# EMERGENCY MANAGEMENT PLAN

**For**

**Glossodia PS**

**Effective: September 2017**

**Date of last review: September 2017**

**Review date: September 2018**

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

**Document location**

There are 3 copies of this Emergency Management Plan.

Copies are held in the Principal’s Office, on ICE and on school server:

## Overview of emergency management plan

|  |
| --- |
| **Description of the workplace (e.g. location, if a split or single site, no. of students and staff)** |
| Glossodia Public School is a single site primary school of 240+ students and 18+ staff, located on Golden Valley Drive in the village of Glossodia in a semi-rural area of the Hawkesbury District.   |  | | --- | | A number of volunteers work at the school on a regular basis |   The school has modern buildings on a 10 acre site; the buildings are constructed of brick with metal roofs and include a hall block, Administration block, library block, double storey block consisting of 10 permanent classrooms, a large covered outdoor learning area and a smaller outdoor learning area.  Glossodia Public School has a unique character with an enclosed wetland and environmental area and large tree studded playgrounds, complemented by ample paved areas and courts. The school sits within a bush setting, with a reserve merging with the school grounds. |
| **Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)** |
| This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of chemical spill |

|  |  |  |
| --- | --- | --- |
| **Roles and responsibilities** | | |
| **Emergency control organisation (responsible for evacuation and emergency response)**  **Chief Warden** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Jo-Anne Dorahy | Principal | BH: 45766099  AH: 0417650129 |
| **Deputy Chief Wardens** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Helen King | Assistant Principal | BH: 45766099  AH: 0414189389 |
| Shelby Hobbs | Assistant Principal | BH: 45766099  AH: 0433430138 |
| **Floor Wardens** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Helen King (top floor) | Assistant Principal | BH: 45766099  AH: 0414189389 |
| Shelby Hobbs | Assistant Principal | BH: 45766099  AH: 0433430138 |
| Alison Hage (admin block) | School Admin Manager | BH: 45766099 |
| **First Aid Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Alison Hage (admin block) | School Admin Manager | BH: 45766099 |
| **Communications Officer** | | |
| **Name** | **Position** | **Contact phone numbers** |
| Alison Hage (admin block) | School Admin Manager | BH: 45766099 |

|  |
| --- |
| **Process for notifying, alerting and reporting emergencies** |
| **Notifying emergencies** e.g. process for notifying Chief Warden  All teachers and other staff are to ensure the principal or delegate is notified in the event of an emergency.  **Alerting the workplace to emergencies e.g.** preparing for evacuation, lockdown  The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated Assistant Principal is to undertake this responsibility.  **Reporting emergencies**   * Contact emergency services on 000 * Contact the Incident Report and Support Hotline (now inclusive of the former Safety and Security) for any school related criminal activity on 1800 811 523, and select “option 1”. * Report the emergency to the relevant senior officer within the Department e.g. Director Public Schools NSW, College/Campus Manager, State Office Director or Office of Communities Director * Follow the Department’s Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Health and Safety Directorate for a SafeWork NSW serious incident). To report an incident or injury please contact the Incident Report and Support Hotline on 1800 811 523 and select “option 2”. |
| **Identified evacuation assembly areas and evacuation routes** |
| **Assembly area one**  Netball court  **Assembly area two**  School hall  **Bushfire shelter in place location**  School hall  **(Refer to site plan, Part 2)** |

|  |
| --- |
| **Location of offsite assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)** |
| Community Centre, Golden Valley Drive, Glossodia or as directed by Emergency Services.  Penrith Panthers North Richmond  **(Refer to site plan, Part 2)** |

|  |
| --- |
| **Strategy for communicating the plan (e.g. training, newsletters, posters)** |
| Emergency drills, communication meetings, posters in classrooms, WHS section of Communication Meetings, P&C Meetings |

|  |  |
| --- | --- |
| **Essential services on premises (e.g. location of hydrants, water main)** | |
| Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan. | |
| Location of water main  Also show on attached site plan | Front of school on Golden Valley Drive |
| Location of gas main  Also show on attached site plan | Front of school on Golden Valley Drive |
| Location of electricity main  Also show on attached site plan | Located in the school Hall |
| Solar power main (where applicable) | On the library roof and distribution board on Southern side of the library |

