

Emergency management plan

Health and Safety Directorate

EMERGENCY MANAGEMENT PLAN For

Seaham Public School
Still St, Seaham 2324
(02) 4988 6234

Effective: ## August 2017

Date of last review: 31 August 2016

Review date: 31 August 2018

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, it should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

Document location

There are 3 copies of this Emergency Management Plan.

Other copies are held by: Principal's Office, T: Drive and ICE website.

Emergency management plan

1.1 Overview of emergency management plan

Description of the workplace (e.g. location, if a split or single site, no. of students and staff)

Location:

The school has between 200 and 250 students. It is situated on Still and Warren Streets, Seaham and is approximately 13 kilometres from Raymond Terrace and 15 kilometres from Clarence Town.

Business Hours:

- The school operates 5 days a week from 9am to 3pm, Monday to Friday. The school would have personnel onsite from 6am to 6pm of an evening.
- The school has an after school care program which is located in the School Hall operating five afternoons per week from 3pm to 6pm.
- Seaham Public School P&C operates a school canteen each day and various other activities during the year including fundraising events and working bees.

School Profile:

Staff/Students/Volunteers

This co-educational school has 205 students and 19 staff, including: 1 Principal, 3 teaching Assistant Principals; 5 classroom teachers; 4 support teachers, 1 Senior Administration Manager; 2 SAO, 2 SLSOs and 1 General Assistant. During the day an average of 5 parent helpers are working in the school canteen or in classrooms.

Building Infrastructure/Layout

Located within the school grounds are: - a school hall with attached COLA, 3 single storey brick blocks incorporating 7 classrooms. There is an original heritage school building serving as a staff meeting room and administration area, a library and 1 demountable class room.

There are two recreation areas: the bottom playground (also serves as the Emergency Assembly Area) incorporating a fenced asphalt area located 50 metres from the nearest classrooms. There is a large COLA area located in the middle of the buildings area next to two smaller covered areas and a grass and garden area.

Surrounding local area/School Precinct

The school has suburban homes on the Southern and Northern sides along the boundary. The main road from Raymond Terrace runs adjacent to the school on the Western side. Opposite the school on that road is the Seaham shop, the medical centre and the town hall. Still Street runs adjacent to the Eastern boundary.

Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)

This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of chemical spill or bushfire in the local area.

Separate plans have been developed for managing and responding to bushfires, further information in relation to bushfires can be found in part two of this document.

Roles and responsibilities

Emergency planning committee (responsible for emergency planning)

Name	Position	Contact phone numbers
Craig Partridge	Principal	Mobile: 0419282467
James Eagleton	Assistant Principal	Mobile: After Hours (AH):
Lisa Stewart	Assistant Principal	Mobile: AH:

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
Craig Partridge	Principal	Mobile: 0419282467

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Deputy Chief Wardens		
Name	Position	Contact phone numbers
James Eagleton	Assistant Principal	Mobile: AH:
Lisa Stewart	Assistant Principal	Mobile: AH:

Floor Wardens		
Name	Position	Contact phone numbers
Sue Lawler (K-2)	Teacher	Mobile: AH:
Deb Bowman (3-6)	Assistant Principal	Mobile: AH:

First Aid Officer		
Name	Position	Contact phone numbers
Shelley Neilson	Senior Administration Manager	Mobile:

Communications Officer		
Name	Position	Contact phone numbers
Craig Partridge	Principal	Mobile: 0419282467

Process for notifying, alerting and reporting emergencies

Notifying emergencies
All teachers and other staff are to ensure the principal (or if absent the Assistant Principal) is notified via phone or in person 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 Assistant Principal is to undertake this responsibility.

Reporting emergencies

- Contact emergency services on 000
- Contact the Incident Report and Support Hotline (now inclusive of the former Safety and Security) for any school related criminal activity on 1800 811 523, and select “option 1”.
- Report the emergency to the relevant senior officer within the Department e.g. Director Public Schools NSW, College/Campus Manager, State Office Director or Office of Communities Director
- Follow the Department’s Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Health and Safety Directorate for a SafeWork NSW serious incident). To report an incident or injury please contact the Incident Report and Support Hotline on 1800 811 523 and select “option 2”.

