

GUIDELINES

Work, Health and Safety:

EMERGENCY MANAGEMENT PLAN



**This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2**

The College'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 NSW Education Standards Authority requirements.

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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, student athletes 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 5km of the College.

Note: *Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each College 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 student athletes with a clear understanding of how to respond effectively in the event of an emergency.
- To ensure the recovery of staff, student athletes and others in the event of an emergency and the workplace after an emergency.

Relationships 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

College Staff responsible for evacuation and emergency response and how to contact those persons are listed below:

Chief Warden	Position	Contact Numbers
Ash van Kints	Facilities Manager	0421 602 321
Deputy Warden	Position	Contact Numbers
Trent Worrall	Director Of Sport	0410 541 116
Alison Hosgood	Head of Junior College	0408 865 088
Sally Bennellick	Head of Senior College	0437 770 196
Ash van Kints	Chair of WHS Committee	0421 602 321
Floor Wardens	Position	Contact Numbers
Scott Wilson	Chef	0405466952
Damien Brown	Enrolments Officer	0406 535 510
First Aid Officer	Position	Contact Numbers
Alissa Reed	First Aid Officer	0411 459 184
Communications Officer	Position	Contact Numbers
Mark Brown	Deputy Principal	0439221956

Process for Notifying, Alerting & Reporting Emergencies

Notifying emergencies

All staff are to ensure the Principal is notified in the event of an emergency.

Alerting the workplace to emergencies

The Principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the Principal is absent from the workplace, the Deputy Principal is to undertake this responsibility:-

- ***An emergency message will be sent via the notifications screen in the event of an emergency***
- ***In the event of an emergency, an SMS will also be sent to all Staff Mobiles***

Reporting Emergencies

- Contact emergency services immediately where required
- The Principal or their delegate notify AIS NSW of the emergency immediately on (02) 9299 2845
- The Principal or their delegate to contact the Police if the incident involves violence, weapons, illegal drugs or major criminal activity 1800 333 000/ 000
- The Principal or their delegate to contact AIS NSW in the event of a death, serious injury or dangerous occurrence at the workplace on (02) 9299 2845
- Keep a record of incidents involving employees, students, contractors and visitors.

Identified Evacuation Assembly Areas and Evacuation Route

Assembly Area 1

On site location – Village Green 1 – See Link to Maps below

See Individual Maps for Exit Locations – See Link to Maps below

Assembly Area 2

Off site location – Kariong Sport and Recreation Park – See Link to Maps below

Link to Evacuation Maps

<https://drive.google.com/file/d/0B8XAVIU7I6AnODZlaXctRUFOUWM/view>

Strategy for Communicating The Plan

- This emergency management plan is communicated to staff through the Professional Development Days and All Staff Meetings & Staff News as required and is available for staff to access electronically via the CCSC File Share -> Policy Documents -> INDEX - CCSC Policies & Guidelines.
- All new staff will receive information and instruction during their induction.
- Student athletes receive information/instruction through Home Room sessions and in class groups and practice drills.
- Visitors/Contractors receive information/instruction when completing the visitor register.
- Communication to parents/carers via the College e-letter/website.

Review

The Emergency Management Plan will be reviewed **every year by the Principal or Deputy Principal**, and:

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

Essential Services on the Premises

On site water sources – mains/hydrant/tanks	Fire Hoses: Located on Buildings 21, 25, 27 and 30 Water Mains: Located outside near buildings 21, 25 and 41
Gas Cylinders (LPG/Natural Gas)	Gas Cylinders Located behind building 11, 25/26, 41
Electricity main	The following buildings have an electricity box located on the outside of the building: 21, 25, 27 and 39 All Buildings have an electricity box located in the space 30, 28 and 41
Fire Extinguisher	Building 11 (Café): Fire Extinguisher x 1 and Fire Blanket Building 16: 2 Building 17: 6 x 1 Fire Blanket Building 18/19: 2 Building 21: 3 Building 25: 2 Building 27: 6 Building 28: 3 x 2 Fire Blankets Building 30: 3 Building 39: 4 x 1 Fire Blanket Building 40: 2 x 1 Fire Blanket Building 41: 2 Building 50: 2

