

# EMERGENCY MANAGEMENT PLAN

## for

# Marulan Public School

|                          |            |
|--------------------------|------------|
| <b>Date effective:</b>   | 11.08.2021 |
| <b>Next review date:</b> | 11.08.2022 |

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

In terms of the **scope** of the plan, the plan addresses emergencies that can take place during activities away from the workplace (eg excursions or sporting events). Note that each excursion and sporting event has a separate risk management process.

**Document location:** Copies of this Emergency Management Plan are held by: ICE (Director and Health and Safety Consultant) School Administrative Manager and evacuation box - the Plan is also located in the WHS folder on the faculty drive on the server.

|                                 |  |               |              |
|---------------------------------|--|---------------|--------------|
| <b>RING 000 IN AN EMERGENCY</b> |  |               |              |
| <b>Address:</b>                 | 63 George Street, Marulan                                  | <b>Phone:</b> | 02 48411573  |
| <b>Contact:</b>                 | Mr Ross Copland  | <b>Phone:</b> | 0437 602 703 |
| <b>Vehicle access:</b>          | Main school gate 63 George Street opposite Goulburn Street |               |              |
| <b>Nearest crossroad:</b>       | Goulburn Street  |               |              |
| <b>Bushfire status</b>          | Category 2 – Bushfire Prone Area                           |               |              |

# Emergency management plan



1.1

| Description of the workplace   |                        |                              |
|--|------------------------|------------------------------|
| <p>The primary school has 105 students. It is situated on a main road near the Marulan township and adjacent to the Hume Hwy. The school has 14 staff on site on any given day including the principal, classroom teachers and SASS staff. A number of volunteers work at the school on a regular basis.</p> <p>The school has its own small sports oval which is located at the back of the school and borders the Hume Hwy.</p>  |                        |                              |
| LOCATION OF REGISTERS  |                        |                              |
| <p>The Chemical Register, Asbestos Register and Disabilities Register are located in the Administration Office.</p>  |                        |                              |
| Relationship with other plans  |                        |                              |
| <p>This Plan is communicated to staff through staff meetings and faculty groups and to students through school assemblies and in class groups. It specifically related to the following plans:</p> <ul style="list-style-type: none"> <li>• First Aid Plan</li> <li>• Induction</li> <li>• Bush Fire</li> <li>• Community user groups have emergency plans</li> <li>• Evacuation and lockdown procedures</li> </ul> <p>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 a major flood or chemical spill etc</p> |                        |                              |
| Roles and responsibilities   |                        |                              |
| <p><b>Emergency control organisation (responsible for evacuation and emergency response)</b></p> <p><b>PLANNING FOR BACK-UP IS DURING HANDOVER AND/OR INDUCTION</b></p>  |                        |                              |
| <b>Chief Warden</b>  |                        |                              |
| Name   | Title                  | Contact phone numbers        |
| Ross Copland   | Principal              | 02 4841 1573<br>0437 602 703 |
| <b>Delegates</b>   |                        |                              |
| Name   | Title                  | Contact phone numbers        |
| Kathy Staples  | Administrative Manager | 02 4841 1573<br>0427 362 256 |
| <b>First Aid Officer</b>   |                        |                              |
| Name   | Title                  | Contact phone numbers        |
| Kathy Staples  | Administrative Manager | 02 4841 1573                 |

## Emergency management plan



| Communications Officer |                        |                       |
|------------------------|------------------------|-----------------------|
| Name                   | Title                  | Contact phone numbers |
| Kathy Staples          | Administrative Manager | 02 4841 1573          |

### Process for notifying, alerting and reporting emergencies

#### Notifying emergencies

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

#### Alerting the workplace to emergencies

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

#### Reporting emergencies

Contact emergency services immediately where required

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
- in the event of a death, serious injury or dangerous occurrence at the workplace
- Incidents that occur on excursion / off-site
- Workplace hazards and near-misses
- Non-work-related health conditions that require return to work support.
- Notify the Director of the emergency immediately

Call the **School Security Unit 1300 880 021** for the following:

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

### Identified evacuation assembly areas and evacuation routes

#### Identified Assembly Area:

**ON-SITE:** Main school oval near sports shed

**OFF-SITE:** Tony Onions Park, 200m 5 min walk. Access to shelter, toilets & water.

**EVACUATION (to off-site location- as per consultation with local emergency services)**

**The evacuation of occupants should take place only under the direction of the incident controller of the NSW Fire Brigades, NSW Rural Fire Service or NSW Police.**

**BOMB THREAT EVACUATION AREA:** consulted arrangements with Emergency Services

## Emergency management plan



**Location of off-site assembly area eg emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)**

**ALTERNATE WORKPLACE IF TEMPORILY CEASING OPERATIONS OR UNABLE TO ACCESS USUAL WORKPLACE:**

Other local schools in consultation with principals and Director or work from home.

**Bushfire Shelter in Place and assembly area**

K/1 – 1/2 classrooms B Block

**Bushfire Offsite Assembly Area**

**RFS Neighbourhood Safe Place: Marulan Community Hall**

Road access / egress to the school: Marulan Community Hall is via George Street to pedestrian crossing, cross Thoroughfare Street along post office lane to the community hall.

Transport: Walking 200m 5 min walk

Key Access: Key from Marulan Café. Principal or delegate.

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

1. School meeting room E Block

or

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

**Review dates**

The Plan is reviewed annually.

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.

# Emergency management plan



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

The Emergency Management Plan is communicated to a variety of audiences:

- During regular drills so that staff and children participate and are aware of all emergency bells and procedures
- To staff through the Professional Learning program, staff meetings, staff WHS noticeboard, staff development days, WHS folder on the school network
- To new staff and casual staff at induction
- To students through School Assemblies and in class groups.
- To the school community through Newsletters, Facebook and the website
- To visitors and volunteers at induction
- To contractors at induction

In addition, the procedure for lock down and evacuation is posted in each room, assembly point signs visible and all rooms have an evacuation map, location of extinguishers and class roll.

## Bushfire Communication Strategy

Communicate *'What to do in the event of local bush fire activity'* Information for parents and carers (Part 2 of EMP).

For community users of both Category 1 and Category 2 schools, [communicate the letter to community users](#) for the identified category.

Secured Communications app installed and registered with Chief Warden.

## 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 plan

|   |  |
|---|--|
| Location of bore water<br>Also show on attached site plan           | Front driveway gate                                |
| Location of gas main<br>Also show on attached site plan             | North side of E block                              |
| Location of electricity main<br>Also show on attached site plan     | A block, E block, Library                          |
| Solar power main (where applicable)                                 | A block  |
| Fire hydrant  | Near G block (GA Shed)                             |
| Key access to buildings and facilities –<br>gas, electricity, solar | Ross Copland, Kathy Staples, Raelene Hage, Cleaner |

