

EMERGENCY MANAGEMENT PLAN for NSW DET Riverina Region The Rock Central School

(Including 'Infectious Disease Outbreak' – contingency workforce planning)

Effective: 6 February 2012

Date of last review: February 6rd 2012

Review date: February 2013



Manual structure

Part 1 – Emergency management plan

Includes:

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

Part 2 – Evacuation procedures and other attachments

Includes a range of support documents relevant to this workplace

Document location

There are five copies of this manual:

1. School Administration area (hard copy located at Admin Office)
2. Principal / Assistant Principal (hard copy located at Principal and AP Office and soft copy)
3. School Education Director (soft copy)
4. Regional WHS Unit (soft copy)
5. DET Portal / Applications / ICE – In Case of Emergency (online system, soft copy)

Copies of the [Emergency Flipchart](#) are located in the Principal's Office and in the Main Office.

PART 1: Emergency management plan

1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives

Purpose

To minimise the occurrence of emergency situations, injury and illness in the school through systemic hazard identification, risk assessment and control.

To ensure the safety of staff, students and others in the event of an emergency.

Objectives

- To comply with WHS related legislation and directives or guidelines.
- To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible
- To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practice of evacuation drills
- To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency

- Staff at this workplace will respond to a range of emergency situations including, but not limited to:
 - Armed hold up
 - Bomb threat
 - Bushfire
 - Chemical spill
 - Gas leak
 - Flood
 - Internal emergency (such as intruders)
 - Medical emergency
 - Personal threat (such as a threatening parent or student)
 - School fire or smoke presence
- To ensure the recovery of staff, students and the workplace after an emergency.

Scope of the emergency management plan

This emergency plan applies to all activities at the workplace and takes into account hazards that may occur in a 1 kilometre radius of the school site. Emergency plans have been established to respond to each specific type of emergency. These have been communicated to all staff and a flipchart (with one page for each type of emergency) strategically located in the main school offices. The overall control of emergency response lies with the Principal (or Relieving Principal in the event of the Principal's absence).

Relationship with other 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 of The Rock (eg: evacuation in the event of a major roadway chemical spill or evacuation of the town in the event of a major bushfire). The Emergency Management Plan specifically relates to the following plans:

- First Aid
- Cash Handling
- Induction
- Incident management

Regular evaluations and modifications are conducted by the WHS Committee.

Description of the workplace

Location:

The Rock Central School is situated at 8 Ford Street The Rock, within the township of The Rock. The workplace is a school setting comprising 150 students (Years K – 10) and 25 staff. The buildings are constructed of brick and timber in eleven blocks of which none have two storeys. The layout of the school is found in the school map.

The primary evacuation point for any evacuation required as part of an emergency response is the church yard adjacent to the school across Wilson Street. The site area is 4 hectares and allows emergency vehicle access via the Wilson and Victoria Street entrances.

Business Hours:

The school operates 5 days a week from 8:30 am to 4:00pm, Monday to Friday.

The school P&C hold their regular monthly meetings on the second Wednesday of the month from 7:00pm-9:

School Profile:

This co-educational school has 153 students and 24 staff, including: 1 principal; 2 assistant principals; 1 Head teacher, 10 classroom teachers; 1 senior administration manager; 3 SAOs, 1 Farm Assistant, 4 SLSOs and 1 General Assistant.

Located within the school grounds are:

Two recreation areas: the primary and secondary area is located 80 metres from classrooms; the secondary quadrangle area is located outside the administration block.

A LPG Tank located beside the roadway of the northern entrance and within 100m of the nearest building.

