Call Triple Zero – 000 in the event of an emergency requiring Police, Fire or Ambulance.

Emergency Management Plan Kapooka Public School

Plan established date	18/09/23	Next review date	18/09/2024

This Emergency Mangement Plan template is developed in accordance with the department's Emergency Management Procedure and is designed to ensure that workplaces have effective planning, response and recovery measures in the event of an emergency.

The plan is for **internal use only** and to ensure the safety of staff and students is not for distribution (other than emergency services) or external publication.

Contents

Workplace specific information

Street address	Sturt Avenue, Kapooka NSW 2661
Nearest cross street	Flinders Drive
School main phone number	6931 2703
Access points for emergency services	Two access points available from Sturt Avenue, Kapooka
Emergency kit location	First Aid room
Bushfire Category	Category 2

Chief Warden	Lyn Eacott	0408 669 192	**Alternate (if assigned: Deputy Chief Warden)**	Rhys Holloway	0407 210 917

General description of the workplace
Department school on Defence land located next to an Army Recruit Training Camp.
10 buildings on site, all single storey. 5 are demountable buildings, 3 are sheds, 1 wooden toilet block, and a library building build as the BER building.
There is a school support dog on the premises Tuesday Wednesday each week. In an emergency her handler will support and manage her wellbeing.
There is a preschool adjacent to the school which sometimes participates in school activities.

People with disability and sensory considerations	This workplace has 10 people with disability and/or sensory considerations. Nil require support from emergency services in the case of an evacuation. See People with disability and sensory considerations for specific deails.

Emergency response team

Emergency response role	Responsibility	Responsible person's name	Responsible person's mobile number
Chief Warden	Entire workplace	Lyn Eacott	0408 669 192
Deputy Chief Warden	Supports the Chief Warden	Rhys Holloway	0407 210 917
Communications Officer	Supports the Chief Warden	Johanne Norton	0420 670 292
Area Warden	Student toilets, Admin block, library	Johanne Norton	0420 670 292
Warden	Classrooms	All teachers	
First Aid Officer	D13474 - Classroom	Rhys Holloway	0407 210 917
First Aid trained	All school	Lyn Eacott	0408 669 192

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Emergency signals (or alerts)

Evacuation signal	Lockdown signal	Shelter-in-place (bushfire response)	Secure Alert (i.e.snakes)
Whooping noise with audible announcement Activated manually SAM Admin office	Continuous beeping sound and audible announcement Activated manually SAM Admin office	Whooping noise with audible announcement Activated manually SAM Admin office	Verbal Activated manually SAM Admin office
Yes Script: 'Evacuate'	Yes Script: 'Lockdown'	Yes Script: 'Evacuate to office and staffroom'	Yes Variable depending on situtation