## Types of installed communication systems

Electronic bell and PA  
Megaphone

## Bushfire season communication

ALL STAFF CARRY MOBILE PHONES TERMS 1 AND 4

## Emergency management plan



### 1.2 PREPARING FOR AN EMERGENCY

| Risk management strategies for prevention or control of emergencies |   |   |  |
|---|---|---|--|
| Hazard  | Risk associated with hazard   | Key risk elimination or control measures  | Key staff responsible for implementation |
| Allergies   | Lack of planning for anaphylactic or other allergic response  | Consultation regarding: <ul style="list-style-type: none"> <li>• Food sold in canteen</li> <li>• Food brought to school</li> <li>• Sharing food</li> <li>• Latex and other allergies</li> <li>• Excursions and activities</li> <li>• First aid kits – EpiPens</li> <li>• Peanuts in the curriculum</li> </ul> | All staff                                |
| Dog attack on school grounds  | Unleashed dog on premises attacks student   | <ul style="list-style-type: none"> <li>• Contact council ranger</li> <li>• Contact police</li> </ul>  | Principal<br>SAM or other staff member   |
| Manual handling   | Injuries from performing physical activities  | <ul style="list-style-type: none"> <li>• STRETCH program/posters</li> <li>• Liaise with OT</li> <li>• Safe working procedures</li> </ul>  | All staff                                |
| Off-site excursions and other activities                            | Lack of planning for health or emergency situation  | Risk assessments completed for activities   | Teacher<br>Principal                     |
| Pedestrian and/or vehicle accidents                                 | Lack of planning for pedestrian and/or vehicle accidents  | <ul style="list-style-type: none"> <li>• Traffic controls</li> <li>• Liaison with local council</li> <li>• Issue rules to parents regarding safe drop off of students</li> </ul>  | Annual                                   |
| Psychological injuries  | risk of stress and anxiety in response to conflict, performance, bullying, workload, unreasonable behaviour   | <ul style="list-style-type: none"> <li>• Complaints procedures</li> <li>• EAP <b>1800 060 650</b></li> <li>• Code of Conduct</li> <li>• Dignity and Respect Charter</li> <li>• EPAC</li> </ul>  | Principal                                |
| Regular sporting & other activities                                 | Lack of planning for health or emergency situations   | Risk assessments completed for activities   | Teacher                                  |
| Self-harm   | <ul style="list-style-type: none"> <li>• Self-harm may increase in the workplace community following a suicide. Increased monitoring of students</li> </ul> | <ul style="list-style-type: none"> <li>• Student counsellors</li> <li>• Contact Learning &amp; Wellbeing team</li> <li>• Prevention of bullying programs.</li> <li>• Drug and alcohol awareness and</li> </ul>  | Principal/<br>Teacher                    |

## Emergency management plan



|                                    |   |   |  |
|------------------------------------|---|---|--|
|                                    | is essential.   | <p>education program.</p> <ul style="list-style-type: none"> <li>• Student education on exam coping mechanisms.</li> <li>• Suicide awareness programs eg Mind Matters and Headspace</li> <li>• <a href="#">Headspace - supporting students</a><br/>→ return to school: student support plan</li> <li>• <a href="#">Mind Matters - spotlight on self-harm</a></li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> <li>• <a href="#">Employee Assistance Program</a> for staff</li> </ul>  |  |
| Snakes / spiders on school grounds | Snake and spider bites  | <ul style="list-style-type: none"> <li>• Contact Schools Infrastructure re spraying</li> <li>• Educate students about storage of bags in approved areas and not leaving them near gardens</li> <li>• Liaise with Council and wildlife personnel to remove snake</li> <li>• Parent awareness re checking students' bags</li> <li>• Keep leaf and garden refuse away from learning areas and walkways</li> <li>• Staff awareness re first aid for bites and stings</li> </ul>   | <p>Principal or delegate Teachers</p> <p>Principal or delegate Parents</p> <p>GA and cleaners</p> <p>All staff</p> |
| Violence                           | Injuries to staff and students<br>Disruption to school routines | <ul style="list-style-type: none"> <li>• Pass system for visitors.</li> <li>• Inclosed Lands Act</li> <li>• AVO</li> <li>• Teacher and student awareness.</li> <li>• Practice lockdown/evacuation/lockout</li> <li>• Staff and visitor induction</li> <li>• Consultation with staff/coordinator</li> <li>• Review risk assessments and behaviour plans</li> <li>• MAPA training for staff</li> <li>• Cultural awareness training for staff</li> <li>• Liaison with internal and external support, including Police</li> <li>• Discipline, suspension, attendance procedures</li> <li>• Incident Report &amp; Support Hotline</li> </ul> | <p>Principal or delegate</p> <p>All staff</p> <p>Learning Support Team</p> <p>Education Services</p>               |

## Emergency management plan



|                    |  |   |                              |
|--------------------|--|---|------------------------------|
|                    |  | 1800 811 523  |                              |
| Working alone      | Lack of planning for health or emergency situation   | Consultation regarding: <ul style="list-style-type: none"> <li>• dates and times worked</li> <li>• phone check in and out with Principal</li> <li>• activities and jobs to be undertaken</li> <li>• first aid</li> <li>• communication in an emergency</li> </ul> | All staff                    |
| Cruelty to Animals | <ul style="list-style-type: none"> <li>• Cruelty to an animal on the school premises, during school excursions and other associated school activities.</li> <li>• Cruelty to an animal travelling to and from school.</li> </ul> | <ul style="list-style-type: none"> <li>• Animals adequately housed and protected</li> <li>• Awareness raising amongst students of responsibilities and care of animals.</li> </ul>  | Ongoing Respond as required. |

| Risk management strategies for prevention or control of emergencies |   |   |   |  |
|---|---|---|---|--|
| Hazard  | Risk associated with hazard   | Key risk elimination or control measures  | How often   | Key staff responsible for implementation |
| Bushfire  | <p>Bushfire prone areas are those that can support a bushfire or are likely to be subject to bushfire attack.</p> <p>These are generally areas consisting of or close to bushfire hazards such as bush, forest or grasslands.</p> | <ul style="list-style-type: none"> <li>• Review the season's bushfire program and support tools</li> <li>• Communicate bushfire response to staff and community</li> <li>• Ensure communication channels are confirmed</li> <li>• Ensure staff and parent contact details are up to date.</li> <li>• Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings.</li> <li>• Ensure a livestock plan is in place</li> </ul> | At least annually, ie: during winter, prior to bushfire danger period | Principal or Delegate                    |



## Emergency management plan



|                                  |  |   |                              |                       |
|----------------------------------|--|---|------------------------------|-----------------------|
|                                  |  | <ul style="list-style-type: none"> <li>• Liaise regularly with local Fire Brigades or Rural Fire Service.</li> <li>• Conduct fire evacuation drills.</li> <li>• Liaise with emergency services about emergency procedures.</li> <li>• Discuss with emergency services other issues where appropriate, eg: fuel reduction burning in bush area adjacent to the workplace.</li> <li>• Arrange for contractors to clear gutter of dry leaves or other debris.</li> </ul> |                              |                       |
| Bomb Threat or suspected device. | Threat of bomb being present on school site                          | <ul style="list-style-type: none"> <li>• Call 000 immediately</li> <li>• Complete bomb threat report and relay all information to Police</li> <li>• Sound evacuation bell</li> <li>• Staff and student take their own bags (if practicable) and move to the evacuation area until Police and attend and deem it safe to re-enter</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul>   | Ongoing Respond as required. | Principal or delegate |
|                                  | Threat of person attending or arriving at school with violent intent | <ul style="list-style-type: none"> <li>• Sound Lockdown bell</li> <li>• Implement lockdown procedures</li> <li>• Call 000 immediately and relay all information to Police</li> <li>• Notify Network Director</li> <li>• Notify <b>Incident Report and Support Hotline 1800 811 523</b></li> <li>• Notify parents/carers as per advice from Emergency Services and Media Unit</li> </ul>   | Ongoing Respond as required. | Principal or delegate |

## Emergency management plan



|   |   |  |                              |                       |
|---|---|--|------------------------------|-----------------------|
|   | Lost students   | <ul style="list-style-type: none"> <li>• If parents arrive to collect children, class rolls will be amended.</li> <li>• No student will leave the school unescorted.</li> </ul>  | Ongoing Respond as required. | Principal or delegate |
|   | Unknown contents in bags  | <ul style="list-style-type: none"> <li>• Conduct white level inspections ie all staff inspect their respective work area for any articles that are unusual or unaccounted for.</li> </ul>  | Ongoing Respond as required. | Principal or delegate |
| Death at the workplace during a school activity                         | <ul style="list-style-type: none"> <li>• Major accident during Department activities (e.g. excursions) due to inadequate risk controls.</li> <li>• Lack of emergency planning.</li> <li>• Insufficient follow up of incidents including near misses.</li> </ul> | <ul style="list-style-type: none"> <li>• Safety program for workplace.</li> <li>• Staff aware of WHS 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> <li>• Incident Report &amp; Support Hotline <b>1800 811 523</b></li> <li>• EAP <b>1800 060 650</b></li> <li>• Student counsellors</li> </ul> | Ongoing                      | Principal/Teacher     |
| Death (not work-related) of student, staff or other member of community | <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>                    | <ul style="list-style-type: none"> <li>• Notify the Director</li> <li>• Notify Incident Report &amp; Support Hotline</li> <li>• Arrange immediate counselling support for staff and students</li> <li>• If an international student is involved, inform International Students Centre and follow their directions</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> <li>• EAP <b>1800 060 650</b></li> <li>• Student counsellors</li> </ul>                   | Ongoing Respond as required. | Principal/Teacher     |