Types of Installed Communications Systems

- Telephones are located in the Administration office and in a number of classrooms.
- A fire alarm system is used – with buildings 11, 27, 38, 39 and 41 fitted with smoke detectors.
- Staff carry mobile phones (personal).
- Personal mobiles and communication via classroom notification boards 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 Level	Key Risk Elimination or Control Measures	How Often?	Key Staff Responsible for Implementation
Fire	2	Fire extinguisher inspection/maintenance.	Six monthly	HCCDC contractor
		Removal of combustible rubbish.	Weekly	HCCDC contractor CCSC Maintenance
		Gutter maintenance/ Removal of debris.	Annually	HCCDC contractor
Bushfire	2	Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings.	Annually	HCCDC/CCSC Maintenance
		Conduct fire drills.	Annually	CCSC Staff
		Clear gutters of dry leaves and other debris.	Annually	HCCDC/CCSC Maintenance
		Listen to media reports for bushfire or weather warnings/advice.	Annually	Principal/Office Admin
Personal Threat/ Violence	2	All relevant students must have Individual Behaviour Management Plans	Ongoing	Principal & Head of Wellness Team
		Ensure use of visitor's register	Ongoing	Receptionist
		Implement "Alert" response.	Ongoing	Principal & Management Team
		Personal Threat response procedure available/staff trained in non-violent communication response.	Ongoing	Principal

Emergency Management Plan - Training & Drills

Type of Training & Drills	Who and How Often?
Information/instruction/training on the College's Emergency Plan	At Induction for all new staff. Annually for all staff.
CPR First Aid Training – including emergency and asthma	All staff annually. All Staff annually refresher – 3 year Cert.

Anaphylaxis Training	Annually
Routine Practice Drills	Whole of College/workplace including all staff, students, visitors and contractors Evacuation – 6 monthly Lockdown – 6 monthly Bushfire – Annually
Evacuation 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 must wear it during an emergency situation****

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 HCCDC contractor
SMS System	Termly 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	Form of Communication	Responsibility for Commencing and Managing Communication
Evacuation	Preferred Communication <ul style="list-style-type: none"> SMS to all staff & Message sent via VIVI Alternative Communication <ul style="list-style-type: none"> Phones in spaces Call staff mobiles 	Principal or delegate
Alert	Preferred Communication <ul style="list-style-type: none"> SMS to all staff & Message sent via VIVI Alternative Communication <ul style="list-style-type: none"> Phones in spaces Call staff mobiles 	Principal or delegate
Lock Down	Preferred Communication <ul style="list-style-type: none"> SMS to all staff & Message sent via VIVI Alternative Communication <ul style="list-style-type: none"> Phones in spaces Call staff mobiles 	Principal or delegate
Lock Out	Preferred Communication <ul style="list-style-type: none"> SMS to all staff & Message sent via VIVI Alternative Communication <ul style="list-style-type: none"> Phones in spaces Call staff mobiles 	Principal or delegate

1.3 RESPONSE TO AN EMERGENCY

The Process for Making Decisions

Once an emergency is reported the Principal will identify:

- 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, lockdown or lockout procedures where required.
- Ensure first aid is administered and medical treatment provided as soon as possible
- Contact and liaise with relevant emergency services
- Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety.
- Establish the facts: assess the situation; plan whom to contact, who will do what, and what assistance is needed from AIS NSW.
- 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 an Emergency (e.g. Keeping a lane clear for Emergency services, directing traffic)

WHO: As delegated by the Principal

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

HOW: Wearing a fluorescent vest, the vehicle controller will locate themselves near the front entry of the College to redirect 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 has been made.

Evacuation Procedures (Summary)

- Principal decides on the need to evacuate, where possible in consultation with emergency services.
- Principal or their delegate to activate the emergency evacuation signal – SMS and Vivi notification sent.
- 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 1, unless advised of an alternative evacuation assembly area.
- Floor Wardens to check that all buildings/toilets are clear and lock where possible.
- Classes to line up in order on Village Green 1.
- When the whole College is assembled, Teacher/Coach with class in the current session to mark rolls. Office administration to provide relevant paper rolls for marking. Staff are to hand their completed rolls to their direct report and inform them if there are any missing students.
- Principal/delegate to brief staff on the emergency and await the arrival of emergency services or take other appropriate action.
- Principal/delegate advises when to return to the College 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: Buildings 21, 25, 27 and 41 and in car park across from building 16

Location of first aid kit/s including allergen kit:

