

# **EMERGENCY MANAGEMENT PLAN for Nareena Hills Public School**



**Effective: 6 February 2016**

**Date of last review: October 2015**

**Review date: 6 February, 2016**

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## Manual structure

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### Part 1 – Emergency management plan

Includes:

- Overview of emergency management plan
- Preparation for emergencies
- Response to emergencies
- Recovery strategies

### Part 2 – Evacuation procedures and other attachments

Includes a range of support documents relevant to this workplace

#### Document location

There are 5 copies of this manual.

Other copies are held by: School Director, Nareena Hills PS Principal, Nareena Hills PS Assistant Principals and Nareena Hills PS Administrative Manager as well as copy placed in the school filing cabinet *T:\Teacher\Filing Cabinet\WW H & S\2016\Emergency Management Plan\NHills PS emergency management plan February 2016.doc*

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## PART 1: Emergency management plan

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### 1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives
<p><b><u>Purpose</u></b></p> <p>To ensure the safety of staff, students and others in the event of an emergency.</p> <p><b><u>Objectives</u></b></p> <ul style="list-style-type: none"><li>• To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible</li><li>• To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practice of evacuation drills</li><li>• To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency</li><li>• To ensure the recovery of staff, students and the workplace after an emergency.</li></ul>
Scope of the emergency management plan
<p>This plan applies to all activities at the workplace and takes into account hazards that may occur within one kilometre of the school.</p> <p><b>Note:</b> Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each school excursion must be risk managed separately. These are clearly articulated in the Nareena Hills PS WH&amp;S plan.</p>
Relationship with other plans
<p>This plan is subject to the actions and operations of emergency services on a larger scale</p>

in the event of a large scale emergency impacting on the community e.g. evacuation in the event of a major flood.

### **Description of the workplace**

Nareena Hills Public school is a co-educational primary school which has 296 students. It is situated on Jacaranda Avenue which has one road for access and exit.

The school has 32 staff including the principal, 3 assistant principals, 16 teachers in a variety of roles, an Administrative Manager, 2 SASS, 6 school learning support officers, a part time counsellor, a part-time General Assistant and 2 cleaners.

The school backs onto bushland and is surrounded by private housing.

### **Roles and responsibilities**

#### **Emergency planning committee** (responsible for emergency planning)

<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Mrs Coltman	Principal	Work: 4226 3867 Mobile:
Mrs Cusack	Assistant Principal	Work: 4226 3867 Mobile:
Mr Casham	Assistant Principal (relieving)	Work: 4226 3867 Mobile
Mrs Brett	Assistant Principal	Work: 4226 3867 Mobile:

#### **Emergency control organisation** (responsible for evacuation and emergency response)

##### **Chief Warden**

<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Mrs Coltman (Block D)	Principal	Work: 4226 3867 Mobile:

##### **Deputy Chief Wardens**

<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Mrs Brett	Assistant Principal	Work: 4226 3867

##### **Floor Wardens**

<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Mrs Cusack	Assistant Principal	Work: 4226 3867
Ms David	Classroom Teacher	Work: 4226 3867
Mr Casham	Assistant Principal (Relieving)	Work: 4226 3867

##### **First Aid Officer**

<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
Mrs Fairweather	School Administration Officer	Work: 4226 3867 Mobile:

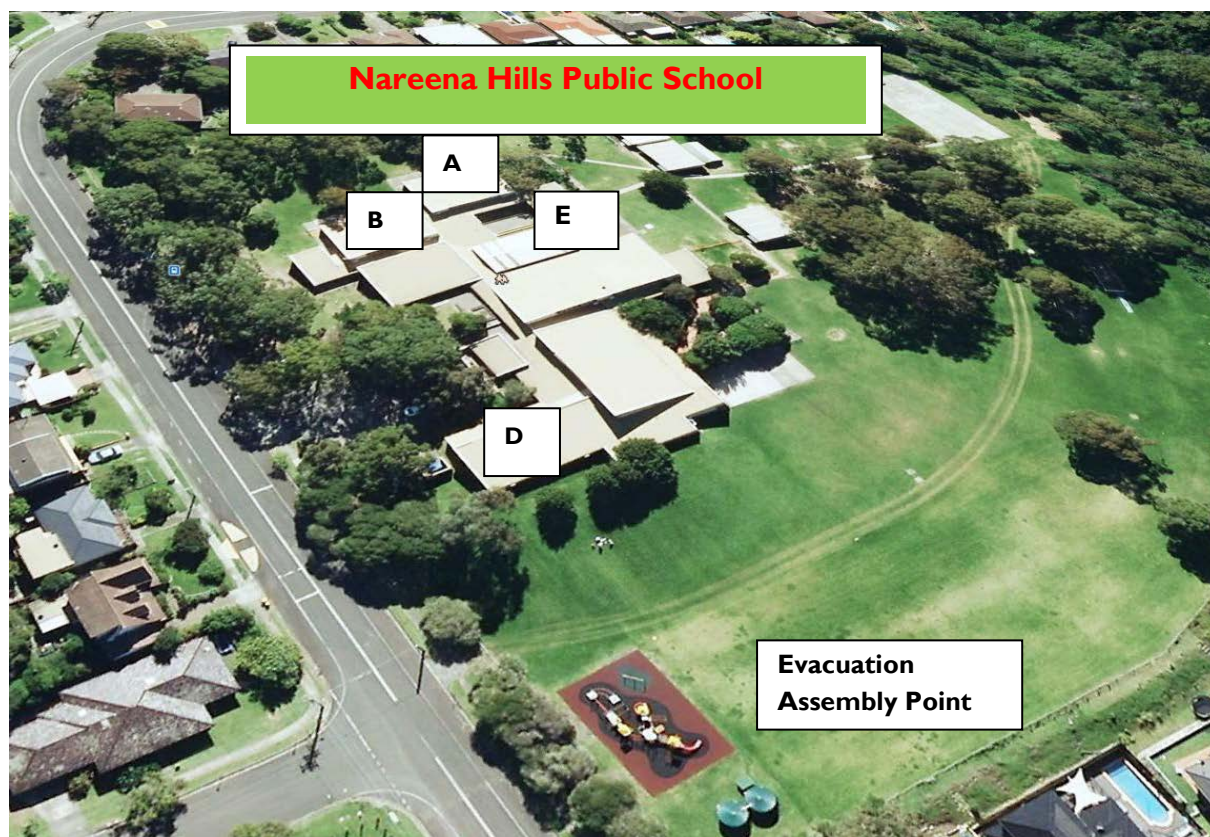
Communications Officer		
Name	Title	Contact phone numbers
Mrs Daniels	School Administration Manager (Relieving)	Work: 4226 3867 Mobile:

Process for notifying, alerting and reporting emergencies
<p><b><u>Notifying emergencies</u></b></p> <p>All teachers and other staff are to ensure the Principal is notified in the event of an emergency.</p> <p><b><u>Alerting the workplace to emergencies</u></b></p> <p>The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the Assistant Principal or nominated Administrative Manager is to undertake this responsibility.</p> <p><b><u>Reporting emergencies</u></b></p> <ul style="list-style-type: none"> <li>• Contact emergency services on 000</li> <li>• Contact Safety and Security for any school <b>related criminal activity on 1300 363 778</b> includes violence, weapons, illegal drugs, or major criminal activity.</li> <li>• Contact the WHS Directorate immediately on 02 92668955 in the event of death, serious injury or dangerous occurrences in the workplace.</li> <li>• Report incidents involving employees on the Incident Notification Hotline 1800811523 (within 24hours) .</li> <li>• Report incidents involving students and visitors on the Incident Notification Hotline</li> <li>• Follow the Department's Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Work Health and Safety Directorate for a WorkCover serious incident)</li> <li>• Notify Director, Public schools NSW immediately where required. - 4267 6100 (<i>Warilla Office</i>)</li> <li>• Media Unit: Ms Brien (M,T,Th) 0411 280 784 or 4224 9095 - Sydney 9561 8117</li> </ul>

## Identified evacuation assembly areas and evacuation routes

### **Assembly area 1 – in the event of an emergency requiring evacuation**

Students and staff will assemble in the school playground closest to the playground equipment (see diagram 1A below).



### **Assembly area 2 – in the event of an emergency requiring evacuation due to bush fire**

Students and staff will assemble in the hall. Buses will be called to move students and staff to Figtree High School Oval.

1<sup>st</sup> call - Premier 4271 1322

Descriptions of Building usage:

<b>Block A</b>	Classes KHM,KC ,2G , LAST room, art storeroom, priMs sports shed, boys and girls toilets
<b>Block B</b>	Classes 1/2JM, 1/2A 1/2C and 1/2T
<b>Block C</b>	Class 3/4D,Library and girls and boys toilets
<b>Block D</b>	Administration – Office, and Principal, staffroom, hall, canteen and girls and boys toilets.
<b>Block E</b>	Classes 5/6M 5G,5/6C and 3/4B
<b>Demountable</b>	Class 3/4L

### **Assembly area 3 – in the event of an emergency that prohibits assembly in school grounds**

#### **Off-site assembly area**

*Cnr Jacaranda and Branch Avenue*

### **Location of emergency coordination centre and recovery premises**

1. School administration office area when practicable

**or**

2. Location to be confirmed by communications officer after consultation with fire warden

### Review dates

February 2017

The emergency management plan will also be reviewed:

- following any emergency that impacts on the workplace
- following drills where the need for change is evident
- if there are major structural changes or other changes that affect the ability of the plan to be implemented.

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

- Staff will be trained once a year and taken through the plan, made aware of procedures and where plan is stored
- Community and parents will be made aware through newsletter, P and C meetings and document posted on the school website.
- Community groups who utilise the school will be made aware through copy included in the community use agreement signed at the beginning of each year. School website
- Laminated charts with evacuation procedures in all classrooms and key locations around the school.

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

Water ( <i>Location of water main</i> <i>Also show on attached site plan part 2</i> )	Western side of Administration Building (Block D) between the building and the bin block.
Gas ( <i>Location of gas main</i> <i>also show on attached site plan</i> )	Western side of Administration Building (Block D) between the bin block and Jacaranda Ave.
Electricity ( <i>Location of electricity main</i> <i>also show on attached site plan</i> )	<p>Mains:</p> <ul style="list-style-type: none"> <li>- Front of Administration Building (Block LAST room. Block C, D and canteen) against external wall of Administration building</li> <li>- (E keys required) from school administration officer</li> </ul> <p>Distribution boxes:</p> <ul style="list-style-type: none"> <li>- inside canteen</li> <li>- inside storeroom outside of staff toilets.</li> <li>- LAST ROOM</li> <li>- Next to library</li> </ul>

### Types of installed communication systems

Combined bell and alarm system, telephones and ICT.