## Emergency management plan



|                                    |  |  |                              |  |
|------------------------------------|--|--|------------------------------|--|
| Earthquake or collapse of building | Movement in the ground and the falling of debris and objects causing harm and occasioning death.   | <ul style="list-style-type: none"> <li>• Ensure effective emergency and first aid response plans are in place.</li> <li>• Educate staff on how to respond in an emergency (first aid).</li> <li>• Ensure students understand the potential risks.</li> </ul>   | Ongoing Respond as required. | Principal/Teacher                      |
| Electrical hazard                  | <ul style="list-style-type: none"> <li>• Electrocutation 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>  | <ul style="list-style-type: none"> <li>• Ensure testing of electrical equipment.</li> <li>• Encourage reporting of all electrical faults.</li> <li>• Consider electrical safety as part of WHS risk assessment and risk management programs.</li> <li>• Encourage general safety precautions.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul>   | Ongoing Respond as required. | Principal/Teacher                      |
| Emergency health situation         | <ul style="list-style-type: none"> <li>• Staff and students at the workplace with sudden medical conditions that may require emergency response.</li> <li>• Distance from emergency services or other medical assistance.</li> <li>• Individual health care plans for student not in place or updated.</li> <li>• Environmental risks that may trigger health condition (e.g. anaphylaxis).</li> </ul> | <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 place.</li> <li>• Educate staff on how to respond in an emergency (first aid).</li> <li>• Implement policies and procedures to support the health and wellbeing of staff and students.</li> <li>• Manage health risks in the workplace environment.</li> <li>• Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers,</li> </ul> | Ongoing Respond as required. | Principal/Teacher, First Aid Officer/s |

## Emergency management plan



|                             |   |   |                              |   |
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|                             |   | <p>emergency services).</p> <ul style="list-style-type: none"> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> <li>• EAP <b>1800 060 650</b></li> <li>• Student counsellors</li> </ul>  |                              |   |
| Explosion                   | <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>• 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> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul> | Ongoing Respond as required. | Principal/Teacher                             |
| Power – failure of services | Power failure at night causing falls down stairs, poor access and egress, etc   | Test emergency lighting   | 6 monthly                    | Via Regional Asset Mgmt Unit (AMU) contractor |
|                             | Power failure causing Ventilation systems failure   | Test  | Ongoing                      | Teacher in charge                             |
|                             | Water supply failure affecting cooling circuits on some machines  | test  | Ongoing                      | Principal/Teacher                             |
|                             | Sewage failure / leak or spill causing contamination  | <ul style="list-style-type: none"> <li>• Restrict access to a minimum until council / plumbing personnel can investigate and repair.</li> <li>• Clean up areas.</li> </ul>  | Ongoing                      | Principal/Teacher                             |
| Fire                        | <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</li> </ul> | <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> </ul>  |                              | Principal/Teacher                             |

## Emergency management plan



|   |   |  |                             |                    |
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|   | <p>fire occurs.</p> <ul style="list-style-type: none"> <li>• Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.</li> </ul>   | <ul style="list-style-type: none"> <li>• Conduct fire safety audits.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul>  |                             |                    |
| Flood   | <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 flood.</li> <li>• Staff are unsure of their responsibilities under evacuation plans if a flood occurs.</li> <li>• drowning from entering unsafe waters.</li> </ul> | <ul style="list-style-type: none"> <li>• Educate staff and students about workplace flood evacuation</li> <li>• Liaise with emergency services.</li> <li>• Develop evacuation arrangements with local bus company/ relevant transport company.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul>                      | Ongoing Respond as required | Principal/Teacher  |
| Fumes or chemical spill or contamination by hazardous materials | <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>  | <ul style="list-style-type: none"> <li>• Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill.</li> <li>• Ensure safety data sheets (SDS) for all hazardous substances used are at hand.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul> | Ongoing Respond as required | Principal/Teacher  |
| Gas leak  | <ul style="list-style-type: none"> <li>• Insufficient maintenance of gas facilities.</li> <li>• Damage to gas pipes or gas outlet.</li> <li>• Faulty portable LPG tanks.</li> <li>• Faulty ventilation in fume</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure gas is used in a safe way in all workplaces.</li> <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</li> </ul>  | Ongoing Respond as required | Principal/Teachers |

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|   |   |  |                      |                          |
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|   |   | <p>maintenance of gas facilities.</p> <ul style="list-style-type: none"> <li>• Check fume cupboard outlets.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul>   |                      |                          |
|   | Danger of fire and explosion  | <ul style="list-style-type: none"> <li>• Isolate gas supply to room or building.</li> <li>• Open all windows to ventilate area.</li> <li>• Consider notifying emergency services.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul>   | Ongoing              | Principal/Teacher        |
| Heat Related Illness                          | <ul style="list-style-type: none"> <li>• The risks of skin cancer and heat-related stress and illness can be minimised by using a combination of practical solutions.</li> <li>• Symptoms of heat stress may include: heat rashes (eg: hives, sunburn); heat cramps (eg: painful muscle spasms, heavy sweating); blurred vision; dizziness;</li> <li>• exhaustion; slurred speech; difficulty in thinking clearly.</li> </ul> | <ul style="list-style-type: none"> <li>• Dress in light, loose fitting clothing</li> <li>• If outdoors, wear protective clothing (eg: hat, sunglasses, long sleeves)</li> <li>• If outdoors, use protective equipment (eg: portable shade tent, umbrella, sun screen)</li> <li>• Reduce workload or physical activities</li> <li>• Utilise shade or cooler indoor areas</li> <li>• Replace lost fluids (ie: drink water, avoid caffeine)</li> <li>• Rest frequently</li> <li>• Reschedule outdoor work or activities to cooler times of the day</li> </ul> | Ongoing as required. | Principal, all Employees |
| Major incidents involving violence or threats | <ul style="list-style-type: none"> <li>• The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:</li> <li>• There is no way of</li> </ul>   | <ul style="list-style-type: none"> <li>• Check security strategies e.g. access to premises and signs.</li> <li>• Crime prevention workshops.</li> <li>• Monitoring of incidents.</li> <li>• Development, practice and review of lockdown procedures.</li> </ul>  | Ongoing as required. | Principal/Teacher        |

## Emergency management plan



|                                |   |   |                     |                                |
|--------------------------------|---|---|---------------------|--------------------------------|
|                                | <p>knowing whether people apart from staff and students are authorised to be on-site</p> <ul style="list-style-type: none"> <li>• Clear standards for students' behaviour and communication are not in place.</li> </ul>  | <ul style="list-style-type: none"> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> <li>• EAP <b>1800 060 650</b></li> <li>• Student counsellors</li> <li>• Cultural awareness training</li> </ul>   |                     |                                |
|                                | Violence - Hold up  | <ul style="list-style-type: none"> <li>• Minimal cash-handling policy implemented.</li> <li>• Secure/private area for internal petty cash handling.</li> <li>• Teacher and student awareness.</li> <li>• EAP <b>1800 060 650</b></li> <li>• Police 000</li> </ul>   | Ongoing as required | Principal/Teacher              |
| Outbreak of Infectious Disease | <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 schools.</li> <li>• Difficulty of reliably identifying all persons carrying infectious diseases.</li> <li>• Food preparation with insufficient controls.</li> </ul> | <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 WHS procedures.</li> <li>• Consultation with relevant persons and organisations e.g. local Public Health Units, cleaners, etc.</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> </ul> | Ongoing             | Principal/Teacher              |
| Storms and/or strong wind      | <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>• Electrocutation from</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure gutters and downpipes are cleaned regularly.</li> <li>• Ensure overhanging branches are trimmed.</li> <li>• Arborist to assess trees as required.</li> </ul>  | Ongoing as required | Principal or General Assistant |



