



# **EMERGENCY MANAGEMENT PLAN**

**for**

# **KINCUMBER HIGH SCHOOL**

**Effective:** May 2009

**Date of last review:** December 2011

**Review date:** June 2012

---

# 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: School Education Director, OHS Committee, and Principal's Office

---

## PART 1: Emergency management plan

---

### 1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives
<p><b><u>Purpose</u></b></p> <p>To ensure the safety of staff, students and others in the event of an emergency.</p> <p><b><u>Objectives</u></b></p> <ul style="list-style-type: none"><li>• To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible</li><li>• To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practice of evacuation drills</li><li>• To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency</li><li>• To ensure the recovery of staff, students and the workplace after an emergency</li></ul>
Scope of the emergency management plan
<p>This plan applies to all activities at the workplace and takes into account hazards that may occur with school activities that occur outside the school boundaries.</p> <p><b>Note:</b> Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes.</p>
Relationship with other plans
<p>The plan should be read in conjunctions with the school regional education plan &amp; external plans such as the local council.</p>

<b>Description of the workplace</b>		
<p>The school has 995 students. It is situated behind the Kincumber shopping centre at the foot of Kincumber mountain. The school has playing fields and a school farm on site. The school has 68 teaching staff and 24 support staff.</p> <p>The hours of operation are from 8.15am to 2.30pm daily.</p>		
<b>Roles and responsibilities</b>		
<b><u>Emergency planning committee</u> (responsible for emergency planning)</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
M Macaulay	Principal	work 4369 1555 mobile 0439 969 256
B Sampford	DP	Work 4369 1555 mobile 0408 413 585
D Trigg	DP	work 4369 1555 mobile 0405 455 463
M O'Reilly	Head, OHS Committee	work 4369 1555 mobile none
T Saines	General Assistant	work 4369 1555 mobile 0409 315 674
<b><u>Emergency control organisation</u> (responsible for evacuation and emergency response)</b>		
<b>Principal</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
M Macaulay	Principal	4369 1555 mobile 0439969256
<b>OHS Co-ordinator</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
M O'Reilly	Teacher - SSU	4369 1555
<b>Block Controllers</b>		
<b>Name</b>	<b>Block</b>	<b>Contact phone numbers</b>
R Ainsworth	Top of F Block	4369 1555
A Higgins A Dougan	Lower F Block	4369 1555
C Stanley	Science Block	4369 1555
J Rearden	Both Tas Blocks	4369 1555
C Brady	CAPA Visual Art Block	4369 1555
L Dowling	Admin Block	4369 1555
P Batey	Hall area	4369 1555
M Downy	Music Block	4369 1555
K Jackson	Demountables	4369 1555
R Johnston M Murphy	Student services area	43691555
<b>First Aid Officers</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
C Lumsden	Teacher – PDHPE	4369 1555
G Bradshaw	Teacher – PDHPE	4369 1555
T Toy	Teacher – PDHPE	4369 1555
L Cortaville-Smith	Teacher – PDHPE	4369 1555
M Mackay	Teacher - PDHPE	4369 1555
<b>Communications Officer</b>		
<b>Name</b>	<b>Title</b>	<b>Contact phone numbers</b>
R Jowett	SASS staff	4369 1555

## **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 Principal's representative is to undertake this responsibility.

### **Reporting emergencies**

- Contact emergency services immediately where required
- Notify the School Education Director of the emergency immediately
- Contact the School Safety and Response Unit hotline 1300 880 021 if the incident involves violence, weapons, illegal drugs or major criminal activity
- Contact the OHS Directorate immediately on (02)9266 8955 in the event of a death, serious injury or dangerous occurrence at the workplace
- Report incidents involving employees on the Incident Notification Hotline (1800 811 523) or fax an Employee Incident Report Form immediately or as soon as reasonably practicable (but within 24 hrs) to the Injury Management Centre on (02) 9266 8066
- Report incidents involving students and visitors on the Incident Notification Hotline or fax a Non Employee Incident Notification Form immediately or as soon as reasonably practicable (but within 24 hrs) to the regional OHS Liaison Manager.

