

5.2 EMERGENCY MANAGEMENT PLAN for Prairiewood High School

Effective: 23rd March 2010

Date of last review: 2008

Review date: March 2011



Manual structure

Part 1 – Emergency management plan

Includes:

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

Part 2 – Evacuation procedures and other attachments

Includes a range of support documents relevant to this workplace

Document location

There are 3 copies of this manual.

Other copies are held by: the Principal, Chair OHS Committee and School Administrative Manager.

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

PART 1: Emergency management plan

1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives

Purpose:

To ensure the timely and appropriate response of the workplace in the event of an emergency.

Objectives

Staff at this workplace will respond to a range of emergency situations including, but not limited to:

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

Using strategies such as:

- Lockdown
- Lockout
- General evacuation

Scope of the emergency management plan

Emergency plans have been established to respond to each specific type of emergency. These have been communicated to all staff and a flipchart (with one page for each type of emergency) strategically located in the main school offices. The overall control of emergency response lies with the principal (or Relieving Principal in the event of the Principal's absence)

Relationship with other plans

The emergency management plan is communicated to staff through the Professional Learning Program and to students through School Assemblies and in class groups, and to staff in faculty groups. It specifically relates to the following plans:

- [First Aid](#)
- [Induction](#)
- [Incident management](#)

Regular evaluations and modifications are conducted by the OHS Committee.

Description of the workplace

The workplace is a school setting comprising 940 students (Years 7 – 12) and 84 staff. The buildings are constructed of brick in six blocks of which 3 have 2 storeys. The layout of the school is found in the [school map](#).

The primary evacuation point for any evacuation required as part of an emergency response is the far end of the school oval. The site area is 8 hectares and allows emergency vehicle access via the Prairie Vale Road entrance.

Roles and responsibilities

Emergency planning committee (responsible for emergency planning)

Name	Title	Contact phone numbers
John Pickering	Principal	02 9725 5444/ 0424 727 210
Jason Conroy	Deputy Principal	02 9725 5444/ 0424 174 867
Denise Smith	Deputy Principal	02 9725 5444/ 0424 356 544
Bruce Jackson	Chair OHS C'tee	02 9725 5444
Belinda Beileiter	SASS member	02 9725 5444

<u>Emergency control organisation</u> (responsible for evacuation and emergency response)		
Chief Warden (Orange Vest)		
Name	Title	Contact phone numbers
John Pickering	Principal	02 9725 5444/ 0424 727 210
Deputy Chief Wardens (Orange Vest)		
Name	Title	Contact phone numbers
Jason Conroy	Deputy Principal	02 9725 5444
Denise Smith	Deputy Principal	02 9725 5444
Block Wardens (Yellow Vest)		
Name	Title	Contact phone numbers
Sue Davis Miki Rodic	English Block: HT Eng /HT Admin	02 9725 5444
Bruce Jackson	Soc Sci Block: HT Soc Sci	02 9725 5444
Amanda Stewart	H. Ec Block: HT H Ec	02 9725 5444
Maureen Cashel	Maths Block: HT Maths	02 9725 5444
Belinda Beileiter John Pickering	Admin Block: SAM Principal	02 9725 5444
Jason Conroy	Perf Arts Block: DP	02 9725 5444
Dave Rose	IA Block: HT IA	02 9725 5444
Faye Humphreys	Hist/Lang Block: HT Hist	02 9725 5444
Rosemary Richards	Library: Librarian	02 9725 5444
Steve Perks	Science Block: HT Sci	02 9725 5444
Garrick Mulcahy	Farm: Ag CRT	02 9725 5444
Denise Smith	Vis Arts Block: DP	02 9725 5444
Jason Conroy	Special Ed: DP/ CRT	02 9725 5444
Rob Benetel	PE/ Sport: HT PE/H/PE	02 9725 5444
First Aid Officer		
Name	Title	Contact phone numbers
Oriana Mutabdzija	SAO	02 9725 5444
Communications Officer		
Name	Title	Contact phone numbers
Jason Conroy	Deputy Principal	02 9725 5444

Process for notifying, alerting and reporting emergencies

Notifying emergencies

Any staff member can notify emergency, normally to the main School Office. The Chief Warden will determine the school response. Some emergencies will require a response from individual members of staff (e.g. personal threat). In these situations the emergency must be reported as soon as possible after its occurrence.