## Emergency management plan



|         |   |  |                     |                           |
|---------|---|--|---------------------|---------------------------|
|         | <p>fallen wires.</p> <ul style="list-style-type: none"> <li>• Roofs in need of repair.</li> <li>• Excursion activities undertaken without risk assessment.</li> </ul>             | <ul style="list-style-type: none"> <li>• Ensure roofs are in good repair.</li> <li>• Prepare an emergency kit.</li> <li>• Prepare a storm plan covering actions needing to be undertaken</li> <li>• Playground process</li> <li>• No play under trees in big wind</li> </ul>   |                     |                           |
| Suicide | <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> | <ul style="list-style-type: none"> <li>• Student counsellors</li> <li>• Contact Learning &amp; Wellbeing team</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 eg Mind Matters</li> <li>• Incident Report &amp; Support Hotline 1800 811 523</li> <li>• Employee Assistance Program</li> </ul> | Ongoing as required | Principal or Counsellor/s |

| Training against emergency management plan   |                      |
|--|----------------------|
| Type of training   | How often (see ICE)  |
| Training on the workplace emergency management plan, including evacuation and lockdown (fire, bomb threat etc)   | Once every 12 months |
| e-Emergency care training for all staff (e-Safety system)  | Every three years    |
| e-anaphylaxis training for all staff (e-Safety system)   | Every two years      |
| CPR (defibrillator) & face-to-face anaphylaxis training (significant number of staff including those attending overnight excursions or water activities) (approved panel of providers booked through WHS website or HSD approved school trainer) | Annually             |
| Staff and visitor/contractor inductions  | Ongoing              |
| Staff Fire extinguisher /blanket training  | Every two years      |



## Emergency management plan



|                                       |                             |
|---------------------------------------|-----------------------------|
| STRETCH manual handling training      | Ongoing as required         |
| MAPA training                         | Ongoing                     |
| Online SMART trauma training          | Ongoing                     |
| Cultural awareness training for staff | Every three years           |
| <b>Bushfire e-learning</b>            | <b>Annually (September)</b> |

| Frequency of emergency response drills    |   |
|---|---|
| Type of emergency response drill          | How often   |
| Building evacuation (e.g. fire emergency) | Once every 6 months (see ICE)   |
| Lockdown eg threat of violence            | Once every 6 months   |
| Bushfire response test                    | Test evacuation to designated refuge/onsite assembly area prior to bushfire season (August/September) |
| Bushfire response test                    | Test safe access to Shelter in Place refuge prior to bushfire season (August/September)               |

| Arrangements for disabled persons   |  |
|---|--|
| Strategy  | Person responsible for action  |
| Nominated person to assist disabled person in event of emergency                        | Teacher / SLSO   |
| Consultation with student and parents about emergency arrangements including evacuation | Teacher / SLSO<br>The support requirements are detailed in the Student's Individual Learning Plan. |
| Emergency services to be notified of disabled person's whereabouts where necessary      | Teacher / SLSO (see disabilities register)   |

| Testing of equipment  |                                       |
|---|---------------------------------------|
| Type of equipment   | Frequency of testing                  |
| Fire fighting equipment (including fire extinguishers, fire blankets) | Every 6 months (as identified on tag) |
| Emergency lighting  | Every 6 months                        |
| Test and Tag  | Every 12 months                       |
| EpiPen  | Ongoing check of expiry dates         |

| First aid requirements                             |                  |
|--|------------------|
| Requirement  | Action completed |
| First aid officer appointed                        | Yes              |
| First aid officer participates in emergency drills | Yes              |
| Portable first aid kit available, including EpiPen | Yes              |
| A defibrillator is located at the IGA and RFS shed | Yes              |

## Emergency management plan



| Communications during an emergency  |  |
|---|--|
| Requirement   | List form of communication   |
| Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system)   | Verbal or mobile phone   |
| Secondary or alternative means of communication   | bell system  |
| Contacting parents/carers in an emergency or if the school temporarily ceases operations<br><br>Follow Procedures for Temporarily Ceasing School Operations, including liaising with Emergency Services | Eg phone/text, email, Facebook, SkoolBag app etc<br><br><ul style="list-style-type: none"> <li>• Contact Director</li> <li>• <b>Incident Report and Support Hotline: 1800 811 523</b><br/>Option 1</li> <li>• Contact School Security Unit if applicable 1300 880 021</li> <li>• Contact local bus companies</li> <li>• Contact special transport: EDConnect on 1300 32 32 32</li> <li>• Contact community users</li> <li>• Place sign on front door/gate</li> </ul> |
| Bushfire - Secured Communications App   | Secured communications app for communication in a Bushfire emergency   |
| Bushfire - Site Clearance Protocol  | Following an emergency eg bushfire where site has been impacted.   |

### 1.3 RESPONSE

| The process for making decisions  |
|---|
| <p>Once an emergency is reported the Chief Warden or delegate 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 or lockdown.</p> |

## Emergency management plan



### 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, Health and Safety Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to the **Incident Report and Support Hotline 1800 811 523**
- Report incidents involving malicious damage, break and enter, fire and security breaches to School Security Unit on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family if required

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

**Who:** Principal or delegate

**How:** Keeps driveway clear for emergency services wearing fluorescent vest where time permits.

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

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

- Chief Warden or delegate decides on the need to evacuate, where possible in consultation with emergency services
- Chief Warden to ring emergency evacuation bell/alarm
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the assembly area, unless advised of alternative evacuation assembly area.
- Wardens to check that all classrooms are clear and lock them where possible
- When whole school is assembled, rolls marked
- Office staff to evacuate to assembly area or alternative location when advised
- Chief Warden to check designated blocks
- Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action
- Chief Warden to advise when to return to the school in consultation with emergency services.

**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.

## Emergency management plan



### Emergency kit

A suitable kit should be prepared and labelled for emergencies requiring off-site evacuation, particularly where evacuation is by transport and there may be delays due to road conditions. A suitable kit container would be a water-proof sports bag or plastic storage box with clip on lid, carry handles and wheels. The emergency planning committee should consider the contents of the kit in relation to the location and/or remoteness of the workplace.

A basic kit for schools would include the following:

- ✓ Class roll
- ✓ Copy of the schools Emergency Management Plan
- ✓ List of master key holders
- ✓ First aid summary cards for students with medical conditions and a list of medications required
- ✓ First aid supplies including epi pen and asthma puffer with disposable spacers
- ✓ Emergency blanket
- ✓ Spare clothing (emergency children's underwear)
- ✓ Plastic cups
- ✓ Clip board and log forms and pens
- ✓ A whistle or bell
- ✓ Telephone contact list containing details for the following:
  - Emergency Services
  - Director Public Schools NSW
  - Local police
  - Incident Support and Report Hotline
  - School Security
  - Media Unit
  - Student emergency contacts
  - Staff emergency contacts
  - School bus and other transport contacts
  - Cleaners - Manager

Ensure there is a system in place for regularly checking the contents of the kit.

