedures for safe management of chemicals at workplaces not clearly implemented.
• Audit of chemicals at the workplace not sufficient for compliance with relevant legislation. | | Principal

*AP | • Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill.
Ensure material safety data sheets (MSDS) for all hazardous substances used are at hand.
• Use Department's Chemical Safety In Schools Manual | • Contact emergency services on 000 and the workplace manager.
• Clear immediate area.
• Turn off all equipment e.g. electrical equipment, air handling system and gas supply.
• Close all doors (do not lock)
• Consider evacuation.
• Designate a staff member to meet the fire brigade and direct them to the incident location.
• Notify the Department in accordance with incident notification procedures
• Notify Environmental Protection Agency's pollution line
• Notify neighbouring premises down wind or downhill, where necessary. | • Arrange clean up of chemicals with assistance of emergency services.
• Decide when to re-open the workplace, in consultation with local emergency services.
• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.
• Review the emergency management plan. |

FACT082_FUMESOR CHEMICALSPILLS.pdf

Emergency health situation	• Staff and students at the workplace with sudden medical conditions that may require emergency response. • Distance from emergency services or other medical assistance. • Individual health care plans for student not in place or updated. • Environmental risks that may trigger health condition (e.g. anaphylaxis).		• Principal • AP	• Implement individual health care plans for students. • Ensure effective emergency and first aid response plans are in place. • Educate staff on how to respond in an emergency (first aid). • Implement policies and procedures to support the health and wellbeing of staff and students. • Manage health risks in the workplace environment. • Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services).	• Administer first aid and provide medical treatment as soon as possible, including specialised responses in accordance with individual health care plans (e.g. for a student with anaphylaxis, asthma etc). • Contact and liaise with relevant emergency services. • Assess the situation, plan who to contact and their roles, and what assistance is needed from regional office. • Notify parents and carers	•Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. •Review the emergency management plan.
Fire	• Evacuation plans not communicated clearly or not regularly tested. • Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire. • Staff are unsure of their responsibilities under evacuation plans if a fire occurs. • Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.		Principal *AP	• Educate staff and students about workplace fire prevention and safety. • Conduct fire drills. • Liaise with emergency services. • Develop evacuation arrangements with local bus company/ relevant transport company. • Conduct fire safety audits.	• Assist all persons to evacuate. • Alarm: raise the alarm and follow the emergency procedures. • Contain: close doors close to the fire. • Extinguish: attempt to extinguish the fire – only if you are trained and it is safe to do so.	• Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Beware structural damage caused by fire. Damaged roofs and floors may be subject to collapse. • Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident. • Review the emergency management plan.

Tsunami	• The NSW coast has experienced more than 30 tsunamis since European settlement. Most have been slight causing little to no damage. Workplace located on low-lying land close to the ocean. • Overseas excursions need to consider the risk of tsunami.		Principal *AP	• For overseas travel be aware of the potential risks in the area you are travelling to.	• Listen to the local radio station for information and advice. • Follow instructions of emergency officials. • If instructed, evacuate coastal locations and move to high ground. • Do not return to low-lying coastal areas until told the area is safe by emergency services.	• If workplace is affected, contact emergency services. • Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. • Review the emergency management plan.
Staff/student lost on excursion	• 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.		Teachers in charge of the excursion	• Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy. • Ensure risk assessment is implemented and communicated.	• Confirm student lost, where last seen. • Contact emergency services on 000. • Implement search plan with emergency services (bushwalks). • Assist emergency services as required.	• Provide counselling to those affected by the emergency. • Manage the media. • Review the emergency management plan.
Letter/parcel – white powder	• Person wishing to inflict injury upon individuals in a workplace using an anonymous delivery method. • Receipt of high volumes of mail. • Current security climate relating to terrorism.		Principal *AP	• Careful monitoring of incoming mail with thorough training and awareness of relevant staff. • Training of staff to recognise letter or parcel bombs.	• Do not tamper with or shake suspicious envelope. • Contact emergency services on 000. • Evacuate all or part of workplace. • For suspected white powder letters, do not handle the package or attempt to clean up the suspicious substance, isolate persons who may have been contaminated, turn off fans and isolate air conditioning.	• Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring. • Decide when to re-open the workplace, in consultation with the senior police officer at the scene. • Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. • Review the emergency management plan.

Pedestrian accidents	• Proximity to major roads. • Insufficient pedestrian safety awareness training for students or staff. • Insufficient traffic controls in place.		Principal *AP	• Traffic controls (pedestrian crossings, traffic controllers etc). • Liaison with local council and Roads and Traffic Authority. • Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc.	• Contact emergency services on 000. • Apply first aid using standard precautions i.e. avoid direct contact with blood and bodily fluids. • Notify parents or carers. • Report the incident as soon as possible in accordance with the Department's procedures.	• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. • Review pedestrian arrangements as a matter of urgency. • Review the emergency management plan.
Outbreak of infectious disease \\Detnsw.win\2902\Faculty\Teacher\A Staff Only\WHS\2020\3 planning\Fact sheets\FACT 096_OUTBREAKOFINFECTIOUSDISEASES_V1.pdf						

Training against emergency management plan	
Type of training	**How often**
Training on the workplace emergency management plan	Annually at staff meeting in January/ February and all new staff members as required
Emergency care training for teachers taking excursions	Emergency Care bi-annually in April/May. All casual/ temporary and transferring staff complete e-emergency care training prior to commencement CPR – April, Emergency Care – April Anaphylaxis - Annually
Communities Working Together	Annually and when updated
E-emergency care	Every three years
Recognition and management of anaphylaxis	annually
CPR/Asthmas	annually
Administration of prescribed medication at school	Every three years

All training is mandatory. Principal to refuse site entry to any staff member refusing to participate in training.

Training schedule attached – Part 2

Frequency of emergency response drills	
Type of emergency response drill	**How often (see Part 2 – Schedule of completed emergency response**
Emergency evacuation (e.g. fire emergency)	Once a Term - March,May,August+December
Lockdown	Once a Term - March,May,August+December
Training schedule attached – Part 2	

Arrangements for disabled persons	
Strategy	**Person responsible for action**
Nominated person to assist disabled person in event of emergency. SLSOs to drive all students with a disability and students with a life threatening illness to the offsite evacuation point	Class teacher with assistance of School Learning Support Officer when available.
Consultation with student and parents about emergency arrangements including evacuation	Class teacher with assistance of School Learning Support Officer when available.
Emergency services to be notified of disabled person's whereabouts where necessary	Class teacher with assistance of School Learning Support Officer when available.

Testing of equipment	
Type of equipment	**Frequency of testing**
Firefighting equipment (including fire extinguishers, fire blankets) Emergency lighting	February / September As per Broad Spectrum schedule of works (September)
Alarm system	As required
Electrical testing and tagging	Every 12 months

First aid requirements	
Requirement	**Action completed**
First aid officer appointed	Yes
First aid officer participates in emergency drills	Yes
Portable first aid kit available	Yes – in Administration building

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 (e.g. alarm system, Public Announcement system)	PA system with integrated bell/announcement capabilities	Principal or delegate / SAM
Secondary or alternative means of communication	Assistant principals all sections of school (including use of megaphones). Mobile phones	Assistant Principals or delegate
End of emergency	PA system and intercom	Principal

1.3 Response

Once an emergency is reported the Principal, or delegate, 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, or delegate, 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 regional office, Incident Support Unit (*formerly School Safety and Response*), Health & Safety Directorate and the Media Unit.
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Support Unit (formerly School Safety and Response), on Incident Report and Support Hotline 1800 811 523; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021.
- **Ensure telephones are not used for anything other than incident communications**.
- Contact the injured person's family if required.
- Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required).

Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)

Who: General Assistant, school admin officers

How: Wearing fluorescent vest keeps driveway clear for emergency services.

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

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

STAGES	
1	**Decision to evacuate** Principal (Chief Warden) or delegate decides on the need to evacuate, where possible in consultation with emergency services
2	**Warning staff and students** Principal (Chief Warden) or delegate to ring emergency evacuation bell - Continuous long siren. Evacuate to the oval - Lockdown Siren – Repeating Whooping alarm - Principal to ring Preschool to ensure evacuation warning has been received.

3	**Withdrawal (evacuation)** **Principal or delegate takes a copy of the EMP Part One and Part Two** **Principal or delegate takes set of Master keys.** **Principal or delegate wears 'white hat' as communications officer** • Office Staff take first aid kit (including Asthma kit & School-based Epipens), Student Epipens/ medications, Class lists, Health Care Plans, Emergency Contact List, Early leavers register, Staff sign on/off book, Visitors book, Contractors sign-on book, Chemical register and evacuate to appropriate assembly area • Canteen Supervisor takes canteen sign on book • Floor Wardens to check all the buildings are clear, close doors • Class to line up in order at appropriate evacuation assembly area • Rolls marked • Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action
4	**Shelter and assembly area** • Classes to line up in order on the oval. If accessible, collect bags • Rolls marked by staff • Office staff and canteen staff to evacuate to oval or alternative location when advised. • Principal checks all office staff, canteen staff, volunteers and contractors accounted for • Principal or delegate to brief staff on emergency and await arrival of emergency services or take other appropriate action. • Shelter in place location = library
5	**Return to the workplace** Principal or delegate advises when to return to the school in consultation with emergency services.
6	**Location of designated emergency exits** Refer to *Emergency Evacuation Procedures* maps in each room and designated routes listed on *Emergency Evacuation Procedures.*
7	**Location of fire hoses** Refer to Map
8	**Location of fire extinguishers** Refer to Map
9	**Location of fire blankets** Refer to Map
10	**Location of first aid kits** Sick Bay Administration Block
	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.

Response procedures for specific emergencies

Response procedures are provided in Part 2 for the following emergencies:

- Bomb Threat
- Explosion
- Storm including high winds
- Fire: Bush Fire
- Major incidents - violence
- Suicide
- Electrical hazards
- Death at the workplace or during a DoE activity
- Death of staff or student or other member of the community (not work- related)
- Fumes or chemicals
- Emergency health situation
- Fire
- Tsunami
- Staff/student lost on excursion
- Letter/parcel – white powder
- Pedestrian accidents

1.4   Recovery

Strategy and description (documents included in Part 2)

1. Site check
2. Declare all clear
3. Identify any persons experiencing trauma
4. Organise counselling
5. Notify DEC personnel and school community
6. Note to parents regarding incident, newsletter note, assembly for students and teachers, catch up on breaks if missed due to emergency, undergo counselling

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	School counsellor
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	www.davcorp.com.au 1300 360 364

Return workplace to normal	Action
Assembly debriefing	Principal or delegate
Catch up on breaks	Principal or delegate, Assistant Principals
Counselling- if required	Organised through DEC/ EAPS for those affected

Managing the media strategies (documents included in Part 2)
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.
• report emergency and media involvement
• thank the media for their interest, obtain a return phone number and inform them that they will be contacted as soon as possible.

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)

1	Evacuation procedures
1	Off-site evacuation procedures: including off-site assembly point
2	Lockdown procedures
3	First aid plan
4	Site plan (Note: each workplace will need to provide its own site plan: please contact Asset management if you require a copy.
5	Floor plans Specialist information – e.g. location of hydrants
6	Emergency Numbers
7	After hours' contacts ○ includes Community users of School Facilities / cleaners ○ school emergency after-hours contacts (also to be updated in FM Web)
8	Identified hazards ○ Bomb Threat ○ Explosion ○ Storm including high winds ○ Fire: Bush Fire ○ Major incidents - violence ○ Suicide ○ Electrical hazards ○ Death at the workplace or during a DoE activity ○ Death of staff or student or other member of the community (not work- related) ○ Fumes or chemicals ○ Emergency health situation ○ Fire ○ Tsunami ○ Staff/student lost on excursion ○ Letter/parcel – white powder ○ Pedestrian accidents
9	Bush Fire Plan

Pretty Beach Public School Evacuation Procedures

continuous bell

Emergency identified by school

↓

Principal contacts emergency services for instruction → Emergency identified by emergency services

↓

No evacuation ordered. Principal monitors and reviews – emergency services, local radio and RFS website

Principal initiates evacuation if lives are endangered & emergency services cannot be contacted

Evacuation ordered by emergency services

↓

Principal initiates emergency evacuation by continuous ringing of school bell.

Teachers
- ✓ Cease all activities
- ✓ Collect class rolls, keys & mobile phone (if you have one)
- ✓ Collect high vis vests and bum bags
- ✓ Close windows
- ✓ Turn off lights & power
- ✓ Turn off air conditioners
- ✓ *If easily accessible, collect bags*
- ✓ Move students to assembly area *on the oval* in an orderly manner
- ✓ Class teachers to assist students with disabilities
- ✓ On way to assembly area check for students in responsibility area/s
- ✓ Mark roll in assembly area
- ✓ Notify Principal immediately if a child is missing

SAM
- ✓ Collect first aid kit, epipens & asthma kit
- ✓ Collect class rolls & emergency contacts book
- ✓ Collect mobile phone if you have one
- ✓ Collect visitor sign on & late/early leaver books
- ✓ Advise teacher in charge of students on excursion not to return to school
- ✓ Check responsibility area before leaving
- ✓ Lock front and back doors
- ✓ Bring rolls, visitor sign on book, late/early leaver book, emergency contacts and first aid kit to assembly area

SAO / SLSO/School Counsellor/GA
- ✓ Assemble in assembly area and assist students with disabilities
- ✓ Check all visitors accounted for and advise Principal of any missing persons
- ✓ Assist teachers in general student management

Principal
- ✓ Advise Director of evacuation
- ✓ Collect emergency contacts book, keys, phone
- ✓ Coordinate search for any missing persons
- ✓ Continue liaison with emergency services and Director

Supervising Teacher on Excursion
- ✓ Advise transport company that students are to be delivered to safe meeting point
- ✓ Contact parents to collect students from safe meeting point

On site evacuation
Remain in assembly area for evacuation

Offsite evacuation
All WALK single file to Evacuation Point

On site evacuation
Remain in assembly area for evacuation

↓

If unable to be evacuated

- Principal to inform Director and emergency services that school is to be locked down.
- Principal to switch off all electrical power to school.
- Leave sprinklers on where possible.
- The lockdown procedures are followed in accordance with school policy.
- Staff and students will remain within the lockdown classroom (B Block), close all windows and doors, draw blinds and cover the base of the doors to prevent smoke from entering the room.
- Students should be moved away from the part of the building which will be initially exposed to the fire.
- Any students present at school but not in the classroom are to be marked absent from the lockdown.
- The name, class and possible location of any student absent from the lockdown room (but present at school) or extra people that are in your classroom are to be immediately phoned through to the office. The office staff will contact the class teacher. The Principal will co-ordinate any search for missing students.
- If a student returns to the room, immediately phone the office to inform they have returned.
- When the emergency has passed, students and staff will be notified by the Principal or emergency personnel.
- Staff will immediately inform Principal or emergency personnel of any medical requirements.

Offsite evacuation
Walk students single file to Evacuation Point

↓

Evacuation to Offsite Evacuation Point

- Principal to inform Director and emergency services that school is to being evacuated to offsite evacuation point.
- Principal to switch off all electrical power to school.
- Leave sprinklers on where possible.
- Staff and students walk single file along offsite evacuation route to Offsite Evacuation Point.
- If possible, students with disability will be driven to evacuation point by SLSO/SAO.
- During evacuation walk, Principal to inform parents where possible using Emergency Contacts book.
- Parents collecting own child are to sign class roll.
- On arrival at Offsite Evacuation Point, teachers to mark class rolls and advise Principal of any missing students.
- The Principal will co-ordinate any search for missing students.
- Principal to maintain contact with emergency services and Director where possible.
- Staff will immediately inform Principal or emergency personnel of any medical requirements.
- Staff and students to follow directions of emergency services with respect to evacuation from Offsite Evacuation Point.
- If unable to be evacuated from Offsite Evacuation Point, and in imminent danger – follow 'Unable to be Evacuated' Procedure.
- If Evacuation Point becomes recovery point, Principal to update parents by way of phone call if possible.

See maps for evacuation routes

On Site Evacuation

Pretty Beach Public School Map

Asset Protection Zone is cleared and maintained to 20 metres.

Pre School Block K

MDR 2 Block H

Shade

Covered Play Equip.