Roles and responsibilities**WHS / Emergency Planning Committee** (responsible for emergency planning)

Name	Title	Contact phone numbers
Donna Rockley	Principal	BH Phone: 02 6920 2132 Mobile: 0414935400 AH Phone: 02 69262854
Roslyn Marsh	Senior Administrative Manager	BH Phone: 02 6920 2132 AH Phone: 02 6920 1087
Linda Pamment	Assistant Principal	BH Phone: 02 6920 2132 Mobile: 0403208336 AH: 02 6926 5562

Emergency Control Organisation (responsible for evacuation and emergency response)**Chief Warden (Orange vest)**

Name	Title	Contact phone numbers
Donna Rockley	Principal	BH Phone: 02 6920 2132 Mobile: 0414935400 AH Phone: 02 69262854

Deputy Chief Wardens (Orange vest)

Name	Title / Location	Contact phone numbers
Linda Pamment	Assistant Principal	BH Phone: 02 6920 2132 Mobile: : 0403208336 AH: 02 6926 5562
Norman Phillips	Assistant Principal	BH Phone: 02 6920 2132 Mobile: 0402199209
Vicky Donoghue	Head teacher Secondary Studies	BH Phone: 02 6920 2132 AH Phone: 0269226427

Block Wardens

Name	Title / Location	Contact phone numbers
Linda Pamment	AP – BER, TAS, Canteen, Toilets, GA	BH Phone: 02 6920 2132 Mobile: : 0403208336

		AH: 02 6926 5562
Norman Phillips	AP – Primary Brick buildings, staff room, Ag Plot	BH Phone: 02 6920 2132
Vicky Dohoghue	HT SS – Science, Computers, Music, Home Ec, Library	BH Phone: 02 6920 2132
Donna Rockley	Principal	BH Phone: 02 6920 2132 Mobile: 0414935400 AH Phone: 02 69262854

First Aid Officer/s

Name	Title	Contact phone numbers
Roslyn Marsh	SAM	BH Phone: 02 6920 2132

Communications Officer

Name	Title / Location	Contact phone numbers
Roslyn Marsh	Senior Administration Manager	BH Phone: 02 6920 2132

Process for notifying, alerting and reporting emergencies**Notifying emergencies**

All staff are to ensure the Principal (or their nominee) is notified in the event of an emergency. Any staff member can notify emergency, normally to the Principal (or AP) or to the main School Office. The Chief Warden will determine the school response. Some emergencies will require a response from individual members of staff (e.g. personal threat). In these situations the emergency must be reported as soon as possible after its occurrence.

Alerting the workplace to emergencies

The Principal is to undertake appropriate action to determine the nature and extent of the emergency (if able), then alert the workplace of the emergency including, where required, commencement of evacuation or other procedures. Where the Principal is absent from the workplace, the nominated Assistant Principal/Head Teacher is to undertake this responsibility.

If evacuation is required, a series of long horn blasts will indicate to staff to immediately evacuate their classrooms to the emergency assembly area.

Reporting emergencies

- Where an Emergency Response is required, phone '000' (or local emergency services)
- Immediately notify the emergency to the Principal for further response and reporting, as appropriate (reporting requirements below)
- Emergencies may be reported to:
 - DET Safety and Security
 - DET - SED
 - WHS Directorate
 - Police
 - Fire Brigade
 - Ambulance

Assembly area one

Corner of Wilson and Ford Street in front of the Anglican Church

(Refer to site plan, Part 2)

Playground Evacuation Area

North Western Corner of the school oval near the tennis court

Off-site assembly area (at least 1 km from workplace)

The Showground situated on Lockhart Road.

[Emergency Kit](#) located at: Admin Office.

Location of emergency coordination centre and recovery premises

1. School administration area (A-block), or another area of the school that is unaffected by the emergency (Refer to site plan, Part 2)
or
2. Nearest other DET school or government / community facility (if whole of school is inoperable)

EMP Review dates

February 2012, 2013, etc

Or, in addition, the emergency management plan (EMP) will also be reviewed:

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

Note 1: Every time a review or change is made, the old EMP versions (as listed above in 'document location') should be collected/destroyed and updated with the current version.

Note 2: Documentation related to the EMP (eg: drill register, evaluations, etc) should be retained in your School WHS/Emergency Committee TRIM filing system.

Strategy for communicating the plan (eg: training, newsletters, posters)

The Emergency Management Plan is communicated to staff through the Professional Learning program and to students through School Assemblies and in class groups. Inductions and orientations of staff, students, contractors; WHS/Emergency Committee minutes; staff meeting awareness sessions and meeting minutes; training and practice drills; information displayed.

