EMERGENCY MANAGEMENT PLAN
for
Somersby Public School

Effective: 18 March 2014
Date of last review: 18 March 2014
Review date: 18 March 2016
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 - SED, OHS File and Principal. Also available on DET Intranet ‘In Case of Emergency’ application (ICE)

PART 1: Emergency management plan

1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives

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

Objectives
• To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible
• To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practice of evacuation drills
• To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency
• To ensure the recovery of staff, students and the workplace after an emergency.

Scope of the emergency management plan

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

Note: Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each off-site activity must be risk managed separately.
Relationship with other plans
This plan is subject to the actions and operations of emergency services on a larger scale in the event of an emergency situation impacting on the wider community e.g. evacuation due to chemical spill affecting a wide area.

Description of the workplace
Somersby Public School is a co-educational school with approximately 75 students from Kindergarten to year 6. It is situated in a semi-rural community at the intersection of Wisemans Ferry and Peats Ridge Roads approximately 2 kilometres from the F3 Freeway. Somersby General Store is located directly across the road from the school with a truck refuelling area on an adjacent block.

Somersby Public has a drive through student drop-off zone at the Wisemans Ferry Road entrance and a staff car park.

Somersby Public consists of one [1] two storey brick building, one [1] detached wooden classroom, a school hall of wooden construction, library building, and a demountable classroom. The site has a detached General Assistant’s tool shed/storage area, P&C storage building and a detached pump house for the school’s tank water.

The main two storey brick building consists of administrative offices, sheltered assembly area and adjoining Covered Outdoor Learning Area, sport storage, electrical distribution room, cleaner’s room and toilets on the ground floor. The upper storey houses a staff room with associated storage areas, staff toilets, cleaner’s store room and two classrooms.

The original wooden building consists of a single class room with a front verandah area and small storage room. The building has a solar panel array.

The school hall has a large assembly area with open stage, an enclosed storage area, school canteen and disabled toilet with shower facilities. The hall has a ramp access.

The library building was completed in 2011 and consists of a large teaching area, office, storage and building broadband distribution room. The library has a solar panel array.

The pump house provides bore water for use in the toilets and wash areas as well as pumping and filtering stored rain water to the school’s bubblers, staff and first aid areas. The main rain tank stands adjacent to this area.

The school has 12 staff including a teaching principal, 3 classroom teachers, a Librarian/Release from Face to Face teacher, a full-time School Administrative Manager, School Administrative Officer (Tuesday), School Learning Support Officer (Wednesday and Thursday), Support Teacher Learning Assistance and School Counsellor, School Cleaner and a General Assistant (1 day per week).

The school has its own sports oval which is located adjacent to the main building and the Wisemans Ferry Road border. A smaller playing field is located behind the school. An area of bushland within the school grounds provides a buffer between the school and Peats Ridge Road. Neither the school nor the sports oval has security fencing.
Emergency vehicle access is only from Wiseman ferry Rd access points.

Roles and responsibilities

Emergency planning committee (responsible for emergency planning)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirsty Squires</td>
<td>Teaching Principal 3/4</td>
<td>43721233 (w) 0438296097 (M)</td>
</tr>
<tr>
<td>Julie Broome</td>
<td>School Admin. Manager</td>
<td>43721233 (w) 0423 470 827</td>
</tr>
<tr>
<td>Laura Knight</td>
<td>Teacher – RFF Librarian</td>
<td>43721233 (w) 0402 638 310</td>
</tr>
<tr>
<td>Neil Mitchell</td>
<td>Teacher – 5/6</td>
<td>43721233 (w)</td>
</tr>
<tr>
<td>Jade Cranstone</td>
<td>Teacher – K/1/2</td>
<td>43721233 (w) 0417 654 585</td>
</tr>
<tr>
<td>Daniela Suazo</td>
<td>RFF</td>
<td>43721233 (w) 0412 821 171</td>
</tr>
</tbody>
</table>