Assembly areas and evacuation locations

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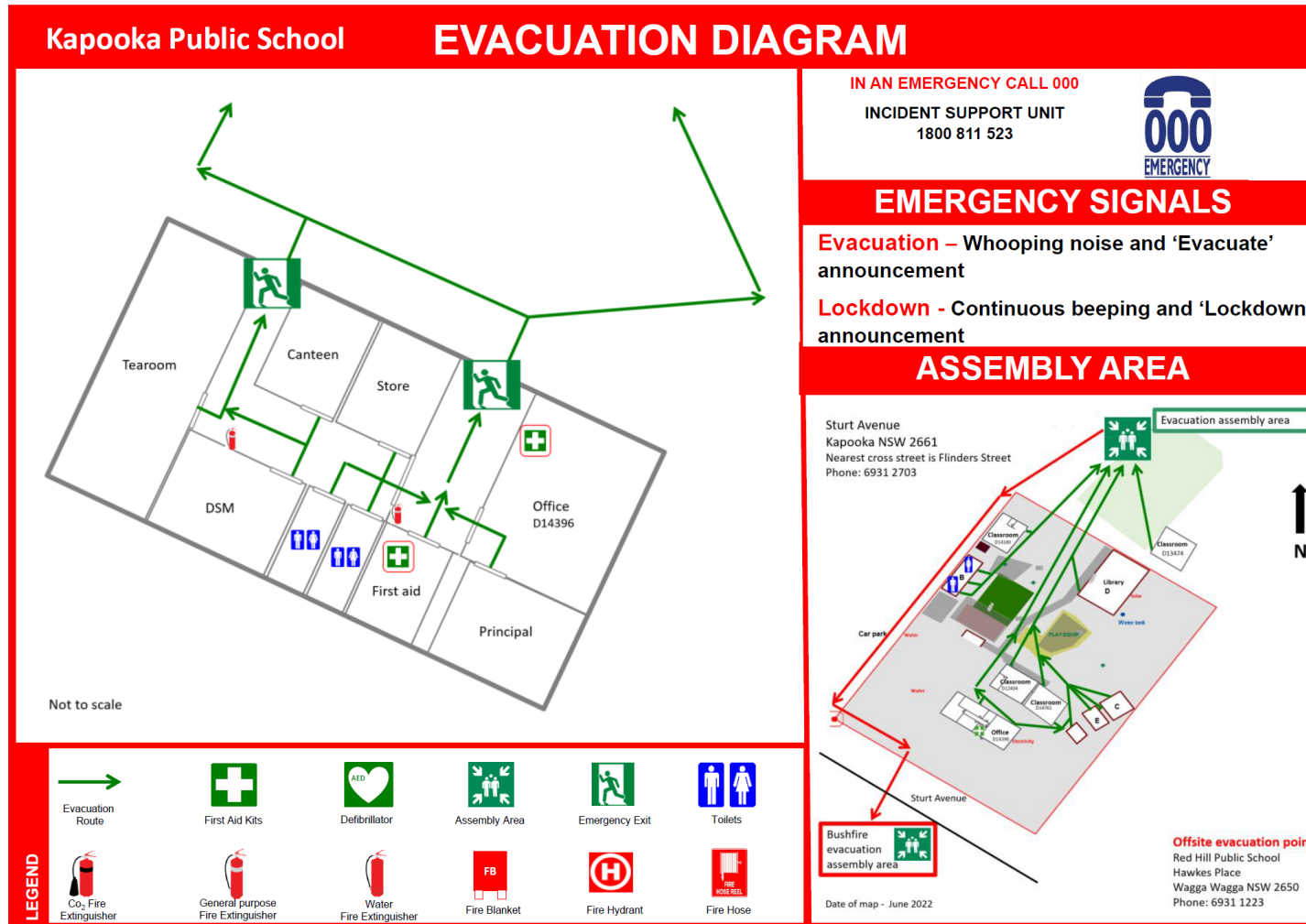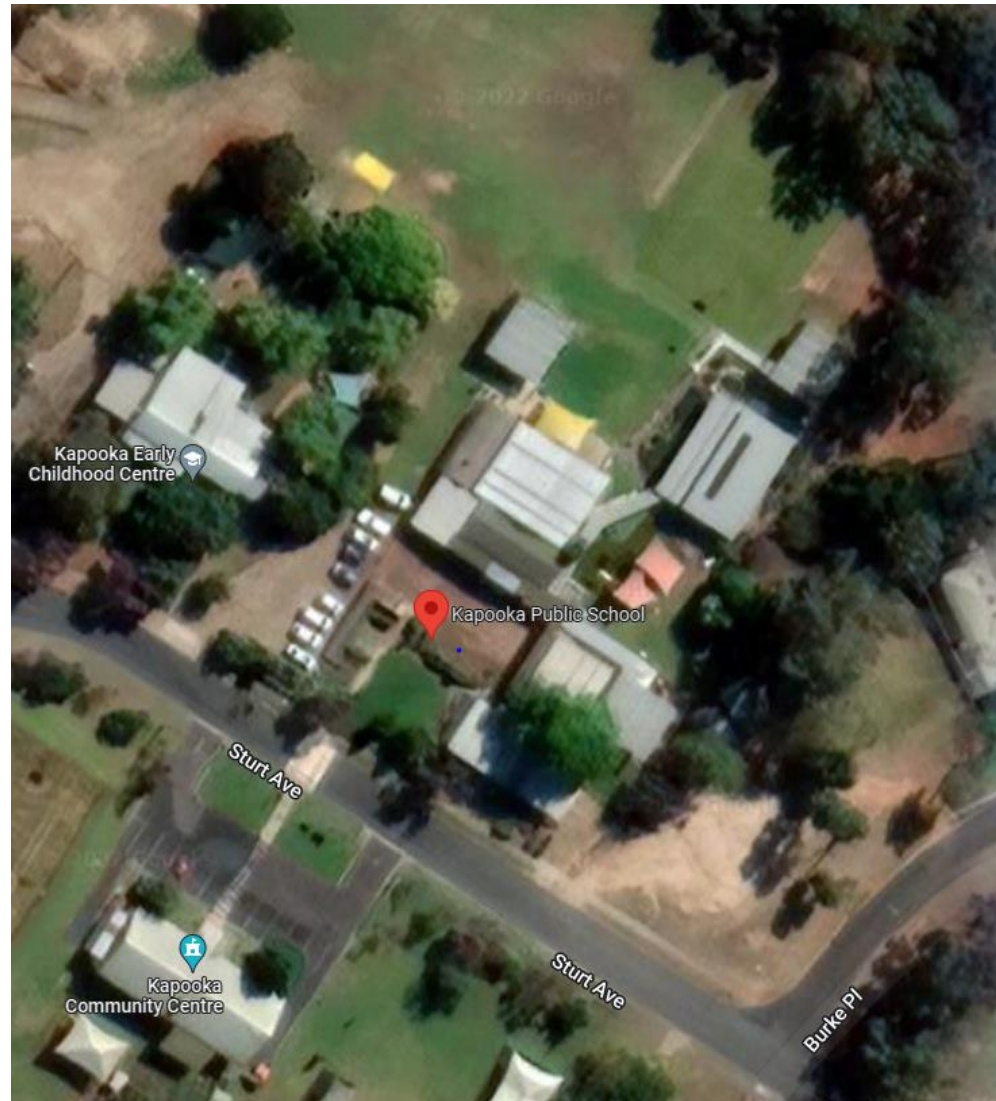
People with disability and sensory considerations

Disability	Notes
Blind and low vision	0
Deaf and hard of hearing	0
Physical disability	0
Cognitive disability and sensory considerations	ASD – 10 have headphones available for use for noise reduction ADHD - 3 ensure medication is taken from the office
Health conditions	Asthma - 6 ensure any relievers are taken from the office Anaphylaxis - personal EpiPen with classroom teacher. School EpiPens in First Aid bag.

Number of students	Notes
68	• Students age range from 4 to 13

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Emergency contact list: department, suppliers and community

Department of Education

Unit	Contact number	Unit	Contact number
Incident Report and Support Hotline	1800 811 523	**School Security**	1300 880 021
Director, Educational Leadership	Jenene McGrath – 0477 382 941	**Learning and Wellbeing staff**	Tanya Willis – 6937 3876
WHS Advisor	Cheryl McKee - 0409 154 078	**Media Unit**	(02) 7814 1559
AMU Asset Services Officer	Heidi Felke – 0467 962 029		

School Support / Services / User Groups

Service	Provider Name	Emergency Contact
Local police	RIVERINA PD	Wagga Wagga Police Station - 02 6922 2599
Local fire control centre	Riverina	02 6971 4500
Local council	Wagga Wagga	1300 292 442
Bus company	Busabout	02 5942 6600
Cleaners	Joss - Contract Manager	Dominic Star - 0408 938 831
Veterinary services	Lynne Bodell Vet Clinic	Lynne Bodell 69255570
Preschool next door	Kapooka Early Childhood Centre	Donna Worner – 02 6931 2722

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Utilities and suppliers

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number	Account number/ reference
Water (Mains)	Next to front path on Sturt Avenue	Riverina Water	69220608
Power (mains)	A block verandah	Essential Energy	93369141
Solar panels and batteries	On the library building		
Fuel	Minimal quantities – GA Shed		
Gas (bottled)	9 kg LPG – GA Shed		
Chemicals (SDS / Chemical Register)	GA Shed, register located in admin office		
Sewerage (mains)	Unknown	Wagga City Council	1300292442

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Workplace employee contact list

Place a copy of your employee contact list with a printed copy of this plan in a secure location. Attach here in the printed version.

Guidance: Employee contact telephone numbers can be collected by a workplace for the purpose of preventing or lessening a serious or imminent threat to any person's health or safety, for example in an emergency.