## **Identified evacuation assembly areas and evacuation routes**

### **Assembly area one**

School Oval – Southern side

### **Off-site assembly area (1 km from workplace)**

Kincumber Primary School

## **Location of emergency coordination centre and recovery premises**

1. School administration area when practicable.  
or
2. Kincumber Primary School (if school administration area unavailable)

## **Review dates**

Emergency procedures reviewed annually in November

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)**

A series of bells to be used to signal emergency, as detailed in the attached plan

Designated manager to use loud speaker in buildings.

Plan presented to staff at staff meeting.

Plan available on intranet and posted on the OHS notice board.

--

<b>Essential services on premises (e.g. location of hydrants, water main, etc)</b>
The water main is located adjacent to the main entrance gate in Kincumber Street. The gas main is located adjacent to the top entrance gate in Bungoona Road.

<b>Types of installed communication systems</b>
Bell system, "Zen" NEC internal phone system, internal email and intranet system.

## 1.2 PREPARING FOR AN EMERGENCY

<b>Risk assessment process</b>		
<b><u>Staff to undertake risk assessment</u></b>		
<b>Name</b>	<b>Position</b>	<b>Contact phone numbers</b>
M Macaulay	Principal	4369 1555 mobile 0439969256
B Sampford	DP	4369 1555 mobile 0408 413 585
D Trigg	DP	4369 1555 mobile 0405 455 463
OHS Committee Members	Members	4369 1555
<b><u>Risk assessment consultation</u></b>		
<b>Person or group</b>	<b>Timeframe for consultation</b>	
Safety & Security Directorial	As required	
OHS Committee	Twice each year	
Police	Annual in May	
Fire Brigade	Annual in May	
<b><u>Review dates</u></b>		
<b>Risk assessment completed on</b>	<b>Key changes introduced (see also risk management strategies below)</b>	
Completed May each year	HT Admin to account for teaching staff Wheelchair students to move to path by Bungoona Road gate with SLSO	

<b>Risk management strategies for prevention or control of emergencies</b>				
<b>Hazard</b>	<b>Risk associated with hazard</b>	<b>Key risk elimination or control measures</b>	<b>How often</b>	<b>Key staff responsible for implementation</b>
Bomb Threat	<ul style="list-style-type: none"> <li>• Disruption to workplace</li> <li>• Disrupt special events eg: examinations</li> <li>• Ongoing history of bomb threats</li> <li>• Distress to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Vigilance by staff for any unusual, suspicious or unaccounted items.</li> <li>• Procedures for taking details/call in place</li> <li>• Contact emergency services</li> <li>• Implement school emergency plan in consultation with Police</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>	<ul style="list-style-type: none"> <li>• OHS Committee</li> <li>• DP – D Trigg</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Evacuation plans not communicated clearly or regularly tested.</li> <li>• Staff and students not clear on instruction</li> <li>• Staff not clear on responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Educate staff and students about workplace fire prevention drills</li> <li>• Conduct evacuation drills</li> <li>• Conduct audit of fire equipment</li> <li>• Liaise with emergency services</li> <li>• Adhere to maintenance schedule for equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>	<ul style="list-style-type: none"> <li>• OHS Committee</li> <li>• DP – D Trigg</li> </ul>
Chemical Spill	<ul style="list-style-type: none"> <li>• Procedures for safe management of chemicals not clearly implemented.</li> <li>• Audit of chemical's not completed for compliance with relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Check workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill</li> <li>• Ensure MSDS for all hazardous substances used are at hand</li> <li>• DET's Chemical safety in School manual</li> <li>• All chemicals securely stored in it access to trained staff only</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• All staff, GA, TAS, Science, Farm Assistant</li> <li>• OHS Committee, Science HT</li> <li>• Head Teachers, GA, Principal</li> </ul>
Violent Intruder	<ul style="list-style-type: none"> <li>• Disruption to school activities</li> <li>• Injury to staff, students, members of the public</li> <li>• School not considered the risk factors and developed prevention strategies</li> <li>• Clear standards for student's behaviour and communication are not in place eg mobile phone policy</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of incidents</li> <li>• Development, practice and review of lockdown and lockout procedures</li> <li>• Clear signage in school re: visitors</li> <li>• Publish school policy re: visitors</li> <li>• Enforce school uniform code</li> <li>• Staff on PGD as required</li> <li>• Minimise number of students out of class during lesson time</li> <li>• Lock back gate</li> <li>• Contact police</li> <li>• Contact School Safety &amp; Security Unit</li> </ul>	<ul style="list-style-type: none"> <li>• If an incident</li> </ul>	<ul style="list-style-type: none"> <li>• OHS Committee</li> <li>• All staff</li> <li>• GA, DP's</li> <li>• Principal or Delegate</li> </ul>