Essential services on premises (eg: location of hydrants, water main, etc)

Water main located at Wilson Street entrance to school
 Main electrical isolator located in Wood Tech Room, Science Room and Food Technology Room as well as the main switchboard on the verandah near the administration block.
 Main LP gas isolator located in the Science Laboratory and in the Food Technology Room
 (Refer to site plan, Part 2)

Types of installed communication systems

Internal phones located in administration, Library - Block D, Block F, Block H
 Air-hooter manually operated
 Duress alarm in Administration office and one for disabled toilet.

1.2 PREPARING FOR AN EMERGENCY**Risk assessment process**

The WHS / Emergency Planning Committee, as listed above, is to conduct a risk assessment to determine potential emergencies that may impact the school in accordance with DET Risk Assessment for Emergencies (guidelines) and any other relevant local information
https://detwww.det.nsw.edu.au/media/downloads/detoh_s/adminandmanage/ohands/safeworklearn/emergency/riskassessment.doc

Risk assessment consultation (your risk assessment should guide you with who you should be consulting with)

Person or group	Timeframe for consultation
WHS Committee	Once per term
Staff meetings	Once per week
Executive meetings	Once per week
Police	Police Community Liaison Officer to conduct crime prevention reviews and awareness sessions
State Emergency Services	Completed
Local Fire Brigade / Rural Fire Service	Invite to participate with and review the next practice drill planned for (2010). Request fuel reduction burn of nearby bush.
P&C Association	Completed
Parent/s of Disabled Student/s	Consultation on emergency and evacuation procedures completed by Class Teacher or Executive
Local Council	Consultation regarding off-site evacuation assembly area to The Rock Showground completed

Review dates	
Risk assessment completed on	Key changes introduced (see also risk management strategies below)
<ul style="list-style-type: none"> 15th February 2011 	<ul style="list-style-type: none"> Review Safety Management System Emergency management Plan

Risk management strategies for prevention or control of emergencies				
Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Fire	2	Fire Extinguisher inspection	Semester	Contractor
Fire	2	Cleaning of combustible rubbish	Weekly	GA
Bomb	1	Student /staff reporting of threats to school	As needed	P
Cash	2	<u>Cash handling</u>	Yearly	SAM
Minor injuries	4	First Aid kits	Each Term	SAM
Trips	3	Inspection and repair	Each term	WHS C'tee
Slips/Falls	3	Inspect and clean	Weekly	Cleaners
Intruders	3	Student reporting of threats to school	As needed	P, AP, CRTs
Stray dogs	3	Inform Council ordinance officer	As needed	GA
Violence	3	Sign on system for visitors. Teacher and student awareness. Practice lockdown	Daily Semester Annual	AP
Pedestrian and/or vehicle accidents	2	Traffic controls Liaison with local council Issue rules to parents regarding safe drop off of students	Annual	Principal, AP
Chemical accident	2	Ensure chemical safety guidelines are followed Remove hazardous chemicals	Annual Once	Principal + Sci, CAPA, IA, GA and Farm Assist
Electrical Hazards	2	Testing & tagging. Reporting faults. Encourage general safety precautions.	Semester	Contractor All staff P
Gas Leak	2	Train students in safe gas use Maintain facilities.	Annual	Principal, AP, GA

Training against emergency management plan in accordance with [DET Emergency Training requirements](#)

Type of training	How often / who
Training on the workplace emergency plan	At least each semester
Emergency care / CPR / first aid training	Ongoing, as required, for staff conducting off-school activities
Training schedule/register 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 (eg: fire emergency)	Once every semester
Lockdown	Once every semester
Emergency Training	Term
(other, as determined by risk assessment)	
Response Drill schedule/register attached – Part 2	

[Arrangements for disabled persons](#)

Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	SLSO
Emergency services to be notified of disabled person's whereabouts, where necessary	SLSO

Testing of equipment

Type of equipment	Frequency of testing
Fire detection systems	Every month (AMU contract)
Fire extinguishers, blankets	Every 6 months (AMU contract)
Emergency lighting	Every 6 months (AMU contract)
Electrical tagging	Annual
IA Equipment	Each Semester
Home Economics - ovens	Annual
Home Economics – sewing machines	Annual
CAPA kilns	Annual