As these are before and after hours employee contact details, the list must be stored in a safe place with restricted access (i.e., the In Case of Emergency (ICE) system, or printed copies kept with the principal / chief warden).

Personal information, including private phone numbers must be:

- stored securely
- kept no longer than necessary and disposed of appropriately
- protected from unauthorised access, use, modification or disclosure.

Remember: Embedded files cannot be opened from a printed or PDF plan. Omit digital files from this document.

Emergency Response Procedures

The following pages include generic emergency response procedures.

It is important to note that the response steps provided are generic and to be used as a **guide only.** Each response requires updating to ensure your local procedures are comprehensive.

Instructions:

1. Review the generic steps provided for each emergency response, starting on the next page.

2. Insert any additional steps ensuring the emergency response steps fit the needs of the school/workplace.

Guidance: Refer to Appendix C – Reasonably foreseeable emergencies to assist with determining if additional emergency responses are required based on the local school/workplace risk assessment.

Formatting: To assist the flow of the plan and table of contents, use a page break to ensure that each emergency response starts on a new page.

Tips:

- Ensure onsite preschool students and the movement of people with a disability or sensory consideration is adequately considered.

- Consider how the response may work in busy periods such as immediately before or after school, during break times, and onsite activities including assemblies, cultural days and school open days.

- Remove these tips once the plan has been finalised.

Note: The term 'staff' is used for brevity and includes all department employees and contractors across schools and early childhood services.

Evacuation

When it is **unsafe** for students, staff, and visitors to remain inside the school, or on school grounds, the chief warden will take charge and commence the school's evacuation response.

Assembly areas and evacuation location - The chief warden will assess the emergency and direct people to the:

- **Onsite assembly area one:** Back oval – on basketball court
- **Assembly area two -** Tennis Court beside the Kapooka Neighbourhood Centre

The chief warden may then make a decision to move to an offsite location.

- **Offsite evacuation location:** Red Hill Public School – Hawkes Place, Tolland

ARTC Emergency evacuation site (when directed by ARTC/emergency services)

Alternate location to be confirmed by communications officer after consultation with the Principal.

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1. Notification

- **Call Triple Zero (000)**
- Trigger the **evacuation signal**
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and evacuation to the **Incident Report and Support Hotline on 1800 811 523**

2. Evacuate

- Wardens to direct students, staff, and visitors safely along the **evacuation route** to the onsite assembly area
- Chief warden to co-ordinate a staff member to **arrange transport** if evacuating offsite, if required

- **Assist persons with a disability to evacuate**. If unable to move, remain with them and report their location to the chief warden
- Area wardens: if safe to do so, **check assigned areas/** to confirm they have been evacuated and then evacuate as directed. If possible, report the result of the sweep to the chief warden
- Assigned staff to take the student, staff, and visitors lists, and evacuation kit/s to the designated assembly area / evacuation location
- Chief warden to brief emergency services upon arrival and assist as required
- All emergency response roles will, where able, **maintain a log** of actions/decisions undertaken and times

3. Once evacuated

While at onsite assembly area / offsite evacuaion location:

- Assemble students, staff and visitors and check all are accounted for
- Ensure student, staff and visitors do not block access for emergency vehicles
- Establish communication between the assembly area / evacuation location and the chief warden
- Report to the chief warden details of any person/s unaccounted for and/or known injuries
- Ensure any students, staff, or visitors with healthcare needs and/or require first aid are supported/attended to

Chief warden:

- If not already done, co-ordinate a staff member to contact Incident Report and Support Hotline to report incident
- Determine whether to activate family reunification processes and communicate the decision to the assembly area / evacuation location
- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process or return to school decision)
- Follow local communication procedures (DEL, parent/carers, and/or communities) to contact relevant members of the school community to provide any relevant information

4. Before returning to the school:

- Where no infrastructure has been damaged, the chief warden is to obtain authority to return from relevant emergency service personnel
- **Where infrastructure has been damaged**, the chief warden is to follow the steps outlined in the Site Clearance Protocol

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No re-entry to site is permitted until an authorised local Asset Services Officer has provided a Clearance Certificate to the principal

5. After the emergency:

- Workplace manager to implement a Recovery plan

- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the Evaluating the emergency response form.

- First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency.

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Lockdown

Tips:

- Ensure the lockdown can be put into effect without exposing employees or students to the hazard.

- Consider the layers of security available in the school including building access doors and room entrances.

- No person should leave the classroom, work area and or building once a lockdown is implemented. Persons may only leave once the all-clear signal has been communicated.

- Consider emergency toileting. Schools may preference partial lockdowns or take steps to reduce the length of a lockdown to lessen this issue. Seek direction from emergency services where required. Additionally, the chief warden should use discretion depending on the situation when allowing access to toilet facilities. Refer to the Emergency Kit factsheet, which outlines equipment that may be considered where emergency toileting may be necessary. Preparations should consider hygiene, privacy, and dignity.

When an active threat is identified or notified by Police and it is determined that the students, staff and visitors should be kept securely inside the building, the chief warden will take charge and implement the lockdown response. The chief warden determines if a full or partial lockdown is required based on the situation.

If the alleged perpetrator is a student with a behaviour management plan, initial actions will be guided by that plan. If the specific Behaviour Response Plan fails then move to secure alert (lockout) or lockdown, depending on the situation.

1. Notification

- **Call Triple Zero (000)**

- Trigger the **lockdown signal**

- Direct staff to initiate the lockdown actions including:

    - assist person/s currently outside enter the space to be secured

    - close internal doors and windows, remain in rooms and out of sight

    - check doors and windows are secured/locked

    - direct staff and students currently outside to relative safety inside a school building

    - make ready emergency kit and/or first aid kit

- Direct staff to check that students, staff, and visitors are all accounted for

- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and lockdown to the **Incident Report and Support Hotline on 1800 811 523**

1. Lockdown response

- Ensure staff and students remain quiet

- Ensure practical access to communication device (e.g., mobile phone or landline)

- Check all students, staff and visitors are accounted for and report details of any missing person to the chief warden by mobile or landline

- If possible, safely station a person inside the front office to notify the chief warden when emergency services have entered school grounds

- Ensure any students, staff, or visitors with medical or other needs are supported

- All emergency response roles will, where able, **maintain a log** of actions/decisions undertaken and times

Chief warden:

- Obtain details of any missing person/s to pass onto attending emergency services

- Brief emergency services on arrival

- Alert staff and returning excursion groups to divert them away from the school, where possible

- Follow local communication procedures (DEL, parent/carers, and/or communities) to contact relevant members of the school community to provide any relevant information

- Comply with instructions of emergency services

3. Ending lockdown response

- The Chief Warden is to work with emergency services to determine when normal operations may be resumed

- Issue an **All-Clear** communication

- Determine whether to activate family reunification processes once safe to do so

- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process or areas to avoid)

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4. Resuming normal operations

- Workplace manager to implement a <u>Recovery plan</u>

- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the <u>Evaluating the emergency response form</u>.