Identified evacuation assembly areas and evacuation routes

Assembly area one
Bottom playground near court area

Assembly area two (if bottom playground is a danger area)
Staff carpark

Assembly area three – Bush Fire Sheltering Refuge
School Hall, building K

(Refer to site plan, Part 2)

Location of offsite assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)

Off-site assembly area (at least 1 km from workplace)
Carpark in Warren Street opposite school.

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(Refer to site plan, Part 2)

Strategy for communicating the plan (e.g. training, newsletters, posters)

Inductions and orientations of staff, students, contractors; WHS consultation arrangements; staff awareness sessions and minuted meetings; training and practice drills; information displayed.

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

Include a description of **isolation** points for utility supplied below. Also identify those isolation points on the attached site plan.

Location of water main Also show on attached site plan	Warren street next to the double access gate (in front of basketball court)
Location of gas main Also show on attached site plan	Still Street carpark
Location of electricity main Also show on attached site plan	Electricity mains located in Building B, Building J (library) and Building K (hall)
Solar power main (where applicable)	Building K (hall)

Types of installed communication systems

External sirens/Telephone internal and external paging alerts/2 way radio communication.

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1.2 Preparing for emergency

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
Bomb threats and suspected devices View fact sheet	<ul style="list-style-type: none"> History of bomb threats for workplace. Person seeking to cause disruption to workplace. Examinations or other significant events in the workplace. 	<ul style="list-style-type: none"> Have processes in place for taking details of bomb threats using Bomb Threat Report. This will assist emergency services in assessing the threat. Develop response procedure for bomb threats that includes an evacuation of the school site and train/communicate to staff. 	Respond as required.	Principal or Assistant Principal
Bushfire (Seaham is in a bushfire prone area) View fact sheet	<ul style="list-style-type: none"> Bushfire prone areas are those that can support a bushfire or are likely to be subject to bushfire attack. These are generally areas consisting of or close to bushfire hazards such as bush, forest or grasslands. Seaham PS has an open grass field located west of the hall and the hall itself located centrally in the middle of the playground. 	<ul style="list-style-type: none"> Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings. Liaise regularly with NSW Fire Brigades or Rural Fire Service. Conduct fire evacuation drills. Liaise with emergency services about emergency procedures. Discuss with emergency services other issues where appropriate, e.g. back burning in bush area adjacent to the workplace. Arrange for contractors to clear gutter of dry leaves or other debris. 	At least annually, ie: during winter, prior to bushfire danger period Gutter maintenance done regularly	Principal, Executive and GA
Death at the workplace or during a DEC activity View fact sheet	<ul style="list-style-type: none"> Major accident during Department activities (e.g. excursions) due to inadequate risk controls. Lack of emergency planning. Insufficient follow up of incidents including near misses. 	<ul style="list-style-type: none"> Safety program for workplace. Staff aware of WHS responsibilities. Communication and consultation. Risk management programs in place. Emergency planning complete. Incident management and investigation processes in place. 		Principal, Executive and all staff
Death of staff or student or other member of the	<ul style="list-style-type: none"> Major accident or event impacting on a community (e.g. motor vehicle accident). 	<ul style="list-style-type: none"> Not applicable. 		Principal, all staff

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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
community (not work- related) View fact sheet	<ul style="list-style-type: none"> Any death of a staff member or student, including ex-students, which is sudden or unexpected. 			
Earthquake or collapse of building View fact sheet	<ul style="list-style-type: none"> Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures. 	<ul style="list-style-type: none"> Know your area's earthquake history Identify the age of buildings. Large historic artefacts and monuments over entrances that may fall during an earthquake must be avoided during an earthquake and alternative evacuation routes selected. 		Principal and Executive
Electrical hazard View fact sheet	<ul style="list-style-type: none"> Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault. Use of high-risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances). 	<ul style="list-style-type: none"> Ensure testing of electrical equipment. Encourage reporting of all electrical faults. Consider electrical safety as part of WHS risk assessment and risk management programs. Encourage general safety precautions. 	Testing conducted every 12 months	Principal or Assistant Principal, GA
Emergency health situation View fact sheet	<ul style="list-style-type: none"> Staff and students at the workplace with sudden medical conditions that may require emergency response. Distance from emergency services or other medical assistance. Individual health care plans for student not in place or updated. Environmental risks that may trigger health condition (e.g. anaphylaxis). 	<ul style="list-style-type: none"> Implement individual health care plans for students. Ensure effective emergency and first aid response plans are in place. Educate staff on how to respond in an emergency (first aid). Implement policies and procedures to support the health and wellbeing of staff and students. Manage health risks in the workplace environment. Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services). 		Principal and Executive, First Aid Officer/s
Explosion View fact sheet	<ul style="list-style-type: none"> Insufficient maintenance of facilities. Damage to gas pipes or gas outlet. Faulty portable LPG gas tanks. Fire in the workplace. Spill of flammable substance. 	<ul style="list-style-type: none"> Ensure staff/students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. Ensure proper maintenance of gas facilities. Ensure fire precautions in place. 		Principal and Executive