Alerting the workplace to emergencies

A general evacuation will be communicated by the continuous ringing of the school bell. Lockdowns are communicated by the Lockdown siren. Lockouts are also communicated by the Lockdown siren).

Reporting emergencies

Emergencies may be reported to

- DET Safety and Security
- DET - SED
- OHS Directorate
- Police
- Fire Brigade
- Ambulance

Identified evacuation assembly areas and evacuation routes

Assembly area one

The far side of the oval is the primary assembly area for evacuations.

Assembly area two

There is no secondary assembly point

Off-site assembly area (1 km from workplace)

Fairfield Showground

(Refer to site plan, Part 2)

Location of emergency coordination centre and recovery premises

The emergency coordination centre will be the Principal's office

(Refer to site plan, Part 2)

Review dates

This emergency plan will be reviewed once each year following the Term 4 evacuation drill. The dates are recorded in the Record of Emergency Management Plan Evaluations.

Strategy for communicating the plan

The emergency management plan is communicated to staff through the Professional Learning Program and to students through School Assemblies and in class groups.

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

Hydrant locations are shown on the [school map](#)

Types of installed communication systems

The school has a telephone system which is connected to all offices. The telephone numbers are listed in the school phone number register

1.2 PREPARING FOR AN EMERGENCY**Risk assessment process****Staff to undertake risk assessment**

Name	Position	Contact phone numbers
John Pickering	Principal	02 9725 5444/ 0424 727 210
Jason Conroy	Deputy Principal	02 9725 5444/ 0424 174 867
Denise Smith	Deputy Principal	02 9725 5444/ 0424 356 544
Bruce Jackson	Chair OHS C'tee	02 9725 5444
Belinda Beileiter	SASS member	02 9725 5444

Risk assessment consultation

Person or group	Timeframe for consultation
OHS Committee	Monthly
Staff meetings	Monthly
Executive meetings	Weekly

Review dates

Risk assessment completed on	Key changes introduced (see also risk management strategies below)
23 rd March 2010	Full site inspection, New OHS Management System and Emergency Management Plan implemented

Risk management strategies for prevention or control of emergencies

Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Fire	2	Fire Extinguisher inspection	Semester	Contractor
Fire	2	Cleaning of combustible rubbish	Weekly	GA
Bomb	1	Student /staff reporting of threats to school	As needed	P
Cash	2	Cash handling	Yearly	SAM
Minor injuries	4	First Aid kits	Each Term	SAM
Trips	3	Inspection and repair	Each term	OHS C'tee
Slips/Falls	3	Inspect and clean	Weekly	Cleaners
Intruders	3	Student reporting of threats to school	As needed	P, DP, CRT's
Stray dogs	3	Inform Council ordinance officer	As needed	GA
Violence	3	Pass system for visitors. Teacher and student awareness. Practice lockdown and lockout	Daily Semester Annual	DP
Pedestrian and/or vehicle accidents	2	<ul style="list-style-type: none"> • Traffic controls • Liaison with local council • Issue rules to parents regarding safe drop off of students 	Annual	Principal ; Deputy Principal
Chemical accident	2	<ul style="list-style-type: none"> • Ensure chemical safety guidelines are followed • Remove hazardous chemicals 	Annual Once	Principal + Sci, CAPA, IA GA and Farm Assist
Electrical Hazards	2	<ul style="list-style-type: none"> • Testing & tagging. • Reporting faults. • Encourage general safety precautions. 	Semester	Contractor All staff P
Gas Leak	2	<ul style="list-style-type: none"> • Train students in safe gas use • Maintain facilities. 	Annual	Principal ; DP; GA

Training against emergency management plan

Type of training		How often
Principal Safety Training		On appointment
Principal Committee training		On appointment
Committee training		On appointment to committee
Emergency Procedures		Semester
Training schedule attached – Part 2		

Frequency of emergency response drills	
Type of emergency response drill	How often (see Part 2 – Schedule of completed emergency response drills)
Evacuation Drill	Once per semester
Lockdown/ Lockout	Once per semester
Training schedule attached – Part 2	

Arrangements for disabled persons	
Strategy	Person responsible for action
See Individual Education Plan(s)	Special Education staff

Testing of equipment	
Type of equipment	Frequency of testing
Electrical tagging	Annual
IA Equipment	Each Semester
Home Economics - ovens	Annual
Home Economics – sewing machines	Annual
CAPA kilns	Annual