Demount-able 2

MDR 1 Block E

OVAL

COLA

Sport Mats

Assembly Area for Evacuation

Gate

← Evacuation route 2

Evacuation route 1

Toilet Block C

I J

SHELTER IN PLACE LIBRARY

Library Block F

Administration Block G

Block B

Canteen

Special Programs Block A

Demount-able 1

Pretty Beach

Gate WATER MAIN Gate

CHEMICAL STOREROOM

Legend:
- Fire Extinguisher
- Fire Blanket
- Fire Hydrant
- First Aid Kit
- Gas Cylinder
- Water Tank
- Emergency Vehicle stretcher access
- Evacuation Route

Offsite Evacuations

Offsite evacuation point 1

Wagstaffe Wharf

Offsite evacuation point 2

Bomb threat evacuation point 1.5kms from site

Pretty Beach Public School

PRETTY BEACH PUBLIC SCHOOL
EMERGENCY LOCKDOWN PROCEDURE

Response	Assessed level of emergency	Summary of action
GO IN – Safer indoors	Level 1 – Go indoors to own workspace	Make way to own workspace, shut windows and doors, class teachers mark roll and notify office of status, wait for further instructions.
	Level 2 – Go quickly indoors to own workspace & _stay in_	Make way to own workspace, shut and lock windows and doors, class teachers mark roll and notify office of status, wait for further instructions.
	Level 3 - Go indoors to own workspace OR to nearest building, _stay in & stay down_	Make way to own (if safe) or nearest building, lock windows and doors, take attendance and notify office of status, wait for further instructions.

This **lockdown procedure** is for emergencies where being out of doors is unsafe.

ACTION	RESPONSIBILITY	POINTS TO NOTE
Emergency signalled by LOCKDOWN alert (woops) PA announcement to advise emergency level *"Your attention please. Initiate emergency lockdown procedure – level 1 (or level 2 or 3) – GO IN"*	Principal or relieving principal (or authorities) declare emergency	If principal not in office, then Front Office staff. A Level 1 or 2 lockdown may also require lockout (i.e. external gates secured to keep out danger or the public).
Ring appropriate authorities	Principal or relieving principal	000 (Police) then 1800 811 523 (Incident report and support hotline)
Children and staff must remain indoors when lockdown is signalled **during class time**. Children become the responsibility of the **teacher** in charge at the time. Teachers must make note of the response level required and follow the procedure.	Teacher in charge eg library, playground, class, RFF etc	Each classroom has a storeroom which could be used for toilet emergencies. Ensure you have a bucket or another container for this purpose in the event of a declared lockdown.
Should a Level 1 or 2 lockdown be signalled during a break or **when students are out of doors** during class time, teachers and students immediately move safely and sensibly along designated path to their own classroom	Teacher in charge	If at beginning or end of school day, may need to include parents in lockdown. **Children should never be used as Messengers.**
Should a lockdown be signalled during a break or **when students are out of doors** during class time, teachers and students immediately move safely along designated path to their own classroom **(IF SAFE TO DO SO). Students wait outside of building until a teacher is present.** If unsafe to do so, students are to move to the nearest school building where a trusted adult is present.	Teacher in charge	Toileting emergencies can be negotiated with supervisors, depending on the level of the lockdown Use common sense to draw blinds Turn off lights
Account (take roll) for students using Sentral Roll and phone extension for **stage supervisor** to report all students, visitors and staff accounted for or to notify if any are missing. **If a student presents at your class that is not in your class, allow them to enter and phone the class teacher to notify them of their whereabouts**	Teacher in charge	Children should never be used to give verbal messages. Teachers in designated classrooms receive phone reports and they *phone supervisors with attendance from daily Sentral records*
If Level 3 is declared in classroom, all children and staff to get under desks on all fours, covering head with hands and remain silent there until all clear is signalled.	Teacher in charge	Ensure children are quiet
If in Level 3 and any student or teacher is in a toilet or on a message or out of class for any reason they must or go into the nearest room or building with a known adult and remain there until the all clear is signalled. **NO** student or teacher should search for students who may not be in class or try to return to a classroom.	Teacher in charge and individual students.	Teachers should not open doors for students/adults who try to gain access after windows and doors have been locked Use common sense if lockdown lasts an extended time to access water or emergency toileting
Wait for **ALL CLEAR** ALERT and further instructions before moving (Principal use PA to announce end of lockdown)	Principal or Emergency Services Co-ordinator	All clear will be signalled by PA announcement
After **ALL CLEAR** every student and every class teacher must return to their classrooms and mark rolls.	Class teacher	Teacher marks roll on Sentral Attendance or sends to office for class roll to account for students if internet is affected.
After **ALL CLEAR** all office staff, volunteers, canteen staff, cleaners and general assistant and class free staff report to the office.	Principal or relieving principal	
All class teachers report status by phone to designated phone extension.	CTs/Stage Supervisor	
Report missing students and/or staff to Principal.	School staff	
Ring appropriate authorities	Principal or relieving principal	

First aid plan
Health and Safety Directorate

This First Aid 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.

School/Workplace: Pretty Beach Public School   **Date: 1/8/20**

Date of Next Review: 1/8/21

Overview	
Key points	**List key points**
List the type of work and activities conducted (e.g. teaching, sport and outdoor activities, excursions, onsite and offsite, etc..)	Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.
Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.	Five (5) hectares of land with 12 buildings. Pre-school is a two storey building. Administration office is accessed via the main entry gate on Pretty Beach Road Pretty Beach.
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	The school is situated on the corner of Pretty Beach Road and Heath Road, Wagstaffe 2257. Heath Road & Pretty Beach Roads are one-way in and one-way out in this location. The school adjoins Brisbane Water with access to site via a public boat ramp approximately 200m to the North with Wagstaffe Ferry jetty approximately 1klm to the West
List the number and distribution of employees e.g. staff, students, visitors, etc.	182 students 10 teachers, 3 SLSO assistants 2 office staff 1 general assistant 1 Canteen Workers
Describe the hours of operation e.g. 8:30 am to 3:30 pm e.g. include both school and outside of school considerations, vacation periods, etc.	8:30 – 3:30 Mon-Fri Vacation periods vary

Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace (Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add more rows as required		
Identify and list below hazards and other potential sources of injury or illness e.g. equipment, electrical items, chemicals, health/illness, biological hazards (e.g. sources of potential infection)	Consider how the hazard could cause harm, injury/illnesses (e.g. cuts and abrasions, accidents requiring emergency services e.g. fractures or other injuries)	Describe the potential severity and likelihood of potential injuries in the context of strategies to mitigate same.
Minor playground injuries from slips, trips and falls	Cuts, abrasions, fractures, superficial injuries	Likely

Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) — add more rows as required

Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Likely
Sporting, physical education, gym equipment, portable equipment and playground injuries	Sprains, strains	Likely
Health/illness	Asthma attack	Likely

Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Appoint First Aid Officer(s)	Two First Aid Officers appointed and trained	Principal has responsibility for oversight	Ongoing
Identify other trained first aiders available where required	Two Physical Education teachers hold a senior first aid qualification	Principal has responsibility for oversight	Ongoing
List staff training requirements (including CPR, anaphylaxis and E-Emergency Care training, etc) and schedule annual face to face training	The school trains substantial numbers of staff each year in face to face CPR and anaphylaxis Ongoing mandatory online training in E-Anaphylaxis (every 2-years) and E-Emergency C (every 3-years) are is maintained for all staff	Principal	Scheduled in accordance with training register
List number of First Aid Kits and their location (consider accessibility of kits, high risk areas, first aid for off-site activities etc.), consider contents of kits, and maintenance arrangements	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 main 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.	Ongoing
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	One sick bay with appropriate signage and a first aid kit in the main office building. The first aid officer maintains the first aid room requirements, supplies and maintenance arrangements - Including risk assessment of sufficient number of in-date School-Based Epi-Pens to meet school risk management needs.	First Aid Officer	Ongoing

Step 3 – Determine what First Aid arrangements are required in the workplace			
Key points	List key points and actions required	Responsibility	Due date / frequency
appropriate storage, currency of medication, health care plans/ASCIA plans etc)	The school reviews Individual Health Care Plans/ASCIA Actions Plans every 12 to 18 months in consultation with the parent/student.

The school has register in place to check the currency of Epi-Pens and prescribed medications.

Storage arrangements 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 Epi-Pen. | First Aid officer | Ongoing |
| Document first aid response procedures (steps to be taken in the event of injury/illness) and local protocols for First aid. Consider infection control, incident reporting, documentation requirements, etc | 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, contacting an ambulance immediately where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma. **This includes immediately contacting emergency services if considered necessary.**

The first aid officer is called immediately after an accident or incident has occurred. The school should have appropriate communication procedures in place to provide appropriate first aid.

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.

Where an Individual Health Care Plan exists, the procedures in the plan must be followed. | All staff

First Aid Officer

Principal or delegate

All staff | Ongoing

As required

As required |
| Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc) | This Plan placed on the WHS Noticeboard and in the main office.
This Plan communicated to all staff via whole staff meeting and a copy emailed to all staff.
This Plan is included in induction processes for new staff (including casual staff), visitors and contractors to the school. | Principal | Ongoing |

Step 4 - Ongoing monitoring and review of Plan			
Key points	**List key points and actions required**	**Responsibility**	**Due date / frequency**
Describe process for monitoring and review of the First Aid Plan, first aid kit, facilities, currency of staff training, etc	This Plan is to be monitored and updated annually and on an as required basis (after a major incident in the workplace). Staff training register is maintained and monitored ensuring compliance with first aid training requirements.	Principal	Annually / as required

Reporting and documentation			
Describe steps the workplace will take to: (1) Report incidents and injuries (2) Maintain register of injuries (3) Record of first aid treatment (4) Other?	1. Incidents and injuries are reported in accordance with Incident Reporting Procedures.	All staff	Ongoing
	2. Register of injuries is located in the main administrative office	All staff	Ongoing
	3. Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.	First Aid Officer	Ongoing
	4. The Register Of Medications is maintained by the First Aid Officer: who is authorised to administer medications.	First Aid Officer	Ongoing

List emergency contacts and other key contacts			
Emergency 000	Medical Centre 6 km from a Ettalong Medical Centre Picnic Pde Ettalong and 14 km from the Gosford Hospital.	Wyong Hospital	Poison Info Centre 131 126
Other:			

Name: *Andy Podmore*	**Signed:** A. Podmore	**Date: 19/8/20**

Site Maps
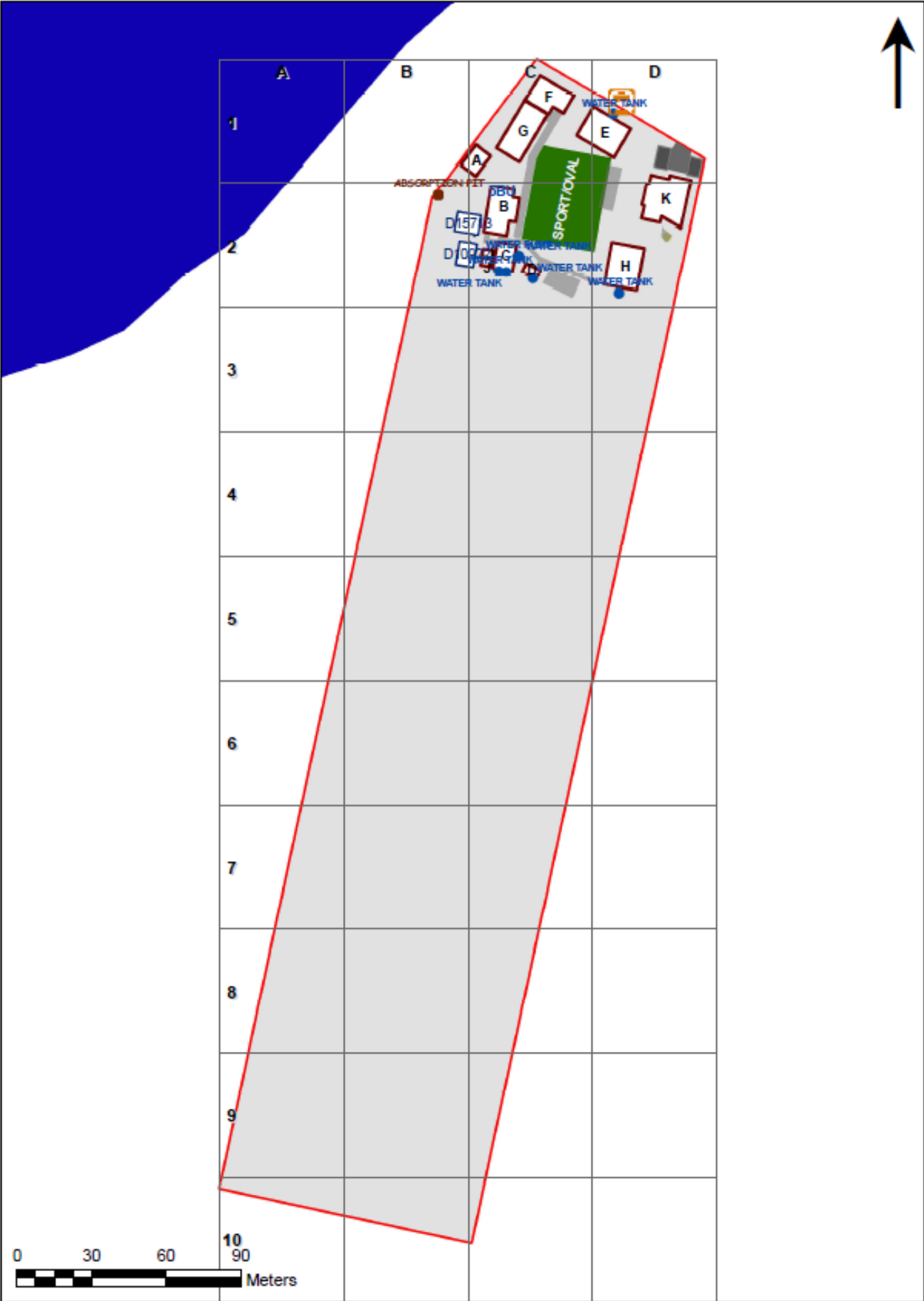
A

B

C

D

1

F

WATER TANK

G

E

A

ABSORPTION PIT

DB0

B

D/57/3

K

D/0   G

WATER WATER TANK

WATER TANK

WATER TANK

H

WATER TANK

WATER TANK

SPORT/OVAL

2

3

4

5

6

7

8

9

10

0   30   60   90

Meters

1:1,904

Printed: 22-Aug-2016

A Block – General use

SD 2.25/9]

AR0001
PAA

AR0005
HB Store

FDB

AR0003
Movement

A

AR0004
Programs

RD1.60/5.4]

0   1   2   3
Meters

1:67

Printed: 22-Aug-2016

B Block - Classrooms
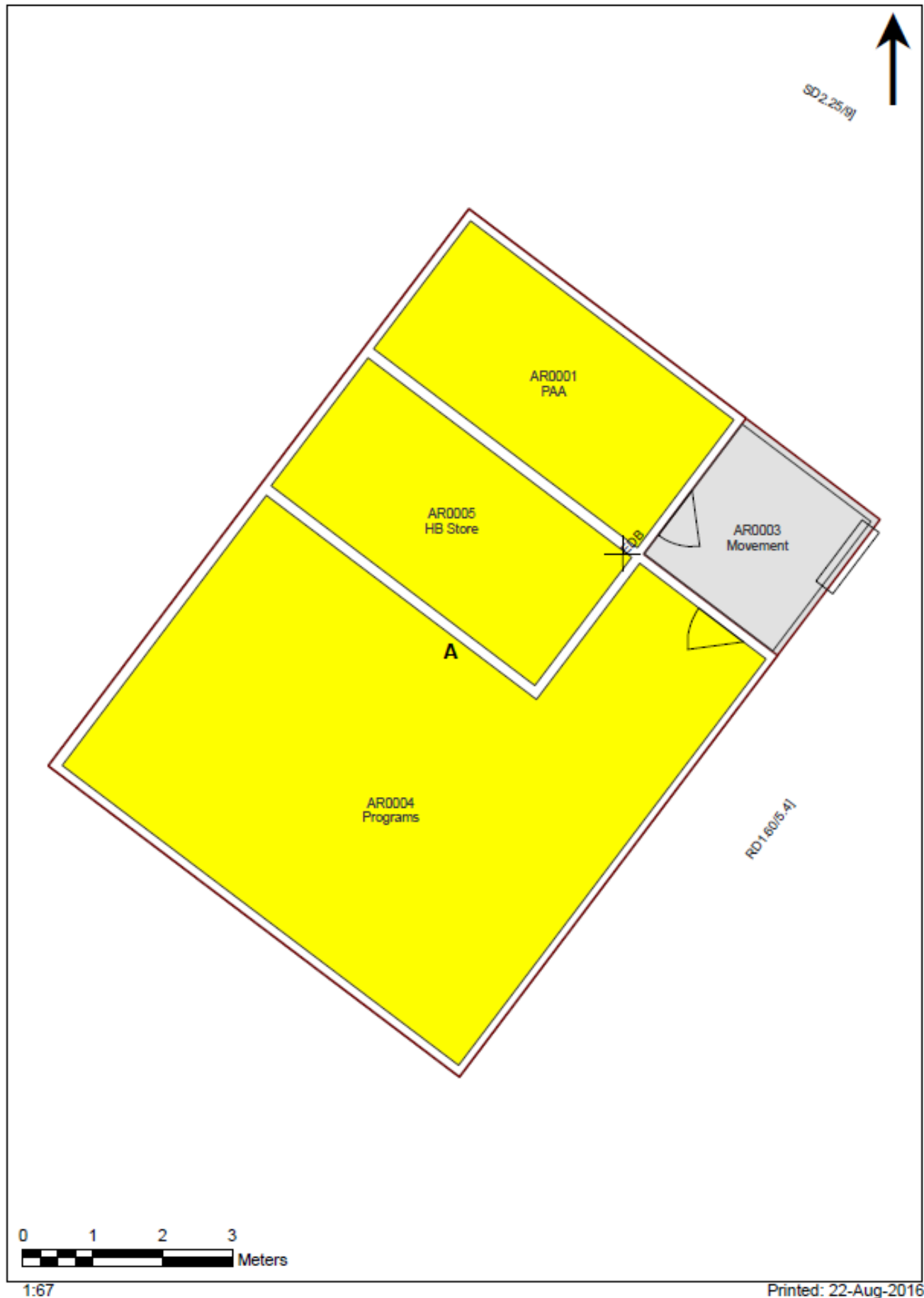
2902 — Pretty Beach Public School
Library/Pupil Facilities (B00B) — Ground Floor as at 05-09-10