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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
	<ul style="list-style-type: none"> Proximity to industrial areas or major transport links (eg road, railway). 			
Fire View fact sheet	<ul style="list-style-type: none"> Evacuation plans not communicated clearly or not regularly tested. Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire. Staff are unsure of their responsibilities under evacuation plans if a fire occurs. Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds. 	<ul style="list-style-type: none"> Educate staff and students about workplace fire prevention and safety. Conduct fire drills. Liaise with emergency services. Develop evacuation arrangements with local bus company/ relevant transport company. Conduct fire safety audits. 		Principal and all staff
Flood View fact sheet	<ul style="list-style-type: none"> Floods are a natural occurrence on low-lying land close to rivers and creeks. While the pattern of flooding varies, there are few communities that do not have some flood risk. Seaham PS being on top of a hill would be a low risk for flooding. The State Emergency Service (SES) is responsible for responding to floods in NSW. 	<ul style="list-style-type: none"> Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood. Prepare an emergency kit consisting of at least a portable radio with spare batteries, a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes. Inform staff and students of the flood risk. 		Principal and Executive
Fumes or chemical spill or contamination by hazardous materials View fact sheet	<ul style="list-style-type: none"> Proximity to industrial areas or major transport routes. Procedures for safe management of chemicals at workplaces not clearly implemented. Audit of chemicals at the workplace not sufficient for compliance with relevant legislation. 	<ul style="list-style-type: none"> Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill. Ensure safety data sheets (SDS) for all hazardous substances used are at hand. Use Department's Chemical Safety In Schools Manual and Chemwatch System. 		Principal and Executive
Gas leak View fact sheet	<ul style="list-style-type: none"> Insufficient maintenance of gas facilities. Damage to gas pipes or gas outlet. Faulty portable LPG tanks. 	<ul style="list-style-type: none"> Ensure gas is used in a safe way in all workplaces (see LPG safety). 		Principal and Executive, teachers

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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
	<ul style="list-style-type: none"> • Danger of fire and explosion. 	<ul style="list-style-type: none"> • Ensure staff/students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities. • Ensure proper maintenance of gas facilities. • Isolate gas supply to room or building. Open all windows to ventilate area. Consider notifying emergency Services. 		
Letter or parcel bombs or white powder letters View fact sheet	<ul style="list-style-type: none"> • Person wishing to inflict injury upon individuals in a workplace using an anonymous delivery method. • Receipt of high volumes of mail. • Current security climate relating to terrorism. 	<ul style="list-style-type: none"> • Careful monitoring of incoming mail with thorough training and awareness of relevant staff. • Training of staff to recognise letter or parcel bombs. 		Principal and SAM
Major incidents involving violence or threats View fact sheet	<p>The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:</p> <ul style="list-style-type: none"> • There is no way of knowing whether people apart from staff and students are authorised to be on-site • Clear standards for students' behaviour and communication are not in place. 	<ul style="list-style-type: none"> • Check security strategies e.g. access to premises and signs. • Crime prevention workshops. • Monitoring of incidents. • Development, practice and review of lockdown and lockout procedures. 		Principal and Executive
Outbreak of infectious diseases View fact sheet	<ul style="list-style-type: none"> • Lack of awareness of standard precautions for infection control at the workplace. • Shared facilities increase risk of infectious diseases e.g. schools and TAFE colleges and schools. • Difficulty of reliably identifying all persons carrying infectious diseases. • Food preparation with insufficient controls. 	<ul style="list-style-type: none"> • Consistently apply standard precautions for infection control, incorporating them into daily practice and use specific controls for particular situations. • Ensure all appropriate staff understand and apply the Department's Infection Control Guidelines and procedures • Consultation with relevant persons and organisations e.g. local Public Health Units, parents, cleaners, etc. 		Principal and Executive
Overflow of Sewage	<ul style="list-style-type: none"> • Sewage failure / leak or spill causing contamination 	<ul style="list-style-type: none"> • Restrict access to a minimum until council / plumbing personnel can investigate and repair. • Clean up areas. 	Ongoing	Principal and Executive
Pedestrian accidents View fact sheet	<ul style="list-style-type: none"> • Proximity to major roads. • Insufficient pedestrian safety awareness training for students or staff. 	<ul style="list-style-type: none"> • Traffic controls (pedestrian crossings, traffic controllers, etc.). • Liaison with local council and Roads and Traffic Authority. 		Principal and Executive