First aid requirements	
Requirement	Action completed
First aid kit	Checked each Term and complete
First aid training	2 SASS and numerous teachers trained
CPR Training	All staff trained

Communications during an emergency	
Requirement	List form of communication
Communication to emergency services (as required by Emergency Flipchart)	Phone by Principal or delegate

Communication to DET Safety & Security	Phone by Principal or delegate
Communication to DET DO	Phone by Principal or delegate

1.3 RESPONSE

The process for making decisions
<p>The decision to respond to an emergency situation is <u>made by the Principal</u> or Relieving Principal (in the absence of the Principal) The decision is then communicated to the school in the manner outlined for specific emergencies.</p>
Immediate response actions (actions will often take place at the same time)
<ul style="list-style-type: none"> • Safety of all persons on site • Reporting to appropriate services • Security of equipment and buildings • Records • Debrief and counselling as needed
Vehicle control during emergency (e.g. keeping lane clear for emergency services)
<p>Who: The DP is designated to maintain a clear lane for emergency vehicles and to restrict access for any other person (including parents) during an emergency</p> <p>How: The GA, if present, wearing a red reflective vest, will lock all gates to the school and to maintain a presence at the front gate (or emergency access point) In the absence of the GA the Principal will designate the role to another staff member.</p> <p>When: Upon the declaration of an emergency the DP/P will immediately implement vehicle control measures.</p>
Evacuation procedures (summary) – Full procedures included in Part 2
<p>Stages:</p> <p>Decision to evacuate</p> <ul style="list-style-type: none"> • Emergency situation reported/perceived

- Declaration of an emergency by Principal
- Decision made to evacuate by Principal

Warning staff and students

- Emergency signal – evacuation sounded (continuous bell)

Withdrawal (evacuation)

- Staff respond to signal
 - Report for designated duty and/or
 - Escort class to primary evacuation area

Shelter and assembly area

- Primary evacuation area at far side of the oval in roll groups
- Rolls marked by staff
- Staff roll marked as designated (HT Admin)
- Visitors checked by SASS.
- Block wardens check buildings and report to evacuation area
- Shelter is not available

Return

- End of emergency declared
- Staff and students return to class/ duty

Location of designated emergency exits

- Shown in [Evacuation Plan](#)

Location of fire hoses

- Shown in [School Map](#)

Location of fire extinguishers

- Shown in [School Map](#)

Location of fire blankets

- Shown in [School Map](#)

Location of first aid kits

- Shown in [School Map](#)

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 are to be displayed prominently throughout the workplace.

Response procedures for specific emergencies

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

- Armed hold up
- Cash management
- Bomb threats
- Chemical Spill
- Gas Leak
- Internal emergency (such as intruders)
- Personal threat (such as a threatening parent or student)
- School Fire or smoke presence
- Medical emergency
- [Sharp Objects](#)

Emergency contacts

Name	Number
John Pickering (Principal)	02 9725 5444/ 0424 727 210
Denise Smith (Deputy Principal)	02 9725 5444/ 0424 356 544
Jason Conroy (Deputy Principal)	02 9725 5444/ 0424 174 867
Bruce Jackson (HT Soc Sci) Chair OHS C'tee	02 9725 5444

1.4 RECOVERY

Strategy and description (documents included in Part 2)

Contact DET regional response team. Return to normal operation as soon as possible. Trauma counselling to be arranged if required.

Trauma counselling and description	Who
Staff suffering from trauma	EAPS
Students sufferiing from trauma	School counsellor/ welfare team

Managing the media strategies (documents included in Part 2)

Principal to appoint a media liaison person (the Principal) to be responsible to:

- contact DET Media Liaison Unit and
- report emergency and media involvement

Return workplace to normal	Action
Classes to resume as soon as emergency is declared over	Return to class/duty

Counselling	Organised through DET/ EAPS for those affected
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PART 2: Evacuation procedures and other attachments

Checklist for documents to be included in Part 2

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

- Evacuation procedures
- First Aid plan
- Response procedures for specific hazards (e.g. bushfire)
- Site plan (Note: each workplace will need to provide its own site plan: please contact Asset Management if you require a copy)
- Floor plans
- Communication strategy (where there is additional information to section 1.2 above)
- Specialist information – e.g. location of hydrants
- Media messages and strategy
- After hours contacts
- Other relevant information