First aid requirements

Requirement	Action completed
Occupational First Aid Officer appointed (<i>only required in Schools with a First Aid Room</i>)	N/A
First aid officer/s participate in emergency drills	Yes, Ros Marsh.
Portable first aid kit available and maintained	Yes, located in Administration area and Staff Room checked monthly.
Emergency Care training	All staff trained
CPR Training	All staff trained

Communications during an emergency	
Requirement	List form of communication
Primary means of communication in the event of an emergency.	Evacuation alarm is signalled by long blasts of the air-horn
Secondary or alternative means of communication	School internal phones, 2-way Walkie Talkies, megaphones, handbells
Communication to emergency services (as required by Emergency Flipchart)	Phone by Principal or delegate
Communication to DET Safety & Security	Phone by Principal or delegate
Communication to DET DO	Phone by Principal or delegate

1.3 RESPONSE

The process for making decisions
The decision to respond to an emergency situation is <u>made by the Principal</u> or Relieving Principal (in the absence of the Principal). The decision is then communicated to the school in the manner outlined for specific emergencies.
Immediate response actions (actions will often take place at the same time)
<ul style="list-style-type: none"> • Implement the relevant 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 Directorate / SED, School Administration, Counsellors, DET WHS Directorate, DET Media Unit, etc • Ensure telephones are not used for anything other than incident communications • Advise Regional WHS Unit / RTW Coordinator of any injuries to staff • Contact the injured person's employer and family as appropriate • Report the emergency through the relevant incident reporting procedures (refer to summary embedded above).
Vehicle control during emergency (eg: keeping lane clear for emergency services)
<p>Who: School Administration Officer</p> <p>How: wearing a fluorescent vest, locate themselves near designated access/egress points to redirect vehicles with a hand-held sign to ensure a clearway is maintained for emergency services</p> <p>When: from the time they are directed to their designated point by the chief warden/site controller until they are relieved or the 'all clear' announcement is made.</p>
Evacuation procedures (summary) – Full procedures are included in Part 2
<ul style="list-style-type: none"> • Chief Warden/Site Controller to assess situation and determine appropriate response. • If evacuation is appropriate, activate emergency evacuation signal (continuous short rings of the main bell). • All teachers, students, contractors and visitors to evacuate in an orderly manner via the shortest and safest route to their designated assembly area (unless Warden/s advise of an alternative evacuation assembly area). • Office staff and canteen staff will be advised when and where to evacuate, if required. • Wardens/Staff on Duty to check all classrooms clear and lock where possible, then

report 'building clear' to Chief Warden/Site Controller.

- Classes are to line up in order at the assembly area.
- When whole school is assembled, account for everyone by marking student roll books and staff/visitor/contractor sign-in register/s and/or ensure no one remains within a building (ie: Chief Warden/Site Controller receives 'building clear' reports for each building, including toilet blocks, etc – any missing 'building clear' reports are notified to emergency services for follow-up).
- Chief Warden/Site Controller to then brief staff or assembled people on the emergency status and await arrival of emergency services or take other appropriate action.
- Chief Warden or Emergency Services to give the 'all clear' and direction for normal activities to resume.
- Chief Warden or delegate to document report of the emergency situation and/or evacuation – audited item – School WHSE Committee TRIM filing system.
- Chief Warden to discuss with WHSE Committee for review and improvement, where necessary, of the Emergency Management Plan.
- Occupational First Aid Officer or WHS Committee to review First Aid Plan as appropriate.

Response procedures for specific emergencies

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

- Armed hold up
- Bomb threat
- Bushfire
- Chemical spill
- Gas leak
- Flood
- Internal emergency (such as intruders)
- Medical emergency
- Personal threat (such as a threatening parent or student)
- School fire or smoke presence

Emergency contacts

Name	Number
Emergency services	000
Local Police Station	P: 0269202044
Local Medical Centre	BH Phone: 02 6920 2020
School Education Director	BH Phone: 02 6937 3835 Mobile / AH Phone:
DET Safety & Response Hotline	1300 363 778
DET OH&S	1800811523
DET Safety & Security Directorate	1300 880 021

After Hours Contacts

School Principal (Donna Rockley)	BH Phone: 02 69262854 Mobile / AH Phone: 0414935400
Assistant Principal (Linda Pamment)	BH Phone: 02 6932 2132 Mobile / AH Phone: 0403 208 336