- First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

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Medical Emergency

A medical emergency can affect anyone and can occur at any time within the school environment including school activities on and offsite.

Note: School staff do not require permission from families to contact Triple Zero (000). Any staff member can call Triple Zero (000) as per local first aid response procedures. Contacting the affected person's emergency contact/s should occur concurrently.

If a medical emergency occurs:

- Administer first aid. Follow the student's Individual Health Care Plan, where applicable.
- Nearby staff to arrange for staff to
  - **Call Triple Zero (000)** if immediate/life threatening
  - Notify **first aid officer / chief warden** as required
- Chief warden / workplace manager to arrange contact with the emergency contact/s of the affected person
- Arrange for a person to meet emergency services, and guide them to the location of the medical emergency, where necessary
- Record the details of the incident, injury, trauma, or illness (symptoms, duration, medication administered)
- Keep people away from the emergency/incident
- Provide support for students and/or staff who may have witnessed early stages of the emergency
- As soon as possible co-ordinate a staff member to report the emergency to the **Incident Report and Support Hotline on 1800 811 523**
- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process, areas to avoid)
- All emergency response roles will, where able, to maintain a log of actions/decisions undertaken and times.

Bushfire and Grassfire Response Plan

Note: Bushfire and Grassfire Response Plans must be reviewed annually based on current advice – See the Bushfire Planning and Response web page.

Guidance: A site-specific Bushfire and Grassfire Response Plan can be developed in preparation for the bushfire season and inserted as Appendix H.

If the specific workplace does not require a Bushfire and Grassfire Response Plan then this section and Appendix H may be removed.

Additional response plans

Include any additional emergency response plans relevant for your local site requirements based on your risk assessment of reasonably forseeable emergencies, considering the headings below.

Note: Refer to the local risk assessment and risk register to identify additional emergencies that may require a specific response.

1. **Notification**

2. **Response**

3. **Ending response**

4. **Resume normal operations**

Recovery

Once the situation begins to stabilise, the chief warden should consider implementing applicable recovery actions. The chief warden may delegate tasks while managing the overall recovery.

Refer to Appendix E – Recovery checklist to personalise the local recovery actions required for your school. The checklist actions may include:

- establishing a recovery location
- implementing a communication plan
- determining when it be safe for people to return to the workplace
- arranging for a detailed damage assessment and site re-entry inspections to be conducted by an authorised local Asset Services Officer, where necessary
- developing a plan to resume services in the workplace or an alternative location
- arranging debrief and support services for staff and students
- arranging a post incident review/evaluation of the emergency
- conducting a review of the EMP in the context of this emergency.

Prevention

Preventative actions	Responsibility	Last review
Conduct and then review the workplace risk assessment at least annually Optional - Attach your school's risk register in Appendix F – Risk assessment for emergencies	Emergency Planning Committee (EPC)	13/05/2022
Monitor and review risk assessment (at least annually and or following an incident)	EPC	14/10/2022

Review frequency

Reviews will be conducted at least annually or when:

- an emergency has occurred at the workplace

- an emergency drill has identified a deficiency in the plan (for example, evacuation drill or lockdown drill)

- the workplace is about to undergo physical change (for example, new classrooms, renovations)

- the workplace is about to/has relocated.

Preparation

Preparation actions	Responsibility	Last review
Review the EMP	EPC	13/05/2022
Cross reference risk assessment and risk register to list of reasonably foreseeable emergencies (see Appendix C – Reasonably foreseeable emergencies)	EPC	14/10/2022
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Principal	17/10/2022
Ensure that consultation to prepare persons with a disability for emergencies also considers making reasonable adjustments to support access to information and physical spaces	Principal	17/10/2022
Develop draft communication strategy for known emergencies (for example, severe weather events)	Principal	17/10/2022

Specific preparation actions	
Training against the Emergency Management Plan	
Training and skill maintenance	Review every 6 months and communicate to staff
Emergency communications systems	Communications system used daily
Briefings and consultation	Staff briefings, new staff inductions, contractor/volunteer/visitor inductions, consultation with people with disabilities and newsletters
Emergency drill frequency	
Evacuation drill	Schools – at least every 6 months
Lockdown drill	Schools – based on risk assessment

Specific preparation actions	
Bushfire response drill (Evacuation and a shelter-in-place)	Schools – at least once per year (consider inviting your local RFS; consider changing roles so each staff member knows each other's role)
Other	
Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	As per supplier recommendations/applicable Australian Standards. AMU Contractors
Emergency Kit/s and First Aid Kit/s	Check kit contents before each scheduled emergency drill (for example, evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

| **Plan established date** | 14/10/22 | **Next review date** | 14/10/2023 |

Version control

Version	Effective date	Approver	Comments
0.1	October 2022	Lyn Eacott	Conversion of EM Plan to new template and inclusion of 2022-23 Bushfire and Grassfire Response Plan
0.2	September 2023	Lyn Eacott	Reviewed and 2023-24 Bushfire and Grassfire Response Plan added

Document location

Version	Date	Comments
In Case of Emergency (ICE) system	18/9/2023	An electronic version of plan is lodged in ICE for use by the department, DEL and emergency services
Workplace manager and/or chief warden	18/9/2023	Electronic version: Google drive Printed copy onsite: Principal's office Printed copy offsite:Red Hill School Principal – Tina Roworth
Emergency evacuation kit	18/9/2023	Printed copy onsite:First Aid Kit
School staff	18/9/2023	Printed summary has been printed and place on the staff noticeboard. Electronic copy: Google drive

Appendix A – Checklist: Supporting resources

Resources	(✓)
Bushfire and Grassfire Response Plan	✓
First Aid Plan	
Defibrillator Management Plan	
Floor plan	