## 1.2

### PREPARING FOR AN EMERGENCY

Risk assessment process		
Staff to undertake risk assessment		
Name	Position	Contact phone numbers
Mrs Coltman	Principal	Work: 4226 3867 Mobile:
Mrs Brett	Assistant Principal	Work: 4226 3867 Mobile
Mr Casham	Assistant Principal (Relieving)	Work: 4226 3867 Mobile:
Mrs Cusack	Assistant Principal	Work: 4226 3867 Mobile:
<u>Risk assessment consultation</u>		
Person or group	Timeframe for consultation	
Premier Bus Company	Complete – February 2016	
Fire Brigade	Complete	
Parents and Citizens Association	Copy emailed 12 February 2016	
Community	In Newsletter 19 February and website 12 February	
<u>Review dates</u>		
Risk assessment completed on	Key changes introduced (see also risk management strategies below)	
6 February	A review of procedures after each drill.	

Risk management strategies for prevention or control of emergencies				
Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Violence	Unauthorised Intruders	Pass system for visitors. Teacher and student awareness.	Every alternate year after 2009	Principal
	Violence between students	Implementation of student welfare policies including suspensions and expulsions.	Every alternate year after 2009	Principal
Road safety and vehicle	Accident with pedestrian	Upgrade of pedestrian crossing	Every alternate	Principal to follow up with RMS

collision with workplace		outside school. Crossing lights installed at bottom of steps. NO parking at school front gate	year after 2009 or if an accident occurs	
		Communication strategy for parents.	Ongoing	Principal
		Ongoing consultation with RMS.	Every alternate year after 2009 or if an accident occurs	Principal
	Vehicle impact with workplace	Installation of no stopping or parking signs outside front gate and in staff car park. No access plan for students in car park area	Every alternate year after 2009 or if an accident occurs	Principal

#### **Training against emergency management plan**

<b>Type of training</b>	<b>How often</b>
Training on the workplace emergency management plan to be completed on School Development Day	Annually
Emergency care training for teachers taking excursions	Annually
CPR training for all staff	Annually
<i>Training schedule attached – Part 2</i>	

#### **Frequency of emergency response drills**

<b>Type of emergency response drill</b>	<b>How often (see Part 2 – Schedule of completed emergency response drills)</b>
Building evacuation	2 per year
Extreme Fire Evacuation	1 per year
Lockdown	1 per year

*Training schedule attached – Part 2*

#### **Arrangements for disabled persons**

<b>Strategy</b>	<b>Person responsible for action</b>
Nominated person to assist disabled person in event of emergency	Class Teacher and SLSO attached to class
Consultation with student and parents about emergency arrangements including evacuation	Class Teacher, SLSO attached to class
Emergency services to be notified of disabled person's whereabouts where	Class Teacher, SLSO attached to class



necessary	
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<b>Testing of equipment</b>	
<b>Type of equipment</b>	<b>Frequency of testing</b>
Fire fighting equipment (including fire extinguishers, fire blankets)	annually
Emergency lighting	annually
Alarm system	annually

<b>First aid requirements</b>	
<b>Requirement</b>	<b>Action completed</b>
First aid officer appointed	Yes – School Administration Officer
First aid officer participates in emergency drills	Yes
Portable first aid kit available	Yes

<b>Communications during an emergency</b>		
<b>Requirement</b>		<b>List form of communication</b>
PriMs means of communication in the event of an emergency (e.g. alarm system)		School Intercom
Secondary or alternative means of communication		Assistant principal and teachers all sections of school (including use of email, land lines and mobile phones)
<b>Stages (e.g. initial alert, evacuation, return to workplace)</b>	<b>List form of communication (e.g. PA system, agreed alarm signal)</b>	<b>Responsibility for commencing and managing communications</b>
Alarm system	Integrated electronic alarm system	Principal

### 1.3 RESPONSE

<b>The process for making decisions</b>
<p>Once an emergency is reported, the Chief Warden will assess:</p> <ul style="list-style-type: none"> <li>• What is the nature of the emergency?</li> <li>• How the emergency is developing (getting closer, moving away etc)?</li> <li>• Which emergency services should be contacted (Police, Fire, Ambulance and State Emergency Service)? (see table below)</li> <li>• The immediate response actions required based on the initial assessment?</li> </ul> <p>The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout, lockdown or extreme fire evacuation.</p>
<b>Immediate response actions (actions will often take place at the same time)</b>
<ul style="list-style-type: none"> <li>• Implement emergency evacuation, lockdown or lockout procedures where required</li> <li>• Ensure first aid is administered and medical treatment provided as soon as possible</li> <li>• Contact and liaise with relevant emergency services</li> <li>• Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety</li> <li>• Establish the facts: assess the situation, plan who to contact, who will do what,</li> </ul>

what assistance is needed from regional office, School Safety and Response, Safety and Security Directorate, OHS Directorate and the Media Unit

- Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 1300 363 778; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family if required
- Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required)

#### **Vehicle control during emergency (e.g. keeping driveway clear for emergency services)**

**Who:** General Assistant, cleaner or a teacher whoever is available. Principal will delegate

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

**When:** After emergency services have been called until their arrival.

#### **Evacuation procedures (sumMs) – Full procedures included in Part 2**

##### **Stages:**

**Decision to evacuate:** Chief Warden decides on need to evacuate in consultation with emergency services.

**Warning staff and students:** Electronic evacuation siren which sounds a note lasting several seconds which builds in both pitch and intensity.

**Withdrawal (evacuation):** Teachers take class lists and exit children promptly following predetermined route unless the cause of the evacuation determines alternative route. Block Wardens check all rooms are empty and lock where possible.

**Shelter and assembly area:** Classes line up on the back playground near the playground equipment.

**Return to the workplace:** Only after Chief Warden gives the direction in consultation with emergency services where necessary.

**Location of designated emergency exits:** All classes exit via classroom doors and available corridors. All classrooms have two exit points.

**Location of fire hoses:** Nil

**Location of fire extinguishers:**

**Location of fire blankets:** As per Plan page 22(Admin –D Block staffroom , canteen) **Location of first aid kits:** D Block- Administration

**Note:** Plans showing the identified evacuation assembly areas and evacuation routes must be posted in the workplace. Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all fire fighting equipment. Maps are to be displayed prominently throughout the workplace.

#### **Response procedures for specific emergencies**

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

- Violent Intruder
- Fire

- Bomb threat
- Vehicle collision with workplace
- Student lost on excursion.

<b>Emergency contacts</b>	
<b>Name</b>	<b>Number</b>
Police station Wollongong	000 4226 7899
School Director	4267 6100 ( <i>Illawarra Regional Office</i> )
School Safety and Response Hotline	1300 363 778
Security Hotline	1300 880 021
Local medical centre – Wollongong Hospital	4222 5000
EAP counsellor	1300 360 364

## 1.4 RECOVERY

<b>Strategy and description (documents included in Part 2)</b>
<b>Counselling strategy</b> – How the school will provide counselling in the event of an emergency.
<b>Recovery time line</b> – key actions that need to be undertaken to ensure the school returns to normal as quickly as possible.

<b>Trauma counselling and description</b>	<b>Who</b>
EAP number made available and web address: <a href="http://www.eapdirect.com.au">www.eapdirect.com.au</a> 1300 360 364	Principal and Assistant Principals to have relevant material available for dissemination to affected staff.
School counsellor or organised through EAP	Ms Idziak

<b>Managing the media strategies</b>
All enquiries to principal who will contact DEC media unit <b>9561 8501</b> and the Director NSW Public Schools for further instruction.
No staff to talk to media at all.

<b>Return workplace to normal</b>	<b>Action</b>
Relative to the damage caused and the proximity of danger principal will act appropriately.	Principal will liaise with appropriate authorities to seek clarification and to make sure environment is safe.
Generally once all students and staff are accounted for and the threat of danger has passed students and staff will return to normal duties.	Principal will communicate with Director, NSW Public Schools on course of action relative to time of day, emergency that has occurred, to determine the appropriate course of action for student and staff well being. Counsellor utilised where applicable.

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## **PART 2: Evacuation procedures and other attachments**

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### **Documents attached relate to the Emergency Management Plan:**

- p13. Evacuation specific procedures
- p15. Lockdown procedures
- P17. Extreme Fire Evacuation
- p18. Bomb Threat or Suspected device
- p22. First Aid plan
- p23. Response procedures for potential hazards
- P31. Risk Assessment for emergencies: guidance and checklist.
- P32. Risk Management Matrix
- p33. Site plan including specialist information – e.g. location of , electrical switchboards, hydrants, solar and gas main
- p34. WH&S Consultation Statement
- p37. Floor plans
- p42. After hours contacts

## **NAREENA HILLS PUBLIC SCHOOL POLICY EVACUATION SPECIFIC PROCEDURES**

***The signal for school evacuation is three short blasts of the school bell.***

1. The teacher in the room where the emergency is located (or closest to it) should contact the office of the Fire-Brigade/Police, and to inform the Principal of the emergency. The Principal will order the sounding of the emergency siren.
2. If time permits close all windows and doors.
3. Students listen to teacher instruction and line up in two lines ready to evacuate. Teacher ensures that there are no students are left in store-rooms, alcoves, toilets and all internal rooms.
4. Children are to be taken out of rooms in an orderly manner from the point of exit furthest from the fire / emergency (***Children are not allowed to leave the group to obtain belongings***).
5. The teacher takes the class list with them. School Administrative Officer will also take the rolls to the meeting point.
6. The teacher counts the children as they exit the classroom.
7. The teacher should be the last person to leave the room while ensuring no child is left behind.
8. Children must be escorted by teachers to the emergency assembly area in the playground closest to the playground equipment.
9. Classes are to sit in rows while teachers mark rolls.
10. Any missing children or injuries are to be reported to the Principal.
11. If the evacuation procedure is followed by an all-clear from the Principal and/or emergency personnel , teachers escort children back to classes after whole school debriefing at the emergency evacuation assembly point.
12. If emergency personnel deem the situation still possibly unsafe the Principal will make arrangements to attempt to contact parents to pick **their child** up from school by Skoolbag App, telephone and/or local media if appropriate.
13. All remaining children will remain under supervision of teaching staff and arrangements made for that supervision.
14. If it is deemed necessary to exit the children from the school grounds the staff will do so in an orderly fashion and the Principal will make arrangements to contact parents by Skoolbag App, telephone, email and/or local media.



# EVACUATION

## Three short blasts

## STOP EVERYTHING!

- Collect class roll/ list in folder near exit door.
- Students line up in twos outside.
- **Count the children** before leaving and walking to designated area.
- Only if time permits: - turn off power points/ lights/ gas/ shut doors and windows.
- Go to the playground near play equipment.
- Wait with your class as Principal / Assistant Principal will take charge.
- **Do not allow** students to return to class or leave your care for any purpose.
- Seat students in class lines. Using the roll, check that all students are still there. Wait with your class as Principal / Assistant Principal will take charge. **Do not allow** students to return to class or leave your care for any purpose.
- Wait for the all clear from the principal.