### Response procedures for specific emergencies

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

- Bushfire
- Evacuation & lockdown

## Emergency management plan



| Emergency contacts   |                        |
|--|------------------------|
| Name   | Number                 |
| Police Helpline  | 131 444                |
| Marulan Rural Fire Brigade   | 4841 1555              |
| Emergency Services:<br>(Police station, RFF, NSW Fire Brigade, Ambulance)                    | 4633 2725              |
| Director, Public Schools   | 4633 2725              |
| Learning & Wellbeing Adviser – Rowena Langlands<br>(violent students – case management team) | 6200 5044 / 0436944698 |
| Incident Report and Support Hotline, including Case Management Team                          | 1800 811 523           |
| School Security Unit   | 1300 880 021           |
| Local medical centre – Marulan Family Medical Centre   | 4841 1195              |
| EAP counsellor   | <b>1800 060 650</b>    |
| WHS Adviser, Jaquie Tye  | 0474 979 271           |
| Assets Services Officer – Rachel Barnett   | 0436 913 010           |

### 1.4 RECOVERY

| Strategy and description   |   |
|--|---|
| <b>Counselling strategy</b>  | <ul style="list-style-type: none"> <li>School counsellor support for students</li> <li>AEW support for students</li> <li>EAP support for staff (<b>1800 060 650</b>)</li> <li>EAP trauma support for schools</li> </ul>   |
| <b>Recovery timeline</b>   | <ul style="list-style-type: none"> <li>Liaise with Schools Infrastructure and engage contractors to carry out urgent repairs and cleaning as required</li> <li>Liaise with bus companies and special transport if school has temporarily ceased operations</li> <li>Contact Media Unit</li> <li>Contact school counsellor for student support</li> <li>EAP support for staff <b>1800 060 650</b></li> </ul> |
| Trauma counselling and description   | Who   |
| <b>STUDENTS:</b><br>school counsellor, DGO and/or senior psychological adviser | School, college or campus counsellors should be used in the first instance when providing support to students<br>Principal or delegate to make arrangements   |
| <b>STAFF:</b><br>EAP   | EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident<br>Staff contact EAP <b>1800 060 650</b>   |

## Emergency management plan



|                            |   |
|----------------------------|---|
| EAP on-site trauma support | Principal or delegate contacts WHS Consultant to make arrangements with EAP |
|----------------------------|---|

### Bushfire recovery support

Following a bushfire event, it is important that there are recovery plans and processes to support staff, students and the community. Further information can be found on the Departments [Bushfire Recovery Management and Support webpage](#) or via the Health and Safety Directorate.

### Managing the media strategies

|            |  |
|------------|--|
| Media Unit | (02) 7814 1559 Syd or 4224 9095 - Wollongong |
|------------|--|

| Return workplace to normal  | Action  |
|---|---|
| Chief Warden makes decision following consultation with emergency services and DoE eg Director, Schools Infrastructure (clearance statement), WHS | Debrief staff and students<br>Staff and students return to school and classes<br>Review Emergency Management Plan |
| Facility Management   | Restore facilities to code<br>Obtain clearance from SINSW   |
| Cleaning contractor   | Clean facility  |

### Bushfire Site Clearance Protocol

Once an emergency has passed, the Education liaison officer will seek advice from the RFS to confirm that the roads are open and the school safe to access. Schools Infrastructure NSW will engage the local Asset Services Officer to inspect the school site and assess any works that are required to reopen the school site. When the site is safe, the school will be provided with a **clearance certificate** and an understanding of any works that are required prior to reopening.

## Emergency management plan



### PART 2: Evacuation procedures and other attachments

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

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

- Evacuation procedures & Lockdown
- First Aid plan
- Response procedures for specific hazards (e.g. bushfire)
- Site plan
- Floor plans
- Communication strategy (where there is additional information to section 1.2 above)
- Specialist information – e.g. location of hydrants
- Media messages and strategy
- After hours contacts
- Other relevant information

## Emergency management plan

# MARULAN PUBLIC SCHOOL EVACUATION PROCEDURE



### *Internal Fire / Emergency*

- The bell will sound continuously for 25 seconds to indicate an emergency situation.
- **All staff, students and visitors are to move in an orderly manner to the back of the school playground. If an offsite evacuation is necessary, move to Tony Onions Park.**
- The class teacher is to bring the class roll if in the room and a mobile phone (if available), with them to the designated meeting place.
- If time permits, students to collect school bag before leaving.
- SAM / SAO to bring Evacuation List and the Emergency first aid kit if time permits.
- Close windows and doors on departure of rooms if time permits.
- Once assembled, mark rolls / attendance registers.
- Remain in this area until Principal or delegate has advised that it is clear to return to classes.
- Alternatively go to back playground.



## Emergency management plan

### MARULAN PUBLIC SCHOOL LOCKDOWN PROCEDURE



#### *STUDENTS OUTSIDE*

- The bell will sound intermittently for 25 seconds (3 second intervals)
- Students assemble immediately in BER building

#### *CONTINUE AS FOLLOWS*

- Move to the BER building and sit quietly
- Teachers lock doors and pull down blinds
- Teachers check class roll
- Wait quietly until “all clear” notification from the Principal or delegate to classroom phone or mobile

#### *CLASSROOMS*

- The bell will sound intermittently for 25 seconds (3 second intervals)
- Stop work
- Move to the middle of room and sit quietly
- Teachers lock doors and pull down blinds
- Teachers check class roll
- Wait quietly until “all clear” notification from the Principal or delegate to classroom phone or mobile

**(Any students outside of class during lockdown must proceed to the nearest building occupied by an adult.)**

# Emergency management plan

## 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: Marulan Public School

Date: 2.06.2021

Date of Next Review: 2.06.2022

| Overview                                       |  |
|--|--|
| Key points                                     | List key points  |
| List the type of work and activities conducted | Teaching in the key learning areas<br>Conducting and supervising playground activities<br>Conducting office duties<br>General maintenance and related duties<br>Supervising school excursions<br>Supervising Sport   |
| Describe the size and layout of workplace      | Marulan Public School is situated in George Street Marulan on approximately two hectares of land.10 buildings. Included in these buildings are classrooms, library, community room, GA/cleaners shed, staff room.  |
| Describe the location of workplace             | The school is located in the centre of the township of Marulan and 1km from the Hume Hwy. The nearest cross street is Goulburn Street. The school is approximately 500m from a medical centre (Marulan Family Medical Centre - Monday to Friday) and 24km from the Goulburn Base Hospital. |
| List the number and distribution of employees  | 104 – Students 11 – Teachers 1 – Principal<br>2 – Office Staff 4 – SLSO 1 – General Assistant  |
| Describe the hours of operation                | 8:00am to 3:30pm during school terms   |

### 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

|   |  |          |
|---|--|----------|
| Health/illness  | Asthma attack                                    | Likely   |
| Minor playground injuries from slips, trips and falls               | Cuts, abrasions, fractures, superficial injuries | Likely   |
| Insect bites  | Allergic reaction                                | Unlikely |
| Sporting, physical education, gym equipment and playground injuries | Sprains, strains                                 | Likely   |

## Emergency management plan

### First Aid Plan

#### 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 Officer appointed and trained   | Principal has responsibility for oversight   | Ongoing                                       |
| Identify other trained first aiders available where required  | All staff hold first aid qualification  | Principal has responsibility for oversight   | Ongoing                                       |
| List staff training requirements (including CPR, <b>anaphylaxis</b> 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.<br><br>Ongoing mandatory online training in Anaphylaxis and E-Emergency care is maintained for all staff  | Principal  | Schedule 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 | First Aid Kit located in Administration Building and Community Room.<br><br>A portable first aid kit is stocked and ready for the teacher in charge of playground duty to take.<br><br>Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all excursions.<br><br>The first aid officer maintains the first aid kit and its backup supplies. | All teaching staff are aware of first aid and are trained<br><br>All teaching staff are aware of first aid and are trained<br>All staff aware of first aid requirements for excursions | Ongoing                                       |
| Identify First aid room requirements, (consider location, accessibility, equipment, <b>signage</b> and maintenance arrangements).   | One sick bay with appropriate signage and a first aid kit in the main office building.<br><br>The first aid officer maintains the first aid <u>room requirements</u> , supplies and maintenance arrangements.   | First Aid Officer  | Ongoing                                       |
| Document process to manage prescribed medications and <b>EpiPens</b> , (e.g. system to ensure appropriate storage, currency of medication, health care plans/ASCIA plans etc)                       | No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.<br><br>The school reviews Individual Health Care Plans/ASCIA Actions Plans every <u>12 months</u> in consultation with the parent/student.<br><br>The school has register in place to check the currency of <b>EpiPens</b> and prescribed medications.                                      | Principal  | Ongoing                                       |
| Document first aid response procedures (steps to be taken in the event of injury/illness) and   | 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  | All Staff  | Ongoing                                       |