BR0009

BR0005

BR0008
HB

BR0004

BR0010

BR0013

BR0012
HB

BR0011

Scale 1:90

0   2   4   6

Metres
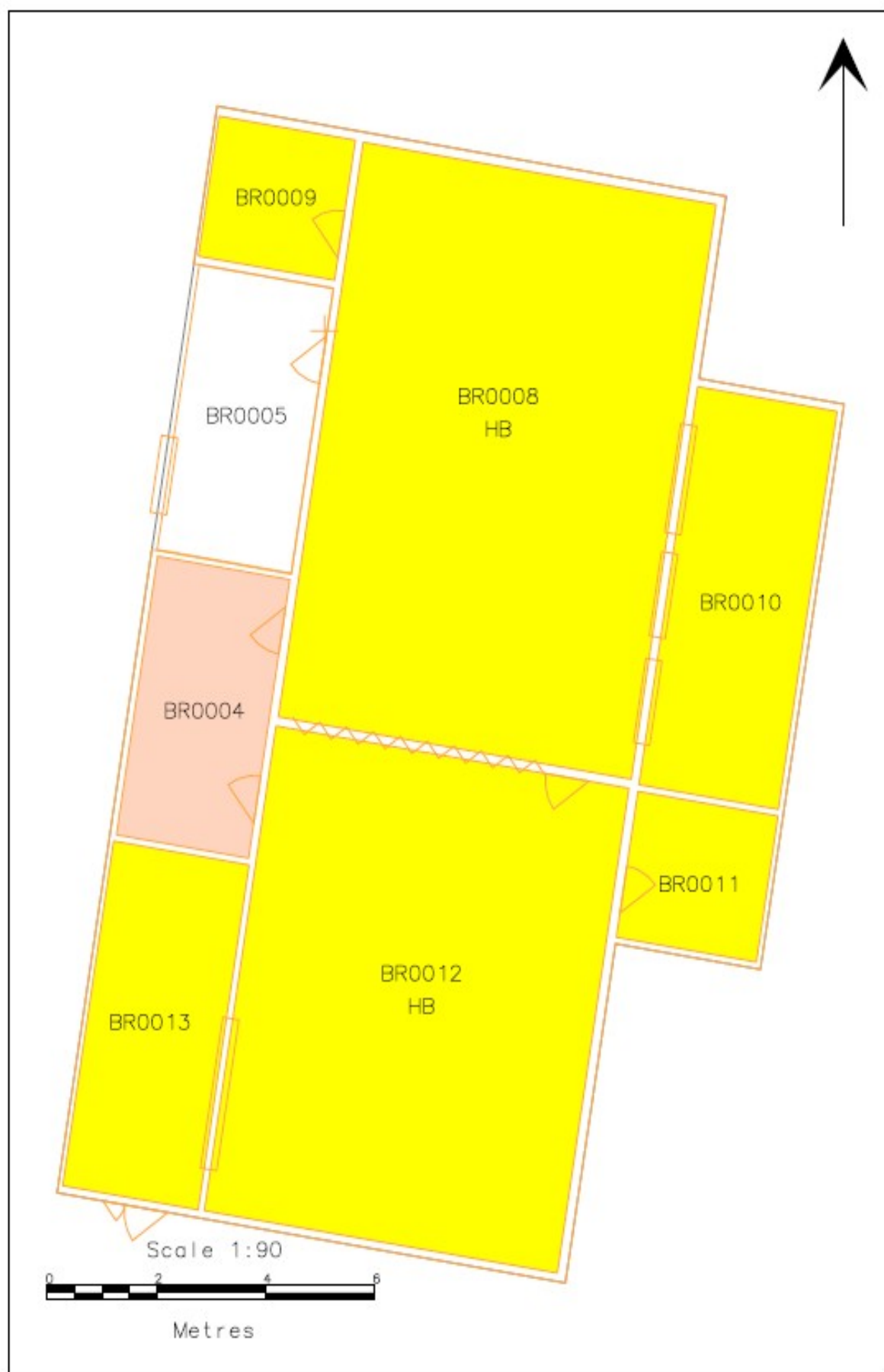
C Block - Toilet Block

2902 – Pretty Beach Public School
Pupil Facilities (B00C) – Ground Floor as at 05-09-10

CR0004

CR0005

CR0002

CR0003

CR0006
Boys Toilet

CR0001
Girls Toilet

Scale 1:60
Metres
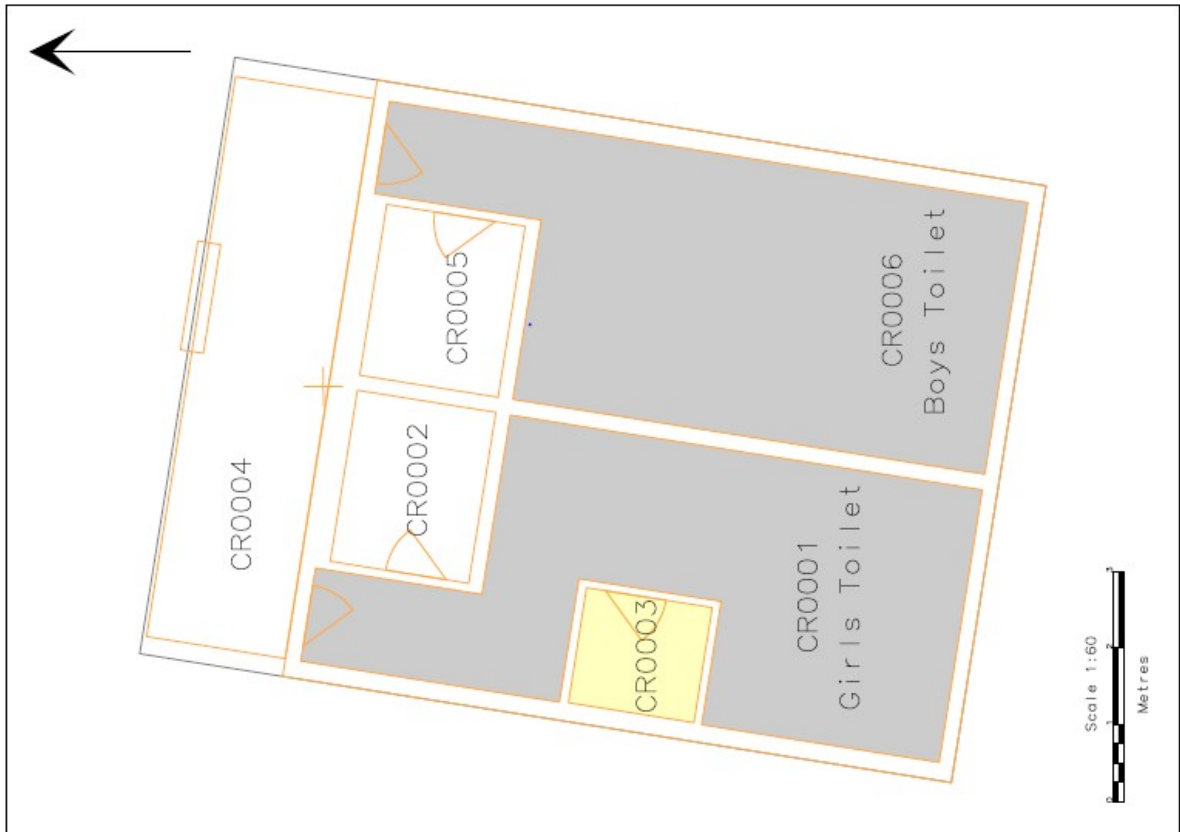
D block - Weather Shed

2902 – Pretty Beach Public School
Pupil Facilities (B00D) – Ground Floor as at 05-09-10
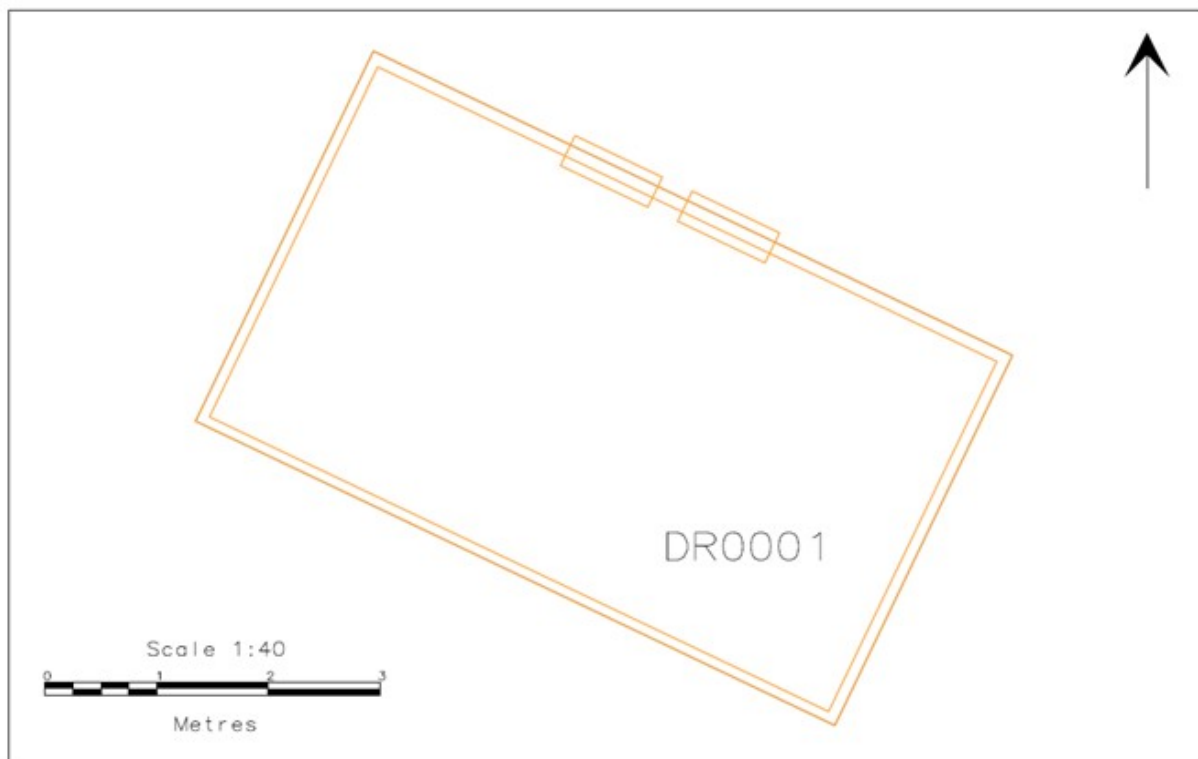
DR0001

Scale 1:40
Metres

E Block - Classrooms

2902 - Pretty Beach Public School
General Learning (BGCE) Ground   05-09-19

ERO006
-B

ERO007

ERO008

ERO004
-B

ERO005

ERO001

ERO003

ERO002

Scale 1:120
Metres

2902 - Pretty Beach Public School
Library (B00F) - Ground Floor (Room Function)

FR0001
Library

F

FR0002
Library Office

FR0003
Comms

FR0005
Movement

FR0004
KLA Store

0   2   4   6
Meters

1:92

G Block - Administration

2902 - Pretty Beach Public School
Administration (B00G) - Ground Floor (Room Function)

GR0006
MSB

GR0005
Staff Toilet

GR0007
Store

GR0010
Movement

GR0004
Staff Toilet

GR0009
Storeroom

GR0003
Staff

G

GR0010
Principal

GR0008
Movement

GR0011
Toilets

GR0002
Interview

GR0012
Staff Toilet

GR0013
Sick Bay

GR0001
Entry

GR0014
Clerical

GR0015
Movement

RD1.8/10

1-20/3

0   1.5   3   4.5
Meters

1:116

Printed: 22-Aug-2016
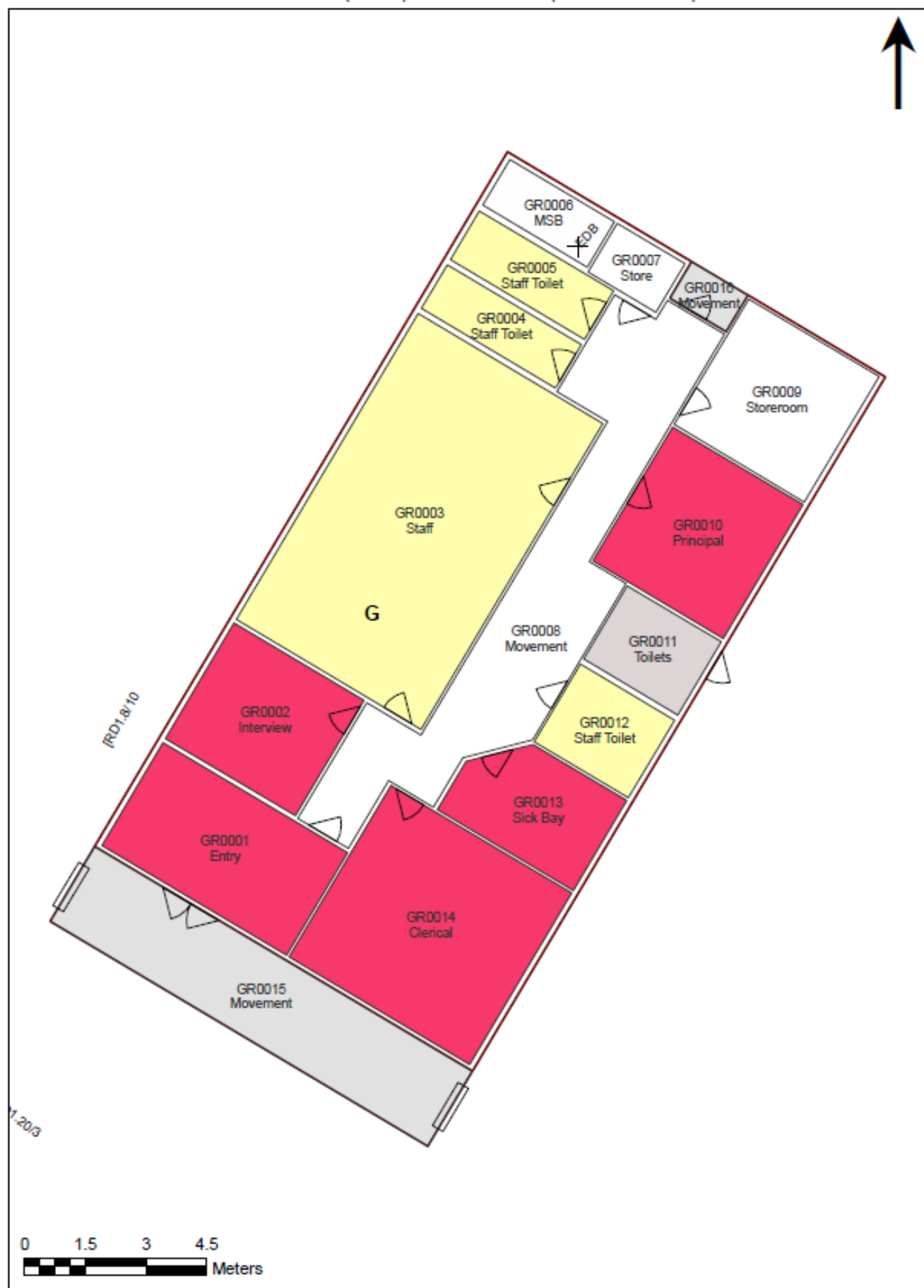
H Block - Classrooms