- Office Admin First Aid
- Café First Aid
- All classrooms/Teaching Spaces including the Gym (50) and Dance Studio (41) have first aid kits

Response Procedures for Specific Emergencies

Response procedures are provided in **PART 2/3** for the following emergencies:

- Evacuation
- Lockout
- Lockdown
- Bushfire
- Critical Incidents

Emergency Contacts including After hours

Name	Contact Number
Police/Fire/Ambulance	000
CEO & Principal	Paul Chapman 0411579222
Deputy Principal	Mark Brown 0439 221 956
Crime Stoppers	1800 333 000
AIS NSW	(02) 9299 2845
Gosford Hospital	(02) 4320 2111
Police Assistance Line	131 444
Gosford Police Station	(02) 4323 5599

1.4 RECOVERY STRATEGIES

Strategy and Description

A recovery plan 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.

Consider that students, staff and parents may have different needs and may react accordingly. Also consider the impact on different cultural groups, people with intellectual disability, etc. EAP providers are contracted to provide counselling for staff immediately after an emergency or other incident.

TRAUMA COUNSELLING	WHO?
College based counsellor to be used in the first instance when providing support to student athletes.	The Principal to consult with AIS NSW regarding College needs and College counselling services available.
EAP providers are contracted to provide counselling for staff following an emergency or other incident.	The Principal to consult with AIS NSW regarding College needs and staff trauma counselling services available. EAP Contractors' details: Actevate 1300 669 552

Strategy for Managing the Media

The Principal, in consultation with AIS NSW, will often liaise with the media or appoint a person to act as the Workplace Media Liaison Officer.

Note: When the media initially makes contact with the College, 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 as soon as possible.

Returning to Business as Usual

RETURNING TO BUSINESS AS USUAL	ACTION
Return to normal business activities ASAP.	The Principal & Senior Management Team 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 the community etc.
Completion of Post Event Evaluation	The Principal & Senior Management Team, 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 circulates to the appropriate stakeholders.

PART 2 - EVACUATION/LOCKOUT/LOCKDOWN PROCEDURES

2.1 GENERAL PROCEDURES

The development of effective evacuation, lockout and lockdown procedures will assist in the minimization of risk of injury and/or the threat to human life in the event of an emergency.

When an emergency situation arises, the Principal may call for an evacuation, lockout or lockdown 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 these procedures is located on a laminated sheet in each learning space and staff room.

An evacuation/lockout/lockdown drill will be conducted at least **once per semester**. This will be organised by the Management Team.

Staff across the College are to discuss with their class/group what to do when the evacuation, lockout or lockdown messages are sent via the VIVI screen or received via SMS. 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 administration 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 College issued hi-vis vest.*

Assembly Area Supervision

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 redirect 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 the 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 should be directed to the undercover picnic tables near Building 25 to wait for medical assistance.

Individuals on crutches, in a wheelchair or with special needs at the time of the evacuation are to move to the undercover picnic tables 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 with 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.

Evacuation Assembly Areas

Link to Evacuation Maps

<https://drive.google.com/file/d/0B8XAVIU7I6AnODZlaXctRUFOWM/view>

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.

Accessing the Evacuation Assembly Area:

Students/staff are to go to the bottom of Village Green 1, Corner of Parklands and Carinya Rd to wait for College Bus transportation to Kariong Sport and Recreation Area.

These roads are sealed with walk pathways on one side.

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

Refer to

<https://drive.google.com/file/d/0B8XAVIU7I6AnODZlaXctRUFOWM/view> **for ASSEMBLY AREA and EMERGENCY ROUTE**

ONSITE LOCATION

Onsite Location where safe evacuation is not possible: Building 27

Move all students to Building 27. This space is situated a sufficient distance from any bushland area and has surrounding buildings. If power is lost the Principal or delegate will provide contact to emergency services via staff mobiles.