Assistant Principal (Norm Phillips))	BH Phone: 02 6932 2132 Mobile / AH Phone: 0402 199 209
HT SS (Vicky Donoghue)	BH Phone: 02 6932 2132 Mobile / AH Phone: 0407 586 186
EAP counselling services	DTC: 1300 360 364 PPC: 1300 361 008
First Aid Officer	BH Phone: 02 6932 2132 Mobile / AH Phone:

1.4 RECOVERY

Strategy and description (include further details in Part 2)
Counselling strategy – describe how the school will provide counselling in the event of an emergency (eg: use of internal counselling staff and/or use of EAP counselling or EAP trauma counselling or EAP manager assistance services) DGO, School Counsellor, EAP
Recovery time line – key actions that need to be undertaken to ensure the workplace returns to normal as quickly as possible and in the longer term (refer to sample recovery timeline embedded)

Trauma counselling and description	Who
Staff counselling, Trauma counselling and Manager Assistance services are available through the DET Employee Assistance Program (EAP) contractor/s – engage services as required. Also consider external influences, such as road accidents, farm or other workplace accidents, bushfires, death in family, etc	DET EAP – DTS: 1300 360 364 DET EAP – PPC: 1300 361008 DGO, School Counsellor/s




Managing the media strategies (include further details in Part 2)
All enquiries from the media should be referred immediately to the Department's Media Unit on 9561 8501. The Media Unit will assist in managing enquiries from the media for the necessary period.

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.

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](#)  Emergency Procedures The Rock
- ☐ [First Aid plan](#)
- ☐ [Response procedures for specific hazards](#) (e.g. intruders)
- ☐ [Site plan](#)  MAP of Emergency Facilities and Evacuat
- ☐ [Floor plans](#)  Site and Floor Plans.pdf
- ☐ Communication strategy (where there is additional information to section 1.2 above) N/A
- ☐ [Specialist information](#) – e.g. location of hydrants
- ☐ [Media messages and strategy](#)
- ☐ [U:\2011_2012_HPS_Bushfire_Plan\[1\].docx](#)
- ☐ [After hours contacts](#)
- ☐ Other relevant information N/A