## LOCKDOWN PROCEDURES

1. One continuous bell will alert staff to implement LOCKDOWN.
2. Principal / designated serious incident co-ordinator calls 000
3. Will consult the "Managing Safety and Security Incidents" flow chart. If needed may contact the following numbers: -
  - School safety and response hotline 1300 363 778 or
  - School security hotline 1300 880 021
  - If needed Police assistance hotline 131 444 or
  - Wollongong Police Station 4226 7899
4. (If safe to do so) wait outside main entrance of school to direct emergency services.
5. Assistant Principals / designated safety officers will assume their positions covering the three.
6. Identified prearranged areas in the school. These are:
  - Infants AP covering Blocks B and A as well as toilets in block A.
  - Stage 3 AP covering Library, Block E, priMs sports shed and library.
  - Stage 2 AP covering demountables, GA shed, bottom oval, Block C
  - Principal will alert Block D and remain in that block. Principal will also cover Hall and Canteen.
  - AP infants will remain in Block B, Stage 3 AP in Block E, Stage 2 AP in the demountables.

Staff will also facilitate the following:

**(a) Classroom** - all inside activities will cease immediately. Return children to floor. Any students who may be from another block will remain in the class they are in and the teacher will notify their home class by intercom. If students are in the hall or library then they will remain there and follow the prearranged actions as well as notifying the Principal, Assistant Principals and/or designated safety officers.

**(b) Playground** – Teachers go to their classroom. All outside activities will cease immediately. Students will return to their home classroom. If any children end up in the wrong class then the teacher will notify their home class by Intercom. Principal and/or supervising staff will direct any students in the playground to return to their classroom.

7. Staff check areas visually outside classrooms for nearby students and direct them to their classroom.
8. Staff SHOULD NOT leave classrooms to go and get students. The door should then be closed and locked.
9. The staff will then follow prearranged and rehearsed instructions:
  - secure doors and windows
  - close blinds
  - move children out of line of sight of doors and windows
  - ensure all children remain calm and quiet
  - record the names of children who are in the room from their class roll located behind main door in their room. Any missing and/or extra students should be noted.
  - Notify class teacher, Principal, Assistant Principals and/or designated safety officers if you have any students from another class.

10. Staff will maintain room security and WILL NOT open doors for anyone under any circumstances. Staff and children will remain where they are until official notification is provided by the Principal/designated serious incident co-ordinator OR AN IDENTIFIED POLICE OFFICER that the Lockdown is over.
11. Where a lockdown lasts an extended period of time or extends beyond normal school hours, the Principal or designated serious incident co-ordinator will use intercom to alert them of the situation and also notify parents via local media and work with the assistance of local Police. In conjunction with local Police, the Principal/designated serious incident co-ordinator will arrange for parents to pick children up from school at a safe designated area.



# LOCKDOWN

**One continuous blast**

**Stay in the Classroom**

- Lock doors and windows.
- Call office on mobile and inform them that all students are accounted for.
- If a student is outside of their room, that student must go to the nearest room.
- That teacher notifies the front office of the student's new location.
- The front office notifies the teacher of their new location.
- The student is to stay there until the end of lockdown.
- Wait with your class as Principal / AP will take charge. **Do not allow** students to return to class or leave your care for any purpose.
- Wait for the all clear from the principal, office staff or a police officer.

*In all cases of emergency the safety and well-being of the children and staff is the most important consideration*

## **NAREENA HILLS PUBLIC SCHOOL POLICY EXTREME FIRE EVACUATION**

***The signal for school evacuation is Long Short, Long, Short Bell rings of the school bell.***

1. School Administration staff will call Premier's bus company requesting buses to evacuate students to Figtree High School.
2. School Administration Manager will post evacuation on school's website and Skoolbag App.
3. If we evacuate the school for any reason (bomb threat, fire or gas leak etc), information will be communicated to parents via our skoolbag app and updated on our school website. The message will read: ***Due to a local.....threat, children have been safely relocated to Figtree High School. Please collect your child from this venue.***
4. The Principal will order the sounding of the emergency siren.
5. If time permits close all windows.
6. Students listen to teacher instruction and line up in two lines ready to evacuate. Teacher ensures that there are no students left in store-rooms, alcoves, toilets and all internal rooms.
7. Children are to be taken out of rooms in an orderly manner from the point of exit furthest from the fire / emergency (***Children are not allowed to leave the group to obtain belongings***)
8. The teacher takes the class list with them. School Administrative Officer will also take the rolls to the meeting point.
9. The teacher counts the children as they exit the classroom.
10. The teacher should be the last person to leave the room while ensuring no child is left behind.
11. Children must be escorted by teachers to the emergency assembly area in the school hall.

***In all cases of emergency the safety and well being of the children and staff is the most important consideration***

## **NAREENA HILLS PUBLIC SCHOOL POLICY BOMB THREAT OR SUSPECTED DEVICE**

### **1. The Person Receiving the Bomb Threat:**

2. If a bomb threat is received, (DO NOT HANG UP THE PHONE) it is important to remain calm and record information given by the caller:
3. Keep the caller on the telephone as long as possible to obtain the information needed by the police;
4. obtain and record the following information
  - i. *The bomb threat report will assist with these communications. (See appendix)*
  - b. **Do not hang up the telephone;**
  - c. If the caller terminates the call, leave the handset off the hook;
  - d. **CALL 000 IMMEDIATELY;** notify the Director, Public Schools NSW;

### **5. Deciding to evacuate:**

6. *(In the event of a threat being made, normal procedures for assessment of the bomb threat should be followed, however, the need to evacuate should be assessed by the Principal in consultation with the police).*
7. The Principal in consultation with the police will decide whether to evacuate the school. If the decision to evacuate the school is made **revert to the procedures for evacuation** (See Evacuation Procedures).
8. If an assessment by the police and school executive determines that the threat is serious enough to require evacuation, the police will implement a systematic search. Workplace managers should assist the police to familiarise themselves with the layout of the buildings, provide access to locked areas and assist them to identify any foreign objects.
9. All staff and students will remain in the evacuation safe area until directed by the Police. Police may direct the staff and students further from the site. If this is the case all students and staff remain together at all times and move to the locality directed by Police
10. If we evacuate the school for any reason (bomb threat, fire or gas leak etc), information will be communicated to parents via our skoolbag app and updated on our school website. The message will read: ***Due to a local.....threat, children have been safely relocated to Figtree High School. Please collect your child from this venue.***
11. When the area is deemed safe by Police, staff will be instructed to return to school.

### **12. Located Devices**

13. If you believe that you have identified an explosive device, take the following action:
14. Do not allow the use of radio transmitters or mobile phones within 50m of a suspected device. You may use radio transceivers for reception only.
15. Evacuate students and staff to a safe distance (assume an explosive device in an open area will damage property and may injure people within a radius of at least 100m). Usual EVACUATION procedures apply.

## **16. Recovery actions**

17. Decide when to re-open the workplace, in consultation with the senior police officer at the scene (See '*Deciding to Evacuate*' from above)
18. Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring
19. Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
20. Review the emergency management plan.

## **21. REMEMBER: DO NOT TOUCH, tilt or tamper with a known or suspected explosive or incendiary device and DO NOT DELAY phoning the police**

## **22. Fire:**

23. The Fire Brigade will be contacted and arrangements made to meet them at the school entrance. A report indicating that all personnel have been evacuated must be conveyed to the Fire Brigade on arrival. No pupil will be permitted to return to the building until it is deemed safe to do so.

## **24. Bomb threat:**

25. The Police are to be informed immediately and arrangements made to meet them at the school entrance WITH THE SCHOOL KEYS. SAM to bring keys from the cabinet in the office.
26. Director, NSW Public Schools contacted.
27. CRITICAL INCIDENT REPORT completed and sent to Director Public Schools NSW. Pupils will be evacuated as per the Fire Drill and will not be permitted to return to the building until it is deemed safe to do so.



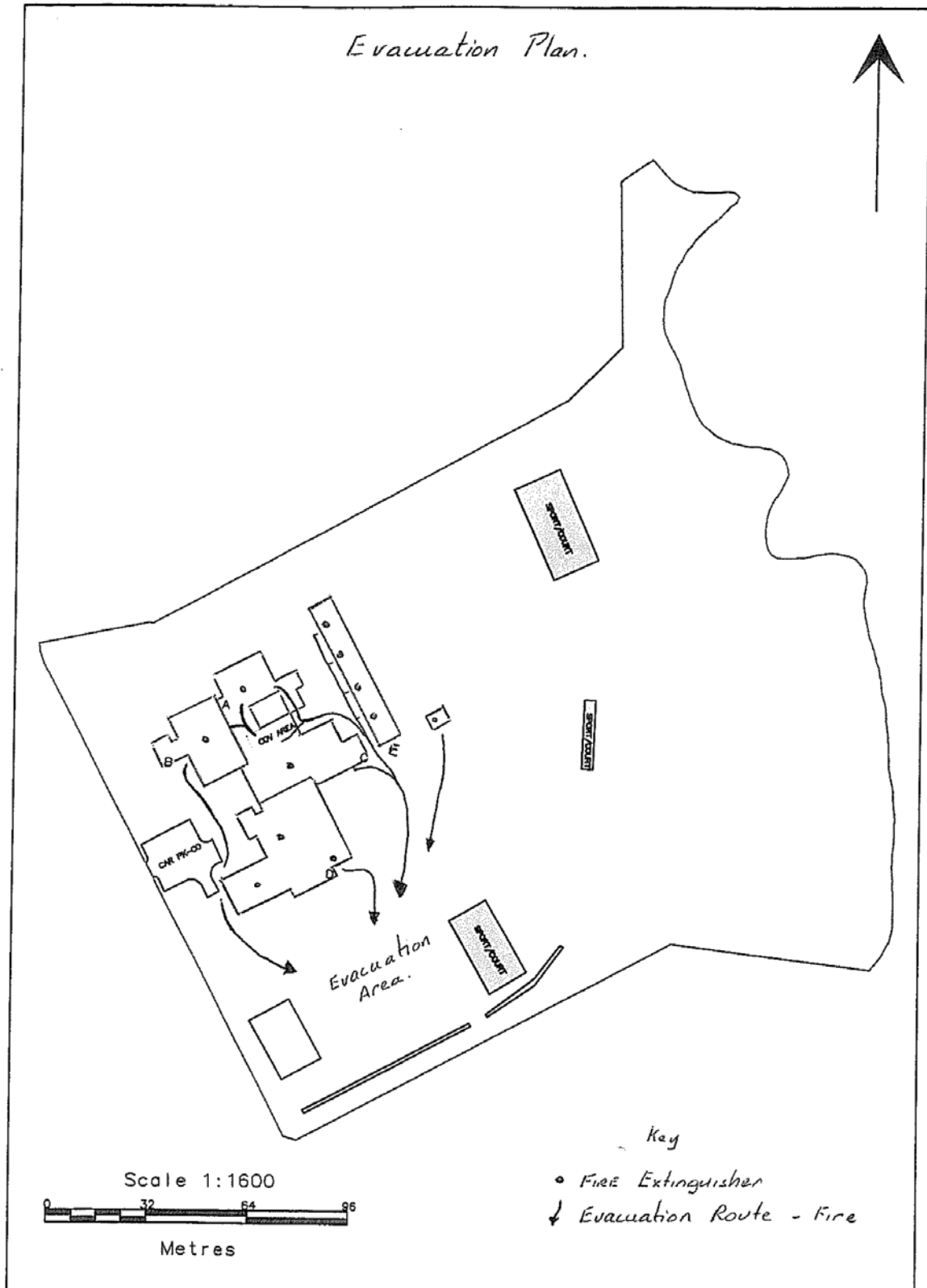
# EXTREME FIRE EVACUATION

- Go to the hall in class lines.
- Await possible evacuation by bus or parental vehicles to Figtree High School Oval.
- At the designated area – Mark roll to see that all children are present.
- Inform Principal / Assistant Principal of any missing student/s.
- Wait with your class as Principal / PriMs Assistant Principal Stage 2 will take charge.
- **Do not allow** students to return to class or leave your care for any purpose.