2902 - Pretty Beach Public School
General Learning (B00H) - Ground Floor (Room Function)

HR0003
HB Store

HR0002
PAA

HR0004
HB

HR0001
Movement

HR0005
W'drawal

H

HR0008
PAA

HR0006
HB

HR0007
HB Store

SD1,55/8]

0 1 2 3
Meters

1:91

Printed: 22-Aug-2016
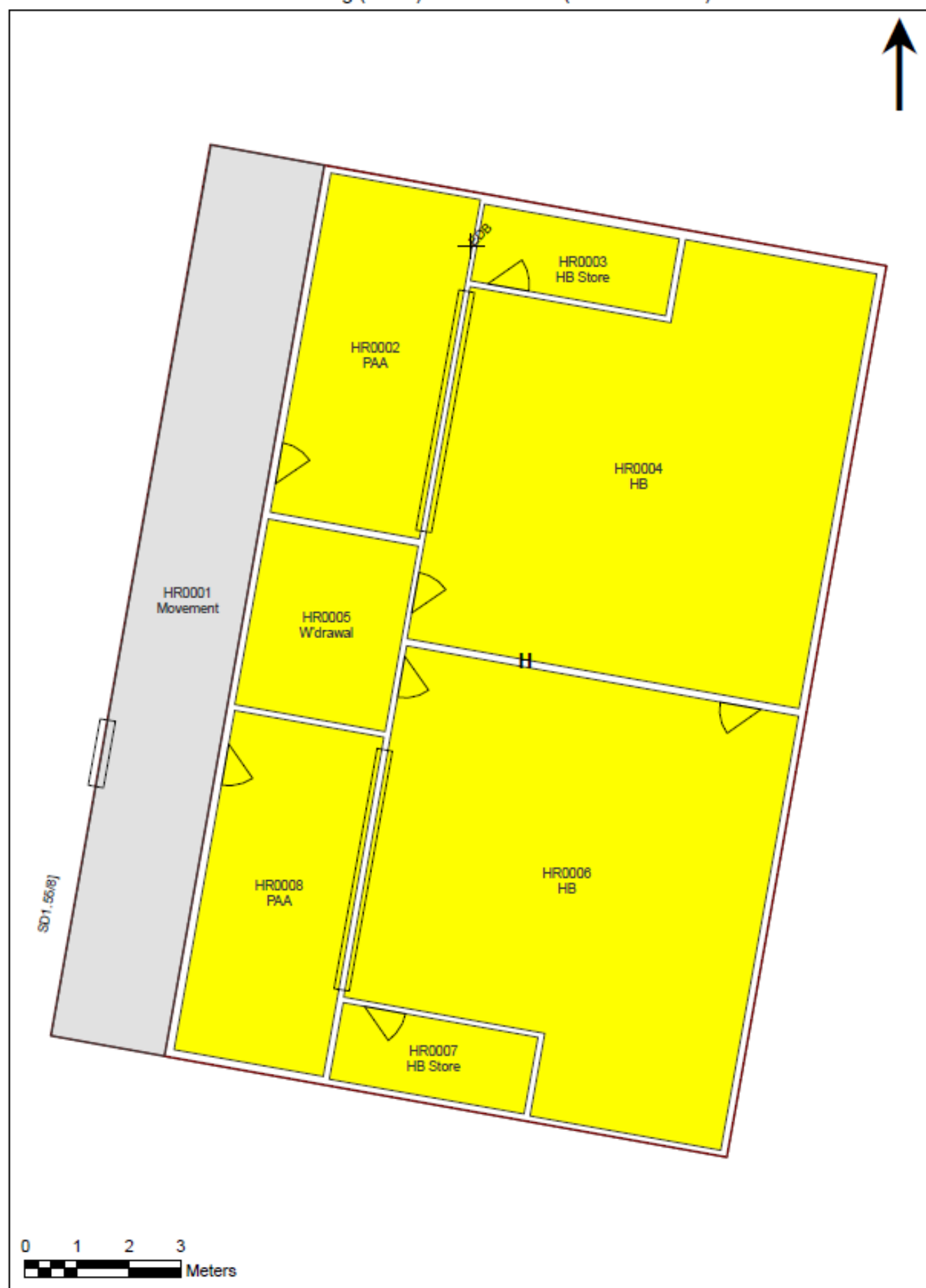
I Block – GA Store

2902 – Pretty Beach Public School
Storage (B00I) – Ground Floor as at 05-09-10

IR0001

Scale 1:30

0   1   2   3

Metres
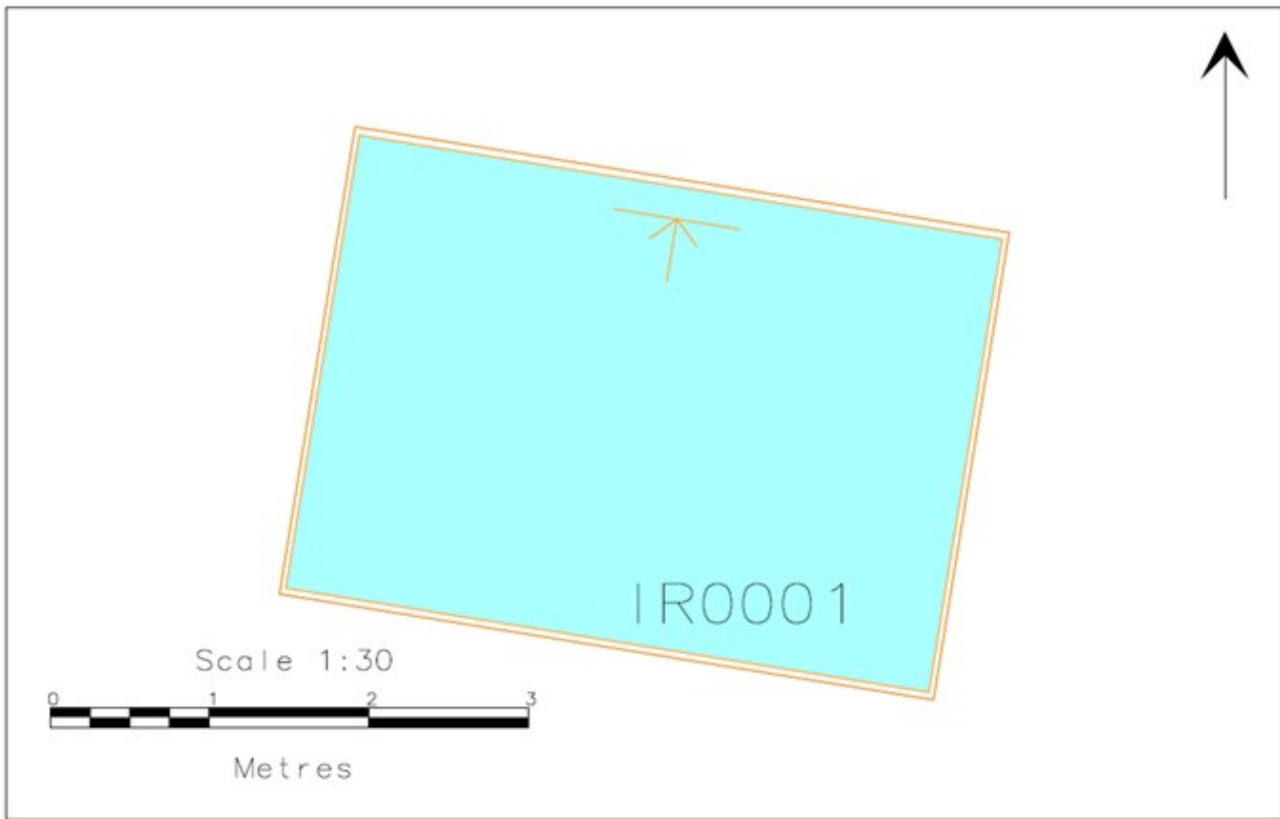
J Block - Sport Storage Shed

2902 – Pretty Beach Public School
Building Services (B00J) – Ground Floor as at 05-09-10

JR0001

Scale 1:30

0   1   2   3

Metres
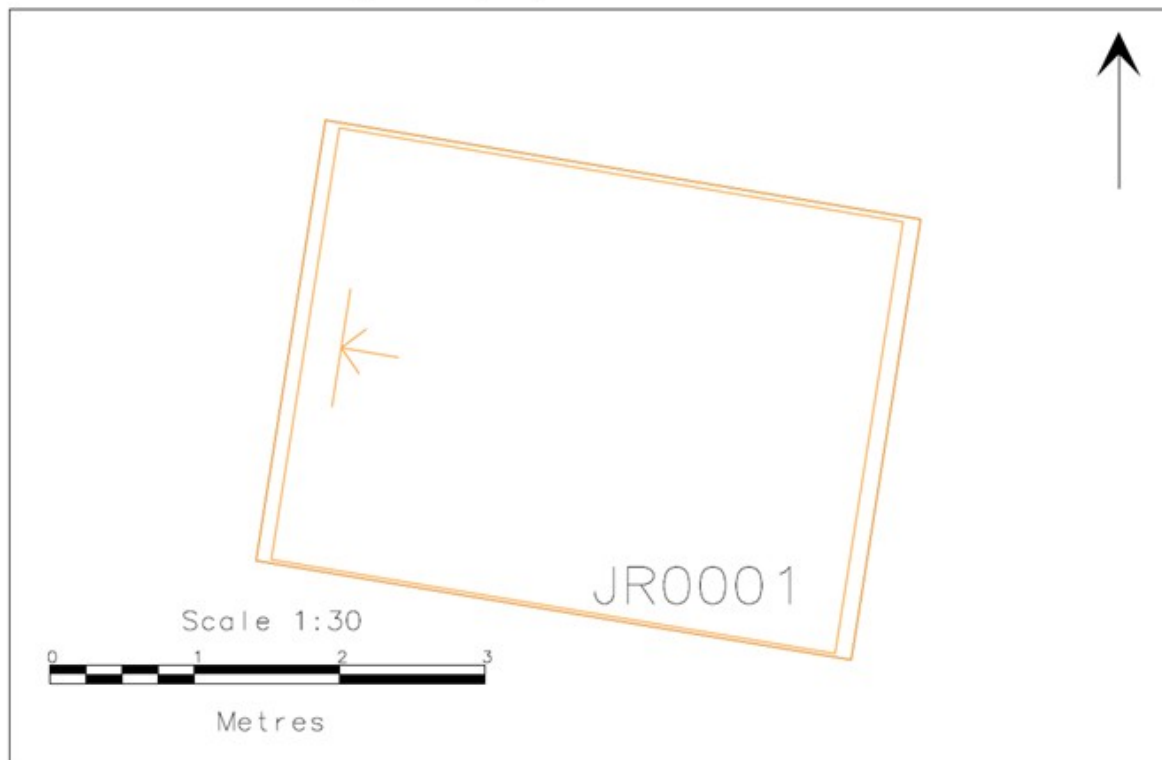
2902 - Pretty Beach Public School

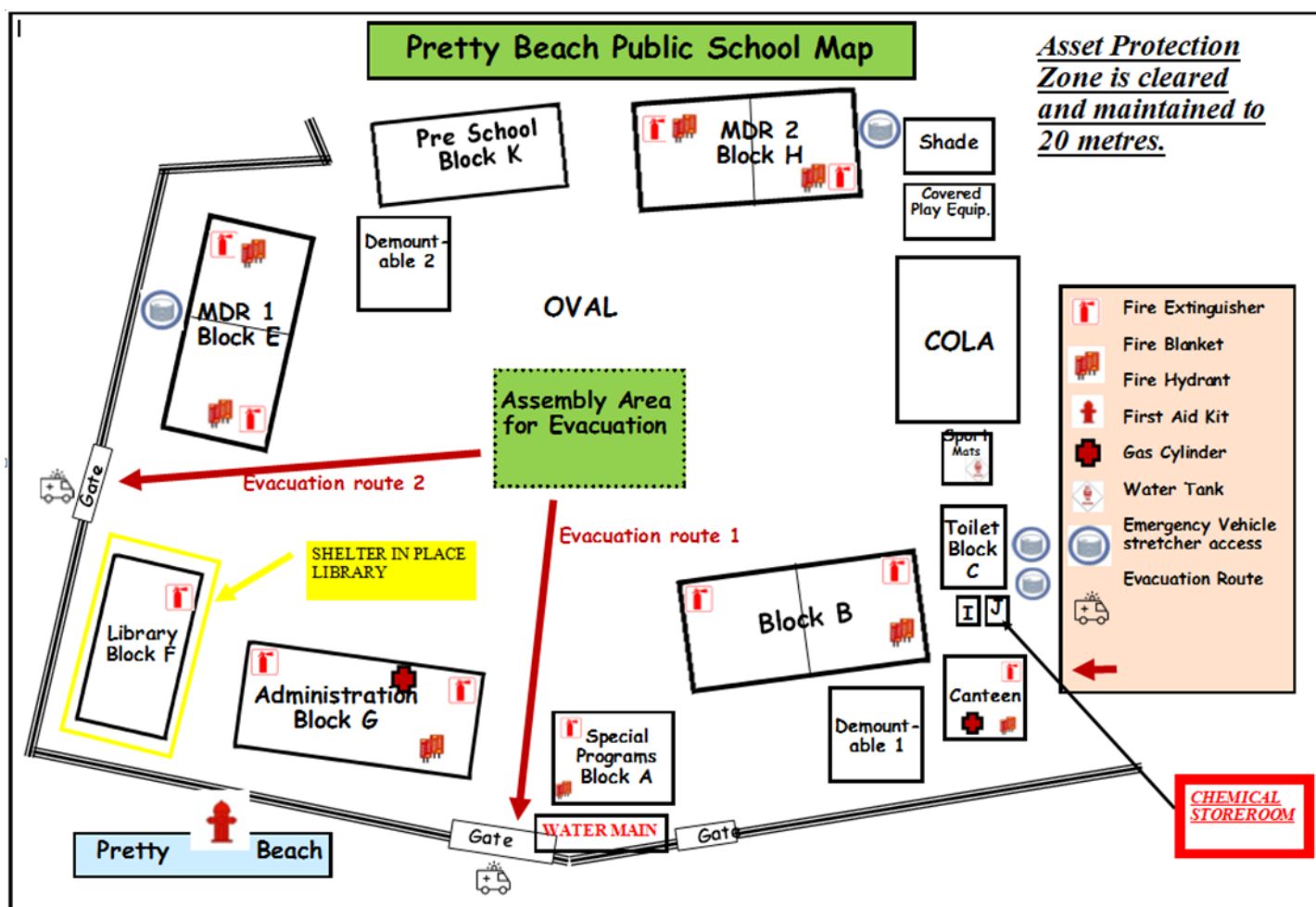## Pre-School Facilities/Building Services (B00K) - Basement 1 (Room Function)

KR9001

K

KR9002
Staff Toilet

KR9003
Storeroom

0   1.5   3   4.5
Meters

1:113

Printed: 22-Aug-2016

Floor Plans – Listing Locations Fire Extinguisher, Fire Blanket, Fire hydrant, Gas Cylinder, Emergency Vehicle Acess and Ecacuation Routes

Pretty Beach Public School Map

Asset Protection Zone is cleared and maintained to 20 metres.

Pre School Block K

MDR 2 Block H

Shade

Covered Play Equip.