<p>Staff or student lost on schools activity</p>	<ul style="list-style-type: none"> <li>• DET's policy not followed</li> <li>• Risk assessment not conducted</li> <li>• Unanticipated events whilst on excursions</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake full planning and risk assessment</li> <li>• Follow DET and School's policy</li> <li>• Ensure risk assessment is implemented and communicated</li> <li>• Implement emergency plan: <ul style="list-style-type: none"> <li>- Confirm person lost</li> <li>- Contact emergency services</li> <li>- Contact parent, next of kin</li> <li>- Contact SED, media unit</li> <li>- Assist emergency services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Activity approved</li> <li>• All activities</li> <li>• On all activities</li> <li>• When an incident</li> </ul>	<ul style="list-style-type: none"> <li>• Organise</li> <li>• All staff</li> <li>• Staff</li> <li>• Principal, staff</li> </ul>
--	---	--	--	--

<b>Training against emergency management plan</b>	
<b>Type of training</b>	<b>How often</b>
Training on the workplace management plan	Annually – staff meeting
Emergency care training – for all staff	Annually
Briefing on evacuation, lockout plan	Annually

<b>Frequency of emergency response drills</b>	
<b>Type of emergency response drill</b>	<b>How often</b>
Emergency evacuation	Every 6 months (May and November)
Lockout	Annually and as determined in the risk assessment
Lockdown	Annually and as determined in the risk assessment

<b>Arrangements for disabled persons</b>	
<b>Strategy</b>	<b>Person responsible for action</b>
Nominated person to assist student	Class teacher or Teachers Aide
Consultation with student and parents about emergency arrangements including evacuation	OHS Chair/Principal
Emergency services to be notified of disabled person's whereabouts where necessary	Principal or delegate

<b>Testing of equipment</b>	
<b>Type of equipment</b>	<b>Frequency of testing</b>
Fire fighting equipment (including fire extinguishers, fire blankets)	Every 6 months
Emergency lighting	Every 6 months
Electrical Equipment – tagging	Annually
Alarm system	Every 6 months

<b>First aid requirements</b>	
<b>Requirement</b>	<b>Action completed</b>
First aid officer's appointed	Yes
First aid officer's updated training	Annually checked monthly as expires on the database
First aid kits available	Annually checked in November
First aid plan available	Annually checked in November

<b>Communications during an emergency</b>	
<b>Requirement</b>	<b>List form of communication</b>
Alarm system	Bell / PA system
Primary communication	Portable PA system
Secondary communication – megaphone	Deputy Principals to check before each Evacuation drill and note to OHS committee



## RESPONSE

### The process for making decisions

Once an emergency is reported the Principal will assess

- the nature of the emergency
- seriousness or level of the emergency
- the immediate response actions required – eg evacuation, lockdown, lockout
- which emergency services to contact

### 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
- contact and liaise with relevant emergency service
- secure the area, remove people from the area and make it safe as possible (maintain personal safety)
- establish the facts, assess the situation, plan
- obtain assistance if required SED, School Safety and Response, OHS Directorate, Media Unit
- report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety & Response. Incidents involving malicious damage, break & enter, fire and security breaches to school security.
- ensure telephones are not used inappropriately
- contact the injured person's family if required
- report the emergency to DET

### Vehicle control during emergency (e.g. keeping gates clear for emergency services)

**Who:** General Assistant (needs to wear safety vest)

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

**When:** Wait until their arrival

### Evacuation procedures (summary)

- Principal or nominated representative decides on the need to evacuate
- SAM to ring emergency evacuation signal (continuous ring of the bell)
- Principal contacts emergency service
- Teachers to evacuate in an orderly manner with members of their classes according school's evacuation plan
- Block controllers to check all classrooms are clear and lock them in lock downs and lock ins where possible
- Classes and teachers assemble on northern oval