# Evacuation Plan




4500 — Nareena Hills Public School  
Site Plan (10535)








Nareena Hills Public School FIRST AID PLAN	
Assessment of first aid requirements	First aid plan (Controls) continued
<b>Type of work performed</b> Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.	<b>Response procedures</b> The first aid officer is called immediately after an accident or incident has occurred. (The school should have appropriate communication procedures in place). The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required. The principal notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees. The principal notifies the OHS Liaison Manager and OHS Directorate (if appropriate) and must follow the Department's <i>Incident Reporting Policy</i> (PD2007/0362) and <i>Incident Reporting Procedures</i> . Where an individual Health Care Plan exists, the procedures in the plan must be followed.
<b>Resources, equipment, machinery and other issues which may present hazards</b> Fixed equipment e.g. band saws, stoves and ovens, bunsen burner outlets and kilns. Portable equipment e.g. tractors, lawn mowers, ladders, power tools, science tools, food technology tools and PE equipment. Chemicals used in science and food technology. Playground surfaces.	<b>Sick bay and kit requirements and management</b> The principal coordinates the following arrangements: One sick bay with appropriate signage and a first aid kit A in the main office building. One first aid kit in each block, no further than 100m from each classroom. One first aid kit in each high risk area including, GA's room, visual arts rooms and in the school canteen. A portable first aid kit for the teacher in charge of playground duty. Portable first aid kits to be taken on excursions. A sign indicating where the sick bay, first aid officer and main first aid kit is located and where other first aid kits are kept is displayed in the staff rooms and in every classroom. The first aid officer maintains the main first aid kit and its backup supplies.
<b>Types of injury or illness likely to be sustained</b> Abrasions, cuts and lacerations. Burns, insect/animal bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.	<b>First aid recording and reporting system</b> Register of injuries is located in the main administrative office and is completed by the injured worker or visitor as soon as practicable. The administration of first aid is recorded in the record of first aid treatment located in the sick bay. The register of medications is maintained by employees authorised to administer medications.
<b>Number and distribution of people across the school</b> 317 students                      teachers 2 office staff                      1 general assistants	<b>Communicating the first aid plan</b> The plan is placed on the noticeboard in each staff room and in the main office. It is communicated to all staff, students and workplace visitors.
<b>Size and layout of workplace</b> Four hectares of land with one very spread out building. Two sections including two classrooms each are two storeys.	<b>Timetable for monitoring and review procedures for first aid</b> The plan is to be reviewed annually with the input of staff and the OHS Committee or OHS Representative.
<b>Location of school</b> The school is located on Jacaranda Avenue.	<b>Important contact numbers</b> <b>Emergency 000              Medical Centre 4254 2600</b> <b>Hospital 4222 5000</b> <b>Poisons Information Centre 131 126</b>
<b>First aid plan (Controls)</b> One first aid officer and a backup first aid officer trained to take role in periods of absence. Schools are required to have a member of staff who is the holder of a current Work Cover approved first aid certificate. A first aid allowance is paid to school administrative support staff who undertake the first aid role as per the <i>Crown Employees (School administrative and support staff) Award</i> . All school staff are to be trained in Emergency Care, especially staff in high risk curriculum areas such as TAS, science and visual arts. Teachers supervising excursions and any water-related activities are to be trained in Cardio-Pulmonary Resuscitation (CPR) & Emergency Care.	



## Response Procedures for potential hazards.

For risk rating – see risk management matrix.




Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
 <b>Bomb threats and suspected devices</b>	<ul style="list-style-type: none"> <li>History of bomb threats for workplace.</li> <li>Person seeking to cause disruption to workplace.</li> <li>Examinations or other significant events in the workplace.</li> </ul>	5	<ul style="list-style-type: none"> <li>Conduct white level inspections i.e. all staff inspect their respective work area for any articles that are unusual, suspicious or unaccounted for.</li> <li>Have processes in place for taking details of bomb threats using Bomb Threat Report. This will assist emergency services in assessing the threat.</li> </ul>	<ul style="list-style-type: none"> <li>Record as much information as possible for bomb threat.</li> <li>Do not touch, tilt or tamper with a known or suspected explosive or incendiary device.</li> <li>Contact emergency services on 000.</li> <li>If a device is located, or the information gathered by the Police indicates that it is warranted, the Police will determine that buildings should be evacuated.</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with the senior police officer at the scene.</li> <li>Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Bushfire</b>	<ul style="list-style-type: none"> <li>Bushfire prone areas are those that can support a bushfire or are likely to be subject to bushfire attack. These are generally areas consisting of or close to bushfire hazards such as forest or grasslands.</li> </ul>	4	<ul style="list-style-type: none"> <li>Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings.</li> <li>Liaise regularly with NSW Fire Brigades or Rural Fire Service.</li> <li>Conduct fire drills.</li> <li>Liaise with emergency services about emergency procedures.</li> <li>Discuss with emergency services other issues where appropriate e.g. back burning in bush area adjacent to the workplace.</li> <li>Arrange for contractors to clear gutter of dry leaves or other debris.</li> </ul>	<ul style="list-style-type: none"> <li>Contact Fire Brigade on 000. Do not assume that the fire has been reported.</li> <li>Check that taps are working and fill available containers with water.</li> <li>Leave sprinklers on, where possible.</li> <li>Bring hoses and tap fittings indoors.</li> <li>Remove flammable items from windows.</li> <li>Stay clear of windows.</li> <li>Listen to the local radio station for information and advice.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Implement the workplace emergency plan recovery strategy.</li> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Where property has been damaged, liaise with the emergency services and Asset Management.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Cruelty to animals</b>	<p>Animal cruelty may occur due to behavioural issues with students or staff or negligence resulting from:</p> <ul style="list-style-type: none"> <li>Inadequate provision of food and water; protection from extremes of weather or attack by intruders; and monitoring of animals during</li> </ul>	5	<ul style="list-style-type: none"> <li>Ensure animals are adequately housed and protected from intruders and extremes of weather.</li> <li>Educate staff and students about the care of animals.</li> <li>Awareness of responsibilities for the care of animals, particularly in holiday periods.</li> </ul>	<ul style="list-style-type: none"> <li>Assess animal's immediate needs</li> <li>Obtain veterinary assistance to relieve the pain and suffering of the animal(s).</li> <li>Contact the RSPCA and/or Police.</li> <li>Schools to notify the Schools Animal Welfare Officer on (02) 9886 7426.</li> <li>Principals to ensure measures are taken to decrease the risk of further acts of cruelty or</li> </ul>	<ul style="list-style-type: none"> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>Review workplace policy and procedures in relation to the workplace and on excursions.</li> <li>Review the emergency management plan.</li> </ul>



Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	holidays and weekends <ul style="list-style-type: none"> <li>Failure to carry out routine husbandry operations and seek veterinary assistance for sick or injured animals.</li> </ul>			negligence. <ul style="list-style-type: none"> <li>If cruelty results from the actions of a student, ensure disciplinary procedures are consistent with the school's discipline policy.</li> <li>TAFE staff to notify Institute Director and Executive Member of TAFE NSW Animal Welfare Council (02) 6393 6920.</li> </ul>	
 <b>Death at the workplace or during a DET activity</b>	<ul style="list-style-type: none"> <li>Major accident during Department activities (e.g. excursions) due to inadequate risk controls.</li> <li>Lack of emergency planning.</li> <li>Insufficient follow up of incidents including near misses.</li> </ul>	5	<ul style="list-style-type: none"> <li>Safety program for workplace.</li> <li>Staff aware of OHS responsibilities.</li> <li>Communication and consultation.</li> <li>Risk management programs in place.</li> <li>Emergency planning complete.</li> <li>Incident management and investigation processes in place.</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services on 000.</li> <li>Take steps to ensure safety of other students.</li> <li>Isolate the victim (do not cover).</li> <li>Notify relevant School Director or senior officer.</li> <li>Make arrangements with Police for parents or carers or next of kin to be notified.</li> <li>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.</li> <li>Arrange immediate counselling and support for staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>Provide simple, factual information about the death to all affected.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>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).</li> <li>Review the emergency management plan.</li> </ul>
 <b>Death of staff or student or other member of the community (not work-related)</b>	<ul style="list-style-type: none"> <li>Major accident or event impacting on a community (e.g. motor vehicle accident).</li> <li>Any death of a staff member or student, including ex-students, which is sudden or unexpected.</li> </ul>	5	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Notify relevant School Director, Institute Director or senior officer and forward the Department's Serious Incident Report Form</li> <li>Make arrangements with Police for parents or carers or next of kin to be notified.</li> <li>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.</li> <li>Arrange immediate counselling and support</li> </ul>	<ul style="list-style-type: none"> <li>Provide simple, factual information about the death to all affected.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>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).</li> <li>Review the emergency management plan.</li> </ul>




Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
				for staff and students.	
 <b>Earthquake or collapse of building</b>	<ul style="list-style-type: none"> <li>Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures.</li> </ul>	5	<ul style="list-style-type: none"> <li>Know your area's earthquake history</li> <li>Identify the age of buildings. Large historic artefacts and monuments over entrances that may fall during an earthquake must be avoided during an earthquake and alternative evacuation routes selected.</li> </ul>	<ul style="list-style-type: none"> <li>Immediately evacuate the building, if possible, in case of collapse. Staff and students should take personal belongings in their immediate possession with them and proceed to the evacuation assembly area (well clear of the building, not under trees).</li> <li>Staff and students should not delay evacuation procedures by collecting other personal belongings not in their immediate possession.</li> </ul>	<ul style="list-style-type: none"> <li>Seek support immediately from emergency services.</li> <li>Do not re-enter the workplace until safe to do so – confirm with emergency services or Asset Management.</li> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Electrical hazard</b>	<ul style="list-style-type: none"> <li>Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault.</li> <li>Use of high-risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances).</li> </ul>	4	<ul style="list-style-type: none"> <li>Ensure testing of electrical equipment.</li> <li>Encourage reporting of all electrical faults.</li> <li>Consider electrical safety as part of OHS risk assessment and risk management programs.</li> <li>Encourage general safety precautions.</li> </ul>	<p>Isolate the area or hazard and provided it is safe, the following can be performed:</p> <ul style="list-style-type: none"> <li>If domestic electricity is involved switch off the current; do not cut the cable</li> <li>If high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected by the appropriate electricity authority</li> <li>Ensure you and any bystanders are safe</li> <li>Do not touch the person or any conducting material which is also in contact until the current is disconnected</li> <li>Act immediately to arrange first aid and to contact emergency services.</li> <li>Warn any onlookers of the danger</li> <li>Ensure any faulty equipment is tagged to prevent use (see tagging of equipment).</li> </ul>	<ul style="list-style-type: none"> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Emergency health situation</b>	<ul style="list-style-type: none"> <li>Staff and students at the workplace with sudden medical conditions that may require</li> </ul>	4	<ul style="list-style-type: none"> <li>Implement individual health care plans for students.</li> <li>Ensure effective emergency and first aid response plans are in</li> </ul>	<ul style="list-style-type: none"> <li>Administer first aid and provide medical treatment as soon as possible, including specialised responses in accordance with</li> </ul>	<ul style="list-style-type: none"> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>Review the emergency</li> </ul>




Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	<p>emergency response.</p> <ul style="list-style-type: none"> <li>Distance from emergency services or other medical assistance.</li> <li>Individual health care plans for student not in place or updated.</li> <li>Environmental risks that may trigger health condition (e.g. anaphylaxis).</li> </ul>		<p>place.</p> <ul style="list-style-type: none"> <li>Educate staff on how to respond in an emergency (first aid).</li> <li>Implement policies and procedures to support the health and wellbeing of staff and students.</li> <li>Manage health risks in the workplace environment.</li> <li>Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services).</li> </ul>	<p>individual health care plans (e.g. for a student with anaphylaxis, asthma etc).</p> <ul style="list-style-type: none"> <li>Contact and liaise with relevant emergency services.</li> <li>Assess the situation, plan who to contact and their roles, and what assistance is needed from regional office.</li> <li>Notify parents or carers.</li> </ul>	<p>management plan.</p>
 <b>Explosion</b>	<ul style="list-style-type: none"> <li>Inadequate maintenance of gas facilities.</li> <li>Damage to gas pipes or gas outlet.</li> <li>Faulty portable LPG gas tanks.</li> <li>Fire in the workplace.</li> <li>Spill of flammable substance.</li> <li>Proximity to industrial areas of major transport links (e.g. road, railway).</li> </ul>	4	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure proper maintenance of gas facilities.</li> <li>Ensure fire precautions in place.</li> </ul>	<ul style="list-style-type: none"> <li>Raise the alarm.</li> <li>Contact emergency services on 000.</li> <li>Consider evacuation as explosion may have weakened building structure or damaged electrical wiring.</li> <li>Notify Department and implement isolation procedures where required under OHS legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Manage the media.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Fire</b>	<ul style="list-style-type: none"> <li>Evacuation plans not communicated clearly or not regularly tested.</li> <li>Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire.</li> <li>Staff are unsure of their responsibilities under evacuation plans if a fire occurs.</li> <li>Trees around buildings drop leaves and branches,</li> </ul>	4	<ul style="list-style-type: none"> <li>Educate staff and students about workplace fire prevention and safety.</li> <li>Conduct fire drills.</li> <li>Liaise with emergency services.</li> <li>Develop evacuation arrangements with local bus company/ relevant transport company.</li> <li>Conduct fire safety audits.</li> </ul>	<ul style="list-style-type: none"> <li>Assist all persons to evacuate.</li> <li>Alarm: raise the alarm and follow the emergency procedures.</li> <li>Contain: close doors close to the fire.</li> <li>Extinguish: attempt to extinguish the fire – only if you are trained and it is safe to do so.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>



Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	blocking gutters and cluttering grounds.				
 <b>Flood</b>	<ul style="list-style-type: none"> <li>Floods are a natural occurrence on low-lying land close to rivers and creeks. While the pattern of flooding varies, there are few communities that do not have some flood risk.</li> <li>The State Emergency Service (SES) is responsible for responding to floods in NSW.</li> </ul>	6	<ul style="list-style-type: none"> <li>Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood.</li> <li>Prepare an emergency kit consisting of at least a portable radio with spare batteries, a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes.</li> <li>Inform staff and students of the flood risk.</li> </ul>	<ul style="list-style-type: none"> <li>Notify staff and students of the flood warning.</li> <li>During school hours: coordinate the safe return of students in consultation with emergency services and school transport operators to their homes. In some cases this may be difficult because student's homes may also be affected or isolated by flooding. Outside of school hours: close the school and notify students and staff of the temporary closure.</li> <li>Direct staff to evacuate via a safe evacuation route before property is flooded.</li> <li>Avoid driving or walking through floodwaters (these are the main causes of death during flooding).</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Fumes or chemical spill or contamination by hazardous materials</b>	<ul style="list-style-type: none"> <li>Proximity to industrial areas or major transport routes.</li> <li>Procedures for safe management of chemicals at workplaces not clearly implemented.</li> <li>Audit of chemicals at the workplace not sufficient for compliance with relevant legislation.</li> </ul>	5	<ul style="list-style-type: none"> <li>Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill.</li> <li>Ensure material safety data sheets (MSDS) for all hazardous substances used are at hand.</li> <li>Use Department's Chemical Safety In Schools Manual</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services on 000 and the workplace manager.</li> <li>Clear immediate area.</li> <li>Turn off all equipment e.g. electrical equipment, air handling system and gas supply.</li> <li>Close all doors (do not lock).</li> <li>Consider evacuation.</li> <li>Designate a staff member to meet the fire brigade and direct them to the incident location.</li> <li>Notify the Department in accordance with incident notification procedures</li> <li>Notify Environmental Protection Agency's pollution line</li> <li>Notify neighbouring premises down wind or down hill, where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Arrange clean up of chemicals with assistance of emergency services.</li> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>
 <b>Gas leak</b>	<ul style="list-style-type: none"> <li>Insufficient maintenance of gas facilities.</li> <li>Damage to gas</li> </ul>	5	<ul style="list-style-type: none"> <li>Ensure gas is used in a safe way in all workplaces (see LPG safety).</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services on 000 and the workplace manager.</li> <li>Consider evacuation</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>Implement procedures to</li> </ul>

Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	<p>pipes or gas outlet.</p> <ul style="list-style-type: none"> <li>Faulty portable LPG tanks.</li> </ul>		<ul style="list-style-type: none"> <li>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.</li> <li>Ensure proper maintenance of gas facilities.</li> </ul>	<p>(assist all persons to evacuate, where possible).</p> <ul style="list-style-type: none"> <li>Turn off all equipment including electrical equipment, air conditioning systems and gas supply.</li> <li>Extinguish or remove any ignition source.</li> <li>Close all doors (do not lock).</li> <li>Designate a staff member to meet the fire brigade and direct them to the incident location.</li> <li>Notify neighbouring premises down wind or down hill, where necessary.</li> </ul>	<p>resume workplace activities, which include arranging counselling and support to those affected by the incident.</p> <ul style="list-style-type: none"> <li>Review the emergency management plan.</li> </ul>
 <p><b>Letter or parcel bombs or white powder letters</b></p>	<ul style="list-style-type: none"> <li>Person wishing to inflict injury upon individuals in a workplace using an anonymous delivery method.</li> <li>Receipt of high volumes of mail.</li> <li>Current security climate relating to terrorism.</li> </ul>	5	<ul style="list-style-type: none"> <li>Careful monitoring of incoming mail with thorough training and awareness of relevant staff.</li> <li>Training of staff to recognise letter or parcel bombs.</li> </ul>	<ul style="list-style-type: none"> <li>Do not tamper with or shake suspicious envelope.</li> <li>Contact emergency services on 000.</li> <li>Evacuate all or part of workplace.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring.</li> <li>Decide when to re-open the workplace, in consultation with the senior police officer at the scene.</li> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>Review the emergency management plan.</li> </ul>
 <p><b>Major incidents involving violence or threats</b></p>	<p>The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:</p> <ul style="list-style-type: none"> <li>There is no way of knowing whether people apart from staff and students are authorised to be on-site</li> <li>Clear standards for students' behaviour and</li> </ul>	4	<ul style="list-style-type: none"> <li>Check security strategies e.g. School Watch Program, access to premises and signs.</li> <li>Crime prevention workshops.</li> <li>Monitoring of incidents.</li> <li>Development, practice and review of lockdown and lockout procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services on 000.</li> <li>Contact the School Safety and Response Unit hotline on 1300 363 778.</li> <li>Implement lockout or lockdown, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>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).</li> <li>Review the emergency management plan.</li> </ul>

Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	communication are not in place.				
 <b>Outbreak of infectious diseases</b>	<ul style="list-style-type: none"> <li>• Lack of awareness of standard precautions for infection control at the workplace.</li> <li>• Shared facilities increase risk of infectious diseases e.g. schools and TAFE colleges and campuses.</li> <li>• Difficulty of reliably identifying all persons carrying infectious diseases.</li> <li>• Food preparation with insufficient controls.</li> </ul>	4	<ul style="list-style-type: none"> <li>• Consistently apply standard precautions for infection control, incorporating them into daily practice and use specific controls for particular situations.</li> <li>• Ensure all appropriate staff understand and apply the Department's Infection Control Policy and procedures.</li> <li>• Consultation with relevant persons and organisations e.g. local Public Health Units, parents, cleaners, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage staff to report injuries and illnesses.</li> <li>• Encourage parents or carers to report infectious conditions to the school/facility if a student is absent due to illness.</li> <li>• Notify the local Public Health Unit if many students or staff are absent and appear to have similar symptoms, as outbreak may be occurring.</li> <li>• Staff should monitor students for signs of infectious disease and act promptly if an infectious disease is suspected.</li> <li>• Seek medical help early for people that may be suffering from an infectious disease.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the local Public Health Unit about the return of individuals or groups to the workplace.</li> <li>• Work with local Public Health Unit and Regional Office to return the workplace to normal as soon as possible.</li> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>• Review the emergency management plan.</li> </ul>
 <b>Pedestrian accidents</b>	<ul style="list-style-type: none"> <li>• Proximity to major roads.</li> <li>• Insufficient pedestrian safety awareness training for students or staff.</li> <li>• Insufficient traffic controls in place.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Traffic controls (pedestrian crossings, traffic controllers etc).</li> <li>• Liaison with local council and Roads and Traffic Authority.</li> <li>• Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact emergency services on 000.</li> <li>• Apply first aid using standard precautions i.e. avoid direct contact with blood and bodily fluids.</li> <li>• Notify parents or carers.</li> <li>• Report the incident as soon as possible in accordance with the Department's procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>• Review pedestrian arrangements as a matter of urgency.</li> <li>• Review the emergency management plan.</li> </ul>
 <b>Staff or students lost on excursions</b>	<ul style="list-style-type: none"> <li>• Department's Excursions Policy not followed.</li> <li>• Risk assessments not conducted.</li> <li>• Untested assumptions about the safety or the safety requirements of staff and students.</li> <li>• Unanticipated events whilst</li> </ul>	5	<ul style="list-style-type: none"> <li>• Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy.</li> <li>• Ensure risk assessment is implemented and communicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm student lost, where last seen.</li> <li>• Contact emergency services on 000.</li> <li>• Implement search plan with emergency services (bushwalks).</li> <li>• Assist emergency services as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide counselling to those affected by the emergency.</li> <li>• Manage the media.</li> <li>• Review the emergency management plan.</li> </ul>

Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	on excursions.				
 <b>Storms (including high wind)</b>	<ul style="list-style-type: none"> <li>• Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed.</li> <li>• Electrocution from fallen wires.</li> <li>• Roofs in need of repair.</li> <li>• Excursion activities undertaken without risk assessment.</li> </ul>	4	<ul style="list-style-type: none"> <li>• Ensure gutters and downpipes are cleaned regularly.</li> <li>• Ensure overhanging branches are trimmed.</li> <li>• Ensure roofs are in good repair.</li> <li>• Prepare an emergency kit.</li> <li>• Prepare a storm plan covering actions needing to be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the local radio station for information and advice.</li> <li>• Direct staff and students to stay indoors and stay well clear of windows.</li> <li>• Avoid using fixed line telephones.</li> <li>• If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and powerlines.</li> <li>• If caught outdoors, seek shelter in a building or vehicle, but not under a tree.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>• Review the emergency management plan.</li> </ul>
 <b>Suicide</b>	<ul style="list-style-type: none"> <li>• Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential.</li> </ul>	6	<ul style="list-style-type: none"> <li>• Employee Assistance Program.</li> <li>• Student counsellors.</li> <li>• Prevention of bullying programs.</li> <li>• Drug and alcohol awareness and education program.</li> <li>• Student education on exam coping mechanisms.</li> <li>• Suicide awareness programs.</li> </ul>	<ul style="list-style-type: none"> <li>• The response to a death by suicide should be coordinated in consultation with members of the school or TAFE counselling service.</li> <li>• Arrange immediate counselling and support for staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>• 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).</li> <li>• School, college and campus activities should continue as normally as possible.</li> <li>• Review the emergency management plan.</li> </ul>
 <b>Tsunami</b>	<ul style="list-style-type: none"> <li>• The NSW coast has experienced more than 30 tsunamis since European settlement. Most have been slight causing little to no damage.</li> <li>• Workplace located on low-lying land close to the ocean.</li> <li>• Overseas excursions need to consider the risk of tsunami.</li> </ul>	6	<ul style="list-style-type: none"> <li>• For overseas travel be aware of the potential risks in the area you are travelling to.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the local radio station for information and advice.</li> <li>• Follow instructions of emergency officials.</li> <li>• If instructed, evacuate coastal locations and move to high ground.</li> <li>• Do not return to low-lying coastal areas until told the area is safe by emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>• If workplace is affected, contact emergency services.</li> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.</li> <li>• Review the emergency management plan.</li> </ul>

## RISK ASSESSMENT

Read the ***guidance in the risk assessment process for emergencies*** below to provide you with an overview of how to conduct a risk assessment for emergencies.

Use the quick ***risk assessment checklist***, with reference to specific ***fact sheets*** on different emergencies, to identify which emergencies you need to plan for and to develop appropriate strategies for controlling risks. You must document your risk assessment, the strategies and the implementation of the strategies.

If you require any assistance, contact the OHS Liaison Officer in your regional office.

### RISK ASSESSMENT FOR EMERGENCIES: GUIDANCE AND CHECKLIST

Workplaces should plan for all emergencies that may affect their workplaces. Those emergencies which are considered very likely or likely (e.g. bushfires for workplaces in proximity to bushland) should be given highest priority. Other emergencies which are unlikely to occur at a workplace (e.g. bomb threats at a school with no history of bomb threats occurring) should still be planned for. Only those emergencies that would not occur at a workplace or are very unlikely do not require specific planning. Circumstances change over time and all possible emergencies need to be considered as part of the monitoring and review process.

#### Hazard Identification

An emergency is an event, actual or imminent, which endangers or threatens to endanger life, property or the environment. Because of the nature of emergencies, they have the potential to result in death or serious injury. Workplaces should consider the following when completing their risk assessments.

**Layout of workplace:** Consider the age and type of buildings that may pose a risk during emergencies e.g. timber buildings during bushfires. Consider the surrounding grounds, access and egress to the workplace.

**Geographical location:** The location of the workplace needs to be considered. Neighbouring properties e.g. industrial sites or major highways or railways can pose a risk through chemical fires, explosion or toxic fumes. Natural hazards such as rivers, bushland or cliffs can also pose a risk to the workplace.

**Climate:** Consider the risks posed by severe storms (including gales), heat, cold, fog or other climatic conditions.

**Security threats:** Consider the potential for security threats including bomb threats, suspicious mail, intruders, riots or violent behaviour of students or others associated with students in the workplace.

**People:** Consider aspects of people that may present a hazard or require special planning such as the age of students, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities.

**Biological or chemical threat or spill:** Consider release of substances in a room, outdoors and localised or released in the surrounding community.

Off-site emergencies: This includes transport (e.g. bus) accidents when people from the workplace are travelling to and from events and incidents during excursions and school camps e.g. lost students and teachers. Schools must refer to the Excursions Policy when undertaking any excursions.

Communicable diseases: This includes communicable diseases which require a coordinated response from the workplace or community.

Other: Consider other emergencies that may impact on the workplace based on previous events or other information.





Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is how seriously a person could be harmed		<b>Likelihood</b> – is an estimate of how probable it is for the hazard to cause harm.		
<b>Legend</b>				
1 and 2 High risk; deal with the hazard immediately				
3 and 4 <b>Moderate risk; deal with the hazard as soon possible</b>				
5 and 6 <b>Low risk; deal with the hazard when able</b>				



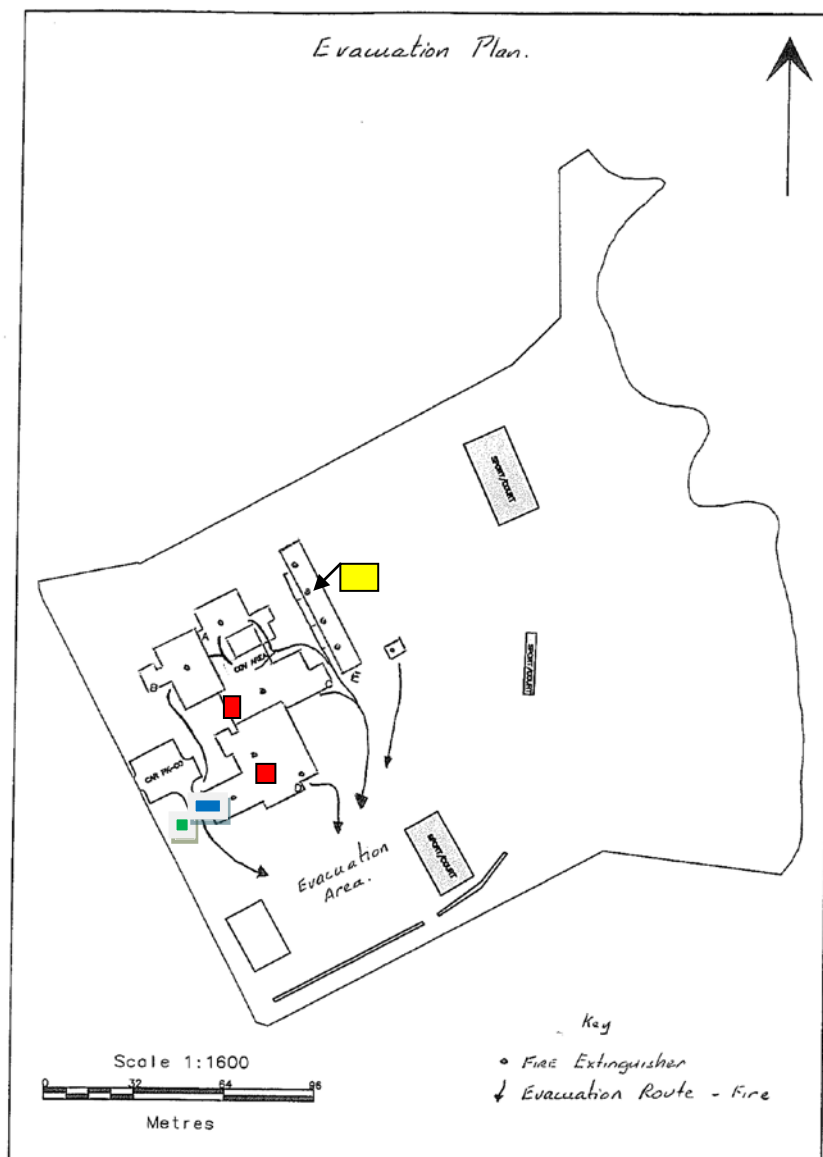
# NAREENA HILLS PUBLIC SCHOOL SITE PLAN

## LOCATION OF ELECTRICITY, WATER, GAS MAINS

October 2013

Services	
	Water
	Electricity
	Gas
	Solar

4500 — Nareena Hills Public School  
Site Plan (10535)





## **WH&S NAREENA HILLS PUBLIC SCHOOL CONSULTATION STATEMENT**

### **The Commitment**

Nareena Hills Public School is committed to protecting the health, safety and wellbeing of all our employees and others undertaking work such as volunteers and contractors. Our school will consult with its employees and others undertaking work in implementing safety practices and systems. The involvement of employees at all levels and of others undertaking work such as volunteers and contractors is critical for ensuring a safe workplace.

The consultation arrangements have been established to enable effective consultation to occur and to promote safety and health at Nareena Hills Public School.

### **Consultation Arrangement**

#### **Agreed Informal Procedures**

Health and safety is placed on all staff meeting agendas. In these meetings anyone can raise a health and safety issue concerning them, and the Principal or other manager holding the meeting invites health and safety issues to be raised, discusses solutions and informs staff about health and safety matters.

In addition, employees and others undertaking work are directly consulted about health and safety matters concerning them.

Where it is not possible to hold a meeting to discuss a health and safety matter, the Principal or their delegate sends out an email (or other communication) and seeks feedback. All employees and others undertaking work participates in health and safety matters.

#### **How employees and others undertaking work will be consulted about health and safety**

All employees and others undertaking work have a collective and individual responsibility for workplace safety. If unable to resolve issues by themselves, staff should raise any hazards or health and safety concerns with their supervisor or manager so the matter can be properly addressed. Matters not resolved by the supervisor or manager should be addressed through the Department's WHS Issue Resolution Procedures by raising it with their Principal or through the agreed informal arrangement (e.g. at a staff meeting).