Demountable 2

OVAL

COLA

MDR 1 Block E

Assembly Area for Evacuation

Sport Mats

Evacuation route 2

Gate

Evacuation route 1

Toilet Block C

SHELTER IN PLACE LIBRARY

Library Block F

Block B

I J

Administration Block G

Canteen

Special Programs Block A

Demountable 1

CHEMICAL STOREROOM

Pretty Beach

Gate

WATER MAIN

Gate

Legend:
- Fire Extinguisher
- Fire Blanket
- Fire Hydrant
- First Aid Kit
- Gas Cylinder
- Water Tank
- Emergency Vehicle stretcher access
- Evacuation Route

IN AN EMERGENCY	
Police, Ambulance, Fire Brigade	000
Incident Report and Support Hotline	1800 811 523
Director of Public Schools	Name: Christopher Bice Phone: 4357 5300 Mobile:

Pretty Beach Public School Emergency numbers

Work Health and Safety Directorate

ORGANISATION	NAME	TELEPHONE	FAX
Ambulance		000	
Animal Welfare Officer or Nominee	WIRES	1300 094 737	
Community Health Services	Woy Woy	43 44 8432	
Department of Community Services Area Disaster Welfare Contact	Helpline	133 627	
Departmental Counsellor		4348 9100	
Fire Brigade		000	
First Aid Officer	Lyn Hyde	Mobile: 0408 601 202	
Hospital	Gosford	4320 2111	
Director Public Schools NSW	Karen Jones	4348 9100	
Legal Services		9561 8538	
Local Church or Clergy		43 601 293	
Local Public Health Unit	Woy Woy	4344 8432	
Media Manager	Media Unit Sydney	9561 8501	
Poisons Information Centre		131 126	
Police	Gosford Police	4323 5599	
Public Service Association Industrial Officer		9220 0900	
Rural Fire Service	Kariong	000 or 4340 2911	
School Safety and Response Unit		1300 363 778	
School Security Unit		1300 880 021	
WHS Consultant	Kerry Stratford	4348 9119 04677 69678	
Teachers Federation Welfare Officer		1300 654 369	
Veterinarian	Woy Woy	4341 8146	

Pretty Beach Public School
After Hours Contact Numbers 2020

ORGANISATION	NAME	CONTACT NUMBER
Police	Woy Woy Police	4379 7399
Workplace Manager	Karen Wardlaw	0404 045 554
Assistant Principal	Kate Keyes	0402 659 770
Assistant Principal	Emma Gordon	0407 715 215
Assistant Principal	David Rattray	0421 203 529

COMMUNITY USER	CONTACT NAME	CONTACT NUMBER	DAYS/ HOURS OF BUSINESS
Strings Ensemble	Monica		Wed: 3pm to 5.30pm

School Cleaner / Supervisor		
NAME	CONTACT NUMBER	Hrs of BUSINESS
(Supervisor)	0427 094 319	Off site
Peter	0481 288 835	Mon to Fri: 1.30pm to 6pm

NSW GOVERNMENT | Education

Bomb Threat or Suspected Device
Health and Safety Directorate

Bomb threats may occur at schools due to a range of risk factors. Workplaces should be prepared to respond to bomb threats in an effective and appropriate way.

Emergency Planning

As part of their Emergency Management Plan, schools should identify alternate evacuation areas and routes. For bomb threats, the location should be an identified and cleared space which is far enough away from the school so that people cannot be injured by glass or other material if an explosion occurs (refer to Safety Alert No 58 Managing Bomb Threats in Schools)

As part of their Emergency Management planning, schools should also have a communication plan in place for advising parents, carers and the school community of actions taken. This can include use of the school website and text messaging systems.

Response of a bomb threat

A bomb threat is usually received by telephone but may be received by mail. If a bomb threat is received, it is important to remain calm as the information given by the caller, and replies to the questions asked by the person taking the call, could be of vital assistance to police. Efforts must be made to keep the caller on the telephone as long as possible to obtain the information needed by the police.

If you receive a bomb threat, obtain and record the following information:

- Where the bomb is located?
- Time of explosion
- General appearance of the device
- What will make the device explode?
- Type of bomb

- Why the bomb was placed and the motive (including the people or groups involved)
- The name, address and/or location of the caller
- All workplaces should keep a copy of the Department's bomb threat report to assist in recording these points. Do your best to record the exact words of the caller, details of any background noises and the caller's voice (e.g. rational or irrational, young or old).
- Do not hang up the telephone. If the caller terminates the call, leave the handset off the hook. There is a possibility that the police will be able to trace the call. Use other telephones for communications. Call the police immediately on 000.
- If a bomb threat is received by mail, immediately seal the letter and envelope in an envelope. If the threat is received by email do not delete the item or forward it to any other recipient.
- Also notify the appropriate senior officers, e.g. Directors/Public Schools. The bomb threat report will assist with these communications.
- Police are responsible for the overall management of incidents involving bombs or devices within the workplace. This includes searching for devices. It is not appropriate for staff to escort Police to search for suspicious packages. This is the role of the Police and staff should evacuate with students to remain safe and assist in supervision.
- REMEMBER: DO NOT TOUCH, tilt or tamper with a known or suspected explosive or incendiary device.
- DO NOT DELAY phoning the police.

Bomb Threat or Suspected Device

Key Actions

Call 000 and promptly relay all information to the police.

If the threat relates to a bomb being present on the school site, the school should arrange immediate evacuation, until such time as Police attend and the site is deemed safe to re-enter. Where practicable, staff and students should take their own bags and leave immediately.

The workplace manager or designated serious incident coordinator is to ensure that all staff and students reach and remain in the designated safe assembly area, which should be far enough away from the school so that people cannot be injured by glass other material if an explosion occurs.

If the threat relates to a **person threatening to attend or arrive at the school with violent intent**, the school should implement lockdown procedures.

The police will come to the scene and ensure safety or will provide advice to the site manager regarding emergency procedures based on the information provided by the school.

All staff and students must leave the premises during an evacuation. There should be no one left on site. As soon as possible, the school is to notify the Department's Incident Report and Support Hotline of the bomb threat on 1800 811 523

Implement your communications plan as appropriate

Recovery Actions

- Decide when to re-open the workplace, in consultation with the senior police officer at the scene
- Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Review the emergency management plan and evacuation processes to assess of the process and plan are appropriate and make adjustments where required.

Further Information

- [Health and Safety Directorate](#)
  Call 1800 811 523

Explosion
Health and Safety Directorate

Explosions can occur due to fires, gas leaks and other dangerous situations such as the buildup of gas or fumes in confined spaces due to inadequate venting.

Risk Factors

- Insufficient maintenance of facilities (see LPG Safety)
- Damage to gas pipes or gas outlet
- Faulty portable Liquid Petroleum Gas (LPG) gas tanks
- Fire in the workplace
- Spill of flammable substance
- Proximity to industrial areas or major transport links (e.g. road, railway)

Prevention Strategies

- Ensure that students understand the potential risks associated with the risk factors and that safe operating procedures are in place eg chemical safety, use of gas
- Ensure proper maintenance of facilities
- Ensure fire precautions in place

Response

Following an explosion:

- Consider an evacuation as an explosion may have weakened the building structure or damaged the electrical wiring
- Assist all persons to evacuate, where possible
- Raise the alarm
- Notify emergency services on 000 (NSW Police,
- Fire Brigade or Ambulance, as necessary) Do not assume someone else has notified them

Where adjoining buildings or facilities are affected, the workplace manager should act in accordance with the advice of the fire brigade or police, or order immediate evacuation where deemed necessary. In some circumstances, it may be necessary to contain students and staff within the buildings rather than evacuate them.

- Notify staff of the situation
- Close doors and windows, and turn off air conditioning systems if required
- Ensure staff and visitors remain indoors unless an evacuation is required
- Commence evacuation if required

Recovery Actions

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Manage the media
- Review the emergency management plan

Further Information

- Emergency Management Australia
- NSW Fire Brigades (see section on Hazardous Materials)
- Chemical Safety in School Manual
- LPG Safety
- See also Bomb Threat or Suspected Device and Bomb Threat Report and Letter or Parcel Bomb or White Powder Letter

NSW GOVERNMENT | Education

Fire
Health and Safety Directorate

Types of fires include building fires, industrial fires, transport fires and bushfires. Each type of fire needs to be approached differently depending on where and how the fire occurred.

Risk Factors

- Evacuation plans are not clearly communicated or not regularly tested
- Staff and students are not aware of, or unclear on, procedures and warden responsibilities in case of fire
- Staff are unsure of their responsibilities under the evacuation plans if a fire occurs
- Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds
- Heaters or gas hot water system is not working properly
- Procedures for full evacuation of schools, colleges and campuses have not been updated for some years
- Proximity to major roads or industrial sites

Prevention Strategies

- Educate staff and students about workplace fire prevention and safety
- Conduct fire drills
- Liaise with emergency services
- Develop evacuation arrangements with local bus company / relevant transport company
- Conduct fire safety audits (see below)
- Maintain heaters and gas hot water system
- Prune trees around buildings and keep gutters clear

Fire safety audits

To facilitate the implementation of emergency management a fire safety audit should be conducted. The audit is not to be confused with the risk assessment audit which identifies and addresses occupational health and safety issues. The fire safety audit, which should be conducted by the appropriate contractor, should cover but not be limited to:

- Means of escape
- Exit signs
- Emergency lighting
- Fire rated doors
- Penetrations (voids)
- Smoke lobbies
- Fire extinguishers
- Fire hose reels and hydrants
- Sprinkler system
- Automatic fire detection systems
- Manual call points
- Building emergency warning system
- Emergency power supply
- Emergency procedures
- Housekeeping
- Flammable gases

The audit should deal with specific issues for the workplace and references made to the *Building Code of Australia* and relevant Australian Standard.

Response

In the event of fire:

- Assist all persons to evacuate, where possible
- Raise the alarm and follow the emergency procedures
- Contain by closing doors (don't lock) to the fire
- Extinguish – attempt to extinguish the fire, but only if you are trained and it is safe to do so and it is the right type of extinguisher

Fire

The outbreak of fire is to be reported immediately to someone in authority at the workplace who must alert the fire brigade, giving the following information:

- Name and address of the workplace including the nearest cross street and appropriate vehicle access
- Location and nature of the fire within the workplace

A staff member should be designated to ensure that the fire brigade has access to the site of the fire, eg. that gates are opened and vehicles are not blocking access.

Approximately 80% of fire fatalities are caused by smoke inhalation or the breathing of superheated air and gases. It is therefore necessary to evacuate staff and students without delay if an internal fire occurs. If necessary, evacuation procedures as previously outlines should be implemented. If possible, doors and windows should be closed (not looked) on departure to prevent the spread of fire and smoke.

Firefighting equipment, i.e. extinguishers and hose reels, should only be used in the case of entrapment or potential entrapment. The use of fire blankets on small fires in areas such as staff rooms, kitchens or laboratories should only occur if the risk of injury to staff and students will not be increased.

Neighbours should also be notified if necessary.

Recovery Actions

- Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Be watchful for structural damage caused by the fire. Roofs and floors may be damaged and subject to collapse
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Normally, the Fire Brigade will check that utilities (water, electricity and natural gas) are either safe to use or are disconnected before they leave the site. Do not attempt to turn on utilities yourself
- Where necessary, arrange security to prevent theft or vandalism
- Review the emergency management plan

Further Information

- NSW Fire Brigades
- NSW Rural Fire Service

Storm (including high wind)
Health and Safety Directorate

Storms can happen anywhere, at any time of the year. They are more common in NSW during the main storm season, from October to the end of April, but it is important to stay prepared all year round. Severe storms may cause major damage and pose a risk to life. They may be accompanied by torrential rain, strong winds, large hailstones and lightning and may cause flash flooding, unroof buildings and damage trees and power lines.

Risk Factors

- Danger from high winds where trees located on or around the workplace not regularly checked and trimmed
- Electrocution from fallen wires
- Roofs in need of repair
- Excursion activities undertaken without risk assessment

Prevention Strategies

The following actions should always be undertaken to prepare for storms, but not when they are occurring:

- Ensure gutters and downpipes are cleaned regularly
- Ensure overhanging branches are trimmed
- Ensure roofs are in good repair
- Prepare an emergency kit consisting of at least a portable radio 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
- Prepare a storm plan covering actions needing to be undertaken

When undertaking activities outside the workplace be aware of storm risks (e.g. high winds) and ensure you identify an appropriate shelter nearby. Be aware of any storm warning before undertaking activities.

Response

When a storm warning is broadcast or you see a severe storm approach the following actions should be undertaken:

Before the storm

- Listen to the local radio station for information and advice
- Unplug electrical devices
- Direct students and staff to assemble indoors
- Stay well clear of windows
- Secure loose objects in open areas, eg. garbage bins
- Ensure the emergency kit is ready to use

During the storm

- Listen to the local radio station for further information and advice
- Direct students and staff to stay indoors and stay well clear of windows
- Avoid using fixed line telephones
- If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and power lines
- If caught outdoors, seek shelter in a building or vehicle, but not under a tree. If unable to find shelter, crouch down, preferably in a hollow, with feet together and remove metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity. If your hair stands on end or you hear buzzing from nearby rocks, fences etc. move away to a new position immediately
- Use the emergency kit, if required

Storm (including high wind)

After the storm

- Listen to the local radio station for further information and advice
- Check buildings for damage
- Instruct students and staff to stay well clear of creeks and drains, fallen trees and power lines and damaged structures
- Conduct a roll call at the first opportunity
- Keep students and staff on premises until it is safe to return to normal activities or to go home. Beware that travel arrangements may be hindered by storm damage or flooding
- Use the emergency kit, if required
- If you need help, phone the SES on 132 500. For life-threatening emergencies phone 000 immediately.

Remember

While the storm is passing through, stay indoors if possible. If you are driving, put on your hazard lights and pull over to the side of the road, clear of flood ways, streams, creeks, causeways, trees and power lines.

Recovery Actions

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan

Recovery Actions

- Emergency Management Australia
- Contact your local SES or NSW State Emergency Services

Major incidents involving violence or threats
Health and Safety Directorate

There is a relatively low incidence of violent behaviour in NSW government schools. Bureau of Crime Statistics and Research figures confirm that schools are safer than the general community. However, when incidents of violence do occur, they can have a substantial impact on the workplace. All areas must be prepared to respond effectively to incidents of violence.

Risk Factors

- There is no way of knowing whether visitors are authorised to be on site
- Workplace boundaries are not well defined and signs (e.g. to the administration area) are unclear
- Lack of clear standards for student's behaviour and communication
- No program of support for students who have shown a tendency towards challenging behaviour
- Communication devices and strategies do not reach the whole workplace, or there is not general awareness of them
- Poor security and the possibility of violent intruders gaining access to the workplace Prevention Strategies

Prevention Strategies

Workplaces need to consider risk factors and develop prevention strategies. A risk assessment should be undertaken by the emergency planning committee or WHS Committee in conjunction with school executive at least once per year. Plans for responding to incidents involving violence should be included in the workplace emergency management plan.

Prevention strategies include:

- Implement a policy and system for site visitor management
- Define workplace boundaries and ensure signs are clear e.g. directions to the administration area
- Take steps to improve security, including car parks

- Schools purchase signs from the Incident Support Unit which advise visitors about trespassing on school grounds
- Assess communication devices and develop strategies so that all points of the workplace can communicate as required in an emergency situation; identify communication devices in classrooms and other learning centres that could be useful in the event of an emergency
- Consider whether lockout and/or lockdown procedures are required for the workplace. Schools should consult the Guidelines for developing lockdown and lockout procedures for NSW Government Schools in the How to be a Safe School package.

Response

If a major incident involving violence or threats occurs, including an incident involving weapons:

- Move staff and students who are not involved to a safe area and implement invacuation, evacuation or lockdown procedures as appropriate (invacuation is staying or moving inside a building as a safety precaution while a dangerous situation exists outside of the building)
- The workplace manager or delegated person should call 000 (police and/or emergency services as appropriate) and be in a position to inform them of the following:
    - Name and address of the workplace, the nearest cross street and appropriate vehicle access
    - Exact location and number of offenders and descriptions, if known

Major incidents involving violence or threats

- Number of victims and their physical condition (if known)
- Any threats or demands made by the offenders
- Number and location of hostages (in a siege situation)
- Type and number of weapons eg. firearms, knives, iron bars
- Exact locations of the person who can assist investigating police on their arrival
- Attend to any injured persons and provide emergency first aid
- Where a major incident or violence occurs at a school, the school should liaise with emergency services and Incident report and support hotline on 1800 811 523. The incident report and support hotline unit will:
  - Facilitate liaison with the NSW Police
  - Provide immediate advice on the management of the incident
  - Notify appropriate senior officers
  - Coordinate the provision of support and assistance to the school during the initial response period
- As each TAFE college and campus has its own security arrangements, liaise with the Chief Security Controller or Director of Operations concerning specific security arrangements
- Instruct staff and students to remain calm as per their emergency management plan
- Conduct a roll call in a safe area
- Decide when to reopen the workplace in consultation with emergency services
- Plan procedures to return to normal workplace activities
- Ensure all criminal behaviour is reported and support the police in their investigations, including the provision of statements or witness accounts to investigating police
- Report the incident in accordance with the Department's reporting requirements
- Arrange immediate counselling and support for staff and students

Recovery Actions

- Taking care not to disturb any crime scene
- Decide when to re-open the workplace in consultation with local emergency services
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident. Recognise that violent incidents may have different effects on different individuals. The provision of

support and the availability of counselling should be based on the needs of individuals.

- Those affected should have ready access to counselling from school counselling services (students) WHS Consultants or the Employee Assistance Program (EAP) - Supporting You (staff)
- Staff may contact their WHS Consultant (school staff) Manager, Teachers Federation welfare officers or Public Service Association industrial officers to discuss issues of concern
- Review the emergency management plan

Factors for consideration

Visitor management

There should be a system in place where all visitors to the site are required to register at the administration office and receive a pass or badge for the period of their visit. Workplace staff should be encouraged to question visitors who are not wearing a pass.