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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
	<ul style="list-style-type: none"> Insufficient traffic controls in place. 	<ul style="list-style-type: none"> Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc. 		
Staff or students lost on excursions View fact sheet	<ul style="list-style-type: none"> Department's Excursions Policy not followed. Risk assessments not conducted. Untested assumptions about the safety or the safety requirements of staff and students. Unanticipated events whilst on excursions 	<ul style="list-style-type: none"> Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy. Ensure risk assessment is implemented and communicated 		Teacher in Charge, Principal or Assistant Principal, Counsellor/s
Storms (including high wind) View fact sheet	<ul style="list-style-type: none"> Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed. Electrocution from fallen wires. Roofs in need of repair. Excursion activities undertaken without risk assessment. 	<ul style="list-style-type: none"> Ensure gutters and downpipes are cleaned regularly. Ensure overhanging branches are trimmed. Ensure roofs are in good repair. Prepare an emergency kit. Prepare a storm plan covering actions needing to be undertaken 		Principal and Executive, General Assistant
Suicide View fact sheet	<ul style="list-style-type: none"> Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential. 	<ul style="list-style-type: none"> Employee Assistance Program. Student counsellors. Prevention of bullying programs. Drug and alcohol awareness and education program. Student education on exam coping mechanisms. Suicide awareness programs. 		Principal and Executive, Counsellor/s

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Training against emergency management plan

Type of training	How often
Training on the workplace emergency plan	All staff annually through induction and/or awareness sessions and practice drills, and as required by DEC Emergency Training requirements
Emergency care / CPR / first aid training	Ongoing, as required, for staff conducting off-school activities
Anaphylaxis Online e-learning module	Required to be completed every 2 years
Face to face anaphylaxis and CPR course	Annually for significant proportion of staff

Frequency of emergency response drills

Type of emergency response drill	How often
Building evacuation (e.g. fire emergency)	Once every 6 months
Lockdown	Once every 6 months

Arrangements for disabled persons

Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	Class Support - Mrs Gardner/Mrs Stulz - Mr Partridge
Consultation with students and parents about emergency arrangements including evacuation	Class Support - Mrs Gardner/Mrs Stulz - Mr Partridge
Emergency services to be notified of disabled person's whereabouts where necessary	Chief Warden

Testing of equipment

Type of equipment	Frequency of testing
Fire extinguishers, blankets	Every 6 months (AMU contract)
Emergency lighting	Every 6 months (AMU contract)
Alarm systems	Annually (AMU contract)

First aid requirements

Requirement	Action completed
First aid officer/s participate in emergency drills	Yes
Portable first aid kit available and maintained	Yes

Communications during an emergency

Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication (e.g. PA system, agreed alarm signal)	Responsibility for commencing and managing communications
Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system)	Evacuation alarm Internal/external paging system	Principal/SAM
Secondary or alternative means of communication	School bell / siren	Principal/SAM
Return to workplace	Verbal	Principal or Chief Warden of Emergency Services

1.3 Response

The process for making decisions

Once an emergency is reported, the Principal will assess:

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- 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, Incident Support Unit, Safety and Security Directorate, HS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Support Unit 1800 811 523; 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, directing traffic to keep lane clear for emergency services)

Who: School Executive (delegated person on day of emergency).

How: Keeps driveway clear for emergency services using hand held sign and wearing fluorescent vest where time permits.