- DP takes charge of assembly
- Rolls brought by SAS officer and marked
  - Class rolls by roll call teachers
  - Staff sign on, off site book and visitors book by Deputy principal or nominated representative
- Office staff, canteen staff, visitors assemble in evacuation area
- Principal liaises with emergency services
- DP keeps staff/students informed
- Principal advises when to return to school in consultation with emergency services

**Location of fire extinguishers**

As per map

**Location of fire blankets**

In high risk areas Science labs, TAS workshops, kitchen's

**Location of first aid kits**

As per first aid plan

**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:**

- |                  |                           |
|------------------|---------------------------|
| Violent intruder | Student lost on excursion |
| Fire             | Chemical Spill            |
| Bomb threat      |                           |

**Emergency contacts**

<b>Name</b>	<b>Number</b>
Police station (Gosford LAC)	4323 5599
School Education Director	4348 9109
School Safety Security	1300 880 021
DET Media	9561 8501
EAP Counsellor (IPS Worldwide)	1300 366 789

## RECOVERY

<b>Strategy and description</b>
Education of procedure through annual professional learning on a School development day 1 and through induction of new staff by principal or nominated representative
Debrief as soon as practical usually after school on the same day

<b>Trauma counselling and description</b>	<b>Who</b>
Counselling to be co-ordinated by school counsellors, DGO and EAP if necessary	DGO

<b>Managing the media strategies</b>
Contact DET media

<b>Return workplace to normal</b>	<b>Action</b>
DP	to brief assembly
Senior executive	to organise return to timetabled classes, and SAS / SLSO duties

---

## PART 2: Evacuation procedures and other attachments

---

### Checklist for documents

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

- Evacuation procedures
- Specialist information – e.g. location of hydrants, hoses and extinguishers
- 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)
- After hours contacts

## EMERGENCY PROCEDURES EVACUATION, LOCK DOWN & LOCKOUT

When an emergency situation arises, the site manager (Principal) may call for an evacuation, lock down or lock out depending on the circumstances of the emergency. In such case staff should be aware of the following policy and their responsibilities in its implementation. A copy of the procedures relating to the policy is located on a laminated sheet in each class and staff room.

### EVACUATION POLICY

This is communicated by a **CONTINUOUS BELL**. It involves removing all students to the designated location on the school oval. When a continuous bell is heard the following procedures should be followed:

### LEAVING THE ROOM

- Close all windows.
- Pick up bags.
- Leave room in an orderly manner.
- **Students stay with their teacher** and move to the nearest exit point.
- Go to the oval.
- Sit in a line behind your roll class number and wait for your roll call teacher.
- **Head teachers** check rooms allocated to their faculty – ensure that everyone has left the buildings.
- **HT SSU** to assist with the evacuation of Support Unit classes.
- Wheelchair students are to leave by nearest exit and assemble in upper car park on the path near the entrance/exit gate. These students are to be accompanied by a teacher aide who reports their safe evacuation to office staff.
- The office/administration block is not to be entered by staff or students leaving the school buildings.
- Canteen / cleaning / teaching aides are to report to the lower car park.

### ON THE OVAL

- Students sit with roll class. Roll 7R1 closest to Bungoona Road and Year 12 near the cricket nets.
- **Roll teachers** collect roll/slip from office staff in lower car park. A second, red slip should always be kept in rolls.
- **Teachers mark roll and send a student to return red roll slip**, clearly marked 'evacuation' to office staff in the lower car park.
- **Office staff** are to collate rolls with the help of Year Advisers.
- All stay on oval/car park until dismissed by Principal.