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden –

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirsty Squires</td>
<td>Principal</td>
<td>43721233 (w) 0438296097 (M))</td>
</tr>
</tbody>
</table>

Deputy Chief Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Broome</td>
<td>School Administrative Manager</td>
<td>43721233 (w) 0423 470 827</td>
</tr>
</tbody>
</table>

Class Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Mitchell</td>
<td>Teacher – 5/6</td>
<td>43721233 (w)</td>
</tr>
<tr>
<td>Jade Cranstone</td>
<td>Teacher – K/1/2</td>
<td>43721233 (w) 0417 654 585</td>
</tr>
<tr>
<td>Kirsty Squires</td>
<td>Teacher – 3/4</td>
<td>43721233 (w) 0438 296 097</td>
</tr>
</tbody>
</table>

First Aid Officer

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Broome</td>
<td>School Admin. Manager</td>
<td>43721233 (w) 0423 470 827</td>
</tr>
</tbody>
</table>

Communications Officer

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirsty Squires</td>
<td>Principal</td>
<td>43721233 (w) 0438296097 (M))</td>
</tr>
</tbody>
</table>

Process for notifying, alerting and reporting emergencies

Notifying emergencies
All teachers and other 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 nominated School Administrative Manager is to undertake this responsibility.

Reporting emergencies
- Contact emergency services immediately where required
- Notify the School Education Director of the emergency immediately
- Notify the School Safety and Response Unit hotline if the incident involves violence, weapons, illegal drugs or major criminal activity
- Complete the Department’s serious incident report as soon as possible
- Contact the OHS Directorate is to be contacted in the event of a death, serious injury or dangerous occurrence at the workplace.

Identified evacuation assembly areas and evacuation routes

Assembly area one
The cricket pitch on the main oval adjacent to the school’s car park is the main assembly area for evacuation. This area is marked on all evacuation plans.

Assembly area two
Covered Outdoor Learning Area adjacent to the Administration building to be used in situations where Assembly Area 1 is inappropriate.

Off-site assembly area (at least 1 km from workplace)
In the event of an off-site assembly, teachers will walk students to 921 Wisemans Ferry Road. (Refer to site plan, Part 2)

Location of emergency coordination centre and recovery premises
1. School administration office area when practicable
   or
2. Location to be confirmed by communications officer after consultation with fire warden
   or
3. Location as directed by Emergency Services coordinator on site.
(Refer to site plan, Part 2)

Review dates
18 March, 2015
The emergency management plan will also be reviewed:
- following any emergency that impacts on the workplace
- following drills where the need for change is evident
- if there are major structural changes or other changes that affect the ability of the plan to be implemented.
### Strategy for communicating the plan (e.g. training, newsletters, posters)
- Plan tabled at staff meeting, available on school common drive and WH&S board
- Plan displayed and available at school office
- Plan available on school website
- Plan tabled at P&C Annual general meeting

### Essential services on premises (e.g. location of hydrants, water main, etc)
- Water supply from rainwater tank system.
  - Main tank for fire services located adjacent to the school hall (AR0006). Hydrant from tank is located adjacent to staff car park.
  - Bore water supplies general tap supply.
  - Additional water tanks located on opposite side of school hall (AR0005) and adjacent to pump house on main administration block (ER00010)
- Electricity mains located in Electricity Switch Room (ER0005)
- Gas services not connected.

### Types of installed communication systems
- Phone system connects Administration area to staffroom and library - phone contact is available in all classrooms but not the hall.
- School bell located on upper level verandah (ER1017).(hand ring)
- Emergency electronic bell located on walkway to hall. Button to activate in the office near key cabinet, also near sliding gate in basement.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirsty Squires</td>
<td>Principal Teacher 3/4</td>
<td>43721233 (w) 0438296097 (M)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Person or group</th>
<th>Timeframe for consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Twice each year (March and September)</td>
</tr>
<tr>
<td>OHS consultant</td>
<td>Annually</td>
</tr>
<tr>
<td>Staff</td>
<td>Twice each year (March and September)</td>
</tr>
</tbody>
</table>
### Emergency management guidelines