Intruders

Workplace managers can deal with persons entering Departmental premises without permission under the provisions of the *Inclosed Lands Protection Act 1901*. If an intruder is located on Departmental premises, the workplace manager can enquire about the person's right to be there, however, no member of staff should put themselves in danger. If a legitimate reason is not provided, the person can be requested to leave. If the person refuses to leave, the police should be called. Further information is available in the Legal Issues Bulletin No. 54 *Unauthorised Entry onto Departmental Premises*, or contact Legal Services Directorate.

Staff can obtain an apprehended violence order (AVO or ADVO) in situations where they fear for their safety and where reasonable grounds exist to justify those fears. The workplace manager should consult the appropriate Legal Issues Bulletins or contact Legal Services Directorate. The Health and Safety Directorate can assist by organising for a security guard to be placed at a school for an appropriate period after an incident, if appropriate.

The Crimes Amendment (School Protection) Act 2002 introduced a range of new offences under the Crimes Act 1900 for any person who enters school premises to assault, stalk, harass or intimidate any student, staff or community member, or with the intent of carrying out one of these offences.

Major incidents involving violence or threats

Weapons

Armed intruders in workplaces present particular risks. When developing the emergency management plan, workplaces without a lockdown procedure in place should consider the need for multiple safe areas within the workplace as alternate evacuation locations rather than an external site.

Hostages

Workplaces may need to develop procedures such as special alarm signals for siege situations and locking or shutting down rooms or sections of a building to protect staff and students. It is essential for the success of such procedures that they be planned carefully, communicated to staff and students and rehearsed. If a hostage incident occurs:

- Staff and students who are not involved should be evacuated to a safe assembly area
- The workplace manager or delegated person should contact the police at the first available opportunity and be in a position to inform them of the specific details
- Avoid any action which may provoke an incident resulting in death or injury to staff and student

Further Information

- Health and Safety Directorate
- NSW Police
- Student Behaviour

NSW GOVERNMENT | Education

Suicide
Health and Safety Directorate

Death by suicide has a significant impact upon the emotional and psychological wellbeing of those associated with the person who has died. The comprehensive and informed management of the workplace response following a death by suicide is essential to minimise the likelihood of other members of the school becoming at risk of self-harm.

Risk Factors

The risk of self-harm may increase in the workplace community following a suicide. Increased monitoring of students is essential.

Prevention Strategies

- Employee Assistance Program (EAP) - Supporting You
- Student counsellors
- Prevention of bullying programs
- Drug and alcohol awareness and education program
- Student education on examination coping mechanisms
- Suicide awareness programs for staff

Response

- The response to a death by suicide should be coordinated in consultation with members of the school or TAFE counselling service
- Any announcement relating to the death of the student requires careful thought and planning. The nature of the death in cases of known suicide need not necessarily be divulged. The decision to divulge this information should be made following careful consideration of all aspects of the particular situation, and in the case of school students, consultation with the parents of the student who has died by suicide

- Announcements need to be made privately or in small groups to those students most affected by the tragedy
- Research has shown that there is sometimes a cluster effect associated with suicide. Unrealistic notions about suicide and awareness of the method used may contribute to an increase in forming or entertaining the notion of suicide. For these reasons staff should avoid romanticizing the deceased and must not imply that he or she was heroic. Nor should the method used in a death by suicide be described in detail.
- Placing or creating a memorial symbol in cases of death by suicide has been discouraged for this same reason. However, the process of grieving may be helped by the memorial process and many parents have indicated that it is inappropriate that the good things done by their child during their life should be negated by the mode of their death. The decision to hold a memorial service and/or to place a memorial symbol should be made in accordance with the school's normal practice following the death of a student, but taking into account the necessity to minimise the possibility of the death being interpreted as a positive act
- The same support procedures as outlined for dealing with death should be implemented to assist those people affected by death through suicide
- Arrange immediate counselling and support for staff and students

NSW GOVERNMENT | Education

Suicide
Health and Safety Directorate

Recovery Actions

- Implement procedures to resume workplace activities which include arranging counselling and support to those affected by the incident

- Those affected should have ready access to counselling from school counselling services (students) WHS Consultants or the Employee Assistance Program (EAP) - Supporting You (staff)

- School, college and campus activities should continue as normally as possible

- Review the emergency management plan

Further Information

- Emergency Management
- Student Welfare Directorate

Electrical Hazard
Health and Safety Directorate

Electricity is potentially dangerous if care is not taken. In addition to posing a direct risk of fatality or serious injury, an electrical fault can trigger a chain reaction (e.g. fire)

Risk Factors

- Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault
- Fire arising from faulty electrical equipment
- Use of high risk electrical equipment such as handheld equipment (e.g power tools, hair dryers, commercial kitchen compliances)
- Portable equipment (equipment that due to its size or mass can be easily moved from place to place (e.g. floor polisher, vacuum cleaner, fans, heaters)

Prevention Strategies

- Ensure testing of electrical equipment
- Encourage reporting of all electrical faults
- Consider electrical safety as part of HS risk assessment and risk management programs

Encourage general safety precautions:

- Use correct appliance for the specified task
- Ensure that appliances are dry and clean
- Do not use a general purpose electrical appliance when it is wet or you are in wet areas
- Keep loose cables off the floor
- Do not withdraw a plug from a socket by pulling the cable

Response

- Rescue following electrocution
- Isolate the area and hazard and provided it is safe, the following can be performed:

- If domestic electricity is involved switch off the current, do not cut the cable
- If high voltage electricity is involved (such as fallen power cables):
    - Wait until the current is disconnected by the appropriate electricity authority
    - Ensure you and any bystanders are safe
    - Do not touch the person or any conducting material which is also in contact until the current is disconnected

- Act immediately to arrange first aid and to contact emergency services
- Warn any onlookers of the danger
- Ensure any faulty equipment is tagged to prevent use (see tagging of equipment)

Wires down
Damaged electrical mains wires should always be assumed to be live. If the wires touch the ground, the surrounding earth can be live. Stepping into this 'live' area can expose a person to a fatal electric shock. If people are standing in the vicinity of where a wire fell, instruct them to stand still and do not move their feet. Remove all bystanders and call the NSW Fire Brigades.

Recovery Actions

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan

Death at the Workplace or during a DoE activity
Health and Safety Directorate

This fact sheet addresses the situation of death at the workplace, whether or not it is work-related and death during Department activities away from the workplace. Non work- related deaths away from the workplace are addressed in the fact sheet on death of staff or student or other members of the community (not work-related)

Nature of Hazard

There are a range of safety hazards at all workplaces that must be addressed in order to prevent accidental death, injury or illness from occurring.

Risk Factors

All safety issues must be considered at the workplace in developing a comprehensive safety culture where accidents are unacceptable and risk management programs are in place to eliminate risks or control them to an acceptable (safe) level. This includes risks relating to:

- Design and layout of grounds (eg traffic around workplace)
- Geographic location (risks through proximity to industrial and manufacturing premises)
- Activities undertaken (activities at the workplace and risks associated with those activities)
- Climate (potential natural disasters)
- Security threats
- Off-site emergencies (excursions, sporting and other activities

Prevention Strategies

- Safety program for the workplace
- Awareness of WHS responsibilities for staff
- Communication and consultation
- Risk management programs in place
- Emergency management planning complete
- Incident management and investigation processes in place

Response

In the event of the death of any student, staff member or member of the wider workplace community, either at the workplace or during a Department activity, the emergency management plan should be implemented.

- Call emergency services immediately, seek urgent medical assistance and arrange for them to take control of the scene
- Take steps to ensure the safety and welfare of other staff and students
- Isolate the victim(s) (do not cover or move the person; leave this for emergency services personnel as this may affect an investigation)
- Remove all people not directly connected with the incident from the site
- Workplace managers must ensure that reporting of emergencies occurs in accordance with the Department's Safe Working and Learning requirements for incident reporting. This will include completion of a Department serious incident report. The incident must also be reported to Health and Safety Directorate who will report it to SafeWork NSW if required
- Make arrangements with police for parents or carers or next of kin to be notified
- Arrange immediate counselling and support for staff and students. Refer to the Employee Assistance Program, or fact sheets on suicide or death of staff or student or other members of the community (not work-related) for further information.
  - In the case of an international student, ensure that parents and family overseas are informed.

- Also inform the International Students Centre. You may also need to organise accommodation, airport pickup, an interpreter, and/or communicate with the authorities for family arriving from overseas
- Provide information to assist police to determine the reason for the accident
- Implement non disturbance requirements as appropriate.

In addition to the SafeWork NSW reporting requirements for notifiable incidents, there are steps required to be taken for preserving incident sites.

When a notifiable incident has occurred, the workplace manager must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until a SafeWork NSW inspector arrives at the site or any earlier time that an inspector directs.

The duty to preserve incident sites does not prevent any action including:

    a. to assist an injured person; or
    b. to remove a decease person; or
    c. that is essential to make the site safe or to minimise the risk of a further notifiable incident; or
    d. that is associated with a police investigation; or
    e. for which an inspector or the regulator has given permission.

Reference to a site includes any plant, substance, structure or thing associated with the notifiable incident. Contact the Health and Safety Directorate for further advice.

Recovery Actions

The death may have a significant impact on individuals who worked or studied with the person who died. Actions to be taken include:

- Appropriate procedures need to be identified to assist staff and students in dealing with the grieving process and to help students (particularly younger students) to understand their reactions to the death
- Evidence based procedures should be used when providing support for those grieving
- Local factors, for example, cultural context, will need to be considered
- Implement procedures to resume workplace

activities, which include providing counselling and support to those affected by the incident

- Those affected should have ready access to counselling from school counselling services (students), HS Consultants or the Employee Assistance Program (staff)
- Simple, factual information about the death should be provided to all those affected
- Close staff or student records so that no unnecessary mail is sent
- In the case of suicide, specific guidance is available in the fact sheet on suicide
- Review the emergency management plan

Further Information

- Emergency Management

- Student Welfare Directorate

NSW GOVERNMENT | Education

Death of staff or student or other members of the community (not work-related)
Health and Safety Directorate

This fact sheet addresses the situation of deaths away from the workplace, where non- departmental activities are being undertaken. Where suicide is involved refer to the fact sheet on suicide (link). Where death is at the workplace, whether or not it is work-related, or is during Department activities away from the workplace, refer to the fact sheet on death at the workplace or during a DoE activity.

Nature of Hazard

The death of students, staff or other members of the community can have a major impact on the health and wellbeing of staff and students at the workplace

Risk Factors

- Major accident or event impacting on a community (e.g. motor vehicle accident)
- Any death of a staff or student, including recent ex-students, which is sudden or unexpected

Prevention Strategies

- Safety awareness program for the workplace
- Emergency management planning complete (see further information)

Response

- Notify the death to the relevant Director of Education, Institute Director or senior officer and forward the Department's Serious Incident Report Form
- Arrange immediate counselling and support for staff and students
- If an international student is involved, ensure that parents and family overseas are informed. Also inform the International Students centre. You may also need to organize accommodation, airport pickup, an interpreter, and/or communicate with the authorities for family arriving from overseas.

In most cases of death, and especially in the case of suicide, information is best provided in small rather than large groups. A statement should be prepared which can be read to classes or groups by the teacher. This statement should include information about what support services are available and how they may be accessed. Small group sessions may need to be held with those people most directly affected by the death. This will allow specific issues or questions to be addressed. Teachers must be fully briefed so that appropriate responses can be provided.

The death of a person will affect individuals in varying degrees, at different times after the death. This is particularly the case if the death is a suicide and/or involves a child or young person. A wide variety of reactions, from extreme distress to no observable impact, are to be expected. Teachers and other staff are encouraged to consult with counselling staff on procedures for informing, supporting and monitoring students and for advice on any related issues or concerns. Counselling should never be forced on anyone. Sensitivity to the person's stage of grief, and to their wishes, is essential. Students should be allowed to attend the funeral if they wish and, in the case of younger students, if this is acceptable to the family.

A means for the students, staff or members of the wider workplace community to say goodbye to the person/people who have died may be arranged at an appropriate time. Suitable activities include a short service at the workplace, a class or group activity and messages to the family. Those schools that have a

tradition of maintaining a memorial symbol for students who have died may wish to place that symbol at this time. Please note, the memorial process for students whom have died by suicide should be carefully considered – see the fact sheet on suicide. If an international student is involved, ensure family overseas receives any memorial service mementos, posthumous graduation certificate or official letter of condolence.

Responses to life-threatening illness involving students or staff require careful consideration. There are many possible reactions to this information. There is a need to be sensitive to the range of feelings and staff are advised to discuss the matter with a workplace counsellor to identify appropriate support.

Students, who may have witnessed a death, in particular a suicide, must be identified. Such students may be at risk of serious psychological consequences. They should be offered support and encouraged to seek counselling. In the case of children and adolescents, a greater level of support is likely to be required and teachers should monitor these students more closely for possible emotional or behavioural problems. Close friends of the deceased similarly need careful monitoring and support.

Relevant staff who are known to the students and who have the appropriate skills (such as the ability to offer support in an ongoing, unobtrusive way, using good listening skills) may also be able to provide support. These people may be more effective and comforting than counsellors brought in from outside who are unknown to the students and who will have no ongoing relationship with them.

Students should be advised of the availability of support through the workplace counselling service. These counsellors can also advise students of alternative or additional support services available within the community.

Staff members who have witnessed a death should be provided with support and advised of the availability of Employee Assistance Program (EAP) - Supporting You services.

Recovery Actions

The death may have a significant impact on individuals who worked or studied with the person who died. Actions to be taken include:

- Appropriate procedures need to be identified to assist staff and students in dealing with the grieving

process and to help students (particularly younger students) to understand their reactions to the death.

- Evidence based procedures should be used when providing support for those grieving
- Local factors, for example, cultural context, will need to be considered

Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident

- Those affected should have ready access to counselling from school counselling services (students), WHS Consultants or the Employee Assistance Program (staff)
- Simple, factual information about the death should be provided to all those affected
- Close staff or student records so that no unnecessary mail is sent
- In the case of suicide, specific guidance is available in the fact sheet on suicide
- Review the emergency management plan

Further Information

- Emergency Management
- Student Welfare Directorate

NSW GOVERNMENT | Education

Fumes or chemical spill or contamination by hazardous material
Health and Safety Directorate

There are several possible scenarios involving the release of biochemical substances. The emergency planning committee should access the risk of the following scenarios and implement appropriate prevention and response procedures:

- Substance released inside a building or room
- Substance released outdoors and localised (e.g. nearby transport chemical spill)
- Substance released in the surrounding community (e.g. outbreak of disease or chemical exposure in community)

Risk Factors

- Proximity to industrial areas or major transport routes
- Procedures not clearly implemented for safe management of chemicals at workplaces
- Audit of chemicals at the workplace not sufficient to ensure compliance with relevant legislation

Prevention Strategies

Chemical spill at the workplace:

- Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill
- Ensure you have at hand the Material Safety Data Sheet for each hazardous substance used
- Post laboratory safety rules in the workplace and issue to all students
- Use the Department's Chemical Safety in Schools Manual

Response

- Notify emergency services (Fire Brigade on 000) and the workplace manager
- Clear immediate area
- Turn off all equipment e.g. electrical equipment, air handling systems and gas supply

- Open doors and windows for ventilation, if safe to do so
- Consider evacuation
- Designate a staff member to meet the Fire Brigade and direct them to the incident location
- Notify the Department in accordance with incident notification procedures
- Notify Environmental Protection Agency's pollution line
- Notify neighbouring premises down wind or downhill, where necessary

Recovery Actions

- Arrange clean-up of chemicals with assistance of relevant emergency services
- Decide when to re-open the workplace, in consultation with local emergency services
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan

Further Information

- NSW Fire Brigades (see section on Hazardous Materials)
- Chemical Safety in Schools Manual
- Material Safety Data Sheets (ChemWatch)
- Environmental Protection Agency (EPA)

Emergency Health Situation
Health and Safety Directorate

Staff and students may suffer sudden, emergency health conditions at the workplace or during workplace activities. These may involve the sudden onset of a life-threatening condition or other situation where an immediate response is essential.