## Emergency management plan

### First Aid Plan

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

| Key points  | List key points and actions required   | Responsibility   | Due date / frequency                                 |
|---|--|--|--|
| local protocols for First aid. Consider infection control, incident reporting, documentation requirements, etc                                      | <p>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. <b>This includes immediately contacting emergency services if considered necessary.</b> The school has developed and documented procedures for Head Injuries and Critical Incidences.</p> <p>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.</p> <p>The principal or delegate notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees.</p> <p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p> | <p>First Aid Officer</p> <p>Principal or Delegate</p> <p>All Staff</p> | <p>Ongoing</p> <p>As Required</p> <p>As Required</p> |
| Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc) | <p>This Plan is placed on the WHS Noticeboard and in the main office.</p> <p>This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff.</p> <p>This Plan is included in induction processes for new staff (including casual staff), visitors and contractors to the school.</p>   | 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 | <p>This Plan is to be monitored and updated annually and on an as required basis (after a major incident in the workplace).</p> <p>Staff training register is being maintained and monitored to ensure compliance with first aid training requirements.</p> | Principal      | Annually/As Required |

## Emergency management plan

### First Aid Plan

#### Step 4 - Ongoing monitoring and review of Plan

| Key points  | List key points and actions required  | Responsibility    | Due date / frequency          |
|---|---|-------------------|-------------------------------|
| <b>Reporting and documentation</b>                    |   |                   |                               |
| Describe steps the workplace will take to:            | 1) Incidents and injuries are reported in accordance with Incident Reporting Procedures.  | All Staff         | Ongoing                       |
| (1) Report incidents and injuries                     | 2) Record of injuries <u>and first aid</u> treatment is entered in EBS and maintained by the First Aid Officer.                         | All Staff         | Ongoing                       |
| (2) Maintain register of injuries                     | 3) The register of medications is entered into EBS and maintained by the First Aid Officer who is authorised to administer medications. | First Aid Officer | Ongoing                       |
| (3) Record of first aid treatment                     |   | First Aid Officer | Ongoing                       |
| (4) Other?  |   |                   |                               |
| <b>List emergency contacts and other key contacts</b> |   |                   |                               |
| Emergency 000   | Medical Centre: 4841 1195   | Hospital          | Poison Info Centre<br>131 128 |
| Name: Ross Copland                                    |   | Signed:           | Date: 2/06/2021               |



## Emergency management plan

### Marulan Public School BUSHFIRE RESPONSE PLAN Bushfire Register Category 2

**Chief Warden:** Ross Copland  
**Evacuation refuge:** Tony Onions Park

**Phone:** 0437 602 703  
**Phone:**

Marulan Public School is identified as **Category 2** on the Bushfire Register and our primary response is to evacuate to **Tony Onions Park**. We will follow the below steps in the event of a bushfire emergency unless it is not safe to do so, in which case, we will shelter in **B Block**.

#### **ACTION**

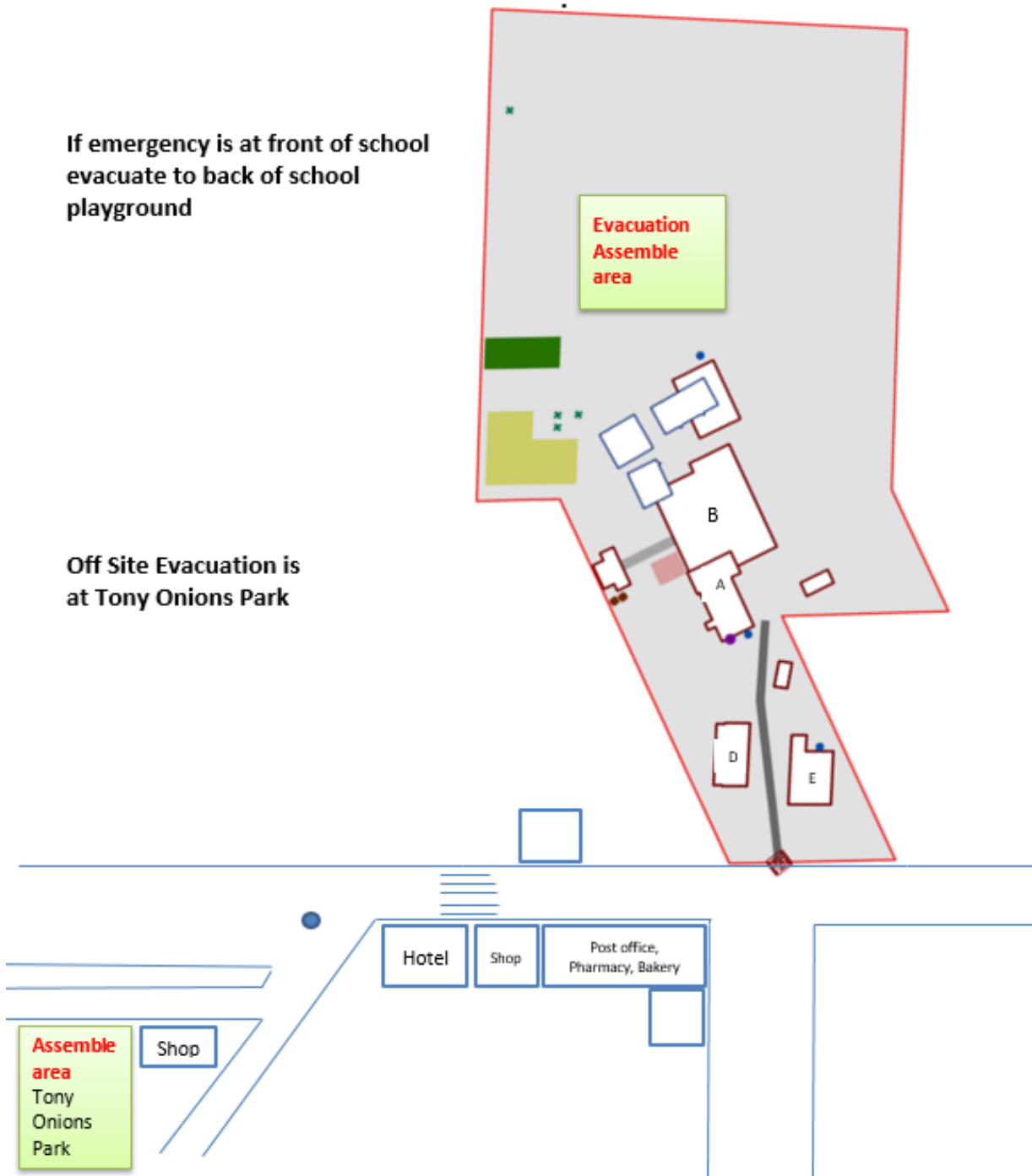
- ✓ Call 000
  - ✓ Call DEL 0439 584 878 and Incident Report and Support Hotline 1800 811 523 and monitor secured comms
  - ✓ Sound alarm and enact bushfire evacuation plan
  - ✓ Arrange transport: walk approximately 5 minutes
  - ✓ Take Emergency Go-Box: First aid kit, class lists/rolls, community contacts, visitor/contractor sign-in lists, student medications, Emergency Management Plan
  - ✓ Switch off gas and electricity mains if possible
  - ✓ Wardens check buildings and marshal students
  - ✓ Move to assembly point: at the pencils
  - ✓ Conduct roll call of staff, students, visitors, contractors etc
  - ✓ Move to evacuation refuge: Tony Onions Park
  - ✓ Primary route/method of transport: walk approximately 5 minutes
  - ✓ Check Live Traffic app for road closures
  - ✓ Monitor Fires Near Me app, local ABC radio and secured comms
  - ✓ Notify: Incident Report and Support Hotline – 1800 811 523, Parents (app, Facebook, website etc), ATSO, Cleaners, OOSH / Before/after school care, School Buses, Assisted Transport, Community Users
  - ✓ Conduct roll call of staff, students, visitors, contractors etc
  - ✓ Student release to parents recorded
  - ✓ Provide updates to DEL, secured comms and parents/carers
  - ✓ Await and follow advice of Emergency Services
  - ✓ Do not re-enter site and/or buildings until advised it is safe to do so (this may include advice from Emergency Services and SINSW, including a clearance certificate)
- If Sheltering, move to B Block**
- ✓ Ensure all school bags and any door mats are indoors
  - ✓ Flammable cabinets are closed and sealed
  - ✓ Hoses are set up in strategic places and vandal proof tap keys are readily accessible