**P&C Association**

Annually (following review)

#### Review dates

<table>
<thead>
<tr>
<th>Risk assessment completed on</th>
<th>Key changes introduced (see also risk management strategies below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2014</td>
<td>See Part 2, attachment ?.</td>
</tr>
</tbody>
</table>

#### Risk management strategies for prevention or control of emergencies (including Bushfire)

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk associated with hazard</th>
<th>Key risk elimination or control measures</th>
<th>How often</th>
<th>Key staff responsible for implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violence</td>
<td>Unauthorised Intruders</td>
<td>Pass system for visitors. All visitors to sign in. Staff to direct visitors to office. Teacher and student awareness.</td>
<td>* Annually – March Review at communication meeting</td>
<td>OHS committee Principal</td>
</tr>
<tr>
<td>Violence between students</td>
<td></td>
<td>Implementation of student welfare policies including suspensions and expulsions.</td>
<td>* Annually – March Review at communication meeting</td>
<td>OHS committee Principal</td>
</tr>
<tr>
<td>Fire and Bushfire</td>
<td>Death or injury from fire Smoke inhalation Disruption to workplace Distress to staff and students</td>
<td>Fire procedures, including evacuation drills regularly practised and reviewed. Regular audit of fire equipment Current Emergency Management Plan available and loaded to ICE with access by emergency services</td>
<td>* Annually – March Review at communication meeting</td>
<td>OHS committee Principal</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Disruption to workplace Distress to staff &amp; students</td>
<td>Vigilance by staff for any unusual, suspicious or unaccounted items Contact emergency services Implement school emergency plan in consultation with Police</td>
<td>* Annually – March - Executive Meeting - review at communication meeting</td>
<td>OHS committee Principal</td>
</tr>
<tr>
<td>Road safety and vehicle collision with workplace</td>
<td>Accident with pedestrian</td>
<td>Students to remain on school premises until collected by parents</td>
<td>* Annually – March Review at communication meeting</td>
<td>OHS committee and Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students to be escorted across main road at designated crossing</td>
<td>* After any incidents</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students walking to and</td>
<td>Review monthly at designated communication meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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* Note: * indicates the specific time frame (e.g., annually, monthly, etc.).
from school or taking bus are to walk with group under teacher supervision

<table>
<thead>
<tr>
<th>Communication strategy for parents. School newsletter updates.</th>
</tr>
</thead>
<tbody>
<tr>
<td>designated communication meeting</td>
</tr>
</tbody>
</table>

### Training against emergency management plan

<table>
<thead>
<tr>
<th>Type of training</th>
<th>How often</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training on the workplace emergency management plan</td>
<td>Annually – dedicated staff meeting (week 9 in term 1 2014)</td>
</tr>
<tr>
<td>Emergency care training for teachers taking excursions</td>
<td>Annually – Staff Development Day Term 1</td>
</tr>
<tr>
<td>First Aid</td>
<td>Every three years</td>
</tr>
<tr>
<td>Briefing on evacuation, lockout, lockdown plan</td>
<td>Biannually – Week 9 Term 1 &amp; 3</td>
</tr>
</tbody>
</table>

Training schedule attached – Part 2

### Frequency of emergency response drills

<table>
<thead>
<tr>
<th>Type of emergency response drill</th>
<th>How often (see Part 2 – Schedule of completed emergency response drills)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building evacuation (e.g. fire emergency)</td>
<td>Biannually – Week 9 Term 1 &amp; 3</td>
</tr>
<tr>
<td>Building evacuation (bush fire emergency)</td>
<td>Biannually – Week 9 Term 2 &amp; 4</td>
</tr>
<tr>
<td>Lockdown</td>
<td>Biannually – Week 9 Term 2 &amp; 4</td>
</tr>
</tbody>
</table>