Risk Factors

- Staff and students at the workplace with medical conditions that may require emergency response
- Distance from emergency services or other medical assistance
- Individual health care plans for student not in place or updated
- Environmental risks that may trigger health condition (e.g. anaphylaxis)
- Environmental risks that may trigger health condition (e.g. anaphylaxis)

Prevention Strategies

- Implementing individual health care plans for students (e.g. with anaphylaxis or other life threatening health condition)
- Having effective emergency and first aid response plans in place at the workplace
- Educating staff on how to respond in an emergency health situation (first aid)
- Implementing policies and procedures to support the health and wellbeing of staff and students
- Managing health risks at the workplace (e.g. the workplace environment)
- Developing effective emergency response strategies to emergency health conditions in consultation with all relevant groups (e.g. parents and carer's, emergency services

Response

- Administer first aid and provide medical treatment as soon as possible, including specialised responses in accordance with individual health care plans (e.g. for a student with anaphylaxis, asthma etc)
- Establish the facts: assess the situation, plan who to contact and their roles, and what assistance is needed from regional office
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family. For international students this includes parents and family overseas

Recovery Actions

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- If an international student is involved, you may need to organise accommodation, airport pickup, an interpreter, and/or communicate with the authorities for family arriving from overseas
- Review the emergency management plan

Further Information

- Emergency Management
- NSW Health

Tsunamis
Health and Safety Directorate

Tsunamis are sea waves produced by the sudden displacement of the ocean, often triggered by earthquakes or landslides. The NSW coast has experienced more than 30 tsunamis since European settlement. Most have been slight causing little or no damage. The largest tsunamis in Australia occurred in 1868 and 1960. These were generated off the South American coast and caused some damage to small boats moored in harbours and coastal infrastructure. Larger tsunamis can occur and all low-lying land close to the ocean is at risk of tsunami inundation.

Risk Factors

* Overseas travel – be aware of the potential risks in the area you are travelling to
* Workplace located on low-lying land close to the ocean

Response

International agencies monitor tsunami events across the Pacific Ocean and emergency authorities have plans in place to alert coastal residents to approaching tsunamis and to oversee evacuations if necessary. If a tsunami was generated close to the Australian coast there may be little or no warning, apart from natural signs such as the recession of the ocean and the ground shaking strongly. In NSW, the Bureau of Meteorology and the NSW State Emergency Service are responsible for the dissemination of tsunami warnings.

If you are at the beach or in a low-lying coastal area and you feel the ground shaking strongly or observe unusual ocean behaviour, such as the recession of the sea, move quickly but calmly to high ground; if high ground is unavailable move inland.

When a tsunami warning is issued it means that a dangerous tsunami has been generated and could be very close. The following tasks should be undertaken:

* Listen to the local radio station for information and advice
* Follow the instructions of emergency officials
* If instructed, evacuate coastal locations and move to high ground

* Do not return to low-lying coastal areas until told that the area is safe by emergency services

A tsunami is not a single wave but a series of waves. In recent history people have been killed in tsunamis because they have moved back into low-lying areas after the first wave has receded. Do not go down to the beach to watch a tsunami. Tsunamis move quicker than a person can run. When you see a tsunami you are too close to escape from it. When undertaking activities close to the coastline be aware of tsunami risks and ensure you identify an appropriate shelter on high ground nearby. Be aware of any tsunami warning before undertaking activities. Phone 132 500 if you need help from the SES. For life-threatening emergencies phone 000 immediately.

Recovery Actions

* If workplace is affected, contact emergency services
* Implement procedures to resume workplace activities which include arranging counselling and support to those affected by the incident
* Review the emergency management plan

Further Information

* Emergency Management Australia
* Contact your local SES or NSW State Emergency Services

Staff or students lost on an excursion
Health and Safety Directorate

All schools are to prepare for excursions in accordance with the WHS Policy and support tools and, where applicable, Guidelines for the safe Conduct of Sport and Physical Activity in Schools

Nature of Hazard

Excursions involve travel to and activities at a range of different locations in different environmental contexts. For this reason, excursions are potentially the most hazardous activities for school related accidents. The duty of care owed to students applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays.

Risk Factors

- Departmental WHS Policy not followed
- Risk assessments not conducted
- Untested assumptions about the safety of staff and students on excursions
- Unanticipated events whilst on excursions

Prevention Strategies

- Ensure that all aspects of the excursion are planned in accordance with the Excursions Policy (link) including conducting a risk assessment of potential hazards on the excursion and communicating the risk management plan (e.g. bushwalks or overnight camping in isolated areas, excursions in urban areas with large crowds)
- Implement control measures to prevent students getting lost on excursions by using regular headcounts, roll calls and buddy systems, along with maps and rendezvous points. This will assist in preventing students getting lost, abducted and assaulted by strangers

Response

Where it is suspected that a student is lost or missing (excursions)

- Confirm that the student is missing (count heads and check rolls)
- Identify the student's name, description and what they were wearing
- Ascertain the location where the student was last seen and any unusual circumstances about when the student went missing
- Contact the police
- Report in accordance with the Department's procedures
- Where required, in consultation with police, notify parents or caregivers that the student is missing

Bushwalking

Schools should refer to Guidelines for the Safe Conduct of Sport and Physical Activity in Schools. All walking and orienteering must be carefully planned with the highest priority given to safe walking practices in accordance with those guidelines.

- Send two people (at least one of whom is a staff member) to retrace the group's steps for 15 minutes only, calling out and listening and carefully observing signs
- Only ever separate the group into two subgroups – one searching and one sting put
- In situations where there is no immediate access to a mobile telephone or other communication equipment:
  - Identify two people (at least one of whom is a staff member) to go for assistance

- Discuss the route to be taken by this pair
- Note relevant details on paper for the pair to carry (including time, day and date, the location with grid reference and land features, the time the students were lost and how they are equipped, the composition of the remaining group, events leading up to the incident, intentions of the group left behind and supplies required)
- Equip the pair as a fully contained unit for an overnight hike (including a tent as well as emergency food, clothing, water and torch and map)

Orienteering

- Check the area (for example, with a reliable staff orienteer running the course in reverse and checking the major tracks)
- Search and continue searching the perimeter (using a vehicle or on foot) stopping to whistle, call or toot a car horn and waiting to listen for a response
- If unsuccessful, notify the police and ranger (if applicable) and the school principal or prearranged school contact person. Police assistance should be sought if the student has not been found within an hour, to allow searching in the daylight
- Record on paper a description of the student, the area which has been searched and list possibilities in the area where the search could widen

Recovery Actions

- Provide counselling to those affected by the emergency
- Manage the media through the Department's Media Unit or Director of Education
- Review the emergency management plan

Recovery Actions

- WHS Policy
- Guidelines for the Safe Conduct of Sport and Physical Activity in Schools
- Health and Safety Directorate's Excursions support tool and Venue and Safety Information

Letter or parcel bomb or white powder letter
Health and Safety Directorate

From time to time Department workplaces may receive suspicious letters and parcels. Because of the potential harm such items can pose, they must be treated seriously and responded to effectively.

Risk Factors

- Letter or package bombs represent an anonymous delivery method to an attacker if the motive of the attack is to inflict injury upon individuals in a workplace
- Receipt of high volumes of mail at some Departmental workplaces
- Current security climate relating to terrorism

Prevention Strategies

- Careful monitoring of incoming mail with thorough training and awareness of relevant staff
- Train staff to recognise letter or parcel bombs. They may be recognisable by the following characteristics:
    - Labelled 'bomb', 'danger', 'do not open' or similar
    - Similar to a device described in a prior communication
    - Excessive weight, considering size
    - Rigid envelope
    - Lopsided or uneven envelope or package
    - Excessive securing material (tape or string)
    - Protruding wires, strong tinfoil etc
    - Oily stains or disfigurations
    - Visual distractions (misleading marking or labels of the contents)
    - Unexpected or unsolicited mail from an unknown source
    - Restricted marking e.g. private, personal, confidential
    - Excessive postage on local mail
    - Handwritten or poorly typed address, no return address, incorrect title
    - Title without a name
    - Misspelt commonly used words
    - Unbalanced envelope or parcel
    - Springiness on top, bottom or sides
    - Addressed to someone from a religious, racial or political group which is the subject of dissension

Response

- Contact emergency services
- Consider full or partial evacuation if required

Letter and parcel bombs

If after opening a letter, an extra envelope is addressed to someone, examine it for signs of danger. Regard any envelope tightly taped or bound with string as suspect and handle with extreme caution.

Precautionary measures

Do not:

- Immerse the letter or package in water
- Shake or tumble the suspect object
- Take identification markings for granted as they might have been falsified
- Assume the letter or package is bona fide because it has passed through mail procedures. Some might be sent through couriers or delivered in person
- Assume the letter or package contains high explosives. Be prepared for the possibility of an incendiary device and have fire extinguishers ready
- Allow the use of radio transmitters within 25m of a suspect device. This does not preclude using radio transceivers exclusively for reception

Letter with white powder

New forms of harassment and threats are emerging in society every day. One form which has been highly publicized is letters which contain powder. Should a school receive such an item, they should consider the threat seriously and take the following actions:

Letter or parcel bomb or white powder letter

- Do not handle the package or attempt to clean up the suspicious substance
- Contact emergency services. The Fire Brigade is the primary response agency for dealing with hazardous material incidents
- Isolate persons who may have been contaminated to prevent possible spread of contamination to others
- Turn off all fans or ventilation units and isolate air conditioning
- Evacuate the room and close the door
- Wait for arrival of emergency services and follow their directions

Recovery Actions

- Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring
- Decide when to re-open the workplace in consultation with the senior police officer at the scene
- Implement procedures to resume workplace activities which include arranging counselling and support to those affected by the incident
- Review the emergency management plan

Further Information

- Health and Safety Directorate
- NSW Police
- See also Bomb Threat or Suspected Device, Bomb Threat Report and Explosion

NSW GOVERNMENT | Education

Pedestrian Accidents
Health and Safety Directorate

Pedestrian accidents are a potential cause of harm to all staff and students for all Department workplaces including schools and administrative workplaces.

Risk Factors

- Proximity to major roads
- Insufficient pedestrian safety awareness programs for students or staff
- Insufficient traffic controls in place

Prevention Strategies

- Traffic controls (pedestrian crossings, traffic controllers etc)
- Liaison with the local council and the Roads and Traffic Authority Rules issued in writing to parents regarding the safe drop-off and pick-up of students eg. no double parking, no vehicles inside the school, not letting children out of vehicles on the roadside, no reversing
- Drive by, no parking, drop off areas in the morning and afternoon with a traffic monitor
- Supervised areas for infant/primary students to sit and wait for pick up by parents, which include assistance into vehicles by traffic monitors
- "No parking" signs at front of school to prevent congestion and double parking etc.
- Road safety awareness lessons for students
- Parking officers at peak times to discourage parking violations
- Schools awareness of the RTA publication, A practical guide to addressing road safety issues around schools

Response

- Notify emergency services on 000 (Police, Fire Brigade or Ambulance as required)

- Apply first aid using standard precautions ie avoid direct contact with blood and bodily fluids
- Notify parents or carers
- Report the incident as soon as possible in accordance with Departmental procedures

Recovery Actions

- Implement procedures to resume workplace activities which include arranging counselling and support to those affected by the incident
- Review pedestrian arrangements as a matter of urgency
- Review the emergency management plan

Further Actions

- Roads and Maritime Services
- RTA Kids and Traffic
- Vehicles on School Grounds

NSW Education

Outbreak of infectious diseases
Health and Safety Directorate

The transmission of infectious diseases is an ongoing hazard in all workplaces, particularly at certain times of the year and in the event of outbreaks of serious infectious diseases nationally or at the local event.

Risk Factors

- Lack of awareness of standard precautions for Infection control at the workplace
- Shared facilities increase risk of infectious diseases
- No way of reliably identifying all persons carrying infectious disease
- Preparation of food is potential area of risk for communicable diseases

Prevention Strategies

- The incorporation and consistent application of standard precautions for infection control into daily practice and the use of specific controls for particular situations will minimize the risk of illness due to infectious diseases
- Application of Department's HS Policy and procedures
- Consultation with relevant persons and organisations eg. NSW local public health units, parents, cleaners etc.

Response

- Encourage staff to report injuries and illnesses
- Encourage parents or carers to report infectious conditions to the school or facility if a student is absent due to illness. If many students or staff are absent and appear to have similar symptoms, an outbreak may be occurring and the local Public Health unit should be notified
- Staff should be aware of students displaying signs of illness and ensure that they seek medical attention immediately
- Ensure that infection control procedures are followed, especially during outbreaks of infectious diseases

- Isolate unwell people away from well people if possible
- Exclude unwell staff and students if necessary, according to advice from the local Public Health Unit.

For more detailed information concerning management of infectious diseases, please refer to the Department's HS Policy and Infection Control Guidelines.

Recovery Actions

- Liaise with the local Public Health Unit about the return of individuals or groups to the workplace
- Work with local Public Health Unit and Regional Office to return the workplace to normal as soon as possible
- Implement procedures to resume workplace activities which include arranging counselling and support to those affected by the incident
- Review the emergency management plan

Further Information

- NSW Health
- HS Policy
- Infection Control Guidelines

BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of Facility Pretty Beach Public School
Address: Pretty Beach Rd, Pretty Beach NSW 2257
Council Name: Central Coast Council
Lat:/Long: 33.5261°S, 151.3501°E
Contact Person: Karen Wardlaw
Date of Plan: 1/9/20
Type of Facility: Primary School

Prepared by: Andy Podmore
Authorised by: Karen Wardlaw
Revision Date: 1/9/2020
Next Review Date: 1/9/21

TO BE REVIEWED ANNUALLY

Facility Details

This plan is for: Pretty Beach Public School and has been designed to assist management to protect life and property in the event of a bush fire.

Pretty Beach Public School is in a bushfire prone area, which means there is a possible risk that the school may be affected by bush fire, particularly during the spring and summer months.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire. The Primary Action to follow under normal bush fire conditions is to:

Shelter ☐   **Evacuate** 🟥

Contact Person: Karen Wardlaw
Position: Principal
Number of Employees: 18
1 x Principal
10 x teachers
3 X SLSO
2 X SAM and SAO
1 X Cleaner
1 X GA
Number of Students: 182
Number of Buildings: 10
Number of students with support needs:
Provide description of support needs:
- Student with anaphylaxis: 1
- Students with allergic reactions: 4
- Students with epilepsy: 2
- Students with asthma: 9
- Students who are diabetic: 0
- Staff member with asthma: 1
- Staff who are diabetic: 0
- Staff with heart condition: 1
- Mobility Impaired: 1
- Students with Autism: 5

Roles and Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Name and Position	Building/area of responsibility	Contact phone numbers
Karen Wardlaw Principal	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE	Work: 02 43601012 Mobile: 0404045554
David Rattray Assistant Principal	Final check of all buildings	Work: 02 43601012 Mobile: 0421 203 529
Andy Podmore Teacher/WHS Officer	Turn off Main Electricity (when possible/if necessary).	Work: 02 43601012 Mobile: 0421257773
Lyn Hyde SAM	Collect Emergency First Aid Kit/ Emergency kit Administration Building	Work: 02 43601012 Mobile: 0499601229
Andy Podmore Teacher/WHS Officer	Warden Ensure all classrooms are clear.	Work: 02 43601012 Mobile: 0421257773

Emergency Contacts

Name of organisation	Office/contact	Phone number
Emergency services		000 (call first)
Health and Safety Directorate	Hotline	1800 811 523 (call second) Option 1
NSW Rural Fire Service	Local Fire Control Centre	1300060807
NSW Rural Fire Service	Bush fire information line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
Police Force		
Director, Educational Leadership		

PREPARATION

Before and at the commencement of the Bush Fire Danger Period, we will:

- Review and update the school's Emergency Management Plan that includes this Bushfire Management Plan. (Update ICE with reviewed documents).
- Liaise with emergency service agencies about emergency procedures and vegetation management in the vicinity of the school and any other issues that are appropriate.
- Communicate the school's bushfire preparedness arrangements (the Bushfire Plan) with school staff including their responsibilities at a staff meeting early September.
- Communicate the school's bushfire preparedness arrangements with the school and student community e.g. school newsletter or intranet.
- Communicate the school's bushfire preparedness arrangements with community users
- Review school's set-up for local notification system i.e. SkoolBag App messaging process and /or school website updates to communicate during emergency situation to parents (includes communication regarding short-term immediate ceasing operations or ceasing operations next day).
- Review staff completion of the e-safety Bush Fire module early September or by (End of Term 3).
- Test and verify fire protection systems (fire hydrants, evacuation alarms, fire extinguishers)
- Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone)
- Consult with the NSW RFS regarding our bush fire arrangements evacuation and a shelter in place option
- Provide updated Principal and Executive contact details including a mobile number for emergency contact after school hours to local Emergency Services and Police.
- Conduct practice fire evacuation and shelter in place drills.
- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings
- Arrange contractors to clear gutters of dry leaves and other debris around the site
- Lock away flammable items e.g. door mats and garbage skips
- Liaise with Schools Infrastructure regarding Asset Protection zones
- Contact off-site refuge (where applicable) i.e. school, community facilities for notification of potential use during a bushfire emergency

During the bushfire season including during periods of increased fire danger we will monitor information sources for bushfire conditions by:-

- Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au for information on bush fire activity or fire danger ratings.
- Knowing the Fire Danger Ratings for the area
- Staying alert for warnings such as Bush Fire Alert Levels issued by the RFS
- Watching for signs of fire, especially smoke or the smell of smoke
- Calling the RFS Bush fire Information Line on 1800 NSW RFS (1800 679 737)
- Contacting the HS Directorate on 1800 811 523
- Downloading the free IPhone application from NSW Rural Fire Service – Fires Near Me NSW.
- **On days of increased fire danger, including total fire bans, the school will conduct a morning muster where key information is communicated to staff. Topics for discussion at the muster will include:**
    - ✓ **Fire threat level**
    - ✓ **Moving of bags inside of the classroom**
    - ✓ **SLSOs to move cars to car park in the event of an offsite evacuation. Students travelling in cars are:**

      Henry Cox, Zoe Watt, Fox Jordan, Connor Jones

    - ✓ **Hoses attached near Shelter In Place**
    - ✓ **Flammable objects removed near classroom windows and doors**
    - ✓ **Bins removed from open space.**
    - ✓ **Be alert and ensure phones notifications are on**
    - ✓ **Skoolbag to be sent to parents notifying them of the fire risk**

SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter at a designated refuge.
The following is the designated refuge allocated within the premises.