**Specific tasks. See next page**

## EVACUATION - SPECIFIC TASKS

<b>Office Staff</b>	<b>Deputy Principal</b>
<ul style="list-style-type: none"> <li>• Ring continuous bell</li> </ul>	<ul style="list-style-type: none"> <li>• Take sign-on books</li> </ul>
<ul style="list-style-type: none"> <li>• Contact services</li> </ul>	<ul style="list-style-type: none"> <li>• Take off-premises book</li> </ul>
<ul style="list-style-type: none"> <li>• Take first aid kit</li> </ul>	<ul style="list-style-type: none"> <li>• Take visitor log</li> </ul>
<ul style="list-style-type: none"> <li>• Take rolls</li> </ul>	<ul style="list-style-type: none"> <li>• Take portable PA gear</li> </ul>
<ul style="list-style-type: none"> <li>• Take mobile phone</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee roll marking</li> </ul>
<ul style="list-style-type: none"> <li>• Take daily absentee sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Account for staff</li> </ul>
<ul style="list-style-type: none"> <li>• Check clinic is empty</li> </ul>	<b>Class / Roll Call Teachers</b>
	<ul style="list-style-type: none"> <li>• Escort class to designated place</li> </ul>
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Mark roll &amp; return</li> </ul>
<ul style="list-style-type: none"> <li>• Confirm services contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise group until dismissed</li> </ul>
<ul style="list-style-type: none"> <li>• Address whole school</li> </ul>	<b>Year Advisers</b>
<b>HT Administration</b>	<ul style="list-style-type: none"> <li>• Help office staff to collate rolls</li> </ul>
<ul style="list-style-type: none"> <li>• Account for staff</li> </ul>	

## 2. LOCKOUT & LOCKDOWN POLICY

The Principal may decide that an evacuation is not the most appropriate action to deal with the emergency situation. As part of the school serious incident management plan, provision is also made for a **LOCKOUT** or **LOCK DOWN**.

A **LOCKOUT** is a procedure to stop unauthorized persons from entering the school. It is used when the threat is general or an incident is happening **OFF SCHOOL PROPERTY**. This allows school activities to continue with the least disruption as possible during the event. This is communicated by **3 BELLS REPEATED**. When 3 bells repeated are heard the following procedures should be followed:

### LEAVING THE ROOM

- Close all windows.
- Pick up bags.
- Leave room in an orderly manner.
- **Students stay with their teacher** and move to the nearest exit point.
- Go to the quadrangle.
- Sit in a line behind your roll class number and wait for your roll call teacher.
- **Head teachers** check rooms allocated to their faculty – ensure that everyone has left the buildings.
- **HT SSU** to assist with the evacuation of Support Unit Classes.
- Wheelchair students are to leave by nearest exit and assemble in the quadrangle in their roll call lines. These students are to be accompanied by a teacher aide.
- Canteen / cleaning / teaching aides are to report to the quadrangle.
- **Staff with classes outside**, e.g. PE, Sport, and Agriculture, or teachers on playground duty if during break time, are to immediately direct students to the quadrangle.

### ON THE QUADRANGLE

- Students sit with roll class.
- **Roll Call teachers** collect rolls.
- **Deputy Principal** briefly explains reason for assembly and directs students and staff to roll call rooms.
- **Roll Call teachers** accompany students to roll call rooms.

### IN ROLL CALL ROOMS

- **Roll Call teachers** reassure students and mark roll. Students are to remain in roll call rooms until the 'all clear' signal is heard or instructions from the Principal are received.
- **NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD OF TIME**

## LOCKOUT - SPECIFIC TASKS

<b>Office Staff</b>	<b>Deputy Principal</b>
<ul style="list-style-type: none"> <li>• Ring bell (3 bells repeated) at least 20 times</li> </ul>	<ul style="list-style-type: none"> <li>• Secure all gates and external doors</li> </ul>
<ul style="list-style-type: none"> <li>• Lock front door of administration building and monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Explain reason for assembly</li> </ul>
<ul style="list-style-type: none"> <li>• Take rolls to quadrangle</li> </ul>	<ul style="list-style-type: none"> <li>• Direct staff and students to roll call rooms</li> </ul>
<ul style="list-style-type: none"> <li>• Relay to roll call teachers any instructions from the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Ring normal bell to signal emergency is over</li> </ul>
<b>Principal</b>	
<ul style="list-style-type: none"> <li>• Liaise with Police and emergency services</li> </ul>	<b>Class / Roll Call Teachers</b>
<ul style="list-style-type: none"> <li>• Develop a plan for students to leave at the end of the day if incident is still continuing</li> </ul>	<ul style="list-style-type: none"> <li>• Escort class to designated place – quadrangle firstly, then roll call rooms</li> </ul>
<b>General Assistant</b>	<ul style="list-style-type: none"> <li>• Mark roll</li> </ul>
<ul style="list-style-type: none"> <li>• Secure all gates and external doors</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise group in roll call rooms until dismissed</li> </ul>