Appendix B – Site diagram checklist

Criterion	(✓) Present	(×) Not Applicable	Required?
1. Title – Site Diagram **Kapooka Public School**	✓		Yes
2. Date diagram produced	✓		Yes
3. Street address	✓		Yes
4. Nearest cross street	✓		Yes
5. A marking of the direction North	✓		Optional
6. An overhead picture of the site	✓		Yes
7. Designated exits from site marked in green	✓		Yes
8. Designated car parks	✓		Optional
9. The name/number of each building (for example, Block A-Admin) and number of floors (for example, ground floor only or 2 floors)	✓		Optional
10. Refuge/s (if present) in green	✓		Yes
11. Location of animals			Optional
12. Location of onsite assembly area in words or pictorially represented in green. Note: These areas should be at least 150 metres away from other buildings/structures. Identify different areas for stage/cohort/preschool, as required.	✓		Yes
13. Address offsite evacuation location/s in words. Note: One of these areas should be at least 1 kilometre from the workplace	✓		Yes

Criterion	(✓) Present	(✗) Not Applicable	Required?
14. Evacuation routes marked in green – if available, identify primary and alternative routes	✓		Yes
15. Location primary Emergency Control Point (chief warden's post) marked in red.			Yes
16. Emergency services arrival point marked in red			Optional
17. First aid stations marked with a white cross on green background			Optional
18. Location of hydrants and boosters marked in red			Optional
19. Location/s of electrical mains and isolation point	✓		Optional
20. Location/s of back-up generators/UPS batteries and isolation points			Optional
21. Location/s of solar power isolation point	✓		Yes
22. Location of gas mains emergency shut-off/isolation point			Optional
23. Location of any fuel supplies and emergency shut-off/isolation points			Optional
24. Location/s of bottled gasses: LPG, scientific and industrial.			Optional
25. Location/s of sewerage/septic systems			Optional
26. Location/s of hazardous material stores			Optional
27. Other features not already mentioned, for example, electricity substation, farm, equipment sheds, school bus holding area.			Optional

Appendix C – Reasonably foreseeable emergencies

Emergency	Type	Response
Fire	Structure fire	Offsite evacuation
	Bush/grass fire	Enact Bushfire and Grassfrie Response Plan – Temporarily cease operations
Bomb threat	Bomb threat	Onsite or offsite evacuation depending on circumstances
	Suspicious item	Onsite or offsite evacuation depending on circumstances
Physical site / environmental emergency	Burst/leaking pipes (water/sewerage/gas)	Onsite or offsite evacuation depending on circumstances
	Loss of utilities (water/power/sewerage)	If prolonged - temporarily cease operations Discuss with AMU and DEL
	Loss of ICT	Contact EdConnect or contracted telecommunications company
	Structural failure/collapse	Onsite or offsite evacuation depending on circumstances. Contact AMU
	Electrical hazard	Onsite or offsite evacuation depending on circumstances Contact AMU
	Vehicle collision with workplace	Onsite or offsite evacuation depending on circumstances Contact AMU
Security/physical threat to people	Intruder (i.e. aggressive, violent, armed person)	Lockdown
	Threats of or actual violence	Lockdown
	Attempted/actual self-harm or self-harm ideation	Medical response – First Aid Officer and triple zero (000) Lockdown
Medical emergency	Injury to person requiring first aid	Medical response – First Aid Officer or other staff up to level of training
	Injury to person requiring emergency services	Medical response – Triple zero (000) and first aid

Emergency	Type	Response
	Infectious diseases	As per DoE policy
	Fatality (person) on premises or offsite activity	Triple Zero – isolate area
External emergency	Electrical hazard (downed powerlines)	Contact Essential, use alternate access and egress
	Flood	Offsite evacuation depending on circumstances
	Earthquake	Follow advice of emergency services and implement emergency response
	Dam wall failure alarm	Follow advice of emergency services Onsite or offsite evacuation depending on circumstances
	Severe weather (wind, hail, dust, snow)	Medical response, reassessment of outdoor activities
	Severe temperature (cold/heat)	Medical response, reassessment of outdoor activities
	Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Medical response, reassessment of outdoor activities
	Accidents or emergencies near the workplace	Follow advice of emergency services
	Traffic accident impacting access to / from the workplace	Follow advice of emergency services .Use alternate access and egress, possible lockdown
	Police event external to the workplace	Follow advice of emergency services
	Electrical hazard (downed powerlines)	Follow advice of emergency services. Contact Essential Energy

Appendix D – Checklist: Chief Warden briefing of emergency services

Checklist: Chief Warden briefing of emergency services upon arrival	(✓)
Outline the emergency: What? Where? When? Who is involved?	
Describe the potential consequences: Safety (risk to the safety of others, including animals onsite) What buildings/assets are damaged? Are there any utilities or hazardous materials **at** the scene?	
Describe what has been done to manage the emergency What has been done? (For example, evacuation commenced, first aiders attended injured people, building secured, school is in lockdown) What is the status of the response? (For example, underway, complete) Respond to questions **TIP:** State the facts. State "I am unsure" if undure of any answer to a question.	
If applicable – **Safety of people**: Do any people need <u>urgent</u> assistance? Where are they?	
If applicable – **Safety of animals**: Do any animals need <u>urgent</u> assistance? Where are they?	
If applicable – **Injuries:** Where are the injured people?	
If applicable – **People with disability**: Do any people with disability need assistance? Where are they?	
If applicable – **Utilities and hazardous materials**: Which utilities or hazardous materials are **near** the emergency scene? **Tip:** Use the site diagram to assist briefing. Specific detail is in Utilities and suppliers.	

Appendix E – Recovery checklist

The checklist is designed to be used in the recovery phase after an emergency.