Emergency Procedures where students and staff are offsite

In the case of an evacuation/lockout/lockdown at the College whilst staff and 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
- Mark the roll
- Communicate with the College that you are in an emergency situation with students offsite
- The College will develop a plan to communicate with parents
- Communicate with the College when the emergency is over and the all clear has been given
- Await further instructions from the College Principal as to when it is safe to return to the College

- Escort students back to the College or designated pick up point for parents as directed by the College Principal

2.2 EVACUATION

An evacuation involves removing all students to the designated Assembly area on Village Green 1. This will be communicated via SMS & Notification boards. When the emergency message has been sent the following procedures should be followed to leave the room:

- Close all windows
- Leave students bags behind
- Leave room in an orderly manner
- Students to stay with staff member and move to the nearest exit point
- Go to the Assembly area on Village Green 1
- Students are to sit in class lines, organised by year groups/sport groups and follow the directions of the staff
- The office/administration block is not to be entered by staff or students leaving College buildings
- Café staff to report to the Assembly area on Village Green 1
- Once at the Assembly area on Village Green 1, staff to mark student rolls. Staff to hand completed rolls to their direct report and inform them if they have any missing students. Principals EA to mark staff rolls
- All stay at the Assembly area on Village Green 1 until dismissed by the Principal.
- **Staff with classes outside or staff on duty** are immediately to direct students to the Assembly area on Village Green 1.

All personnel in the table below must follow their issued roles/responsibilities, as below:

EVACUATION PROCEDURE - INDIVIDUAL ROLES/RESPONSIBILITIES	
Office Staff	Deputy Principal
SMS staff	Take portable PA gear
Contact Emergency Services	Confirm Emergency Services contacted
Take rolls and Day absentee list & collate roll collection	Address whole the College/Coordinate missing students search
Take mobile phone	Deputy Wardens
Take visitor log/Sign in/out log	Oversee roll marking
First Aid Officer	Take Mobile phone
Take First Aid Kit	Teachers/Coaches
Floor Warden	Mark roll (welfare group rolls)/Advise principal of missing students
Check rooms are empty	Supervise students until dismissed
Lock rooms where possible	Communications Officer
Assist with roll call/supervision	IT Manager- activate evacuation notice on vivi boards

2.3 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 College. It is used when the threat is general or an incident is happening OFF COLLEGE PROPERTY. This allows College activities to continue with the least disruption as possible during the event.

This will be communicated via the VIVI notification screens and SMS to all staff.

LOCKOUT PROCEDURE

The following procedures should be followed:

DURING OUTSIDE ACTIVITIES

- **STOP ALL OUTSIDE ACTIVITIES.**
- **Coaching/Sport staff** bring students into the nearest College building.
- **If it is during break time**, staff on duty to direct students towards classrooms. Staff not on duty to move to the nearest available classroom, take responsibility for that room and direct students into its vicinity until unsafe to fit any more students in there. If the room is full, direct students to the next available room.
- **STAY INSIDE THE ROOM.** Staff to close all windows and doors.
- **Students** to stay with the teacher/coach.
- Students sit quietly on the floor, staff reassure students of their safety.
- **Staff** to direct students 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 Chromebooks/iPads).
- 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.
- **Facilities Manager** to check rooms allocated to staff.
- NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD EXCEPT FOR THE EXPLICIT PURPOSE OF SENDING AND RECEIVING SMS MESSAGES TO INTERNAL STAFF DURING THIS PERIOD

IN TEACHING/LEARNING SPACES

- **STAY INSIDE THE ROOM.** Staff to close all windows and doors.
- **Students** to stay with the staff member that is with them.
- Students sit quietly on the floor, staff reassure students of their safety.
- **Staff** to direct students 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 Chromebooks/iPads).
- Staff in classrooms to mark the rolls. After roll is marked, staff notify their direct report if all students are accounted for. If they are missing students they call their direct report. Students are to remain in rooms until the 'all clear' instructions from the Principal are received.
- **Facilities Manager** to check rooms allocated to staff.
- NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD EXCEPT FOR THE EXPLICIT PURPOSE OF SENDING AND RECEIVING SMS MESSAGES AND/OR PHONE CALLS TO INTERNAL STAFF 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 in their year groups with teachers.
- **Teachers** to mark student rolls.
- **Facilities Manager** to account for Coaching and Teaching staff.
- **Principal's EA** to account for Admin staff, Café staff and Visitors.
- **Student Services Administrator** to bring an absentee list and sign in/sign out book.
- All to stay quiet on Village Green 1 where support and counselling can be offered as required.
- **Principal** notifies the emergency is over and debriefs staff and students.

All personnel in the table below must follow their issued roles/responsibilities, as below.