A **LOCKDOWN** is a procedure to use when there is an immediate threat to the school e.g. intruders. A lockdown minimises access to the school and secures staff and students in rooms. This is communicated by **REPEATED SINGLE RINGS OF THE BELL**. When repeated single rings of the bell are heard the following procedures should be followed:

### **STOP ALL OUTSIDE ACTIVITIES**

- **PE/Sport Staff and Agriculture teacher** bring students into the hall and Ag. Shed respectively and lock doors.
- **If break time or change of period staff** move to the nearest available classroom (not demountable room), take responsibility for that room and direct students into its vicinity until unsafe to fit any more students in there. If room is full direct students to next available room.

### **STAY IN THE ROOM**

- Close and lock all windows and doors.
- **Students stay with their teacher** and are directed out of line of sight of doors and windows.
- **Staff in classrooms** are to ensure that all lights are turned off, machinery or other equipment is turned off, students sit quietly on the floor, staff reassure students of their safety.
- **Staff in classrooms** make a list of names of students in their room. Students are to remain in rooms until the 'all clear' signal is heard or instructions from the Principal are received.
- **Head teachers** check rooms allocated to their faculty – ensure that there are no students/staff in the corridors. Direct them to the nearest classroom.
- **HT SSU** to assist with the student of the Support Unit Classes.
- **NO PERSON IS TO USE A MOBILE PHONE DURING THIS TIME**