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

Evacuation procedures (summary) – Full procedures included in Part 2

<input type="checkbox"/>	STAGES
<input type="checkbox"/>	Decision to evacuate <ul style="list-style-type: none"> • Chief Warden decides on the need to evacuate, where possible in consultation with emergency services
<input type="checkbox"/>	Warning staff and students <ul style="list-style-type: none"> • Chief Warden to ring emergency evacuation alarm (continuous alarm)
<input type="checkbox"/>	Withdrawal (evacuation) <ul style="list-style-type: none"> • Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the (assembly area 1), unless advised of alternative evacuation assembly area. • Floor Wardens to check that all classrooms are clear and lock them where possible • Classes to line up in order at the assembly area • When whole school is assembled, mark roll book to account for everyone • Office staff and canteen staff to evacuate to assembly area or alternative location when advised • Chief Warden in charge of canteen to account for all canteen staff
<input type="checkbox"/>	Shelter and assembly area <ul style="list-style-type: none"> • Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action
<input type="checkbox"/>	Return to the workplace <ul style="list-style-type: none"> • Chief Warden to advise when to return to the school in consultation with emergency services.
<input type="checkbox"/>	Location of designated emergency exits: see map
<input type="checkbox"/>	Location of fire hoses: see map
<input type="checkbox"/>	Location of fire extinguishers: see map
<input type="checkbox"/>	Location of fire blankets: see map

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<input type="checkbox"/>	Location of first aid kits: Administration Block: First Aid Room
<p>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 firefighting equipment. Maps are to be displayed prominently throughout the workplace.</p>	
Response procedures for specific emergencies	
Response procedures are provided in Part 2 for the following emergencies:	
<ul style="list-style-type: none"> • Bomb threat • Bushfire • Pedestrian Accident • Student lost on excursion • Emergency Health Situation • Storm • Earthquakes • Overflow of sewage • Fumes or chemical spill • Violence or threats 	<ul style="list-style-type: none"> • Death at work • Death of Staff/Student • Electrical Hazard • Explosion • Flood • Letter or parcel bomb • Outbreak of disease • Fire • Gas leak • Suicide

1.4 Recovery

Strategy and description (documents included in Part 2)
<p>Counselling strategy – school will liaise with student counselling staff, Employee Assistance Program and with HS Directorate if onsite counselling for staff is required.</p>
<p>Recovery time line – Immediate response actions will be completed in accordance with the plan. Short term and long term recovery planning will be conducted in accordance with and in liaison with HS Directorate to ensure support is provided to people who may be affected by the emergency event.</p>

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	Appointed School Counsellor.
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	Davidson Trahaire Corpsych (DTC) – 1300 360 364

Return workplace to normal	Action
Return to normal business and activities ASAP	Principal and other school or regional staff to 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.

Media
<p>All enquiries from the media should be referred immediately to the Department's Media Unit on 9561 8501. The Media Unit will assist in managing enquiries from the media for the necessary period.</p>

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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
- 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
- After hours contacts
- Other relevant information

Emergency contacts

Name	Number
Emergency services	From internal phone: Dial '0' for outside line, then dial '000' From other phones: dial '000'
Raymond Terrace Police Station	4983 7599
Maitland Hospital	4939 2000
John Hunter Hospital	4921 3000
Peter Smith, Director Public Schools	
Craig Partridge, School Principal	0419 282 467
Lisa Stewart, Assistant Principal	
James Eagleton, Assistant Principal	
Deb Bowman, Assistant Principal	
Shelley Neilson, First Aid Officer	
EAP counselling services	DTC: 1300 360 364
Incident Support Unit	1800 811 523
Yvonne Sacco, WHS Consultant	4904 3921
Gas Supplier Company (Elgas)	13 11 61

INSERT SCHOOLS PROCEDURES HERE



BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

Seaham Public School

Address

Still Street,

Seaham, NSW, 2324

Prepared by:

Craig Partridge

Authorised by:

Date:

TO BE REVIEWED ANNUALLY

Facility Details

This plan is for: Seaham Public School

and has been designed to assist management to protect life and property in the event of a bush fire.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire.

The Primary Action to follow under normal bush fire conditions is to:

Shelter

Evacuate

Contact person: Craig Partridge

Position / role: Principal / Chief Warden

Phone number (BH): 4988 6234

Phone number (AH):

0419 282 467

Type of facility: Primary School

Number of buildings:

7

Number of employees: 19

Number of employees with support needs:

Nil

Number of students: 205

Number of students with support needs: Nil

Provide description of support needs:

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Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building/area of responsibility	Mobile phone number
Principal / Chief Warden / Communications Officer	Craig Partridge		0419 282 467
Assistant Principal / Deputy Chief Warden	Lisa Stewart		
Assistant Principal / Deputy Chief Warden / Floor Warden	Sue Lawler	K-2	
Teacher / Floor Warden	Deb Bowman	3-6	
School Administration Manager / First Aid Officer	Shelley Neilson		