Training schedule attached – Part 2

### Arrangements for disabled persons

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Person responsible for action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominated person to assist disabled person in event of emergency</td>
<td>Teacher of class or School Learning Support Officer (if student) SASS staff (if visitor)</td>
</tr>
<tr>
<td>Consultation with student and parents about emergency arrangements including evacuation</td>
<td>Designated Communications Officer</td>
</tr>
<tr>
<td>Emergency services to be notified of disabled person’s whereabouts where necessary</td>
<td>Designated Communications Officer</td>
</tr>
</tbody>
</table>

### Testing of equipment

<table>
<thead>
<tr>
<th>Type of equipment</th>
<th>Frequency of testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire fighting equipment (including fire extinguishers, fire blankets)</td>
<td>Twice each year (March and September)</td>
</tr>
<tr>
<td>Electrical Equipment – tagging</td>
<td>Every 2 years (even years)</td>
</tr>
<tr>
<td>Alarm System</td>
<td>Twice each year (March and September)</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>Twice each year (March and September)</td>
</tr>
</tbody>
</table>
First aid requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First aid officer appointed</td>
<td>Julie Broome</td>
</tr>
<tr>
<td>First aid officer's update training</td>
<td>Senior First Aid Certificate is always kept current</td>
</tr>
<tr>
<td></td>
<td>renew date 8/8/2014</td>
</tr>
<tr>
<td>First aid kits available</td>
<td>Yes – checked &amp; updated with site inspection each term</td>
</tr>
<tr>
<td></td>
<td>and before every excursion</td>
</tr>
<tr>
<td>Epipen on site and up to date.</td>
<td>Yes checked each term and taken to each excursion.</td>
</tr>
</tbody>
</table>

Communications during an emergency

<table>
<thead>
<tr>
<th>Requirement</th>
<th>List form of communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary means of communication in the event of an emergency</td>
<td>Electronic alarm to indicate evacuation/lockdown, phone system, mobile phones</td>
</tr>
<tr>
<td>Alarm System</td>
<td>Hand bell/Electronic alarm bell</td>
</tr>
</tbody>
</table>

1.3 RESPONSE

The process for making decisions

Once an emergency is reported, the Principal or Chief Warden 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 Service)? (see table below)
- The immediate response actions required based on the initial assessment?

The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockout or lockdown.

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

- Implement emergency evacuation, 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 who to contact, who will do what, what assistance is needed from regional office, School Safety and Response, Safety and Security Directorate, OHS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 1300 363 778; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person’s family if required
- Report the emergency through the Department’s incident reporting procedures
(serious incident report, employee incident report if required)

**Vehicle control during emergency** *(e.g. keeping lane clear for emergency services)*

**Who:** Principal or delegate.

**How:** Keeps gates and driveway clear for emergency services and waits in designated spot to direct emergency services.

**When:** After emergency services have been called until their arrival.

**Evacuation procedures (summary) — Full procedures included in Part 2**

**Stages:**

**Decision to evacuate** - Principal/Chief Warden will make decision to evacuate. In the event of this not being possible, the nominated delegate will make this decision. Where possible, these decisions will be made in consultation with Emergency services.

**Warning staff and students** - Alarm for evacuation will be a series of blasts on the school’s emergency bell - Long/Leave (evacuation); Short/Stay (lockdown).

**Withdrawal (evacuation)** -
- Teachers to take rolls and/or class lists as they leave
- Teachers evacuate in an orderly manner with all members of their classes via the designated route to the evacuation area (assembly area), unless advised of alternative evacuation assembly area.
- Administration staff to take class rolls if available, Sentral evacuation list, class lists, visitors’ book and staff sign-on book and first aid kit. (All stored in Admin. Office)
- Administration staff to ensure that all students are evacuated from First Aid area.
- Wardens to check that all classrooms, toilet areas, hall and library are clear and close doors where possible.
- Classes to line up in order on the shelter area.
- Rolls marked.
- Chief Warden informed of result of roll check.
- Office staff and canteen staff to evacuate to evacuation area or alternative location as part of emergency response process.
- Chief Warden or delegate ensures that all staff and visitors have been accounted for
- Chief Warden to check designated blocks and toilets.
- Chief Warden to brief staff on emergency.
- Staff member to vehicle entrance to await arrival of emergency services or take other appropriate action.
- All staff and students to remain in their evacuation areas for the duration of the emergency.
- Chief Warden to advise when to return to the school in consultation with emergency services.