### **WHEN 'ALL CLEAR' SIGNAL' (three bells indicating Quad assembly) IS HEARD**

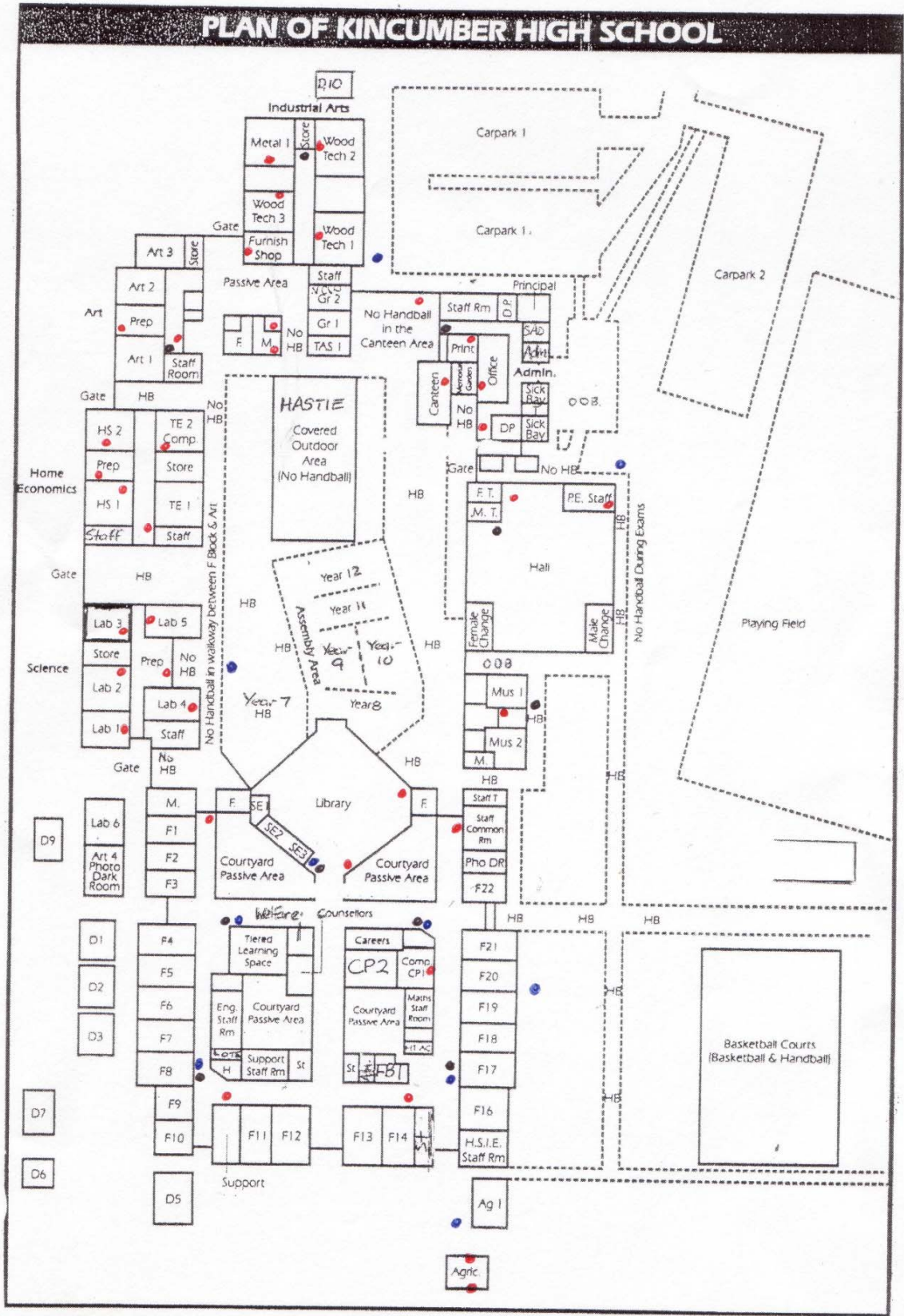
- **Staff in classrooms** escort students to quadrangle to line up in roll call lines.
- Students sit with roll class.
- **Roll teachers** move to be with their roll call class.
- **Year Advisers** collect rolls, with red daily slip, for their cohort from office and distributes to roll call teachers for marking.
- **Head teachers** account for their KLA staff. **HT Admin** responsible for accounting for all relief staff. **HT SSU** also responsible for SLSOs. All to report any variations to the Deputy Principal.
- **SAM** account for SAS staff and GA. SAS staff check visitor book and account for visitors. Report any variations to the Deputy Principal.
- **Teachers mark roll** and send back to office via the Year Adviser.
- All stay on quadrangle where support and counselling can be offered as required.
- **Principal** indicates emergency is over and debriefs staff and students.



## LOCKDOWN - SPECIFIC TASKS

<b>Office Staff</b>	<b>Deputy Principal</b>
<ul style="list-style-type: none"> <li>• Lock front door of administration building and monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Ask office to ring bells</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor school emails, phones &amp; Fax for threats and report directly to principal</li> </ul>	<ul style="list-style-type: none"> <li>• Secure gates and external doors</li> </ul>
<ul style="list-style-type: none"> <li>• Relay to class teachers any instructions from the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Check corridors are clear and classrooms secure</li> </ul>
<ul style="list-style-type: none"> <li>• Assist Year Adviser with checking daily absentee sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Ring 3 bells to signal assembly on quadrangle</li> </ul>
<ul style="list-style-type: none"> <li>• Ring repeated single bells</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Principal</b>	<b>Class / Roll Call Teachers</b>
<ul style="list-style-type: none"> <li>• Indicate that emergency is over</li> </ul>	<ul style="list-style-type: none"> <li>• PE/Sport – bring students into hall and lock all doors</li> </ul>
<ul style="list-style-type: none"> <li>• Develop a plan for notification of parents for pick-up arrangements if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture teacher – bring students into Ag. Shed and secure doors</li> </ul>
<ul style="list-style-type: none"> <li>• Debrief staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• All other staff remain in classrooms with students</li> </ul>
<ul style="list-style-type: none"> <li>• Calls 000 to liaise with Police and emergency services and maintains contact</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure lights off, windows and doors locked, students seated on floor out of line of sight of windows/doors, reassure and make a list of names of students in your room</li> </ul>
<b>Year Adviser</b>	<ul style="list-style-type: none"> <li>• After 3 bell assembly signal escort all students to quadrangle</li> </ul>
<ul style="list-style-type: none"> <li>• Collect rolls for their cohort and distribute to roll call teachers for marking</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers move to be with roll call group</li> </ul>
<ul style="list-style-type: none"> <li>• Collect rolls and check against daily absentee sheet</li> </ul>	<b>Head teachers</b>
<ul style="list-style-type: none"> <li>• Report any discrepancies to DP immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Account for faculty staff</li> </ul>
<b>General Assistant</b>	<ul style="list-style-type: none"> <li>• SSU HT account for SLSOs</li> </ul>
Secure all gates and external doors	<ul style="list-style-type: none"> <li>• ADMIN HT account for casuals</li> </ul>