Emergency Contacts

Name of organisation	Office/contact	Phone Number
NSW Rural Fire Service	Lower Hunter Fire Control Centre	4015 0000
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
NSW Police Force	Raymond Terrace Police Station	4983 7599
Director Public Schools	Peter Smith	0402 352 979
NSW Health	Maitland Hospital	4939 2000
Health and Safety Directorate	Incident Support Unit	1800 811 523 (option 1)
Safety and Security Directorate	School Security Unit	1300 880 021



SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

Designated refuges

- a. School Hall, Building K – Refer to Emergency Evacuation Procedures
- b. _____
- c. _____

Procedure for sheltering during a bush fire emergency

Trigger	Action
In the event of an approaching bush fire threatening the premises within 2 hours, the primary action to shelter will take place, staff and occupants of the premises shall follow the procedure/action outlined:	Designated Chief Warden will take control of the situation
	Remain calm and explain to the occupants what is happening.
	Staff to ensure all doors and windows closed within the premises.
	Move all persons to the designated refuge in accordance with Emergency Evacuation Procedures.
	Ensure all persons are accounted for (use listing of occupants and visitors register).
	The Chief Warden (or person responsible) is to advise the local emergency service (4015 0000) that the centre is sheltering- in-place (include how many people and which building on site).
	After all the occupants have been relocated to refuge, nominated staff will commence contacting relevant families affected.
	Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.	

After the bush fire emergency

- a. No person should re-enter any evacuated building until advised by the emergency services.
- b. The Chief Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.
- c. All occupants are to be accounted for on their return.
- d. Inform the HS Directorate, police/emergency service of the return of persons to the premises.

EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

Designated assembly points

- a. _____
- b. _____
- c. _____
- d. _____

Refuge (primary)

Name of venue (primary): _____

Address of venue: _____

Nearest cross-street: _____

Map Reference: _____

Phone number: _____

Transportation arrangements

Number of vehicles required: _____

Name of organisation providing transport: _____

Contact phone number: _____

Time required to have transportation available: _____

Estimated travelling time to destination: _____

Refuge (alternate)

Name of venue (alternate): _____

Address of venue: _____

Nearest cross-street: _____

Map Reference: _____

Phone number: _____

Transportation arrangements

Number of vehicles required: _____

Name of organisation providing transport: _____

Contact phone number: _____

Time required to have transportation available: _____


Estimated travelling time to destination: _____

Before and at the commencement of the Bush Fire Danger Period, we will:

- a. Ensure that the staff are prepared in accordance with this Plan.
- b. Ensure that all persons are informed of the evacuation/shelter-in-place procedures
- c. Ensure that families are provided with a copy of the procedure "What to do if the centre is to be evacuated" upon arrival at the centre (for schools and child care centres etc).
- d. Ensure building and areas around buildings are prepared and maintained.
- e. Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- f. Update contact details of staff and occupants
- g. Contact and update emergency services with the premises' contact details.
- h. Contact refuges for potential use during a bush fire emergency.
- i. Contact transport suppliers for potential use during a bush fire emergency.

Procedures for evacuation in the event of a bush fire

Trigger	Action
In the event of a bush fire in the surrounding area, occupants of the premises shall follow the procedure/actions outlined:	The Chief Warden (or person responsible) is to advise the local emergency service (4015 0000) that the centre is being evacuated (include how many people and where they are going).
	Arrange for vehicles to meet at designated assembly point for pick-up of persons.
	If evacuating offsite, contact refuge and inform them of pending arrival.
	Move all persons to the assembly point for evacuation.
	Ensure all persons are accounted for prior to departure (use listing of occupants).
	Ensure all site buildings have all doors and windows closed prior to leaving site.
	At refuge, move all persons inside and ensure all persons are accounted for and safe.
	The Chief Warden (or person responsible) to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the designated refuge.
After all the occupants are accounted for and safe at the designated refuge nominated staff will commence contacting families affected.	



	Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
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After the bush fire event

- a. No person should re-enter any evacuated building until advised by the emergency service.
- b. The Chief Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation
- c. All occupants are to be accounted for on their return.
- d. Inform the HS Directorate, police/emergency service of the return of persons to the premises.

Procedures to temporarily cease operations – Protocols flowchart