Recovery action	Source of advice	Next actions	Assigned to	Completed
Establish a recovery location	Emergency services	Manage family reunification in the evacuation assembly area		HH:MM DD/MM/YYYY
Implement the communication plan	Media Unit, DEL and WHSA	Seek assistance to prepare communication plan Prepare for media interest and presence Ensure **all media enquiries** are referred to the Media Unit: **(02) 7814 1559**		HH:MM DD/MM/YYYY
Determine when will it be safe for people to return to the workplace	Emergency services	Determine what instructions are required for people waiting in the onsite assembly area / evacuation location. Communicate the instructions to the wardens to implement. Collaborate with HSSW who will be in regular contact to provide support.		HH:MM DD/MM/YYYY
Arrange for a detailed damage assessment and site re-entry inspection to be conducted by an authorised local Asset Services Officer, where required	Emergency services and Asset Management Unit	Follow the Site Clearance Protocol. Principal **must** obtain a Clearance Certificate from an authorised local Asset Services Officer **before** permitting any re-entry of school premises where infrastructure has been damaged. Develop a plan to resume services in the workplace or an alternative location		HH:MM DD/MM/YYYY Where is Clearance Certificate saved?

Recovery action	Source of advice	Next actions	Assigned to	Completed
Develop a plan to resume services in the workplace or an alternative location	Asset Management Unit Director, Educational Leadership	Collaborate with department teams to consider recovery actions for: Assets Information and Communication Technology Student services (for example, buses) **Guidance:** Refer to local Business Continuity Plan, where relevant		HH:MM DD/MM/YYYY
Arrange debrief and support services to be available for staff and students	Incident Report and Support Hotline	Staff to provide a debrief to students upon return to the classroom. Determine if additional support is required. If required, arrange locations for delivery of support services: Staff – Employee Assistance Program (EAP) Student – Senior Psychologist Education (SPE)		HH:MM DD/MM/YYYY
Arrange a post incident review of the emergency	Emergency Planning Committee	Review the effectiveness of the workplace emergency management plan using the Evaluating the emergency response form. Arrange additional support services, if required		HH:MM DD/MM/YYYY
Conduct a review of the Emergency Management Plan (EMP) in the context of this emergency	WHS Advisor	Arrange for the EPC to review the EMP – Go to Prevention and Recovery sections Identify any required improvements to the plan, training, and/or controls Schedule the implementation of the improvements Consult with WHSA to update the plan in the In Case of Emergency (ICE) system		HH:MM DD/MM/YYYY

Appendix F – Risk assessment for emergencies

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Fire	Burns, inhalation and damage	4	Fire Extinguisher inspection Evacuation drills EMP communicated Cleaning of combustible rubbish	Principal Principal Principal GA	Annually 6 monthly Annually Weekly
Bomb	Injuries	4	Bomb threat procedures Follow EMP	Principal	Annually
Violence	Physical and psychological injuries	3	Front door locked Teacher and student awareness. Practice Lockdown	Principal	Annually
Emergency health situation	Asthma attack, allergies, accidents	3	Implement individual health care plans. Emergency and first aid plans in place. First Aid kits containing EpiPens and asthma ventilation available Staff trained	Principal	Annually
Outbreak of infectious diseases	Illness	3	Apply standard precautions for infection control, handwashing	Principal	Annually

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			facilities. Ensure staff apply the infection control Policy.		
Bushfire	Burns, inhalation and property damage	3	Bushfre and Grassfire Response Plan	Principal	Annually
Playground and sporting incident	Fractures, sprains, cuts, strains and concussion.	3	First Aid Plan and staff trained Playground supervision Sporting guidelines Equipment maintained	Principal	Annually
Wild animals Snakes, kangaroos, rabbits, magpies and plovers	Disease, injuries and damage to property	3	Animal risk protocols Drills – whistle communications Awareness lessons Hats outside Snake repellers	Principal	Annually
Tree limbs	Limbs falling on people	3	Students are warned to stay away from trees. Trees are inspected by an arborist to check for rotting / damaged limbs	Principal	Annually

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Appendix G – School emergency kit checklist

Guidance: The completion of the workplace-specific emergency kit checklist is optional. Refer to Emergency Kits factsheet for further information. Consider placing printed copies of fact sheets, such as Site Clearance Protocol, in the emergency kits.

Evacuation kit	(✓)	Lockdown kit	(✓)
First aid kit		Water and cups	
Clip board, log forms and pens		Bucket with a lid	
Whistle or bell		Blanket/screen	
Torch with spare batteries		Toilet paper	
Spare workplace keys		Waterless hand sanitiser	
Copy of school Emergency Management Plan (EMP)		Blankets	
Radio with spare batteries			
Emergency blanket/s			
First aid summary cards for staff and students with medical conditions and list of required medications			
Optional: Bottled water, disposable cups, long-life drinks, food bars and additional blankets to create shelter or shade			

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Appendix H – Bushfire and Grassfire Response Plan

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Bushfire and Grassfire Response Plan

1. Key information

1.1. Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	**Name / phone number**
Local Fire Control Centre	Riverina - 02 6971 4500
Police Area Command/District	RIVERINA - Wagga Wagga Police Station - 02 6922 2599
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Jenene McGrath – 0477 382 941
Early Learning (if applicable)	**1300 083 698** or earlylearning@det.nsw.edu.au
Transport company	Busabout / 02 5942 6600
Vehicles required	2 buses

1.2. Stay up to date

'Hazards Near Me NSW' Free Smart-phone App	Local radio, TV, newspaper, local ABC/emergency broadcaster	Fire Danger Ratings at rfs.nsw.gov.au/fdr Fire Activity and Alert Levels at rfs.nsw.gov.au Livetraffic.com	Email or text message communication from the department to the principal or workplace manager	facebook.com/nswrfs twitter.com/nswrfs

2. Proactive temporarily cease school operations

When the NSW Rural Fire Service (RFS) declares a **Catastrophic Fire Danger rating**, Category 1 and 2 schools will be directed by the department to proactively temporarily cease school operations for the next day.

Note: all schools may be directed by the department to proactively temporarily cease school operations based on advice from emergency services and the State Emergency Operations Centre.

Directions will be sent to the principal or workplace manager's email address, school email address and/or sms/phone call.

3. Bushfire Emergency Response

3.1. Seek information (decision making toolkit)

Consider the following decision-making factors in a bushfire emergency. If there is a bushfire in the surrounding area, the Chief Warden or delegate should check Alert Levels through the Hazards Near Me app – see below: Also monitor local radio, TV, ABC/emergency broadcaster, Facebook.com/nswrfs, twitter.com/nswrfs, for bushfire updates.	
☐	**Alert Level – Advice:** A fire has started. There is no immediate danger. Stay up to date in case the situation changes. **Action:** Contact the local emergency service (02 6971 4500) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.
☐	**Alert Level – Watch and Act:** There is a heightened level of threat. Conditions are changing and you need to start taking action now. **Action:** Contact the local emergency service (02 6971 4500) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.
☐	**Alert Level – Emergency Warning:** An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk. **Action:** Initiate Evacuation action or Shelter in Place. Contact the local emergency service (02 6971 4500) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.

☐	Consider road closures and detours that may be in place and impact evacuation.
☐	Consider the time it will take to mobilise staff, students and visitors to both the **onsite** assembly area and **offsite** evacuation locations (see below at 3.2).

☐	Check local transport availability for evacuation, if required.
☐	**Based on the information above,** the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

**Note: Early offsite evacuation in advance of bushfire impact is the safest option.
Late evacuation can present a significant risk to life.**

3.2. Evacuate

Evacuation location	Details
Onsite assembly area	Onsite assembly area one: Under COLA Then to front of school to access buses.
Offsite evacuation location 1	Red Hill Public School – Hawkes Place, Tolland Nearest cross Street – Raye Street ARTC Emergency evacuation site (when directed by ARTC/emergency services

☐	**When an evacuation order has been given or a decision has been made to evacuate,** the Chief Warden liaises with local emergency services (02 6971 4500) to provide them with the number of persons evacuating.
☐	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on **1800 811 523**, that the school is evacuating.
☐	Chief Warden or delegate notify parents/carers and community users via School App, class Dojo and telephone that the school is evacuating.

☐	Arrange for transport vehicles to meet at the onsite evacuation assembly area.
☐	Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.
☐	Raise the alarm (evacuation signal).
☐	Move all persons to the **onsite assembly area** unless otherwise advised by the Chief Warden. **Note**: Students carrying medication, puffers or water, etc should take it with them.
☐	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: • consider relocating the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route • report your location to the Chief Warden, and • remain with the person.
☐	Account for all persons and report missing persons to Chief Warden, before departure.
☐	**If safe to do so,** close all doors and windows of all site buildings and switch off gas mains, before leaving the school.
☐	At the offsite evacuation assembly area, account for all persons and report missing persons to Chief Warden.
☐	To the extent it can practically be done, support and attend to: • students, staff, and/or visitors with healthcare needs and/or who require first aid. • individualised needs of a person with a disability as outlined in the school's Disability Register.
☐	Chief Warden to advise the local emergency service (02 6971 4500) that all persons have been evacuated and are accounted for and safe at the offsite evacuation assembly area.
☐	Chief Warden or delegate continues to provide regular updates to the DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support

	Hotline on **1800 811 523**.
☐	If applicable, the Chief Warden or delegate to notify Pre-school on 02 6931 2722 that the school is evacuating.
☐	**Only when it is safe to do so** Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation assembly area in place. Record students released to parent/carer. For younger students check the authorised person is picking them up. **Note:** Make sure parents/carers do not block access to the site for emergency vehicles.
☐	Maintain situational awareness and stay up to date through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs

3.3. Shelter in place

Shelter in place should only be actioned when it is unsafe to evacuate.
Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action.
During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

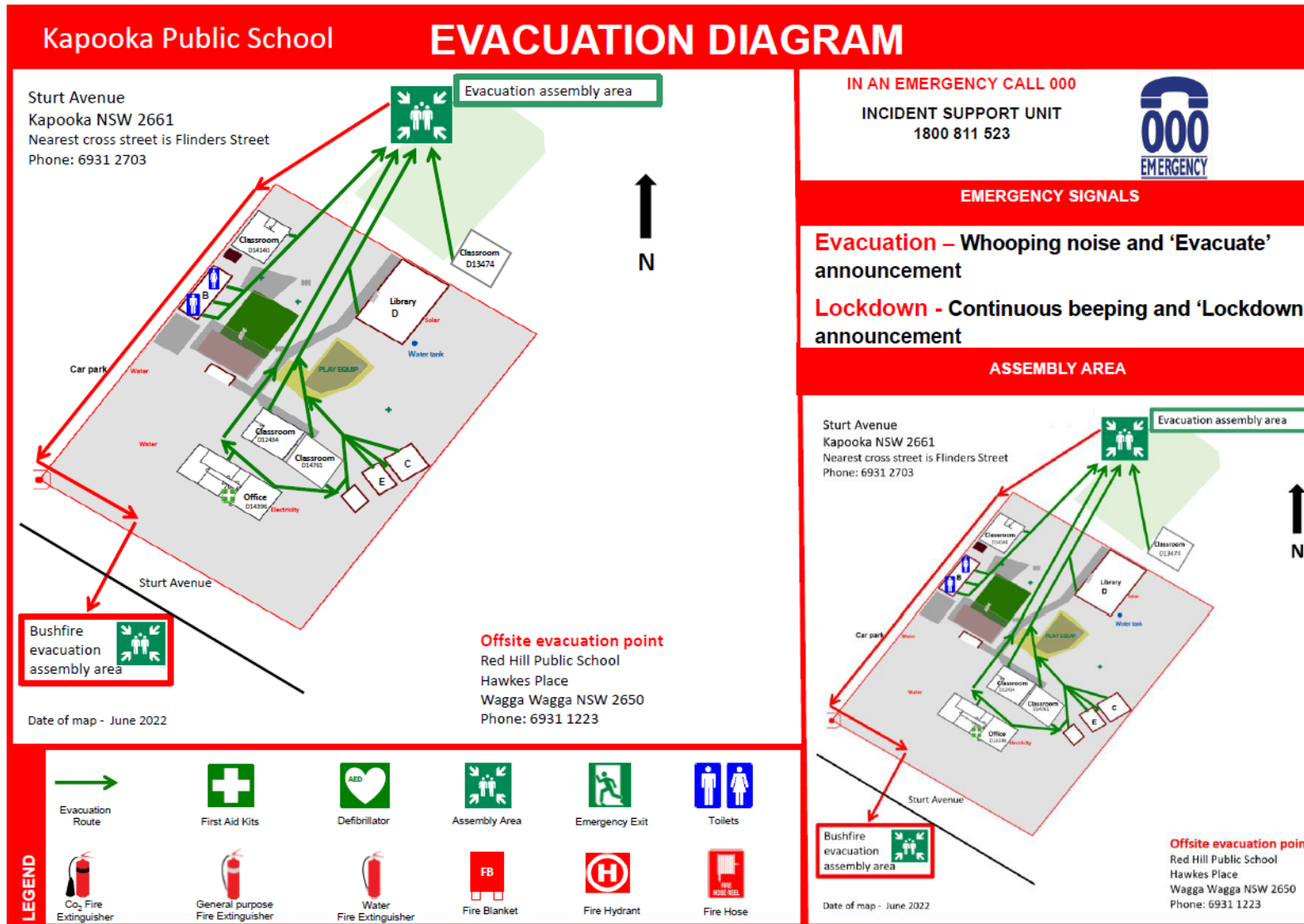| Shelter in place arrangements	Details
Shelter in place refuge 1	Administration Block – demountable at front D14396
☐	Raise the alarm (shelter in place signal).
☐	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
☐	All persons must report to the nominated **shelter in place refuge** unless otherwise advised by the Chief Warden. **Note:** Students carrying medication, puffers