4.2.2 FIRST AID – The Rock Central School

Assessment of First Aid Requirements	First Aid Plan (Controls) continued				
<p>Type of work performed</p> <p>Teaching in the Key Learning Areas Conducting and supervising playground activities Conducting office duties General maintenance and related duties Supervising school excursions.</p> <p>Resources, equipment, machinery and other issues which may present hazards</p> <p>Fixed equipment eg band saws, stoves and ovens, Bunsen burner outlets and kilns</p> <p>Portable equipment eg tractors, lawn mowers, ladders, power tools, science tools, food technology tools and PE equipment Chemicals used in science and food technology Playground surfaces</p> <p>Types of injury/illness likely to be sustained</p> <p>Abrasions, cuts and lacerations Burns, insect/animal bites Sprains strains and crush injuries Allergic reactions and asthma</p> <p>Number and distribution of people across the school</p> <table> <tr> <td>150 students</td><td>11 teachers</td></tr> <tr> <td>10 office staff</td><td>1 GA 1 FA</td></tr> </table> <p>Size and layout of workplace</p> <p>Four hectares of land with eleven buildings. None of the buildings are two storey.</p> <p>Location of school</p> <p>The school is not located near a main road approximately 400m from a medical centre and 35km from the nearest hospital (Wagga Base).</p> <p>FIRST AID Plan (Controls)</p> <p>One first aid officer (Ros Marsh) and reserve (Jan McLoughlin) are trained.</p> <p>Schools are required to have a member of staff who is the holder of a current WorkCover approved first aid certificate.</p> <p>A First Aid allowance is paid to school administrative support staff who volunteer to undertake the role as per the Crown Employees (School administrative and support staff) Award.</p> <p>All school staff are trained in Emergency Care, especially staff in high risk curriculum areas such as TAS, science and visual arts.</p> <p>Teachers supervising excursions and any water related activities are trained in cardio pulmonary resuscitation (CPR) and Emergency Care.</p> <p>Response procedures</p> <p>The first aid officer is called immediately after an accident or incident has occurred.</p>	150 students	11 teachers	10 office staff	1 GA 1 FA	<p>Response procedures (continued)</p> <p>The first aid officer attends to the injured person and coordinates ambulance and/or medical assistance as required.</p> <p>The office notifies the parent/s (in the case of a student) next of kin or an emergency contact in the case of employees.</p> <p>The Principal notifies the WHS Liaison Manager and WHS Directorate (if appropriate) and in the case of a DET "serious incident" must follow the procedures to report incidents.</p> <p>Where an individual Health Care Plan exists, the procedures in the plan must be followed.</p> <p>Note: Only staff who are approved to administer medications do so.</p> <p>Sick Bay/kit requirements and management</p> <p>One sick bay with first aid kit A in the main office building.</p> <p>One first aid kit in each building, no further than 100m from each classroom.</p> <p>One first aid kit in each high risk area including TAS rooms, science labs, GA's room and visual arts rooms.</p> <p>Portable first aid kits to be taken on excursions.</p> <p>A sign indicating where the sick bay, first aid officer and first aid kits are located is displayed in the staff rooms and in every classroom.</p> <p>First aid officer to maintain first aid kits and backup supplies.</p> <p>Backup officer to be appointed by the principal.</p> <p>First aid recording and reporting system</p> <p>Register of injuries is located in the principal's office and is completed by the injured worker or visitor as soon as practicable.</p> <p>The administration of first aid is recorded in the Record of first aid treatment located in the sick bay.</p> <p>Register of medications is maintained by employees authorised to administer medications.</p> <p>Communicating the first aid plan</p> <p>The plan is placed on the noticeboard in each staff room and in the main office. It is communicated to all staff, students and workplace visitors.</p> <p>Timetable for monitoring and review procedures for first aid</p> <p>The plan is to be reviewed annually with the input of staff and the WHS committee or WHS representative.</p> <p>Important contact numbers</p> <p>Emergency 000 Medical centre 02 6920 2020 Hospital Wagga Base 026938 6666 Poison Information Centre 131 126</p>
150 students	11 teachers				
10 office staff	1 GA 1 FA				

The Rock Central School

Emergency Procedures

FIRE / SMOKE

1. **Remain calm– Teachers implement “Get down low & go go go”**
2. **Raise internal alarm (School Front/ AP/ or P’s office)**
3. **Check personnel in immediate area are safe**
4. **Contain fire by closing windows and doors if safe to do so**
5. **Call fire brigade (000)**
6. **Tell operator location / address**
7. **Fight fire if safe and trained to do so**
8. **Implement Evacuation Plan (if required)**
9. **Remain at meeting point until all clear is given by the emergency service**

MEDICAL EMERGENCY

1. **Assess immediate situation ([DRABCD](#))**
2. **Ensure people in immediate area are safe**
3. **Identify nature of injury/ condition if possible**
4. **Raise internal alarm (School Front/ AP/ or P’s office)**
5. **Give first aid / manage the patient(s)**
6. **Call emergency services (ambulance) - 000**
7. **Inform DET of emergency**
8. **Contact and inform family**
9. **Remain with person(s) until transported to hospital**

BOMB THREAT

1. **Remain calm keep in contact – do not hang up this line**
2. **Get bomb threat checklist**
3. **Assess threat (VIP at schools where most callers are students)**
4. **Raise internal alarm (School Front/ AP/ or P's office)**
5. **Call police indicating the words used in the threat (000)**
6. **Activate Evacuation Plan**
7. **Open windows and doors**
8. **Leave personal belongings and bags**
9. **Remain at muster point until all clear given**

PERSONAL THREAT

1. **Remain calm**
2. **Maintain conversation & remember perpetrator details**
3. **Raise internal alarm (School Front/ AP/ or P's office)**
4. **Call police (000)**
5. **Call ambulance**
6. **Give first aid / manage the patient(s)**
7. **Debrief fully**

INTERNAL EMERGENCY (e.g. Intruders)