# Emergency management plan



If emergency is at front of school  
evacuate to back of school  
playground

Off Site Evacuation is  
at Tony Onions Park



MARULAN PUBLIC SCHOOL - EVACUATION SITE PLAN 2021

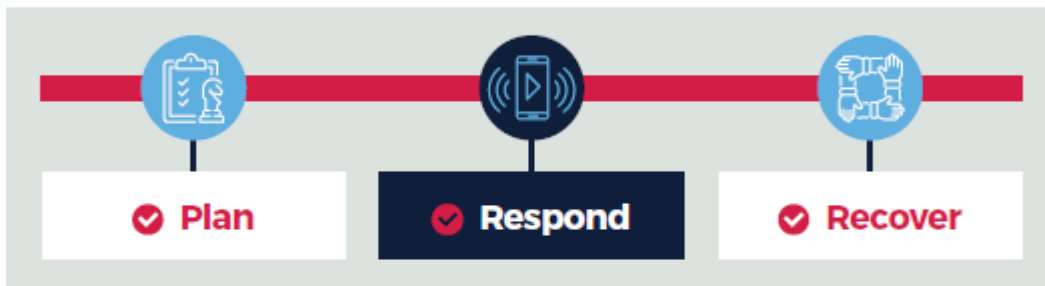
## Emergency management plan

NSW GOVERNMENT | Education

NSW Department of Education

# Bushfire Communication Protocol

RESPOND



During the bushfire season, schools need to be aware of the communication protocols in place for responding to local bushfire activity or Fire Danger Ratings.

### Directions to proactively cease operations to minimise risk of harm

The Department has an education liaison officer (ELO) based at the State Emergency Operations Centre (SEOC) daily who proactively plans in advance for potential bushfire activity and Fire Danger Ratings. Where it is foreseeable that a bushfire may impact a community where schools are located, a decision may be made to proactively cease operations. This proactive planning minimises the risk to our staff and students.

When a Catastrophic Fire Danger Rating is issued, schools identified as Category 1 on the Department's bushfire register within the affected NSW Fire Area will be notified and requested to proactively temporarily cease operations.

The Health and Safety Directorate will:

- notify all relevant areas including the Principal and Director, Educational Leadership through the Secured Communications app
- request schools to enact their Emergency Management Plan and temporarily cease operations
- request Principals to respond through the Secured Communications app of receipt of advice and confirmation that arrangements are in place for the school to be non-operational for the following day
- coordinate the update of the department's School Safety website confirming the school is non-operational
- log an incident on behalf of the school through the Incident Report and Support Hotline



## Emergency management plan



### Responding to changing conditions





Where there is local bushfire activity, schools must monitor the situation closely and be prepared to enact their Emergency Management Plan Immediately to respond to changing conditions.

**Schools must:**

- **Monitor and keep up to date** with local bushfire activity and warnings published on the NSW RFS website and 'Fires Near Me' app
- **Monitor** the Department's **Secured Communications app** for advice or direction on a change in conditions or situation
- Contact the **Incident Report and Support Hotline** for advice and support on your local situation, if required
- **If a threat is imminent, contact emergency services and enact the school Emergency Management Plan Immediately**

Principals should discuss the need to temporarily cease operations with their **Director, Educational Leadership or the Health and Safety Directorate** where possible, however, if there is an imminent threat or emergency services have advised you to evacuate, Principals have the authority to make the school non-operational and evacuate at any time.

**If a decision is made to temporarily cease operations, the school must:**

- 
 • Call the **Incident Report and Support Hotline** on 1800 811 523 to advise where the school is evacuating to, contact details and any support required. This will ensure:
  - Notification of the ceasing of operations is disseminated across relevant senior leadership of the Department.
  - Communication to the education liaison officer who can support any local needs including arranging for appropriate transport, where required.
- 
 • **Communicate to the school community** via the school website, social media and other communication tools
- 
 • **Provide a status report to the Incident Report and Support Hotline** at 8am and 2pm each day to confirm arrangements
- 
 • Ensure the **Director, Educational Leadership** is advised. This can be done promptly through the **Secured Communications app**



### Local Emergency Operations

The Local Emergency Operations Controller (LEOCON) will establish a local emergency operations centre where major coordination is required due to a large bushfire or numerous bushfires impacting a local area. This supports the local response in real time and includes liaison officers from each government area such as NSW RFS, NSW Fire and Rescue, NSW Health, NSW Ambulance, Transport for NSW, Welfare Functional Area and the Department of Education.

**Directors, Educational Leadership** may be called upon to represent the Department in these forums.

## Emergency management plan



### Evacuation Centres

Due to local bushfire activity, a school may be called upon to become an evacuation centre for the community. Whilst schools are able to provide support, this must be coordinated through the Department and education liaison officer at the State Emergency Operations Centre (SEOC).

The education liaison officer will:

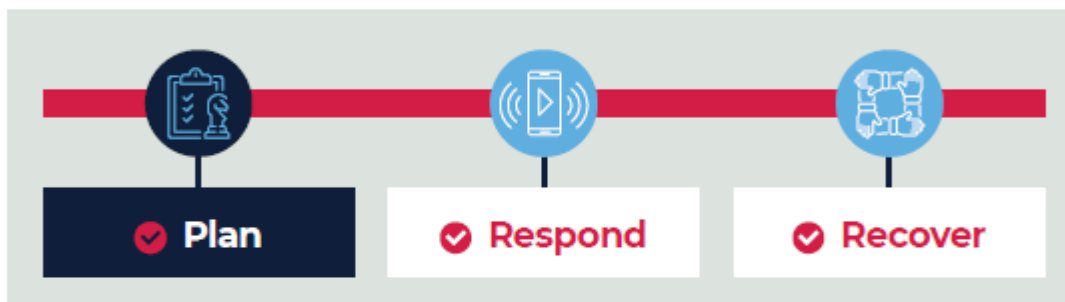
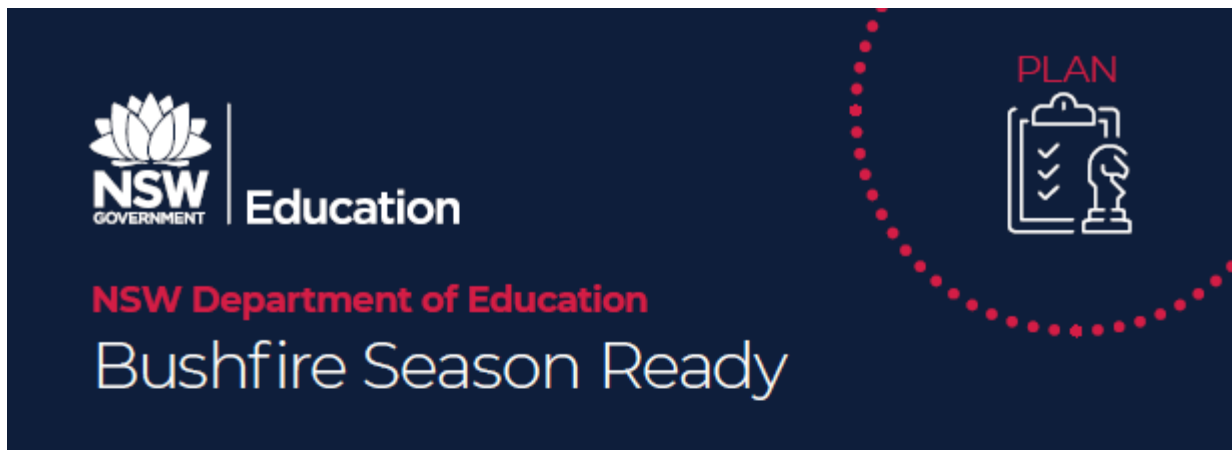
- confirm with the Welfare Functional Area to validate the need and ensure that there are no other locations within the community that are able to support this request such as local sporting locations.
- ensure that there are staff available to run the evacuation centre. (This is not done by school staff).