Consultation on health and safety matters is also to occur as part of daily work activities, between employees and others undertaking work and supervisors, in particular when planning and implementing new work systems and practices. When a health and safety issue is raised the Principal or delegate will consult with the relevant employees and others undertaking work.

Consultation methods will include noticeboard flyers, electronic correspondence and regular staff meetings used for discussion. Consultation arrangements will be publicised

among existing employees, new employees and others undertaking work at the workplace.

Alternative consultation arrangements will be used to assist the Principal consult with those who do not have ready access to the informal procedures, particularly volunteers and contractors who have an ongoing work role at the workplace. Specifically, as they are a regular source of volunteers, and as an organization with shared health and safety responsibilities, the Principal (or delegate) will, on invitation, attend P&C meetings to consult on health and safety matters. Cleaners will communicate via a "Cleaner's book", and if requested, a meeting can be organised through the Principal to discuss issues of concern. The Principal (or delegate) will also meet with canteen staff at least twice a year, and more often on request. Communication may also be face to face, by email, fax or through the school's newsletter.

### **Consulting with (other organisation)**

***(There are a number of workplaces where other organisations or undertakings share responsibility with the Department for certain health and safety matters e.g. Juvenile Justice in relation to Education and Training Units. Indicate how consultation will take place with these organisations e.g. joint health and safety meeting, use existing mechanism, address issues as they arise with contact etc.)***

### **Establishment of consultation arrangements**

A presentation on health and safety consultation arrangements was given to staff during a fortnightly staff meeting. At subsequent meetings staff members discussed the types of consultation arrangements and decided on the establishment of agreed informal procedures as appropriate for the school. Volunteers and contractors were included in the consultations.

### **Review of consultation arrangements**

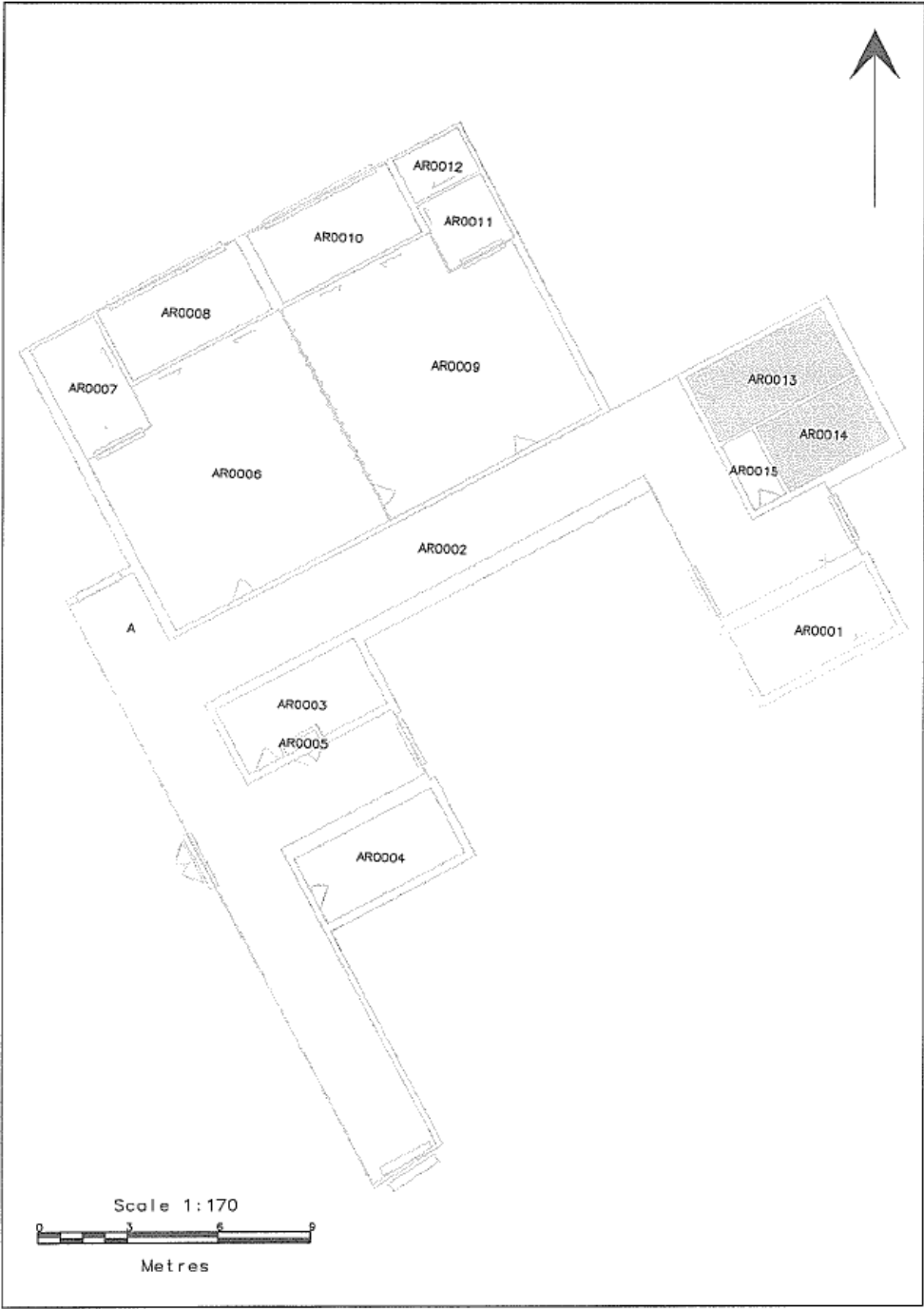
It has been agreed by the school that these WHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees and others undertaking work is effective and that all safety issues are being addressed.

Name: <i>Principal / Workplace Manager</i> Mrs Coltman	
Signed: 	
Date: 4 November 2015	

# Nareena Hills Public School

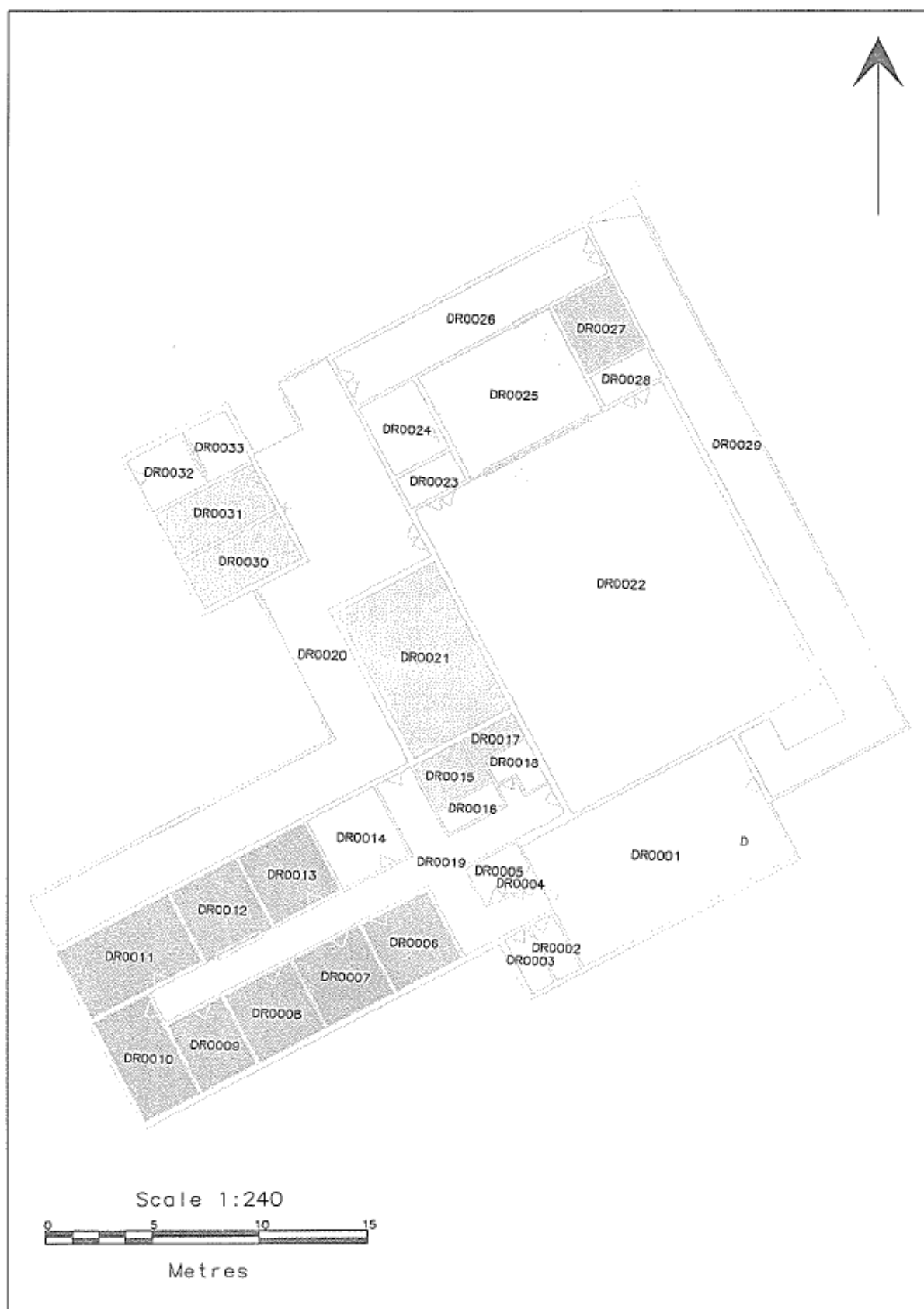
## Floor Plan Overview

4500 — Nareena Hills Public School  
General Learning/Building Serv (B00A) — Ground Floor