**Return to rooms** -
- No students or staff members are to re-enter buildings once evacuation has begun.
- The principal or delegate will make the decision to return to the building 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 are to be displayed prominently throughout the workplace.

Response procedures for specific emergencies

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

- Bomb Threat
- Bushfire
- Major collision on M1 with safety implications (e.g. chemical spill)
- Emergency situation related to Somersby Industrial complex
- Emergency situation related to neighbouring refuelling complex

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>000</td>
</tr>
<tr>
<td>Gosford Police station</td>
<td>4323 5599</td>
</tr>
<tr>
<td>Local Fire brigade – Kariong Fire Station</td>
<td>4340 0291</td>
</tr>
<tr>
<td>Rural Fire Service – Gosford Office</td>
<td>4340 2911</td>
</tr>
<tr>
<td>School Education Area office – Gosford</td>
<td>4348 9100</td>
</tr>
<tr>
<td>School Safety and Response Hotline</td>
<td>1300 363 778</td>
</tr>
</tbody>
</table>

1.4 RECOVERY

Strategy and description (documents included in Part 2)

Education of procedure: communication meeting

Recovery Timeline – key actions that need to be undertaken to ensure the school returns to normal as quickly as possible

Counselling Strategy - debrief after an event – school counsellor and EAPs

Trauma counselling and description

<table>
<thead>
<tr>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGO, School Counsellor or EAP</td>
</tr>
</tbody>
</table>

Managing the media strategies (documents included in Part 2)

All media enquiries referred to the principal in the first instance

DET media relations to be contacted as soon as possible via SED

Return workplace to normal

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief warden (Principal or their representative) to assemble group to give all clear and further instructions. Teachers return class groups to rooms, debrief or games as appropriate to grade level. Return to normal timetable.</td>
</tr>
</tbody>
</table>
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
Emergency Procedures

Office staff

1. After being informed of an emergency ring the electronic bell button beneath the key in the office/in the basement near sliding gate. The signal for a full school evacuation will be a continuous ringing of the bell.

2. Ring triple 000 for assistance – Fire, Police, Ambulance with as much information as possible. They will want to know the closes cross road and details of emergency, location of emergency – as much details as you can supply to help them arrive as quickly as possible. (Peats Ridge Road / Marabunga road and Smiths Road.)

3. **Collect** - Purple folder on shelf at eye level – this has details of procedures, chemical register and class lists enclosed (these must be kept up to date at all times).

4. **Collect** - EARLY LEAVERS BOOK, ROLLS and FIRST AID KIT (all kept in office).

5. **Check** - Offices, Canteen, Hall and Hall toilet to make sure they are all vacant, before heading to the evacuation area. **LARGE PLAYING FIELD (assembling at the cricket pitch)**

6. After rolls have been marked and early leavers book checked head to the front gate to wait and direct the Emergency crew.

7. Emergency crew will need the chemical register and a plan of the school with details of electrical boxes and any other fire hazard (which are in the Purple Folder).

8. Emergency crew should be notified of any missing students and their possible location.
SOMERSBY PUBLIC SCHOOL

EMERGENCY EVACUATION PROCEDURES

WARNINGS:
1. **Bells** are to be sounded upstairs by teachers and downstairs by office staff.
   a. *The signal for a full school evacuation will be a continuous ringing of the bell.*
   b. Office to start tree phone; Office – Room 1, Room 1 – Room 2, Room 2 – Room 3, Room 3 – Room 4, Room 4 - Library
   c. All students, staff, parents and visitors hearing the warning bell and after phone contact should respond and walk calmly to the **LARGE PLAYING FIELD (assembling at the cricket pitch)** where a student roll call will take place.
2. The class teacher is to collect the roll (if it is still in the classroom), turn off air conditioners and close all windows and doors and proceed to the following checklist, making sure there are NO students, staff, parent helpers or other personnel in the vicinity.