LOCKOUT PROCEDURE - INDIVIDUAL ROLES/RESPONSIBILITIES

Office Staff	Principal
Lock front door of administration building and monitor closely	Send Emergency Notification (SMS) and VIVI Screen
	Liaise with Police and Emergency Services
	Develop a plan for notification to parents for pick-up arrangements if necessary
Take rolls to Village Green 1 and distribute - when instructed and safe to do so	Address whole College during emergency and communicate to staff when emergency is over
Reports discrepancies in rolls/attendance to Deputy Principal to check	Debrief staff and students
Staff	Warden
Move students into the nearest building. Secure doors	Account for Admin staff/Cafe staff/Visitors
All other staff remain in classrooms with students	Deputy Principal
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/mark rolls.	Account for staff – both Coaches and Teachers
Supervise groups until 'all clear' given, and then escort students to Village Green 1. Teachers move to year groups to take roll.	Relay to Staff any instructions from the Principal.

2.4 LOCKDOWN

A **LOCKDOWN** is a procedure to use when there is an immediate threat to the College e.g. intruders. A lockdown minimises access to the College and secures staff and students in rooms. This will be communicated via SMS & Notification screen to all staff.

The following procedures are to be followed during Lockdown:

DURING OUTSIDE ACTIVITIES

- **STOP ALL OUTSIDE ACTIVITIES.**
- **Coaching/Sport staff** bring students into the closest building to their proximity and lock doors.
- **If it is during break time**, staff on duty to direct students towards classrooms. Staff not on duty to move to the nearest available classroom, take responsibility for that room and direct students into its vicinity until unsafe to fit any more students in there. If the room is full, direct students to the next available room.
- **STAY INSIDE THE ROOM.** Staff to close and lock all windows and doors and close blinds if fitted.
- **Students** to stay with the teacher/coach.
- Students sit quietly on the floor, staff reassure students of their safety.
- **Staff** to direct students 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 Chromebooks/iPads).

- 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.
- **Facilities Manager** to check rooms allocated to staff.
- NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD EXCEPT FOR THE EXPLICIT PURPOSE OF SENDING AND RECEIVING SMS MESSAGES TO INTERNAL STAFF DURING THIS PERIOD

IN TEACHING/LEARNING SPACES

- **STAY INSIDE THE ROOM.** Teachers close all windows and doors.
- **Students** to stay with their teacher.
- Students sit quietly on the floor, teachers reassure students of their safety.
- **Teachers** to direct students out of line of sight of doors and windows.
- Teachers in classrooms are to ensure that all lights are turned off, machinery or other equipment is turned off (including Chromebooks/iPads).
- Teachers in classrooms to mark the rolls. Students are to remain in rooms until the 'all clear' instructions from the Principal are received.
- **Facilities Manager** to check rooms allocated to staff.
- NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD EXCEPT FOR THE EXPLICIT PURPOSE OF SENDING AND RECEIVING SMS MESSAGES TO INTERNAL STAFF 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/Teachers** move to their year group and mark their rolls.
- **Deputy Principal** to account for Coaching and Teaching staff.
- **Principal's EA** to account for Admin staff, Café staff and Visitors.
- **Student Services Administrator** to bring the 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 the emergency is over and debriefs staff and students.

All personnel in the table below must follow their issued roles/responsibilities, as below.

LOCKDOWN PROCEDURE - INDIVIDUAL ROLES/RESPONSIBILITIES	
Office Staff	Principal
Lock front door of administration building and monitor closely	Send Emergency Notification (SMS) and VIVI Screen
	Liaise with Police and Emergency Services
	Develop a plan for notification to parents for pick-up arrangements if necessary
Take rolls to Village Green 1 and distribute - when instructed and safe to do so	Address whole College during emergency and communicate to staff when emergency is over
Reports discrepancies in rolls/attendance to Deputy Principal to check	Debrief staff and students
Staff	Warden
Move students into the nearest building. Secure doors.	Account for Admin staff/Cafe staff/Visitors
All other staff remain in classrooms with students.	Deputy Principal
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/mark rolls.	Account for staff – both Coaches and Teachers

Supervise groups until 'all clear' given, and then escort students to Village Green 1.
Teachers move to year groups to take roll.

Relay to Staff any instructions from the Principal.

2.5 BUSH FIRE MANAGEMENT PLAN

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

If an evacuation is required please refer to Section 2.1 and 2.2.