The Health and Safety Directorate will notify the relevant Directors, Educational Leadership and school Principal to advise whether the request has been approved. If the request is approved, coordination activities will commence by local emergency services.

Call **1800 811 523** to speak with your local Work Health and Safety Advisor for support and advice



## Emergency management plan



**Ensuring the best outcomes for our staff and students starts with a robust Emergency Management Plan.**

In preparation for each bushfire season, it is important that schools review and update their plan and response protocols in the event of local bushfire activity or Fire Danger Ratings.

Bushfire Alert Levels are issued by the NSW RFS for bushfire activity on the 'Fires Near Me' app and the RFS website.

**Follow 4 key steps to get your school ready for the bushfire season:**

**1 Know your risk**

Your school will be identified within one of the following three risk classification categories:

- **Category 1** - in a Bushfire Prone Area and will need to proactively temporarily cease operations during a catastrophic fire danger rating
- **Category 2** - in a Bushfire Prone Area
- **Category 3** - not in a Bushfire Prone Area but may be impacted by grass fires, smoke or road closure

## Emergency management plan



2

### Plan now for what you'll do

All schools in bushfire prone areas must have a bushfire response within their Emergency Management Plan.

All schools must complete the ['Prepare your school for bushfire season - checklist'](#) to identify key actions to take when completing a review of their school Emergency Management Plan.

An Emergency Management Plan must consider:

- Measures your school will undertake before and during the bushfire season, such as the maintenance of facilities and vegetation.
- Response actions your school will take when faced with local bushfire activity, including evacuation or shelter in place locations.
- Recovery measures to support the return of normal school services.

It is important that **all schools** take steps to minimise exposure to bushfire smoke where possible. Considerations can include changing planned activities to indoors and the use of fans rather than air conditioning. For more advice and support on air quality, please access the ['air quality considerations for schools during bushfire'](#) fact sheet or visit the [NSW Health website](#).

**Note:** Shelter in place locations should only be used as a last resort. They are to be used when all other options listed in your emergency management plan cannot be actioned safely and should be under the guidance of emergency services advice.

3

### Undertake training







Complete the ['preparing and responding to bushfire'](#) e-learning module to access key information to assist in your planning and response for the bushfire season.

Access this module through your [e-Safety](#) account.

4

### Be aware and monitor the situation

Stay up to date during periods of increased fire danger and when there is local bushfire activity by monitoring the following:

|  |   |   |   |   |  |
|--|---|---|---|---|--|
|                             |  |  |    |  |   |
| In an emergency call Triple Zero (000)<br>Call the Incident Report and Support Hotline 1800 811 523 (Option 1) | 'Fires Near Me' Free Smartphone App   | Local radio, TV, newspaper, local ABC/emergency broadcaster                         | Fire Danger Ratings at <a href="https://rfs.nsw.gov.au/fdr">rfs.nsw.gov.au/fdr</a><br>Fire Activity and Alert Levels at <a href="https://rfs.nsw.gov.au/Livetraffic.com">rfs.nsw.gov.au/Livetraffic.com</a> | Secured Communications will be used to notify you of alerts and updates               | <a href="https://facebook.com/nswrfs">facebook.com/nswrfs</a><br><a href="https://twitter.com/nswrfs">twitter.com/nswrfs</a> |

## Emergency management plan



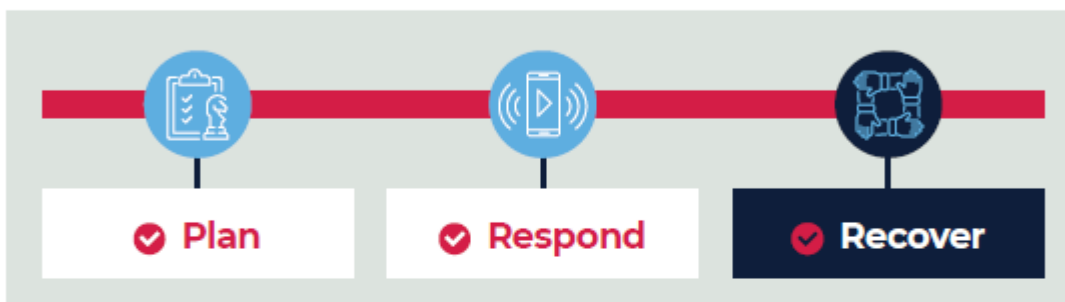


RECOVER



NSW Department of Education

# Site Clearance Protocol



**In the event that a school:**


- has proactively 'temporarily ceased operations'
- has been 'evacuated' from the school site as a result of an emergency;

Staff members **should NOT** be onsite at the school until a Clearance Certificate has been issued. Prior to this, emergency service and authorised local Asset Services Officers are the only persons who should access the site.

**A site clearance inspection is required to grant a Clearance Certificate.**

**The inspection:**

- Is a visual assessment of the school, its facilities and surroundings.
- Ensures the school is safe to return to normal operations, or alternatively identifies the required work necessary before the school will be able to become operational.
- Is completed by a team from School Infrastructure New South Wales (SINSW) and local Asset Management Unit (AMU) after a school has temporarily ceased operation or evacuated.

 An emergency may be a bushfire, flood or storm which has impacted the school, making the school site or premises potentially unsafe.





# Emergency management plan



## HOW THE PROCESS WORKS

**If ANY event has caused a school to:**

- ✓ Temporarily cease operations, or
- ✓ Evacuate the school site as a result of an emergency.

1

**Report to the Incident Report and Support Hotline**

- ✓ Contact the Incident Report and Support Hotline on 1800 811 523, Option 1
- ✓ Advise that your school has temporarily ceased operations or evacuated

2

**The Incident Report and Support team will notify School Infrastructure NSW of a school that has temporarily ceased operations, or evacuated**

A site clearance inspection will be coordinated and undertaken by the Asset Management Unit to review potential safety compliance risks. The local Asset Services Officer will assess for any hazards to:

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• External areas of the school including roof, play equipment and impacted trees</li> <li>• Water supply tanks</li> <li>• Utilities such as LPG tanks</li> <li>• Septic tank</li> </ul> | <ul style="list-style-type: none"> <li>• Fire extinguishers</li> <li>• Information and communications technology (ICT)</li> <li>• Potential contamination HAZMAT</li> <li>• Air cooling and ventilation systems</li> <li>• Soot/smoke impact</li> </ul> |
|--|---|

If the inspection finds that the school site requires work so that it can be deemed safe, then the Asset Management Unit coordinates the work to be completed and informs the Principal of the work required.

3

**A Clearance Certificate is issued to the Principal**

A Clearance Certificate verifies a school site and its surroundings have been assessed as being safe and any identified work has been successfully completed for the school to become operational.

The Clearance Certificate is certified by the relevant Director, Asset Management Unit and is provided to the Principal and relevant Director, Educational Leadership (DEL).

For schools that remain non-operational during the undertaking of work required, Principals are to notify their DEL to coordinate learning from another site, or learning from home option. For more information, refer to the [Bushfire Recovery Management and Support](#) webpage.