CHECKS
- **K/1/2 Classroom Teacher** Kinder Classroom and toilet.
- **3/4 Classroom Teacher** Classroom, Uniform Storeroom, Resource room and staff toilets.
- **5/6 Classroom Teacher** Classroom, Library, Computer room and rear ovals.
- **Office staff** Offices, Student toilets, Hall, Canteen and Hall toilet

MOVEMENT OF STUDENTS
1. Students must move quickly with a partner in a silent and orderly fashion.
2. Students are **NOT** to get clothing, bags or any other material.
3. Double Story Building – Classes are to move downstairs through the safest stairwell (which will be decided by the classroom teachers).
4. Students are to be moved outside to the **LARGE PLAYING FIELD (assembling at the cricket pitch)** where they are to assemble and teachers will commence a roll call of students.
5. The absence of any student should be immediately reported and a check made with Office staff that they have not left to go home early. After this has been completed the Principal must be notified of ALL missing students so that if practicable, a search can be made.
6. Children will not be permitted to return to buildings until it is safe to do so. This decision should be made with the Emergency personnel in control of the situation.

OFFICE STAFF
1. After being informed of the emergency, ring the emergency bell by continuously ringing the bell.
2. Ring triple 000 for assistance – Fire, Police, Ambulance.
   a. Collect Purple folder, early leavers book, Sentral evacuation list and first aid kit from the office.
b. Check Office areas, Canteen, Hall and Hall toilet before heading to the LARGE PLAYING FIELD where everyone is to assemble.

c. After making sure all students have been accounted for and nobody needs assistance, head to the front gate and wait to direct the Emergency crew.

d. Emergency crew will need the chemical register and a plan of the school with details of electrical boxes and any other fire hazard (which are in the Purple Folder).

**GENERAL INFORMATION**

1. No set of rules covers every emergency – Situations not covered should be handled with common sense. The basic concern being the safety of students, teachers, parents and community members.

2. Staff will see to the initial use of fire extinguishers if it is necessary to use them.

3. Students are to be instructed on what to do if they are not in a normal place at the time of an emergency.

4. All students are to be made aware of emergency fire drills and fire safety eg. Stop-Drop-Roll…….Get Down Low and Go Go Go.

5. Evacuation drill will be held each semester and evaluated at the following staff meeting and recorded in meeting minutes.

6. Hallways and doors are to be kept free of obstructions at all times.

7. All emergency telephone numbers are to be kept up to date and on file at all times.

**NEED ANALYSIS**

**Following emergencies may require evacuation procedures:**

- **Fire**
  - Possible

- **Bomb threat**
  - Possible

- **External Disaster (Bushfire, Traffic Incident, Storm and Tempest)**
  - Possible

- **Hostage / Siege**
  - Possible

**Somersby Public Schools greatest danger areas are as follows:**

- Electrical switchboards
- Staffroom
- Canteen
- Storage area for lawn mower
- Cleaners storeroom
- Library
- Office area (when staff are overworked)
FIRST AID PLAN

Assessment of first aid requirements

Type of work performed
- Teaching in the key learning areas.
- Conducting and supervising playground activities.
- Conducting office duties.
- General maintenance and related duties.
- Supervising school excursions
- Sporting & recreational activities.

Resources, equipment, machinery and other issues which may present hazards.
- Fixed equipment in the playground.
- Playground surfaces.
- Portable equipment eg lawn mowers, ladders, power tools, PE equipment and BBQs

Types of injury or illness likely to be sustained
Abrasions, cuts and lacerations, burns, insect bites, sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.