Designated refuge: Library

Procedure for sheltering during a bush fire emergency

Trigger	Action	Who
Imminent bush fire threat to the school – primary action to "shelter in place" (or no time to enact evacuation procedures if evacuation is the primary action)	After phoning **'000'** Emergency Services, school determines that the school temporarily cease operations and "Shelter in Place". This will be announced by telephone. This decision can also be made in consultation with Director of Educational Leadership Chris Bice on **43 489 100 (mobile: 0425 328 245)** Notification to H&S Directorate Incident Report and Support Hotline on **1800 811 523 Option 1** advising of emergency situation and schools intentions.	Principal
	Updates school website and/or send Skoolbag communication to parents/carers/next of kin to advice of school "shelter in place". Advise parents **not** to come to school and keep communications open with school	Principal
	Announce to evacuate to *Shelter in place*	Principal
	• Collect Emergency Kit items (see Evacuation Procedures) • Emergency kit inside room (bottled water, cups, buckets, toilet paper, first aid kit, torches with batteries on outside, sign out sheets, rags for base of doors, towels, P2 face masks, cotton overalls in case of requirement of use by the Wardens). All students to bring bags if possible. • All flammable items outside of rooms must be brought inside.	SAM Staff- Lyn/Monica
	Wardens check that all classrooms and toilets are clear and close windows and doors. Do not lock doors.	Warden-Andy
	Shut off electrical mains if required.	Warden-Andy
	Students, staff, visitors and contractors move to "shelter in place" location.	Principal
	Conduct roll call of students, staff, visitors and contractors.	All teaching Staff to report to SAM- Lyn
	Turn off air conditioning.	All Staff
	Floor wardens to attend hoses to water down exposed areas near shelter in place	Dave Rattray Andy Podmore
	Close doors, draw blinds and cover base of doors with wet fabric.	All Staff
	Keep personnel hydrated, cover as much exposed skin as possible with natural fibre fabric (where possible).	All Staff
	Assemble persons away from part of the building which will be initially exposed to fire.	Principal
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times.	All Staff
	When the fire has passed and the threat from radiant heat has abated, all persons will remain within Shelter in place location until clearance given by emergency services and a check is made of the buildings for outbreaks of fire.	Principal
	Provide update H & S Directorate on status. Option 1	Principal
	Update school website and / or Skoolbag etc. communication or with advice to parents to collect students (parents will be advised to stay away from the school).	Principal
	Student release with parents to be recorded.	All Staff

After the bush fire event

- Principal decides when to re-open the workplace, in consultation with local emergency services, Director - NSW Educational Leadership, H&S Directorate and Asset Management (determine temporary re-location)

- Confirm with NSW Fire Brigade that utilities (water, electricity and gas) are safe to use

- Air quality

- General housekeeping

- Review buildings/structure integrity

- Review tree integrity

- Telecommunications/IT/equipment checks

- Infection Control

- Advise the school community of plans to recommence operations including community users (school website, email, Skoolbag and text)

- Implement procedures to resume workplace activities including providing counselling and support to those affected by the incident

- Review Emergency Management, Bushfire and First Aid Plan

- Ensure counselling services are offered to all students and staff

- Conduct communication meeting with staff to review procedures and identify potential hazards

EVACUATION PROCEDURES

Evaluation of the safety of the employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge. Note: Timing for the decision to assemble prior to shelter in place or evacuate, will depend largely on size of fire and how quickly it is spreading.

Designated assembly points

ON SITE   - School Oval
            - Library (Shelter in place)

OFF SITE   - Wagstaffe Hall/Wagstaffe Public Wharf (Mulhall St Wagstaffe)
            - Killcare Wharf (Araluen Dr Kilcare)

Refuges -

Name of venue (North): Killcare Wharf
Address of venue: Araluen Dr Killcare

Name of venue (West):
Address of venue:
Phone number: 02

Name of venue (South): Wagstaffe Hall/Wharf
Address of venue: Mulhall St Wagstaffe
Turo Park – Pretty Beach Road, Wagstaffe

Name of venue (East):
Address of venue:
Phone number: 02

Offsite Evacuation: Transport Details

Depending on the safety and access available evacuation sites will be different.
Students will walk to Assembly location under the supervision of school staff, and/or as directed and advised by the RFS or the NSW Police. They will then be transported by buses to one of the refuges locations listed above (or an area as designated by the RFS or NSW Police).

Mode of Transport How many buses?	Company Name / Private Vehicle Owner Name	Phone / Mobile Number	Time required prior to evacuation
Buses	Busways	02 43682277	ASAP
Ferries	Fantasea Palm Beach Ferries	02 99742411	ASAP

Procedures in the event of a bushfire in the surrounding areas, evacuation

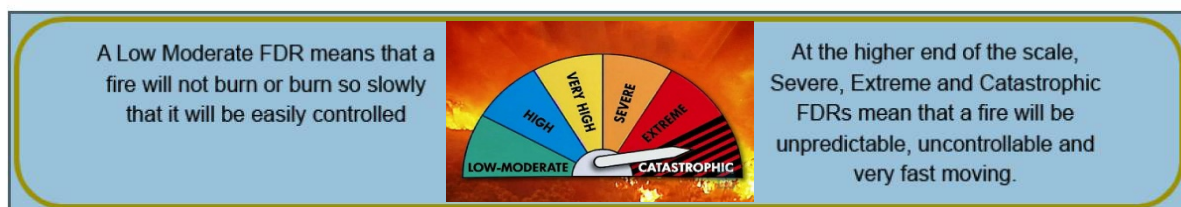| Trigger	Action	Who
Bushfire in the surrounding area	Consult through NSW RFS Website www.rfs.nsw.gov.au , contact 1800 NSW RFS, check smart phone Fires Near Me application.	Principal
	Inform staff of fire situation.	Principal/SAM
	Alert staff to potential activation of procedures for safe movement of students with disabilities/health concerns.	Principal
	Consult with local Emergency Services, Director, Educational Leadership and H&S Directorate to determine action to be taken e.g. temporarily relocate or cease operations.	Principal
	Check www.livetraffic.com.au for potential road closures or traffic restrictions (consider road blocks for parent pick up from school site or off site location).	Principal
	Prepare notifications Skoolbag etc. to parents/carers pending potential collecting of students by parents or evacuation activity.	Principal
	Contact transport providers to alert of potential requirement.	Principal
	Continue to monitor situation and stay contactable with mobile phone at all times.	Principal
	Arrange initial collection of *Emergency Kit* contents: including:- First Aid Kit, Health Care Plans and prescribed medication, student class roll, visitors book, mobile phones, emergency contact list (students and staff), Sign-out register for students, Bushfire Emergency Plan, pens, workplace keys).	SAM- Lyn/Monica
Emerging Bushfire Risk	After phoning **'000'** Emergency Services, school determines that the school temporarily cease operations. This decision can also be made in consultation with Director of Educational Leadership. Notification to H&S Directorate Incident Report and Support Hotline on **1800 811 523 Option 1** advising of emergency situation and schools intentions.	Principal
	Update school website, Skoolbag etc and email with advice to parents to collect students as soon as possible. Notification to HS Directorate Incident Report and Support Hotline on 1800 811 523 Select Option 1.	Principal
	Contact transport providers to advise of assistance required.	Principal
	Collect Emergency Kit items (see above).	SAM- Lyn/Monica
	Student release to parents to be recorded.	All Teaching Staff
	Provide updates to Director, Educational Leadership and HS Directorate on status of personnel on site.	Principal
Imminent bush fire threat to the school (if advised by emergency services)	After phoning **'000'** Emergency Services, school determines that the school temporarily cease operations. This decision can also be made in consultation with Director of Educational Leadership. Notification to H&S Directorate Incident Report and Support Hotline on **1800 811 523 Option 1** advising of emergency situation and schools intentions.	Principal
	Update school website and/or Skoolbag etc. to parents/carers/next of kin to advise of action for off-site evacuation. STAFF TO PARTICIPATE IN MORNING MUSTER TO IDENTIFY COURSE OF ACTION ON EXTREME DAYS	Principal
	Implement transport arrangements (where applicable).	Principal
	Make announcement to alert staff and students that buses are on the way and evacuation will take place. All to locate to assembly area (normally the shelter in place location)	Principal
	Wardens check that all classrooms and toilets are clear and close windows and doors. Do not lock doors.	Warden- Andy
	Collect Emergency Kit items (see above).	SAM- Lyn/Monica
	Evacuation will take place from the Library under the direction of the emergency services if available.	Principal
	Conduct roll call of students, staff, visitors and contractors at school site assembly area.	All Teaching Staff
	Shut off gas and electrical mains if possible.	Warden- Andy
	Evacuation commences.	Principal
	Upon arrival at off-site evacuation assembly area conduct roll call again.	All Teaching Staff
	Student release with parents to be recorded.	All Teaching Staff
	Continue to monitor bushfire situation and stay contactable with mobile phone at all times.	Principal

	Provide regular updates to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Select Option 1.	Principal
Imminent bush fire threat to the school – primary action to "shelter in place" (or no time to enact evacuation procedures if evacuation is the primary action).	**See above**	Principal

RESPONSE PROCEDURES FOR CATASTROPHIC FIRE DANGER RATING

Procedures in the event a Catastrophic Fire Danger Rating (FDR) is issued
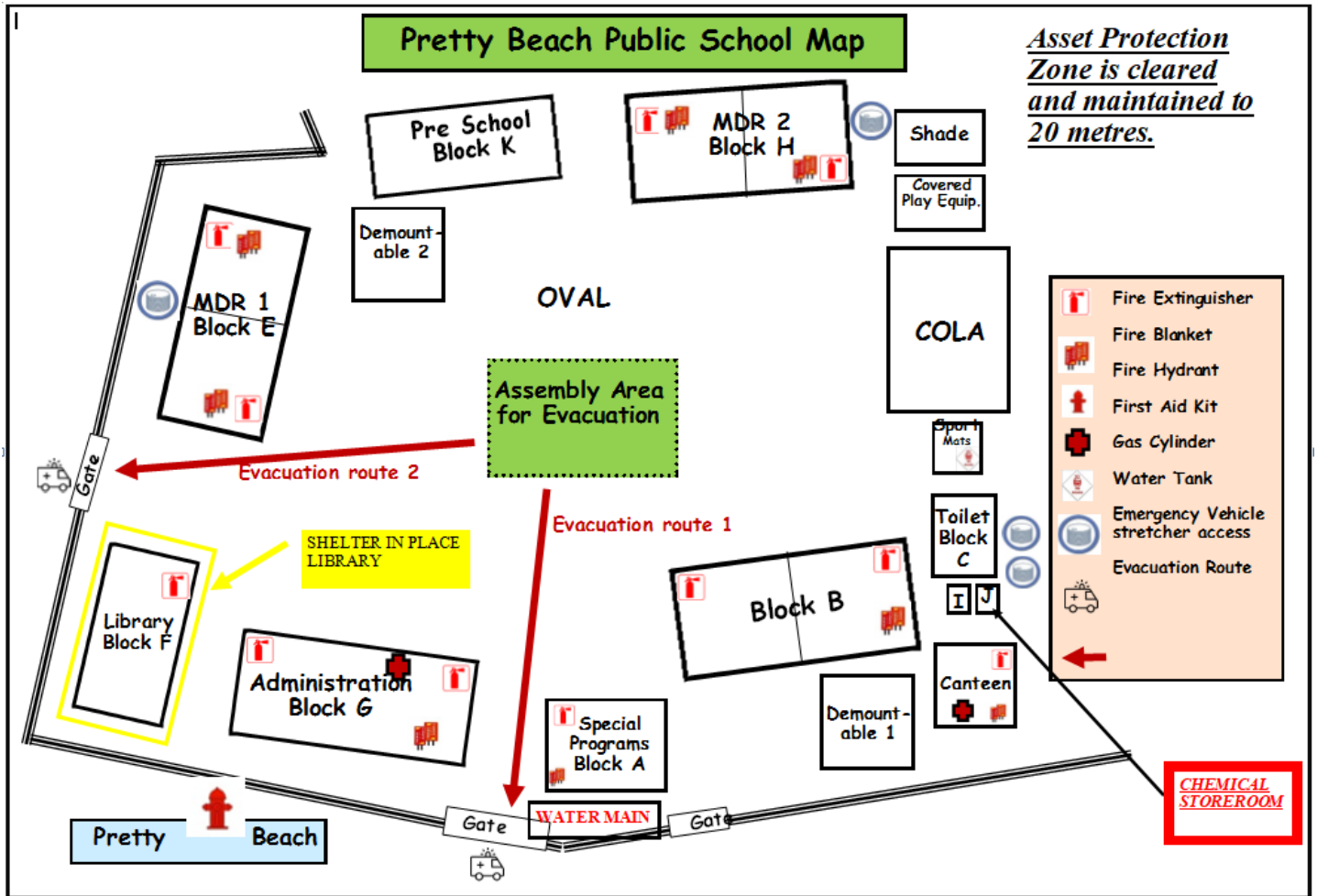
During the Bush Fire Season, Fire Danger Ratings (FDR) are issued by the Bureau of Meteorology each afternoon for the following day within a specific NSW Fire Area. A FDR provides an indication of the consequence of a fire, if a fire was to start. The rating is based on predicted weather conditions, including forecast temperature, dryness, humidity and wind. Pretty Beach Public School is in a bushfire prone area, which means there is a possible risk that the school may be affected by bush fire, particularly during the spring and summer months and may be required to close on days when a Catastrophic FDR is issued in this NSW Fire Area.

NB. Schools on the Department's Bushfire Register are required to cease operations on days with a catastrophic FDR. Schools on the prone list can choose to close in consultation with their Director Educational Leadership and/or Safety and Security staff (180 811 523 – option 1).

Trigger	Action	Who
Catastrophic Fire Danger Rating (CFDR) is issued	Schools on the Bushfire High Risk Register use this: Upon receipt of Health and Safety Directorate email advising of CFDR, (normally received by 4.30pm each day) school determines that the school temporarily cease operation. This decision can also be made in consultation with Director Educational Leadership. Notification to H&S Directorate Incident Report and Support Hotline on 1800 811 523 Option 1 advising of decision.	Principal
	Initiate preparation i.e. determine availability of temporary relocation or alternative place of work and prepare notification to school community.	Principal
	Activate local notification requirements to school community (school website, Skoolbag etc.) and school bus companies regarding temporary arrangements for school temporarily ceasing operations for the start of the next school day.	Principal
	Confirm details of school's relocation and advise HS Directorate on 1800 811 523 Option 1 whether the school will be operational or non-operational by 8am and 2pm each day.	Principal

Shelter In Place

Pretty Beach Public School Map

Asset Protection Zone is cleared and maintained to 20 metres.

Pre School Block K

MDR 2 Block H

Shade

Covered Play Equip.

Demount-able 2

OVAL

MDR 1 Block E

COLA

Assembly Area for Evacuation

Evacuation route 2

Sport Mats

Evacuation route 1

SHELTER IN PLACE LIBRARY

Toilet Block C

I J

Library Block F

Block B

Administration Block G

Canteen

Special Programs Block A

Demount-able 1

Pretty Beach

Gate WATER MAIN Gate

CHEMICAL STOREROOM

Legend:
- Fire Extinguisher
- Fire Blanket
- Fire Hydrant
- First Aid Kit
- Gas Cylinder
- Water Tank
- Emergency Vehicle stretcher access
- Evacuation Route

Offsite Evacuations

Offsite evacuation point 1

Offsite evacuation point 2

Bomb threat evacuation point 1.5kms from site