ALL FIRES TO BE REPORTED TO 000

Prevention Strategies

Before the bushfire season:

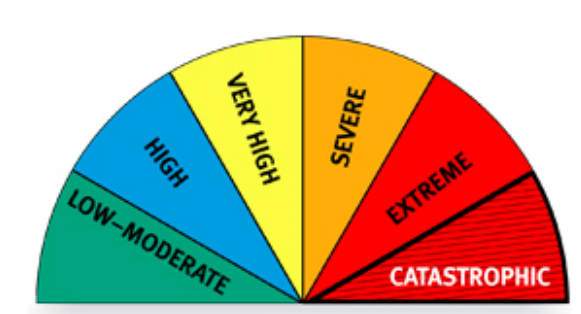
- Liaise with emergency services agencies about emergency procedures and vegetation management in the vicinity of the College and any other issues that are appropriate;
- Review and update the College's Bush Fire Management Plan, in accordance with advice from AISNSW. Ensure that appropriate strategies are put in place, which can be implemented in the event that the College is threatened by bushfires (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/HCCDC to clear gutters of dry leaves and other debris;
- Communicate the plan to staff and the College 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 College premises unattended.

Monitoring Bushfire 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 bushfire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

During the BushFire Season

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

- Listening to the local radio station and/or monitor the NSW Rural Fire Service for information about bushfire activity or FDR.
- Obtaining major fire updates and preparation advice from the NSW Rural Fire Service website at www.rfs.gov.au
- Obtaining RFS Bushfire 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.

Catastrophic Days

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

Active Bushfires 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 AIS NSW/NESA to determine whether they need to temporarily relocate or cease operations.

The College will also contact AIS NSW/NESA to discuss circumstances and advice provided by Emergency Services.

Imminent Bushfire Threat to the College

- 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 College is directed to temporarily close by emergency services personnel, or a decision is made in conjunction with AIS NSW/NESA to relocate or temporarily cease operations due to local bushfire activity, the Principal should then implement the determined Emergency Management Plan with respect to bushfire.
- The Principal or delegate should notify the parents/carers/next of kin.
- Continue to liaise with Emergency Services.

Bushfire Emergency Response Procedures - Evacuation

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/people 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:

1. Arrange transport in consultation with local police.
2. 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
3. Collect the following:
 - Mobile phone
 - Torch, radio and spare battery for each
 - First Aid Kit, Health Care Plans and prescribed medications
 - Bottled water and plastic cups
 - Student roll, Visitor's book, emergency contact list (student and staff), pens
 - Whistle or bell
 - Spare workplace keys
 - Domestic animals
 4. A roll call should be conducted including visitors and contractors prior to evacuating from the College and again at evacuation assembly point.
 5. Evacuate to the identified assembly point.
 6. Maintain awareness of the bushfire threat by regularly checking conditions with NSW Rural Fire Service.
 7. Stay tuned to the local radio station for information.
 8. Provide information update to AIS NSW/NESA

Emergency Response Procedures - Stay and Defend (Where circumstances prevent a 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.

1. Move to the safer/less threatened onsite location
2. Air Conditioning should be turned off
3. Gas should be shut down at the bottle or metre
4. Close all windows and doors (do not lock)
5. Draw the blinds (if fitted)
6. Place wet towels around windows and door edges to stop smoke and embers from entering.
7. Cover as much exposed skin as possible preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant)
8. Wrap clothing and other material, such as a woollen jumper around the head.
9. Saturate clothing with water if possible.
10. Wet a cloth and place it over the face.
11. Drink water to guard against dehydration.
12. 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)
13. A roll call should be conducted – using home room rolls and visitor book
14. Once the fire front has passed and the threat from the radiant heat has abated, all persons may move to Village Green 1 and the Principal should check the other buildings for outbreaks of fire.
15. Provide updated information to Emergency Services and AIS NSW/NESA.
16. 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

AIS NSW	02 9299 2845
NESA	02 9367 8111
Local Council	4325 8222
State Emergency Services	132 500

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 College 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 supporting those affected by the incident.
- Where property has been damaged, liaise with the emergency services and HCCDC
- Review the Emergency Management Plan.

Additional Information

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

2.6 EVALUATION OF EMERGENCY MANAGEMENT PLAN

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

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.