1. **Remain calm**
2. **Raise internal alarm (School Front/ AP/ or P's office)**
3. **Assess scale of threat**
4. **Call police (000) - Tell operator location / address**
5. **Assign executive to check personnel in immediate area are safe**
6. **Activate Lockdown / Lockout Plan if appropriate**

7. **Remain at lockdown / lockout until all clear is given by the emergency service**
8. **Debrief fully**

EVACUATION

1. **Remain calm**
2. **Raise internal alarm (School Front/ AP/ or P's office)**
3. **Assess scale of threat**
4. **Call emergency services (000) Tell operator location / address**
5. **Check personnel in immediate area are safe**
6. **Implement Evacuation Plan to move to designated evacuation point if appropriate**
7. **Chief Warden to meet with:**
Deputy Chief Warden
Block Warden(s)
8. **Remain at meeting point until all clear is given by the emergency service**
9. **Debrief fully**

ARMED HOLD UP

1. **Remain calm**
2. **Maintain conversation & remember perpetrator details**
3. **Raise internal alarm if able (School Front/ AP/ or P's office)**
4. **Follow robber directions – do not refuse to hand over cash**
4. **Call police ASAP (000)**
5. **Call ambulance if needed**
6. **Give first aid if required / manage the victim(s)**
7. **Debrief fully**

GAS LEAK

1. **Remain calm**
2. **Raise internal alarm (School Front/ AP/ or P's office)**

3. Check personnel in immediate area are safe
4. Contain damage by opening windows and doors if safe to do so
5. Call fire brigade (000)
6. Tell operator location / address
7. Implement Evacuation Plan (if required)
8. Remain at meeting point until all clear is given by the emergency service

BUSH FIRE (refer to attachment)

1. Remain calm
2. Raise internal alarm (School Front/ AP/ or P's office)
3. Assess scale of threat
4. Call emergency services (000) - Tell operator location / address
5. Check personnel in immediate area are safe
6. Implement Evacuation Plan in consultation with the Fire Brigade to move to designated town evacuation point if appropriate
7. Chief Warden to meet with:
Deputy Chief Warden
Block Warden(s)
8. Remain at meeting point until all clear is given by the emergency service
9. Debrief fully

CHEMICAL SPILL

1. Remain calm
2. Raise internal alarm (School Front/ AP/ or P's office)
3. Check personnel in immediate area are safe
4. Contain damage by closing windows and doors if safe to do so
5. Call fire brigade (000)
6. Tell operator location / address