-

|  |
| --- |
| **Types of installed communication systems** |
| Internal phone system, PA system, bell, megaphone, mobile phones |

## Preparing for emergency

| **Risk management strategies for prevention or control of emergencies** | | | | |
| --- | --- | --- | --- | --- |
| **Hazard** | **Risk associated with hazard** | **Key risk elimination or control measures** | **How often** | **Key staff responsible for implementation** |
| Violence | Unauthorised  Intruders  Student behaviour | Pass system for visitors.  Teacher and student awareness  Individual Behaviour Risk Assessment | As required | Principal |
| Bushfire | Approaching Fire | Refer to Bushfire Plan | Annually | Principal |
| Fire | Build-up of undergrowth around school grounds | Cleaning of combustible rubbish | Weekly | GA |
| Road safety and vehicle collision with workplace | Accident with pedestrian | Risk Assessment Vehicles on the School Grounds attached below | Annually or as required | Principal |
| Communication strategy for parents. | Termly | Principal |
| Emergency health situation | Anaphylaxis, asthma | Implement individual health care plans.  Emergency and first aid plans in place. | Review annually | Principal |
| Outbreak of infectious diseases | Infectious diseases spread throughout | Apply standard precautions for infection control,  Ensure staff apply the Infection Control Policy | Review annually | Principal |

|  |  |
| --- | --- |
| **Training against emergency management plan** | |
| **Type of training** | **How often** |
| Training on the workplace emergency management plan | Once every 12 months |
| Emergency care training for teachers taking excursions | Ongoing |
| CPR- Emergency care training for staff | Staff development day - term 2 annually |
| **Training schedule attached – Part 2** | |

|  |  |
| --- | --- |
| **Frequency of emergency response drills** | |
| **Type of emergency response drill** | **How often (see Part 2 – Schedule of completed emergency response drills)** |
| Building evacuation (e.g. fire emergency) | Once every 6 months |
| |  |  | | --- | --- | | Lockout |  | | Once every 6 months |
| Lockdown | Once every 6 months |
| **Training schedule attached – Part 2** |  |

|  |  |
| --- | --- |
| **Arrangements for disabled persons** | |
| **Strategy** | **Person responsible for action** |
| Nominated person to assist disabled person in event of emergency | Class teacher |
| Consultation with student and parents about emergency arrangements including evacuation | Teaching staff |
| Emergency services to be notified of disabled person’s whereabouts where necessary | Class teacher |

|  |  |
| --- | --- |
| **Testing of equipment** | |
| **Type of equipment** | **Frequency of testing** |
| Firefighting equipment (including fire extinguishers, fire blankets | Every 6 months |
| Emergency lighting | Annually |
| Alarm system | Annually |

|  |  |
| --- | --- |
| **First aid requirements** | |
| **Requirement** | **Action completed** |
| First aid officer(s) appointed | Yes |
| First aid officer(s) participate(s) in emergency drills | Yes |
| Portable first aid kit available | Yes |

|  |  |  |
| --- | --- | --- |
| **Communications during an emergency** | | |
| **Stages (e.g. initial alert, evacuation, return to workplace)** | **List form of communication (e.g. PA system, agreed alarm signal)** | **Responsibility for commencing and managing communications** |
| Initial Alert | Bell System with appropriate signals e.g. evacuation or lockdown | Principal/ SAM |
| evacuation | Bell System with appropriate signals e.g. evacuation or lockdown | Principal/ SAM |
| Return to the workplace | Bell System with appropriate signals e.g. all clear | Principal/ SAM |