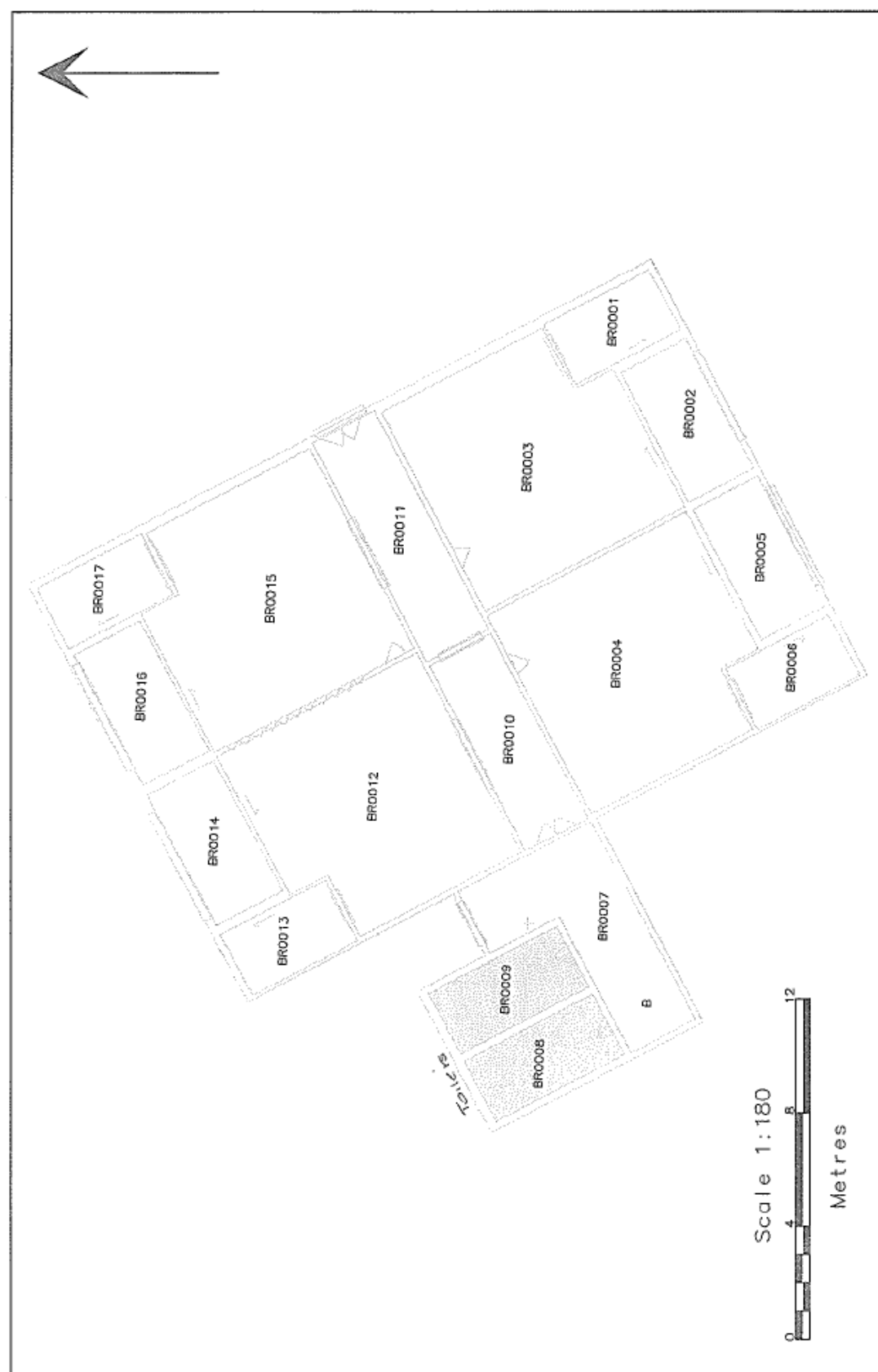


# 4500 – Nareena Hills Public School

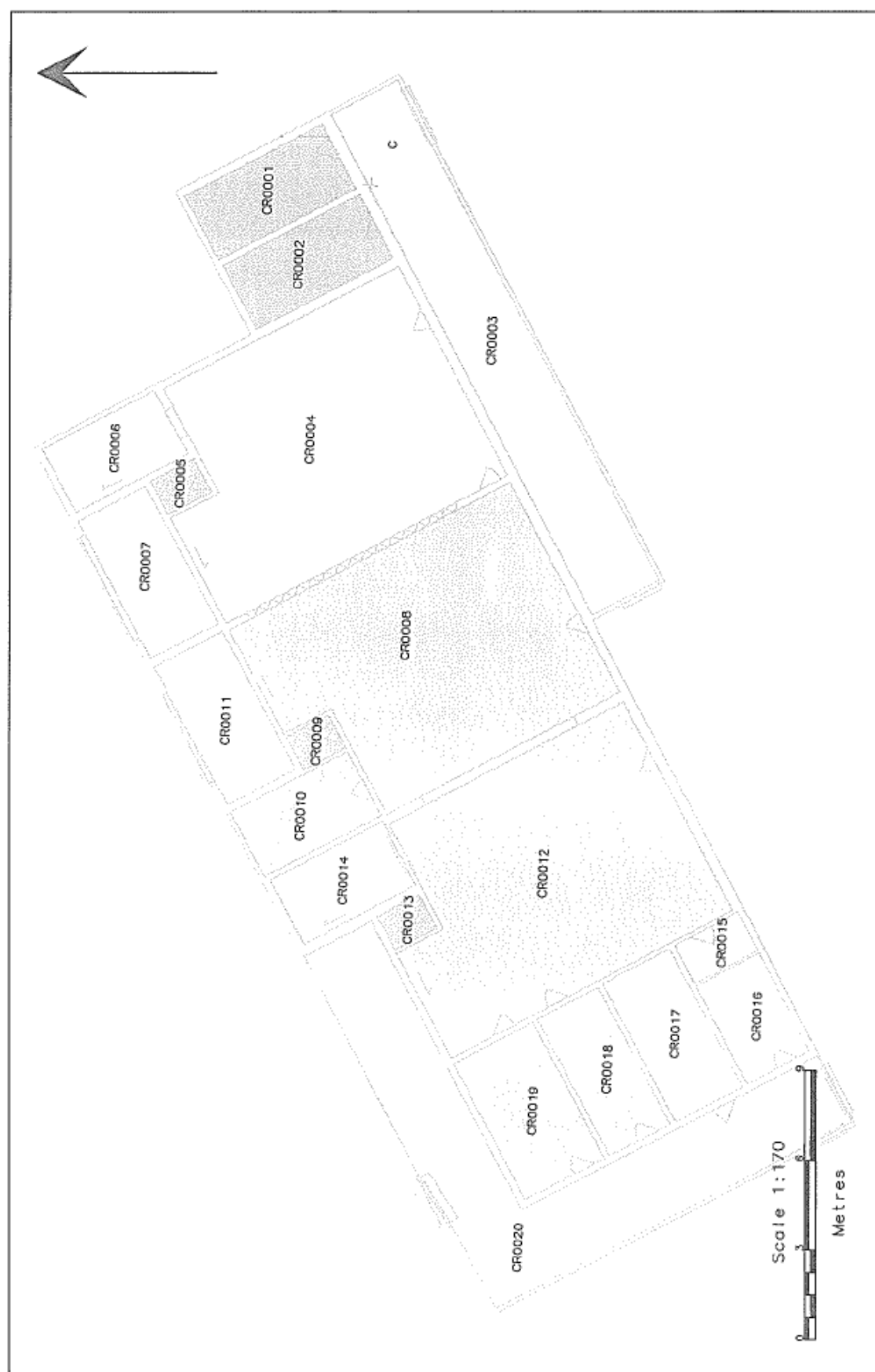
Administration/Communal Facili (B00D) – Ground Floor



# 4500 – Nareena Hills Public School General Learning/Pupil Facility (B00B) – Ground Floor

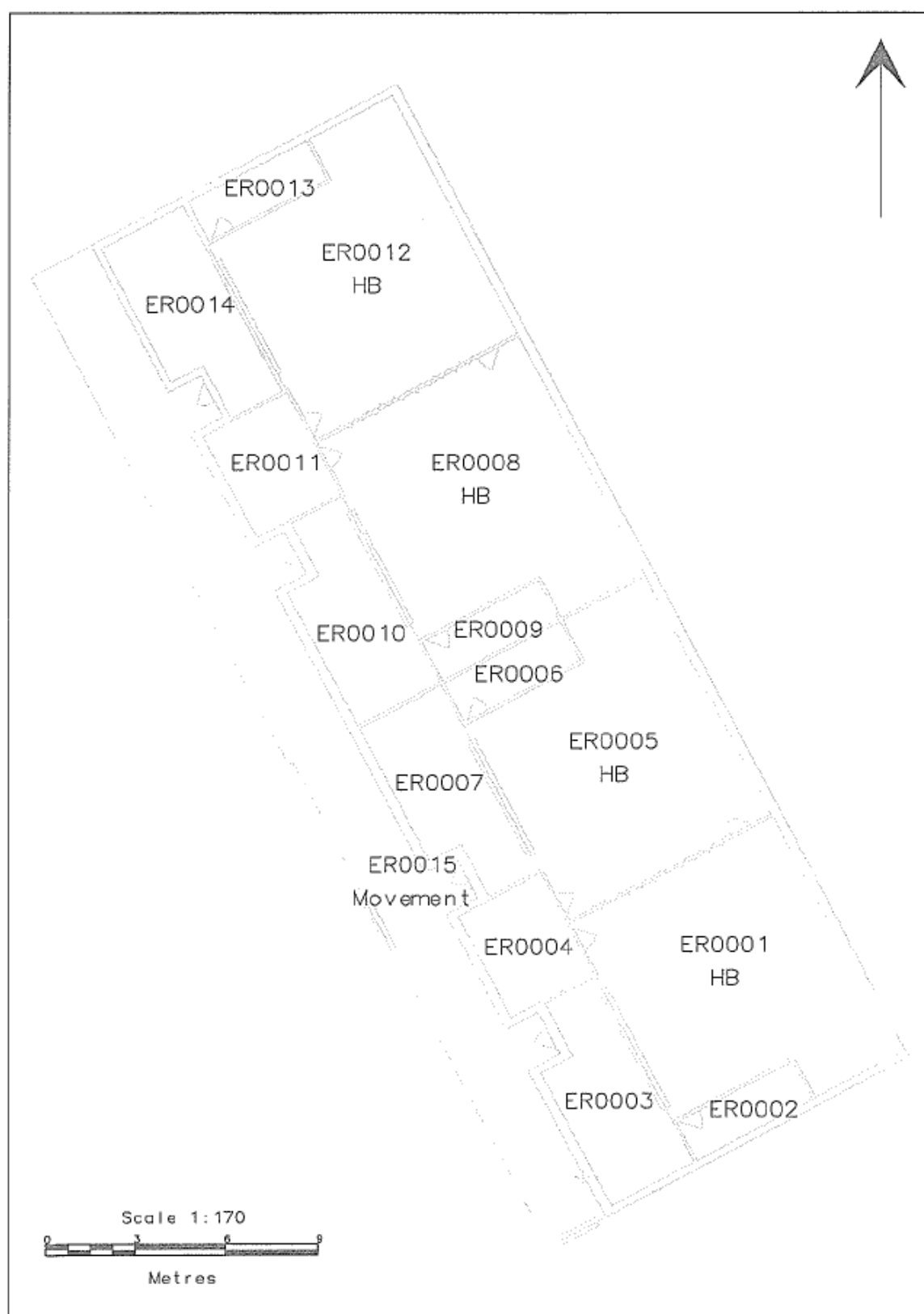


# 4500 – Nareena Hills Public School Library/General Learning (B00C) – Ground Floor





4500 — Nareena Hills Public School  
General Learning (B00E) — Ground Floor as at 28-11-10



## After Hours Contacts

<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
Mrs Coltman	Principal	Mobile:
Mrs Brett	Assistant Principal	Mobile:
Mrs Cusack	Assistant Principal	Mobile:
Mr Casham	Assistant Principal (relieving)	Mobile: