

Emergency Management Plan

Effective: March 2014

Review: January 2017

The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

PART 1 EMERGENCY MANAGEMENT PLAN

Includes:

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

PART 2 PROCEDURES

Includes:

- Evacuation Procedure – Onsite and Offsite
- Lockout Procedure
- Lockdown Procedure
- Bush Fire Procedure

PART 3 MANAGEMENT OF CRITICAL INCIDENT

PART 1 EMERGENCY MANAGEMENT PLAN

1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

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.

This plan applies to all activities at the workplace and takes into account hazards that may occur within a 5km of the school.

Note: Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each school excursion must be risk managed separately.

Objectives

- To comply with WHS related legislation and directives or guidelines relating to health and safety.
- To identify potential emergencies and implement elimination or control measures to prevent those emergencies through appropriate training of staff, 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.
- To ensure the recovery of staff, students and others in the event of an emergency and the workplace after an emergency.

Reviewing the Emergency Management Plan

Step 1. The Principal reviews the emergency Management Plan annually.

The emergency Management plan will also be reviewed:

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

Step 2. Complete a risk assessment of the workplace, identify known risks that are likely to require an emergency response – consider local information, physical environment. Consult with key stakeholders e.g. Rural Fire Service, Roads and Maritime Services, NSW Police

Step 3. Update the Emergency Management Plan and Procedures to reflect local requirements, ensure procedures are prescriptive. Save an electronic copy of the plan to google.docs for all staff.

Step 4. Communicate plan to workers, train them in responsibilities and ensure they participate in regular drills.

Relationship with other plans (e.g. rules, Chemical Safety, Local Government emergency plans)		
The plan is subject to the actions and operations of emergency services on a larger scale in the event of a large-scale emergency impacting the local community e.g. evacuation in the event of a major bushfire or flood.		
Roles and responsibilities		
Emergency control organisation: School Staff responsible for evacuation and emergency response and how to identify those persons		
Chief Warden	Position	Contact Numbers
Laura Roberts	Principal	02 4302 9000 0450 370 610
Deputy Wardens	Position	Contact Numbers
Julie Dolan	Sports Director	02 4302 9000 0422047088
Tracy Southern	Business Manager	02 4302 9000 0403983425
Floor Warden	Position	Contact Numbers
Gavin Thomas	Stage Coordinator	0413361356
First Aid Officer	Position	Contact Numbers
Office Admin	Office Admin	02 4302 9000
Communications Officer	Position	Contact Numbers
Karen Gray	Primary Coordinator	0422200349
Process for notifying, alerting and reporting emergencies		
<p>Notifying emergencies All teachers and other staff are to ensure the Principal is notified in the event of an emergency.</p> <p>Alerting the workplace to emergencies The Principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the Principal is absent from the workplace, the nominated person from the Management Team is to undertake this responsibility. An alarm will sound indicating to staff to immediately leave their classroom/workplace. <i>In the event of an emergency SMS will be sent to all Staff Mobiles</i></p> <p>Reporting Emergencies</p> <ul style="list-style-type: none"> • Contact emergency services immediately where required • Schools notify the AIS NSW of the emergency immediately (02) 9299 2845 • Contact the Police if the incident involves violence, weapons, illegal drugs or major criminal activity 1800 333 000/000 • Contact the AIS NSW in the event of a death, serious injury or dangerous occurrence at the workplace. (02) 9299 2845 • Keep a record of incidents involving employees, students, contractors and visitors. 		
Identified evacuation assembly areas and evacuation route		
<p>Assembly area 1: On site location – Village Green – See Map Appendix A See Individual Maps for Exit Locations – See Maps Appendix B</p> <p>Assembly Area 2 Off site location – Kariong Sport and Recreation Park – See Map Appendix C</p>		
Strategy for communicating the plan (e.g. training, newsletters, posters)		
<ul style="list-style-type: none"> • This emergency management plan is communicated to staff through the Professional Learning Days. All new staff will receive information and instruction during their induction. 		

- **Students** receive information/instruction through School Assemblies and in class groups and practice drills.
- **Visitors/Contractors** receive information/instruction when completing the visitor register.
- Communication to **parents/carers** via school e-letter.

Review

October of every year.

The emergency management plan will also be reviewed:

- **Following any emergency that impacts on the workplace**
- **Following drills when the need to change is evident**
- **If there is a major structural change or other changes that affect the ability of the plan to be implemented.**

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

On site water source – mains/hydrant/tanks	<p>Fire Hoses: Located on Buildings 27, 25 and 21</p> <p>Water Mains: Located out near buildings 21, 25 and 41</p>
Location of gas cylinder -LPG - Natural Gas	Gas Cylinders Located behind building 25/26, 41 and 11
Location of Electricity Main	<p>The following building have an electricity box located on the outside of the building 21, 25, 27, 39</p> <p>All Buildings have an electricity box located in the space 30, 28, 41</p>
Fire Extinguisher	<p>Building 11 – Café: Fire Extinguisher x 1, Fire Blanket</p> <p>Building 21: 1</p> <p>Building 25: 2</p> <p>Building 27: 4</p> <p>Building 28: 3</p> <p>Building 39: 2</p> <p>Building 40: 2</p> <p>Building 41: 2</p>

Types of installed communication systems

Telephones are located in Administration office and in all classrooms.

A fire alarm system is used – with buildings 27, 38, 39, 41 and 11 fitted with smoke detectors

Staff carry mobile phones (personal).

Two way Walkie Talkies and personal mobiles are used in the event of an emergency.

1.2 PREPARING FOR AN EMERGENCY

Risk management strategies for the 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	<p>Fire extinguisher inspection/maintenance.</p> <p>Removal of combustible rubbish.</p> <p>Gutter maintenance/Removal of debris</p>	<p>Six monthly</p> <p>Weekly</p> <p>Annually</p>	<p>CCRDC contractor</p> <p>CCRDC contractor IFS Maintenance Crew CCRDC contractor</p>
Bushfire	2	<p>Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings</p> <p>Conduct fire drills</p> <p>Clear gutters of dry leaves and other debris</p> <p>Listen to media reports for bushfire or weather warnings/advice</p> <p>Outline bushfire response procedures to staff.</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>CCRDC/IFS Maintenance</p> <p>Ongoing</p> <p>CCRDC/IFS Maintenance</p> <p>Principal/Office Admin</p> <p>Term 4 & 1 annually</p>
Personal Threat/Violence	2	<p>All relevant must have Individual Behaviour Management Plans</p> <p>Ensure use of visitor's register</p> <p>Implement "Alert" response</p> <p>Personal Threat response procedure available/staff trained in non-violent communication response</p>	Ongoing	Principal

Training against emergency management plan

Type of Training	Who and How often
Information/Instruction/training on the school's emergency plan	At induction for all new staff Annually for all staff
CPR First Aid Training – including emergency and asthma Anaphylaxis Training	All staff annually All Staff annually refresher – 3 year Cert Every Even Year – with Local Health Nurse Every Odd Year – online course

Routine Practice Drills	Whole of school/workplace including all staff, students, visitors and contractors Evacuation – 6 monthly Lock down – 6 monthly Bushfire – annually
Evacuations procedures/floor plans are displayed in each room	Each room has evacuation maps displayed, which are updated as required.

**** All Staff Issued with a Hi-Vis Vest that must be worn during an emergency situation****

Frequency of emergency response drills	
Type of emergency response drill	How often
Building Evacuation (e.g. fire emergency)	Once every 6 months Procedure to be recorded and plan to be reviewed.

Testing of Equipment	
List of type of equipment	Frequency of testing and who
Fire fighting equipment (including fire extinguishers, fire blankets)	Every 6 months by CCRDD contractor
Walkie Talkie	Weekly by Administration
SMS System	Monthly by Administration

First Aid Requirements	
Requirements	Action Completed
First Aid Officer Appointed/Trained	Yes
First Aid Officer participates in emergency drills	Yes
Portable first aid kit available and maintained	Yes
Kits are readily available during emergencies	Yes

Communications during an emergency		
Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication	Responsibility of commencing and managing communication
Evacuation	Preferred Communication • Alarm	Principal or delegate
	Alternative Communication • Phones in spaces • SMS to all staff	Principal or delegate
Alert	Alarm	Principal or delegate
Lock Down	Alarm – On/Off/On	Every Staffroom
Lock Out	SMS to all staff	Principal or delegate

1.3 RESPONSE

The process for making decisions

Once an emergency is reported the Principal 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 Services)
- The immediate response actions required based on the initial assessment?

The Principal will then immediately initiate necessary actions and responses e.g. evacuation.

Immediate response actions (actions will often take place at the same time)

- Implement emergency evacuation, alert, lock down or lock out procedures where required.
- Ensure first aid is administered and medical treatment provided as soon as possible
- Contact and liaise with relevant emergency services
- Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety.
- Establish the facts: assess the situation; plan whom to contact, who will do what, what assistance is needed from ainsw.
- Report incidents involving violence, weapons, illegal drugs or major criminal activity, malicious damage, break and enter, fire or security breaches to NSW Police.

Vehicle control during emergency (e.g. keeping lane clear for emergency services. Directing traffic to keep lane clear for emergency services)

WHO: As delegated by the Principal

WHERE: At the relevant emergency access as designated by the CCRDC Site (see map)

HOW: Wearing a fluorescent vest, the vehicle controller will locate themselves near the front entry of the school to re-direct vehicles, ensuring the road is kept clear for emergency vehicles.

WHEN: From the time that the Principal directs them until they are relieved or the all-clear announcement is made.

Evacuation procedures (summary) Full procedure included in Appendix

- Principal decides on the need to evacuate, where possible in consultation with emergency services.
- Office Admin to activate emergency evacuation signal – Alarm
- Staff to evacuate in an orderly manner with all members of their stage/training team via the shortest and safest route to the Village Green, unless advised of an alternative evacuation assembly area.
- Floor Warden to check that all OLS are clear and lock where possible.
- Classes to line up in order on the Village Green
- When the whole school is assembled, rolls marked.
- Office Administration and Café Staff to evacuate to oval or alternative location when advised.
- Designated teachers to check designated areas/toilets
- Principal/delegate to then brief staff on emergency and await the arrival of emergency services or take other appropriate action.
- Principal/delegate advises when to return to the school in consultation with emergency services.

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

Location of designated emergency exits: Emergency exit maps indicating exits are located in all rooms.

Location of fire hoses/hydrants:

Building 21, 25, 27 and 39

Location of first aid kit/s including allergen kit:

Office Admin First Aid

Café First Aid

All Open Learning Spaces/Teaching Spaces including Science Lab (41) have first aid kits

Response procedures for specific emergencies
<p>Response procedures are provided in Part 2 for the following emergencies:</p> <p>Refer to 1.2 Risk Management Strategies – including the title of each specific risk identified: -</p> <ul style="list-style-type: none"> • Fire • Bushfire • Personal Threat/Violence

Emergency Contact include after-hours contacts	
Name	Contact Number
Police/Fire/Ambulance	000
CEO	Paul Chapman 0411579222
Principal	Laura Roberts 0450370610
Sports Director	Julie Dolan 0422047088
Business Manager	Tracy Southern 0403983425
Crime Stoppers	1800 333 000
AIS NSW	02 9299 2845
Gosford Hospital	(02) 4320 2111

1.4 RECOVERY

Strategy and description	
<p>A recovery will be coordinated supporting communities affected by the emergency. Consideration is to be given to reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.</p> <p>Consider that students, staff and parents may have different needs and may react accordingly. Also consider the impact different cultural groups, intellectually disabled people, etc. EAP providers are contracted to provide counselling for staff immediately after an emergency or other incident.</p>	
Trauma counselling and description	Who
School based counsellor to be used in the first instance when providing support to students	The Principal to consult with AISNSW re: needs/school counselling services
EAP providers are contracted to provide counselling for staff following an emergency or other incident	The Principal to consult with AISNSW re: needs/staff trauma counselling services EAP Contractors details: Psychology Perspective 02 4365 0520

Managing the Media Strategies
<p>The CEO, in consultation with AISNSW, will appoint a person to act as the workplace Media Liaison Officer.</p> <p>Note: When the media initially makes contact with the school, avoid saying “no comment”. Instead take the details of the inquiry including contact details and advise them that the relevant person will get back to them ASAP.</p>

Return Workplace to Normal	Action
Return to normal business activities ASAP.	CEO & Executive will 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. Consideration should also be given to any temporary requirements such as temporary work locations, access/egress, access to resources, advising community/clients etc.
Completion of Post Event Evaluation	The CEO & Executive, in consultation with all internal and external stakeholders will review all aspects of the Emergency Management Plan. A post event evaluation will be provided to the Executive, which may include recommendations for improvement. The Executive considers the recommendations, determinations; actions required/time-frame and circulate to the appropriate stakeholders.

PART 2 EVACUATION PROCEDURES AND OTHER RELEVANT INFORMATION

BUSH FIRE MANAGEMENT PLAN

The bush fire danger season generally runs from 1 October until 31 March annually.

Evacuation Assembly Area: Kariong Sport and Recreation Area

Note: Designated safe assembly areas and access routes should be considered according to the circumstances and time of the emergency.

Road access/egress to the school:

Bottom of Village Green 1 Corner of Parklands and Carinya Rd to wait for School Bus transportation to Kariong Sport and Recreation Area

Alternatively, students/staff can walk along Parklands Road towards Kariong Mountains High School and walk along the Kariong Underpass to congregate on the Kariong Sport and Recreation Area.

These roads are sealed with walk pathways on one side.

Onsite Location where safe evacuation is not possible is Building 27. This space is situated a sufficient distance from any bushland area and have surrounding buildings that will minimise radiant heat impact from any advancing fire burning under typical weather conditions. If power is lost the Principal or delegate will provide contact to emergency services via staff mobiles.

ALL FIRES TO BE REPORTED TO 000

PREVENTION STRATEGIES

Before the bush fire season:

- Liaise with emergency services agencies about emergency procedures and vegetation management in the vicinity of the school and any other issues that are appropriate;
- Review and update the school's Bush Fire Management Plan, in accordance to advise from AISNSW. Ensure that appropriate strategies are put in place, which can

be implemented in the event that the school is threatened by bush fires (including a Bush Fire Evacuation Plan).

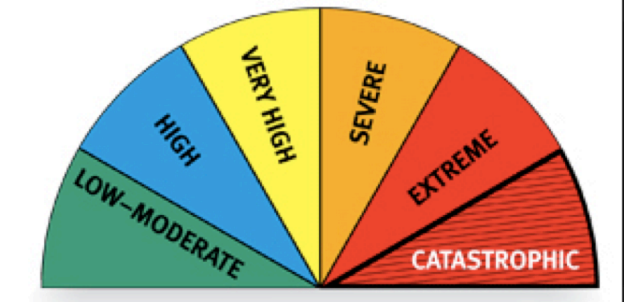
- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings;
- Arrange for contractors/CCRDC to clear gutters of dry leaves and other debris;
- Communicate the plan to staff and the school community;
- Educate staff on their responsibilities (annually in early October);
- Conduct fire drills;
- Ensure that all items that might be flammable such as doormats, garbage skips are locked or put away prior to leaving the school premises unattended.

MONITORING BUSH FIRE CONDITIONS OR ACTIVITY

Fire Danger Rating (FDR)

FDR is the predicted fire behaviour on a given day if a fire was to start. It is calculated based on the combination of air temperature, relative humidity, wind speed and dryness of landscape.

At the lower end of the scale, Low-Moderate FDR means that a fire will not burn, or will burn so slowly that it will be easily controlled. At the upper end of the scale, a Catastrophic FDR means that a fire will burn so fast and hot that it is likely to be uncontrollable.



During the Bush Fire Season

Gather up to date information on fire activity and monitor bush fire conditions by:

- Listening to the local radio station and/or monitor the NSW Rural Fire Service for information about bush fire activity or FDR.
- Obtaining major fire updates and preparation advice from the NSW Rural Fire Service website at www.rfs.gov.au
- Obtaining RFS Bush Fire Information Line on 1800 679 737 (1800 NSW RFS) which is staffed 24 hours a day.
- Additionally, a free app from NSW Rural Fire Service, Fires Near Me NSW 'Fire Near Me' is available to download free of charge from Apple's App Store or Google Play Store.

During the bush fire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

Catastrophic Days

Due to the areas in which our students travel to our school reaches from Newcastle to Sydney, our school will temporarily cease operations during periods when there is a 'catastrophic fire danger rating' issued for the area in which the school is located.

What the school should do when there are active bush fires in the area

The Principal should:

- Monitor ABC or local radio throughout the day and listen for updates on fire and weather conditions
- Regularly check the NSW Rural Fire Service website at www.rfs.gov.au

Where identified, the Principal should immediately discuss their specific circumstances with local emergency services agencies and AISNSW/BOSTES to determine whether they need to temporarily relocate or cease operations.

The School will contact AISNSW/BOSTES to discuss circumstances and advice provided by Emergency Services.

What the school should do when there is an imminent Bush Fire threat to the school:

- The Principal is to seek urgent advice by contacting Emergency Services – dial 000. Identify the response requirements – ‘Evacuate’ or ‘Stay and Defend’ (if circumstances prevent a safe evacuation)
- If the school is directed to temporarily close by emergency services personnel, or a decision is made in conjunction with BOSTES/AISNSW to relocate or temporarily cease operations due to local bush fire activity, the Principal should then, implement the determined Emergency Management Plan with respect to bush fire.
- The Principal or delegate should notify the parents/carers/next of kin arrangements
- Continue to liaise with Emergency Services.

EMERGENCY RESPONSE PROCEDURES

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

However, if it is apparent that the lives of the person will be endangered unless they are evacuated immediately and the Principal is unable to contact the appropriate emergency services, the Principal will make immediate arrangements to evacuate to a safe place if it is safe to do so. In such cases, transport arrangements will be implemented in consultation with local police.

Response:

- Arrange transport in consultation with local police.
- Where safety permits:
 - Downpipes are to be blocked and gutters filled with water
 - Irrigation system/sprinklers to be turned on
 - Roofs to be hosed down
 - Check that taps are working and fill available containers with water
 - Bring hoses and tap fittings indoors
- Collect the following: -
 - Torch; radio and spare batteries for each
 - First Aid Kit, Health Care Plans and prescribed medications
 - Bottled water and plastic cups
 - Student roll, visitors book, mobile phone, emergency contact list (student and staff), pens
 - Whistle or bell
 - Spare workplace keys
 - Domestic animals
- A roll call should be conducted including visitors, contractors prior to evacuating from the school and again at evacuation assembly point.

- Evacuation to the identified assembly point
- Maintain awareness of the bushfire threat by regularly checking conditions with NSW Rural Fire Service
- Stay tuned to the local radio station for information
- Provide information update to BOSTES/AISNSW

STAY and DEFEND PROCEDURE (where circumstance prevent safe evacuation)

The Principal should consider the option of retreating from the most threatened location to a safer onsite location. Where possible this decision should be made in consultation with Emergency Services.

Note: Heat radiated by fire is intense (320 Celsius compared to the flames at 50 Celsius) and can badly burn skin, even some distance from the flame.

- Move to the safer/less threatened onsite location
- Air Conditioning should be turned off
- Gas should be shut down at the bottle or metre
- Close all windows and doors (do not lock)
- Draw the blinds (if fitted)
- Place wet towels around windows and door edges to stop smoke and embers from entering.
- Cover as much exposed skin as possible preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant)
- Wrap clothing and other material, such as woollen jumper around the head.
- Saturate clothing with water if possible.
- Wet a cloth and place it over the face.
- Drink water to guard against dehydration
- Assemble the group away from the part of the building which will be initially exposed to the fire keeping low (there is more air available to breathe near the ground)
- A roll call should be conducted – using student roll and visitor book
- Once the fire front has passed and the threat from the radiant heat has abated, all persons may move to the Village Green and the Principal should check the other buildings for outbreaks of fire.
- Provide updated information to Emergency Services and BOSTES/AISNSW.
- A second roll call should be conducted in the new assembled area – using student rolls and visitors book.

EMERGENCY CONTACTS	
NSW Rural Fire Service	000
NSW Fire Brigade	000
NSW Police Force	000
NSW Ambulance Service	000
AISNSW	02 9299 2845
BOSTES	02 9367 8111
Local Council	4325 8222
State Emergency Services	132500

RECOVERY ACTIONS

Implementing the recovery strategy plan:

- The Executive will decide when to re-open the workplace, in consultation with local emergency services.
- Advise the school community of plans to recommence operations
- Normally, the NSW Fire Brigade will check that utilities (water, electricity and gas) are either safe to use or are disconnected before they leave the site Do not attempt to run the utilities yourself
- Implement procedures to resume workplace activities, which include providing counselling and support those affected by the incident.
- Where property has been damaged, liaise with the emergency services and CCRDC
- Review the Emergency Management Plan.

ADDITIONAL INFORMATION

- NSW Rural Fire Services
- Emergency Management Australia www.em.gov.au/Pages/default.aspx
- AISNSW

EVALUATION OF EMERGENCY MANAGEMENT PLAN

Including Evacuation/Lockdown/Lockout

The Executive Team has the responsibility of evaluating and amending these policies/procedures after every evacuation drill or as the need arises and updating all staff.

Evaluation Procedure:

- Record any problems/improvements during the evacuation drill
- Evaluation is in either written/verbal form at next whole staff meeting
- Principal amends policy/procedure
- Copy is placed on Google docs for feedback/consultation with Staff
- Policy/Procedure finalised.

Evacuation/Lockdown/Lockout Procedures

The development of effective Evacuation/Lockdown/Lockout procedures will assist in the minimization of risk of injury and / or threat to human life in the event of an emergency.

When an emergency situation arises, the Principal may call for an evacuation, lockout or lock down depending on the circumstances of the emergency.

In such a case staff should be aware of the following procedure and their responsibilities in its implementation. A copy of procedures relating to the procedure is located on a laminated sheet in each learning space and staff room.

An evacuation/lock down/lock out drill will be conducted at least **once per term**. This will be organised by the Management Team.

Staff across the school are to discuss with their class/group what to do when the evacuation or lock down alarm is sounded. This should be reinforced every term (demonstration is advised).

All drills must be taken seriously.

Should any staff or student notice a potential threat to safety the office should be informed immediately.

Under NO circumstances should a student be sent to relay a message.

In the event of any staff member being threatened, the staff member or colleagues should NOT put themselves at risk in any way (including attempting to remove any weapon, etc.).

In the event of an Evacuation, all staff must wear a school issued hi-vis vest.

SUPERVISION OF STUDENTS

All staff must be in control of students en route to assembly areas and should be alert to any circumstances that may require an alternate route. Orderly and safe movement is essential during any emergency procedure. Staff must be diligent in their monitoring of the procedure to ensure that the process is followed. Staff must re-direct students heading away from the assembly area. If necessary, staff must request assistance from other staff members to help with students causing undue stress.

Individuals Requiring First Aid

Individuals who are injured and able to walk should be assisted to First Aid Area (See Map) and are not to be left alone.

Any badly injured individuals should be moved away from any life threatening danger and their whereabouts reported immediately to the First Aid Area, where a decision will be made about rendering first aid.

Any badly injured individual who is having difficulty moving "on their own steam" should be directed to the picnic tables under cover near Building 25 to wait for medical assistance.

Individuals on crutches, in wheelchair or special needs at the time of the evacuation are to move to the picnic tables under cover near Building 25 or alternatively, move to their class group.

If the individual can no longer keep up and the need to negotiate a different route arises, the staff member must stay with the individual. The staff member must delegate responsibility of their group to another staff member. If this second staff member already

has the responsibility of a group of their own at the time, they must manage getting two groups to the assembly area.

Staff assisting individuals on crutches, in a wheelchair or special needs at the time of an evacuation must remain with the individual until he/she is at his/her evacuation point or alternatively, move to their class group.

Visitors/Contractors

All must report to admin – see assembly area on map.

Evacuation/Lockout/Lockdown during Break times/Changeover

All procedures remain the same as if students were in a learning space.

Refer to Appendix A, B, C for ASSEMBLY AREAS and EVACUATION PATH

EVACUATION to an OFFSITE LOCATION

Evacuation Assembly Area: Kariong Sport and Recreation Area

Note: Designated safe assembly areas and access routes should be considered according to the circumstances and time of the emergency.

Road access/egress to the school:

Bottom of Village Green 1 Corner of Parklands and Carinya Rd to wait for School Bus transportation to Kariong Sport and Recreation Area

Alternatively, students/staff can walk along Parklands Road towards Kariong Mountains High School and walk along the Kariong Underpass to congregate on the Kariong Sport and Recreation Area.

These roads are sealed with walk pathways on one side.

Refer to Appendix C for ASSEMBLY AREA and EMERGENCY ROUTE

Onsite Location where safe evacuation is not possible

Move all students to Building 27. This space is situated a sufficient distance from any bushland area and have surrounding buildings that will minimise radiant heat impact from any advancing fire burning under typical weather conditions. If power is lost the Principal or delegate will provide contact to emergency services via staff mobiles.

OFFSITE Activities in Case of Emergency

In the case of a lockout/lockdown/evacuation at school whilst students are offsite the following should be followed

- Ensure all students are safe/students to stay with staff
- Follow instructions/plan of the site where the group is located
- Await further instructions from the School Principal as to when it is safe to return to the school.
- Mark the roll
- Communicate with school that you are in an emergency situation with students offsite
- School will develop a plan of communicate with parents
- Communicate with school when emergency is over and the all clear has been given.
- Escort students back to school or designated pick up point for parents as directed by the School Principal

EVACUATION

An evacuation involves removing all students to the designated location on the village green.

This will be communicated via alarm, phone in each classroom and SMS to all staff.

When the continuous alarm is heard, the following procedures should be followed:

LEAVING THE ROOM

- Close all windows
- Leave school bags behind.
- Leave room in an orderly manner
- Students to stay with their teacher and move to the nearest exit point.
- Go to the Village Green
- Sit in class lines, organised by year groups and wait for your class mentor
- Principal to check staffrooms

- The office/administration block is not to be entered by staff or students leaving the school buildings
- Café Staff to report to Village Green
- On Village Green: Teachers to mark rolls/Sports Director to mark staff
- All stay on village green until dismissed by Principal.
- **Staff with classes outside or staff on duty** are immediately to direct students to the Village Green 1.

All personal in the table below must follow their issued responsibility

EVACUATION – SPECIFIC TASKS	
Office Staff	Principal
Sound Alarm, phone, SMS staff	Take portable PA gear
Contact Services	Confirm services contacted
Take Rolls & collate on collection	Address whole school
Take mobile phone	Deputy Wardens
Take visitor log/Sign in/out log	Oversee roll marking
First Aid Officer	Take Walkie Talkies
Check sick bay is empty	Ensure buildings are empty
Take First Aid Kit	Teachers
Take daily absentee list	Escort class to designated place
Floor Warden	Mark roll
Ensure Students are in groups	Supervise groups until dismissed
Collate Rolls to give to Office Admin	Communications Officer
Take Staff Roll	As instructed by Principal

LOCKOUT

The Principal may decide that an evacuation is not the most appropriate action to deal with the emergency.

A **LOCKOUT** is a procedure to stop unauthorised persons from entering the school. It is used when the threat is general or an incident is happening OFF SCHOOL PROPERTY. This allows school activities to continue with the least disruption as possible during the event.

This will be communicated via alarm, phone in each classroom and SMS to all staff.

The following procedures should be followed:

STOP ALL OUTSIDE ACTIVITIES

- **Sport Staff** bring students into the nearest school building respectively
- **If break time** move to the nearest available classroom, take responsibility of that room and direct students into its vicinity until unsafe to fit any more students in there. If room is full, direct students to the next available room.

STAY IN THE ROOM

- Close all windows and doors
- **Students to stay with their teacher** and are directed out of line of sight of doors and windows.
- **Staff in classrooms** are to ensure that all lights are turned off, machinery or other equipment is turned off (including iPads), students sit quietly on the floor, staff reassure students of their safety.
- **Staff in classrooms** make a list of names of students in their room. Students are to remain in rooms until the 'all clear' instructions from the Principal are received.
- **Sports Director** to check rooms allocated to staff.
- NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD

When 'All Clear' instructions are given

- **Staff in classrooms** escort students to Village Green 1 to line up in year groups.
- **Students sit with year groups**
- **Sports Director** account for Coaching and Teaching staff
- **Business Manager** account for admin staff, café staff and visitors
- **Teachers mark rolls**
- **Head administration** to bring absentee list and sign in/sign out book
- All stay quiet on Village Green 1 where support and counselling can be offered as required.
- **Principal** indicates emergency in over and debriefs staff and students

IN TEACHING/LEARNING SPACES

- Mentor teachers reassure students and mark rolls. Students to remain in roll call rooms until instructions from the Principal are received.
- NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD

*** See Table on the next Page for Specific Roles/Responsibilities during a Lockout ***

LOCKOUT – SPECIFIC TASKS	
Office Staff	Principal
Sound Alarm, phone, SMS staff	Liaise with police and emergency services
Lock front door of administration building and monitor closely	Develop a plan for notification of parents for pick-up arrangements if necessary
Take Rolls to Village Green and distribute - when instructed and safe to do so	Address whole school
Reports discrepancies in rolls/attendance to Sports Director to check	Communicate to staff when emergency is over
	Debrief staff & students
Sports Director	STAFF
Account for staff – both coach and teaching	Move students into nearest building. Secure doors
Relay to Staff any instructions from the Principal.	All other staff remain in classrooms with students
Business Manager	Ensure lights off, windows and doors locked, students seated on the floor out of line of sight of windows/doors, reassure and make a list of names of students in your room.
Account for Admin/Café/Visitors	Supervise groups until ‘all clear’ given, and then escort students to Village Green 1. Staff moves to year groups to take roll.

LOCKDOWN

A **LOCKDOWN** is a procedure to use when there is an immediate threat to the school e.g. intruders. A lockdown minimises access to the school and secures staff and students in rooms.

This will be communicated via alarm, phone in each classroom and SMS to all staff.

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The following procedures should be followed:

STOP ALL OUTSIDE ACTIVITIES

- **Sport Staff** bring students into Building 25 then Building 27 respectively and lock doors.
- **If break time** move to the nearest available classroom, take responsibility of that room and direct students into its vicinity until unsafe to fit any more students in there. If room is full, direct students to the next available room.

STAY IN THE ROOM

- Close and lock all windows and doors
- **Students to stay with their teacher** and are directed out of line of sight of doors and windows.
- **Staff in classrooms** are to ensure that all lights are turned off, machinery or other equipment is turned off (including iPads), students sit quietly on the floor, staff reassure students of their safety.
- **Staff in classrooms** make a list of names of students in their room. Students are to remain in rooms until the 'all clear' instructions from the Principal are received.
- **Sports Director** to check rooms allocated to staff.
- **NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD**

When 'All Clear' instructions are given

- **Staff in classrooms** escort students to Village Green 1 to line up in year groups.
- **Students sit with year groups**
- **Mentors** move to their year group
- **Sports Director** account for Coaching and Teaching staff
- **Business Manager** account for admin staff and café staff and account for visitors
- **Teachers mark rolls**
- **Head administration** to bring absentee list and sign in/sign out book
- All stay quiet on Village Green 1 where support and counselling can be offered as required.
- **Principal** indicates emergency in over and debriefs staff and students

*** See Table on the next Page for Specific Roles/Responsibilities during a Lockdown***

LOCKDOWN – SPECIFIC TASKS	
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Policy Review

Date Policy Reviewed	August	2014
Date Policy Amended	November	2015
Date for next review	January	2015

PART 3 MANAGEMENT OF CRITICAL INCIDENT

Introduction

A critical incident is an extremely stressful incident that is outside the range of normal human experience. It may be a physical incident or a psychological trauma that has severe and immediate impact and likely long-term effects on the individuals involved. Critical incidents are those that affect a large proportion of the school community. Incidents that involve an individual or a small group can be dealt with using strategies that exist as part of the pastoral care program. Critical incidents may include:

- Incidents where there is a *perceived* threat to life or safety
- Serious injury resulting from an accident at school or during travel to or from school
- A number of staff or students who witness a serious injury, sudden death or major accident while travelling to or from school
- A hostage situation
- Robbery
- Assault
- Sudden violent death or suicide of an associate
- Loss of home or school building due to fire or a natural disaster
- A natural disaster that affects the community

Common reactions to critical incidents may include:

- Feeling of helplessness
- Rapid heartbeat and/or trouble breathing
- Headaches, pains, stomach problems
- Feelings of fear and anxiety
- Family and peer conflicts
- Anger and emotional outbursts
- Nightmares
- Inability to concentrate
- Tendency to isolate from others
- Obsessive thinking
- Increased alcohol and/or drug use
- Chronic fatigue
- Wanting to revisit the situation

While reaction to the traumatic situation may be immediate, it may also continue for some time. Immediate intervention can alleviate the severity of the emotional, physical and social reactions and provide people with coping skills as they deal with this life-altering experience. Prompt intervention following trauma may help to prevent more serious life-long reactions and enable individuals to return to a functional level at home and at work or school. Such intervention should reassure the persons involved and where necessary allow them to grieve.

Many critical incidents in a school are beyond the ability of the school community to avoid or to predict. In such cases, it is essential that a plan of management be developed and well understood by all personnel. Rehearsal of procedures with key personnel is a valuable strategy that will pay dividends should a critical incident occur. Other critical incidents may be prevented by observing policies and procedures relating to occupational health and safety, child protection and pastoral care of students and staff. Risk assessment should occur regularly and steps should be taken to eliminate or minimise risks that are identified.

1. REGULATIONS

- The will have a Critical Incident Management Team that will comprise of the CEO, Principal, Director of Sport, Stage Co-Ordinators, the staff member with primary responsibility for first aid and one other staff member.
- The Management Team will meet every semester to review the policy and plan, ensure familiarity with procedures and modify the plan in the light of experience or changing conditions.
- The Management Team will undertake a risk assessment every semester and arrange for deficits to be remedied.
- All staff will participate in an annual training session to familiarise them with procedures to be adopted in the event of a critical incident.
- After any critical incident, the policy and plan will be reviewed in light of that experience.

2. CRITICAL INCIDENT MANAGEMENT PLAN

The Management Team:

- The school will have a Critical Incident Management Team that will comprise of the Principal, Director Sport, the Stage Co-Ordinators, the staff member with primary responsibility for first aid and one other staff member.
- The Principal is in charge of the overall plan and is responsible for the effective operation of the plan.
- The Principal may delegate responsibilities for certain aspects of the plan to members of the Management Team or to other individuals to implement and report back to the Management Team.
-

One member of the Management Team is to be designated to respond to enquiries from the media. **NO OTHER PERSON IN THE SCHOOL IS TO ANSWER MEDIA QUESTIONS.** No member of the media is to be permitted to take photographs within the school grounds nor to interview students.

- The Management Team will meet each semester to assess risks within the school environment and inherent in school practices
- The Management Team will modify practices and procedures and correct shortcomings found in the Risk Assessment within three weeks of the completion of the Risk Assessment.

Emergency Information:

- Emergency contact details are to be held at the school office in a secure folder that is easily accessible for the CI Management Team. This information is to be held in accordance with the NSW Privacy Act (2001). This information must be continually updated.

Notification Information:

- In the event of a critical incident students and staff and parents are to be notified.

Response to a Critical Incident involves seven phases:

Phase 1 – Immediate action by the first person made aware of the crisis

- Inform emergency services if life or property is threatened
- Ensure the safety of students, staff and visitors. Initiate evacuation and provide first aid if necessary. (See School Evacuation Policy)
- Inform Principal
- Alert members of Critical Incident Management Team.

Phase 2 – Principal or Critical Incident Team determines that crisis is a CI

- Contact those required to assist the team
- Inform AISNSW and request support mechanisms as appropriate.
- Contact families of those involved. (News of death should not be given over the phone)
- Provide school office staff with information necessary to contain the situation eg media enquiries to be directed to designated member of Management Team.
- Personnel to be dispatched to wait for emergency services and to keep access clear if appropriate
- Contact relevant clergy where appropriate
- Convene brief meeting of Management Team to commence third phase.

Phase 3 – Immediate Management of Crisis by Management Team

- Management Team reviews management plan.
- Team assesses situation and agrees on response
- Decide on resources needed and make arrangements, eg counselors, relief staff.
- Team prepares a succinct statement of accurate information about the incident (fact sheet), being mindful of privacy and legal constraints.
- Arrange for office staff to copy fact sheets, attend to visitors, receive phone calls and fax updated information to AISNSW. Note that only information that is contained in the fact sheet is to be provided and that all media enquiries must be directed to designated person.
- If students are likely to hear of the incident before arriving at school, for example, at the train station, arrange for a staff member to meet students there and accompany them to school.
- Decide how students will be informed of incident – eg school assembly, stage meetings.
- Identify any staff member or student who needs to be informed separately and arrange for this to occur.
- Brief ALL staff. It is essential that no person is overlooked. Record those present at briefing and follow up any person not in attendance. Absent staff should be contacted by telephone or visited if more appropriate. (See phase 5)
- Inform staff of common reactions to critical situations. Provide copies of this information. If possible a trained counselor or a person trained in CI management should do this and be available for counseling if needed.
- Distribute fact sheets and support material (eg common reactions information) to staff who will inform students.
- Ensure that all staff are able to function and complete designated tasks. Relieve any person who needs immediate counseling.
- Review tasks required of staff and refer to inservice sessions relevant to the present situation.
- Ensure staff understand procedures and encourage their confidence to meet the demands of the situation.