Education

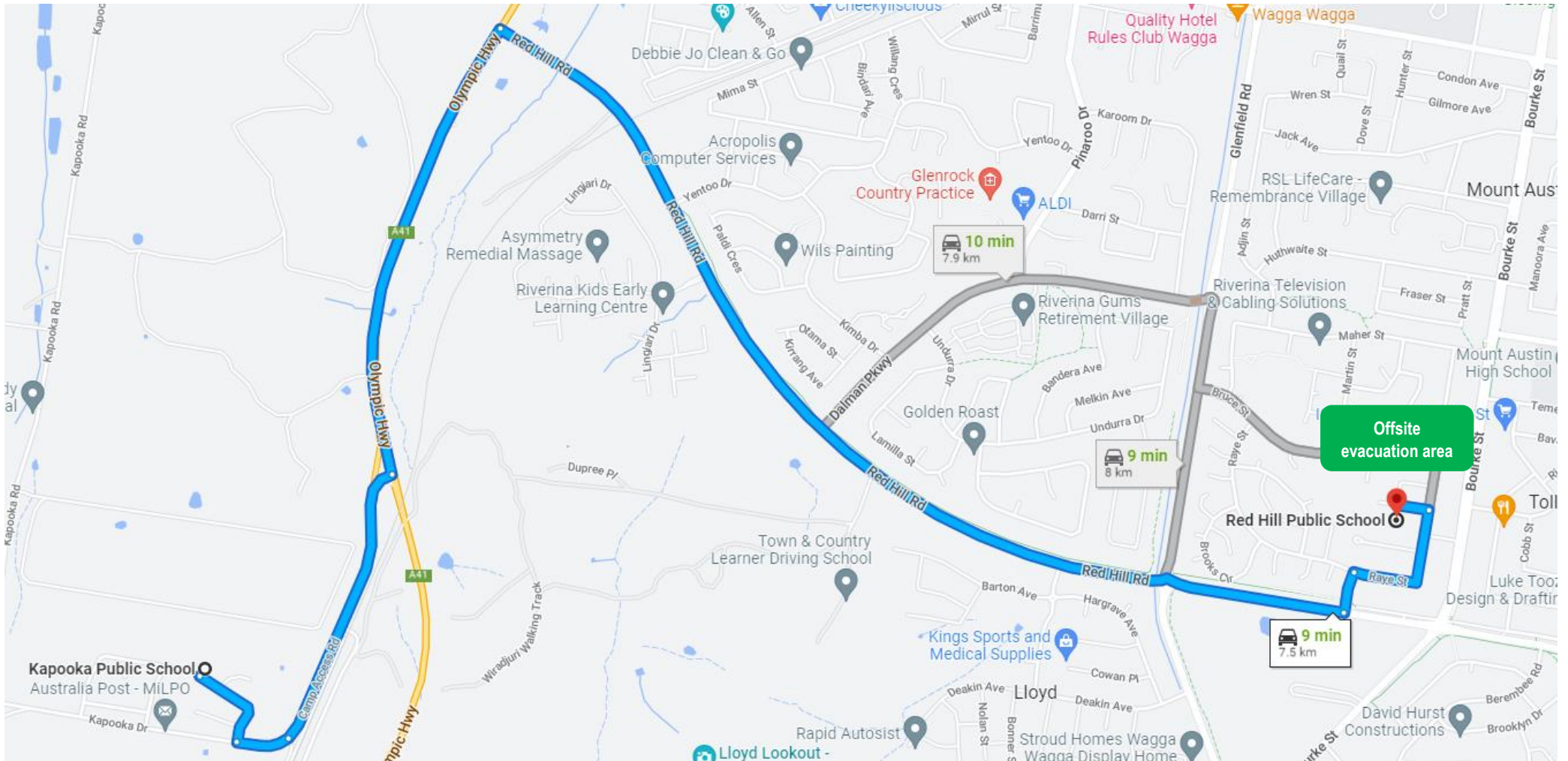|	
☐	or water, etc should take it with them.
☐	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: • relocate the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route • report the location to the Chief Warden, and • remain with the person, where practicable.
☐	Account for all persons and report missing persons to the Chief Warden.
☐	**Call triple zero (000)** for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.
☐	Support and attend to: • students, staff, and/or visitors with healthcare needs and/or who require first aid. • individualised needs of a person with a disability as outlined in the school's disabilities register.
☐	Chief Warden or delegate notify DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on **1800 811 523**, that the school is sheltering in place.
☐	Chief Warden or delegate notify parents/carers via School Bytes and Pre-school on 02 6931 2722. Continue to provide regular updates as the situation changes.
☐	Maintain situational awareness and stay up to date through Hazards Near Me mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs
☐	Undertake a visual inspection for embers from inside the building of refuge. Updated emergency services of any identified risks.
☐	**Only when it is safe to do so**, Chief Warden or delegate seek confirmation from local emergency services (02 6971 4500) on next steps.
☐	**Only when it is safe to do so,** Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place.

	Record students released to parent/carer. For younger students check the authorised person is picking them up.
	Note: Make sure parents/carers do not block access to the site for emergency vehicles.

TAB A – Attachments

A. **Map of both the onsite evacuation assembly area and offsite evacuation assembly areas 1 and 2 + route instructions.**
B. **Map of shelter in place refuge 1 and 2**
C. **Map of the animal offsite evacuation assembly area**

End of Emergency Management Plan for Kapooka Public School

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