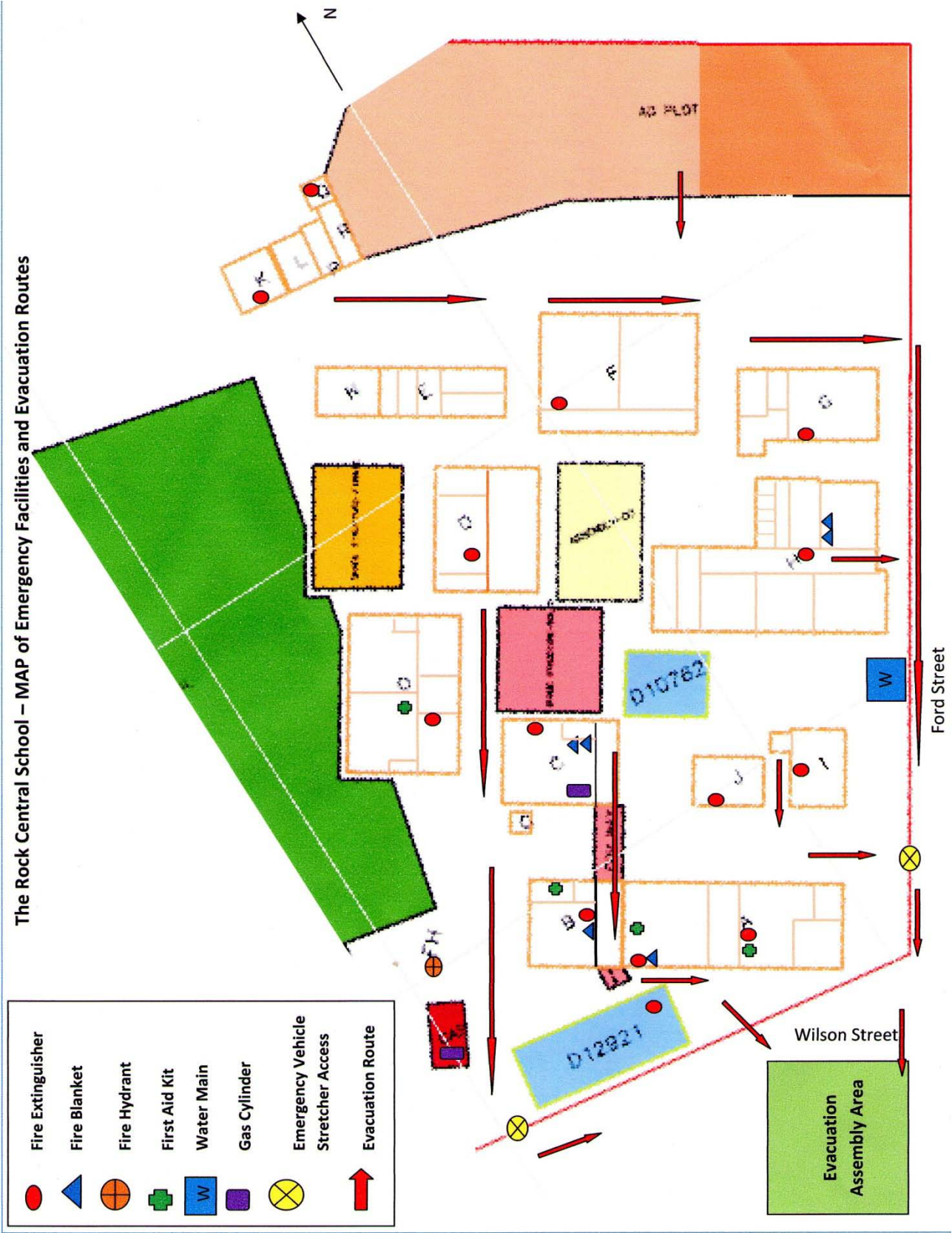
7. **Implement Evacuation Plan or Lockdown (if required)**
8. **Remain at meeting point until all clear is given by the emergency service**

FLOOD

1. **Remain calm**
2. **Raise internal alarm (School Front/ AP/ or P's office)**
3. **Assess scale of threat**
4. **Call emergency services (000) - Tell operator location / address**
5. **Check personnel in immediate area are safe**
6. **Implement school's Emergency Transport Plan to ensure students get home by a safe route**
7. **Liaise with Emergency Services to determine alternatives for students not able to access safe route home**
8. **Contact parents of stranded students to inform them of arrangements**
9. **Debrief fully as soon as possible**

CONTACT LIST

Emergency services	000
DET Safety & Response Hotline	1300 363 778
DET Wagga District Office	02 6937 3835
DET OH&S	02 9266 8955
DET Safety & Security Directorate	1300 880 021



L LONG BLAST = LEAVE

PRINCIPAL

- Ring 000 if applicable
- Close windows and doors
- Sound horn
- Supervise evacuation
- Check whole school
- Check Science Room if Science teacher in Ag Plot
- Check Back Science Rooms if Science teacher in Ag Plot
- Check Industrial Technology Room
- Check Food Technology Room

AR0004 OFFICE STAFF

- Close windows and doors
- Take Back-up Tapes

S LOCKDOWN SHORT BLASTS = STAY

EXECUTIVE

- Instruct Staff member to inform the Office
- Principal's Duties (safety permitting)
 - * Sound air horn located in yellow tub in Office
 - * Take cordless phone
 - * Check secondary area, taking any unsupervised children to the nearest classroom
 - * Notify DET and School Response Unit on 1300 363 778
- Executive Duties (safety permitting)
 - * Sound air horn located in Staff Room near phone
 - * Teacher next door supervises their class
 - * Check their buildings for any children not in classrooms
 - * Lock external doors to their buildings
 - * TAKE KEYS
 - * Take unsupervised children to their classroom
 - * Check playgrounds

OFFICE

- * Telephone 000
- * Go to Principal's Office & lock door

ALL CLEAR
2 LONG BLASTS