PART 3 - MANAGEMENT OF CRITICAL INCIDENTS

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 College 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 the College or during travel to or from the College
- A number of staff or students who witness a serious injury, sudden death or major accident while travelling to or from the College
- A hostage situation
- Robbery
- Assault
- Sudden violent death or suicide of an associate
- Loss of home or College building due to fire or a natural disaster
- A natural disaster that affects the community
- **Reputational Damage/ Public Relations**

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 College. 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.

3.1 REGULATIONS

- The College will have a Critical Incident (CI) Management Team that will comprise of the CEO/Principal & Members of the Senior Management Team as well as the College Nurse, Transport Coordinator and one other staff member.
- The CI Management Team will meet every semester to review the plan, ensure familiarity with procedures and modify these in the light of experience or changing conditions.
- The CI 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 themselves with the plan and procedures to be adopted in the event of a critical incident.
- After any critical incident, the plan and procedures will be reviewed in light of that experience.

3.2 CRITICAL INCIDENT MANAGEMENT PLAN

The Management Team:

- The College will have a Critical Incident Management Team as described above.
- 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.

The Principal or their delegate is to be designated to respond to enquiries from the media. **NO OTHER PERSON IN THE COLLEGE IS TO ANSWER MEDIA QUESTIONS.** No member of the media is to be permitted to take photographs within the College grounds nor to interview students.

- The Management Team will meet each semester to assess risks within the College environment and inherent in College 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 College 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 College Emergency Evacuation Plan).
- Inform the Principal.
- Alert members of Critical Incident Management Team.

PHASE 2 PRINCIPAL OR CI MANAGEMENT TEAM DETERMINES THAT CRISIS IS A CRITICAL INCIDENT

- Contact those required to assist the team.

- Inform AIS NSW and request support mechanisms as appropriate.
- Contact families of those involved (news of death should NOT be given over the phone).
- Provide College office staff with information necessary to contain the situation. E.g. Media enquiries to be directed to the Principal.
- 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 CI Management Team to commence third phase.

PHASE 3

IMMEDIATE MANAGEMENT OF CRISIS BY CI MANAGEMENT TEAM

- CI Management Team reviews CI Management Plan.
- Team assesses the situation and agrees on the response.
- Decide on resources needed and make arrangements, e.g. counsellors, 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 email updated information to AIS NSW. Note that only information that is contained in the fact sheet is to be provided and that all media enquiries must be directed to the Principal.
- If students are likely to hear of the incident before arriving at the College, e.g. at the train station, arrange for a staff member to meet students there and accompany them to the College.
- Decide how students will be informed of the incident – e.g. College 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 the 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 counsellor or a person trained in CI Management should do this and be available for counselling if needed.
- Distribute fact sheets and support material (e.g. 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 counselling.
- Review tasks required of staff and refer to in-service 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 the completed list to the office. If normal routine is to be resumed later in the day, office staff should distribute absentee lists 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 SUPPORT - 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 College 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 College involvement in the funeral. In consultation with the family.
- If the College 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.
- Coordinate 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 the Critical Incident Management Team. A facilitator may be used if it is considered necessary.
- Guest speakers may be invited to address the whole College community if it will help them to come to terms with events.
- Acknowledge all offers of support that the College 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; advise 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.

3.3 SPECIAL CIRCUMSTANCES

Contacting Staff and relevant others when an incident occurs out of College hours

Critical incidents affecting the College may occur on weekends or during vacation periods. It may not be appropriate to wait until the return of the College 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 CI 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 the College

College staff have ultimate responsibility for the safety, supervision and wellbeing of students while on College excursions, camps, sporting events etc. Where students will be taken to a campsite 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 College, but involving College 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 College guidelines.

- Advise emergency personnel of any students or staff who are not accounted for.
- Advise the College 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 the College notifies parents and/or drivers of possible delays in returning to the College or home.
- Remain with the group until relieved of responsibility.

If a death or serious injury has occurred, the College Critical Incident Management Plan should also be implemented at the College.

Staff Member Sign Off

By signing this document you are confirming that you have read and understood your obligations as described in the above policy, guidelines or procedure. If you have any questions or feedback please discuss with your direct report prior to signing off on this document.

Staff Member Name	Signature	Date Signed

Date of Next Review: October 2021 or earlier where amendments in legislation require immediate policy reviews

Version #	Date Approved	Author	Purpose/Changes
2.0	October 2020	P. Chapman	Annual Review
3.0	September 2022	M.Brown	Annual Review
4.0	March 2023	J.Steinbeck	Annual review, amendments made