**SITE PLAN SHOWING LOCATION OF FIRE EXTINGUISHERS, HOSES AND HYDRANTS**



- Fire Hydrants ● Blue
- Fire Hose ● Black
- Fire Extinguishers ● Red

# FIRST AID PLAN

<b>Assessment of first aid requirements</b>	<b>First aid plan (Controls) continued</b>
<p><b>Type of work performed</b>            Teaching in the key learning areas.            Conducting and supervising playground activities.            Conducting office duties.            General maintenance and related duties.            Supervising school excursions.            Sporting &amp; recreational activities.</p> <p><b>Resources, equipment, machinery and other issues which may present hazards.</b>            Fixed equipment eg band saws, stoves and ovens, Bunsen burner outlets and kilns.            Portable equipment eg lawn mowers, ladders, power tools, science tools, food technology tools and PE equipment.            Chemicals used in science and food technology.            Playground surfaces.            Animal care &amp; maintenance.</p> <p><b>Types of injury or illness likely to be sustained</b>            Abrasions, cuts and lacerations.            Burns, insect/animals bites.            Sprains, strains and crush injuries.            Asthma and anaphylactic reaction requiring an emergency response.</p> <p><b>Number and distribution of people across the school</b>            960 students 70 teachers 16 administration staff and 3 f/t aides            1 general assistant 1 farm assistant</p> <p><b>Size and layout of workplace</b>            11 acres of land with a number of adjoining buildings surrounding a central courtyard. There is a school farm on site.</p> <p><b>Location of school</b>            The school is located behind the Kincumber shopping centre, 1km from a medical centre and 3km from the nearest hospital.</p> <p><b>First aid plan (Controls)</b>            All of the PDHPE staff are trained first aid officers.            All first aid officers are the holder of a current Work Cover approved first aid certificate.            A first aid allowance is paid to school administrative support staff who undertake the first aid role as per the Crown Employees (school administrative and support staff) Award.            All school staff are trained in Emergency Care, on an annual basis.            Teachers supervising excursions and any water related activities are trained in Cardio-Pulmonary Resuscitation (CPR) &amp; Emergency Care.</p>	<p><b>Response procedures</b>            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.</p> <p><b>Sick bay and kit requirements and management</b>            The SAM coordinates the following arrangements: sick bay with appropriate signage and a first aid kit in the main office.            One first aid kit in each high risk area including TAS rooms, science labs, GA's room, visual arts rooms and in the school canteen.            A portable first aid kit available in main office.            Portable first aid kits to be taken on excursions.            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 rooms. The SAM maintains the first aid kits and their backup supplies.</p> <p><b>First aid recording and reporting system</b>            Register of injuries is located in the main administrative office and is completed by the injured worker or visitor as soon as practicable.            The administration of first aid is recorded in the record of first aid treatment located in the main office. The register of medications is maintained by employees authorised to administer medications.</p> <p><b>Communicating the first aid plan</b>            The plan is placed on the noticeboard in each staff room, staff common room and in the main office. It is communicated to all staff, students and workplace visitors.</p> <p><b>Timetable for monitoring and review procedures for first aid</b>            The plan is to be reviewed annually with the input of staff and the OHS Committee or OHS Representative.</p> <p><b>Important contact numbers</b>  <b>Emergency 000</b> Gosford Hospital 4320 2111  <b>Poisons Information Centre</b> 131 126</p>