## Response

|  |  |
| --- | --- |
| **The process for making decisions** | |
| Once an emergency is reported the Chief Warden will assess:  • What is the nature of the emergency?  • How the emergency is developing (getting closer, moving away etc)?  • Which emergency services should be contacted (Police, Fire, Ambulance and State Emergency Service)?  • The immediate response actions required based on the initial assessment?  The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown. | |
| **Immediate response actions (actions will often take place at the same time)** | |
| * Implement emergency evacuation, lockdown or lockout 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, call Health & Safety Directorate 1800 811 523 (option 1). * 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 (Health & Safety Directorate 1800 811 523 (option 1). | |
| **Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)** | |
| **Who:** School Administration Officer/manager  **How:** Wearing a fluorescent vest if time permits, the staff member meets emergency services ensuring access gates are kept clear  **When:** Immediately an emergency is signaleduntil Emergency Services are on site | |
| **Evacuation procedures (summary) – Full procedures included in Part 2** | |
|  | **Decision to evacuate-**  Chief Warden decides on the need to evacuate, where possible in consultation with emergency services |
|  | **Warning staff and students-**  Chief Warden to ring emergency evacuation bell (continuous short rings of the main bell) |
|  | **Withdrawal (evacuation)-**  Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the oval (assembly area 1), unless advised of an alternative evacuation assembly area.  Floor wardens to check that all classrooms are clear and lock them where possible |
|  | **Shelter and assembly area-**  Classes to line up in order on the netball court  Rolls marked  • Office staff and canteen staff to evacuate to oval or alternative location when advised  • Chief Warden to check designated blocks and toilets  Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action |
|  | **Return to the workplace**  Chief Warden advises when to return to the school in consultation with emergency services. |
|  | **Location of designated emergency exits, fire hoses, fire extinguishers and fire blankets**-  all shown on the Emergency Evacuation Map placed in each room in the school |
|  | **Location of first aid kits-**  in admin block and in playground backpacks used by teachers on duty and kept otherwise in Kindergarten classroom. |

|  |
| --- |
| **Response procedures for specific emergencies** |
| **Response procedures are provided in Part 2 for the following emergencies:**  Bushfires, emergency health situation, Vehicles on the School Grounds, |

## Recovery

|  |
| --- |
| **Strategy and description (documents included in Part 2)** |
| **Counseling Strategy**- how the school will provide counseling in the event of an emergency  **Recovery timeline**- key actions that need to be undertaken to ensure the school returns to normal as quickly as possible |

|  |  |
| --- | --- |
| **Trauma counselling and description** | **Who** |
| **School, college or campus counsellors should be used in the first instance when providing support to students** | DGO  School counselor |
| **EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident** | Davidson Trahaire- 1300 360 364 |

|  |  |
| --- | --- |
| **Return workplace to normal** | **Action** |
| Return to normal business and activities ASAP | Principal and other school or regional staff to liaise with relevant stakeholders to return business to normal ASAP, while being mindful of ongoing needs of some groups or individuals and also mindful of anniversary dates or other sensitivities. |

|  |
| --- |
| **Media** |
| **All enquiries from the media should be referred immediately to the Department’s Media Unit on 9561 8501. The Media Unit will assist in managing enquiries from the media for the necessary period.** |

## Part 2: Evacuation procedures and other attachments

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

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

* Evacuation procedures



* First Aid plan



* Site plan



* After hours contacts

Jo-Anne Dorahy, Principal, 45732059, 0417650129

Helen King, Assistant Principal, 4759 2232, 0414 189 398

Shelby Hobbs, Assistant Principal, 0433430138

Les Reinhardt, General Assistant, 0409 765 892

Caral Robinson, Cleaner 4576 5594

Windsor Police – 4560 6999

Fire Brigade – Windsor 4577 3182, Richmond 4578 1222

* Other relevant information

 