Number and distribution of people across the school
The school has 10 staff including the Principal, class teachers, RFF teacher/librarian, general assistant and SASS staff. The P&C’s canteen supervisor or canteen assistants are onsite for 2 to 3 hours on Friday only. A number of volunteers work at the school on a regular basis. The school hall and grounds are used afternoons and evenings from 6:00pm on Monday to Friday for fitness and karate groups and Saturday mornings for dog training.

Location
The school is located at 840 Wisemans Ferry Road, Somersby.

First aid plan (Controls)
Mrs Julie Broome (SAM) is a fully trained first aid officer with St John Ambulance certification. All school staff are trained in Emergency Care, on an annual basis (Term 1 SDD). Teachers supervising excursions and any water related activities are trained in Cardio-Pulmonary Resuscitation (CPR) and Emergency Care.

Response procedures
Students must seek permission from a teacher to attend sick bay. Children deeming themselves unwell (sent by teacher) are assessed and given a 10 minute rest in sick bay and are watched carefully using a monitor situated in the admin office and parents/carers are contacted if necessary.
Children who vomit/gastric are sent home immediately.
During winter months (flu season), children displaying fly-like symptoms will be sent home immediately to minimise virus transmission. This procedure also applies to children displaying symptoms of common childhood diseases such as chicken pox, measles, mumps etc.
In the case of injuries, parents/carers are called immediately in the cases of: head injury (however
slight), suspected sprains or breaks and excessive bleeding which may require stitches. In all cases of emergency, if parents and emergency contacts cannot be reached, an ambulance will be called.

Any allergic reaction, however slight, must be reported to the parent/s immediately.

Students suffering from asthma are to carry their puffers with them at all times. They can also leave a back-up puffer in the locked cupboard in the clinic or use the school’s puffer. A spacer is available for use if necessary.

Only medication prescribed by a doctor with strict dosage instructions can be given by staff at school. No over the counter medications such as paracetamol, cough syrup, ointments etc. are given by staff.

In the case of accidents a first aid officer is called immediately after an accident or incident has occurred. The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.

The principal or delegate notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees.

The principal notifies the OHS Liaison Manager and OHS Directorate (if appropriate) and must follow the Department’s Incident Reporting Policy (PD2007/0362) and Incident Reporting Procedures.

Where an individual Health Care Plan exists, the procedures in the plan must be followed.

Sick Bay and kit requirements and management

The SAM coordinates the following arrangements: sick bay with appropriate signage and a first aid kit in the main office.

One first aid kit will be located in each high risk area including GA’s room and the school canteen.

Portable first aid kits are to be taken on excursions.

Teachers have a mini first aid kit for playground duty and within the classroom.

A sign indicating where the sick bay, first aid officer and main first aid kit is located and where other first aid kits are kept is displayed in the staff room. The SAM maintains the first aid kits and their backup supplies.

First aid recording and reporting system

Register of injuries is located in the main administration office and is completed by the injured worker or visitor as soon as practicable. Any medications taken by students, injuries sustained (other than minor bites and abrasions) are to be recorded in the red book in the clinic.

Staff injuries need to be reported immediately to DET OH&S on freecall 1800 811 523 from 7am—7pm. When a child requires medical attention e.g. fracture, stitches etc., a DET “Accident to pupil/visitor” form is to be filled out by supervising teacher/principal.

The administration of first aid is recorded in the record of first aid treatment located in the sick bay. The register of medications is maintained by employees authorised to administer medications.

Communicating the first aid plan

The plan is placed on the noticeboard in the staffroom and in the print room. It is communicated to all staff.

Timetable for monitoring and review procedures for first aid

The plan is to be reviewed annually with the input of staff and the OHS Committee or OHS Representative.

Important contact numbers

Emergency 000
Gosford Hospital Emergency Department 4320 2333
Poisons Information Centre 131 126
3078 – Somersby Public School
Site Plan (11.309) as at 21–11–10

Scale 1:1000

Metres
SITE PLAN – Part 2
OFF-SITE EVACUATION LOCATION - 921 Wisemans Ferry Road, SOMERSBY