Phase 4 – Informing the students

- Assemble students in a calm, normal manner
- Conduct a roll call and send completed list to the office. If normal routine is to be resumed later in the day, office staff should distribute absentee list to all staff. This will ensure that staff are able to check on the whereabouts of all students throughout the day.
- Present the facts of the incident calmly and clearly to the students.
- Allow time for students to react to the news.
- Provide students with information about common reactions and how they can care for themselves and others.
- Inform students of support mechanisms that are in place and ensure students understand how they can get help, i.e. counseling etc.

- Identify students who are extremely upset and need immediate referral for counseling or debriefing. Help these students to feel safe and complete a referral form for the counselor.

Phase 5 – Notifying the wider community

- Contact principals of feeder schools and schools of siblings
- Phone absent staff and student's families (where appropriate) to inform them of the incident.
- Should students wish to telephone parents, supervise calls to ensure that information is not passed on carelessly.
- Provide tissues, drinking water, a heater in cool weather in rooms designated for counseling and debriefing.
- Ensure that all staff, including visiting counselors and relief staff insist that students have permission to leave class so that the location of every student is known at all times.
- Cater for the needs of visitors by providing warm drinks, lunch if needed etc.
- Contact supportive community agencies, eg AISNSW, Community Health agencies
- Phone parents whose son / daughter needs to be picked up or who may arrive home in a distressed state
- Notify NSW Department of Education Transport department
- Notify ex-students if appropriate.
- Send a letter home via each student at the end of the first day. The letter should contain the facts about the incident and structures that have been set up to provide more information (eg a telephone hotline). Where appropriate, the letter may foreshadow a parent meeting.

Phase 6- The support phase – all CI Management Team members involved

- Make sure that all staff and students are where they should be and that normal routine is followed as far as possible.
- Support the affected family(ies) including visits from appropriate members of the school community
- Be visible and accessible to staff to support them as they go about their duties
- Provide updated information as it becomes available. This should be done by updated fact sheets, rather than oral communication to one or two persons.
- Be vigilant to indicators that members of the community are not coping.
- Conduct a debriefing of all staff members at the end of the first day. Such a debriefing should occur at the end of each day until it is considered that they are no longer needed. Meet as a Team regularly to review, assess and plan to support each other.

Where a death has occurred:

- Plan appropriate school involvement in the funeral. In consultation with the family
- If the school is to be involved in the funeral, appoint a liaison person to work with the family, the clergy, the undertaker.
- Meet with students who will attend the funeral, to explain what will occur and to give them support in dealing with a funeral. Collect parent permission slips.
- Ensure that support is available after the funeral for students and staff who attend. Ensure that they are composed before they drive or travel by public transport.

Phase 7 – Closure

- Continue to inform families through letters, meetings as required
- Maintain contact and continue support for those intimately affected by the incident. This may include home visits, hospital visits etc
- Where appropriate, provide class activities to assist students in coming to terms with the events
- Co-ordinate appropriate commemorations such as plaques, memorial gardens, tree planting etc. In the case of suicide, great care must be taken to avoid romanticising the event.

- Organise a ritual closure of the critical incident response. This may be a special event such as a morning tea attended by all who were involved.
- Formally close the daily debriefing of staff.
- Arrange for a debriefing of Critical Incident management Team. A facilitator may be used if it is considered necessary.
- Guest speakers may be invited to address the whole school community if it will help them to come to terms with events.
- Acknowledge all offers of support that the school community has received and write letters of thanks to those who have materially assisted.
- Document and evaluate the process. Obtain evaluations from staff and those who assisted.
- Make changes to the Critical Incident management Plan as a result of evaluations.
- Provide all staff with feedback on the evaluations; inservice them on any changes to the plan.
- Modify any procedures that have been identified as needing change and inform staff of these changes.
- Encourage staff and students to move on. Be mindful that anniversaries, end of year celebrations and court proceedings may revive intense responses from some persons in the community.

3. SPECIAL CIRCUMSTANCES

- **Contacting Staff and relevant others when an incident occurs out of school hours**

Critical incidents affecting schools may occur on weekends or during vacations. It may not be appropriate to wait until the return of school to notify those who may be affected. For example, the death of a colleague during the vacation would necessitate staff being notified so that they may attend the funeral, an important part of the grieving process.

A predetermined network must be in place to ensure that news can be passed on quickly to all who need to know without the critical incident management team needing to spend hours on the telephone. Persons who are most closely involved with the individual(s) need to be informed personally and as soon as possible.

- **Responding to an incident while responsible for students away from school**
School staff have ultimate responsibility for the safety, supervision and wellbeing of students while on school excursions, camps, sporting events etc. Where students will be taken to a camp site or other location where the management may be expected to have emergency procedures, these should be obtained by the staff member in charge of the activity prior to the visit.

In the event of a critical incident occurring at a location away from the school, but involving school personnel, the staff member in charge should:

- Ensure the safety of students and other staff without exposing himself / herself to undue risk
- Assert his/her authority within the group. Reassure students, maintain calm.
- Keep students and staff together. Complete a full roll call as soon as possible.
- Follow instructions issued by venue management in implementing their emergency plans as long as these do not conflict with school guidelines.
- Advise emergency personnel of any students or staff who are not accounted for.
- Advise school principal as soon as practicable of events. At this time give full details of what has happened, implications for students and staff members and request any support needed to help manage the situation. Ensure that school notifies parents and / or taxi drivers of possible delays in returning to school or home.
- Remain with the group until relieved of responsibility.

If a death or serious injury has occurred, the school critical incident management plan should also be implemented at school.