

Lambton High School

Health and Safety Directorate

EMERGENCY MANAGEMENT PLAN For Lambton High School

Effective: May, 2017

Date of last review: April, 2017

Review date: April, 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 4 copies of this Emergency Management Plan.

Other copies are held by: School Education Director, Assistant Principal and SAM.

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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)

The school has 1127 students. It is situated near a main road and a major sports centre. The school has 90 staff including the principal, two deputy principals, 72 executive and classroom teachers and SASS/SLSO's. A number of volunteers work at the school canteen on a regular basis

The school has access to council owned ovals that is located 50 metres from the main buildings and used as an evacuation point as well as school activities.

The school is hire to community groups on Wednesday nights and over the weekend.

Casual bookings also exist

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

The Emergency Management Plan specifically relates to the following plans:

- First Aid
- Cash Handling
- Induction
- Incident management

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.

Roles and responsibilities

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
M Rosser	Principal	Work: 4952 3977 Mobile: 0429 126 117 Home: 4972 2132

Deputy Chief Wardens

Name	Position	Contact phone numbers
P Riley	Deputy Principal	Work: 4952 3977 Mobile: 0402 220 453 Home: 4943 2587
D Ball	Deputy Principal	Work: 4952 3977 Mobile: 0417 246 234

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Floor Wardens		
Name	Position	Contact phone numbers
B McCudden	HT IT- A Block	Work: 4952 3977
M Orr	HT Eng - B Block Upper	Work: 4952 3977
G Coburn	HT PE - B Block Lower, MPC	Work: 4952 3977
C Nolan	HT Maths- C Block Upper	Work: 4952 3977
A Corliss	HT HSIE - C Block Lower	Work: 4952 3977
J Ware	HT Sci - D Block Upper, Lower	Work: 4952 3977
C Mannweiler	HT IA - E Block Upper, Lower	Work: 4952 3977
D Wilson	HT CAPA – G, F Blocks Upper	Work: 4952 3977
C Bertram	HT Admin - G, F Blocks Lower	Work: 4952 3977
J Dean/D Sweeney	Librarian - H Block Upper	Work: 4952 3977
S Howard	H Block Lower	Work: 4952 3977
First Aid Officer		
Name	Position	Contact phone numbers
Tracy Hickey	SAO	Work: 4952 3977
Communications Officer		
Name	Position	Contact phone numbers
M Rosser	Principal	Work: 4952 3977 Mobile: 0429 126 117
Process for notifying, alerting and reporting emergencies		
<p>Notifying emergencies e.g. process for notifying Chief Warden All teachers and other staff are to ensure the principal/nominee is notified in the event of an emergency.</p> <p>Alerting the workplace to emergencies e.g. preparing for evacuation, lockdown 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.</p> <p>Reporting emergencies</p> <ul style="list-style-type: none"> • 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		
<p>Assembly area one Wallarah oval – southern side.</p> <p>Assembly area two - (Refer to site plan, Part 2) McDonald Jones Stadium Carpark.</p>		

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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)

McDonald Jones Stadium Carpark.

(Refer to site plan, Part 2)

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

The Emergency Management Plan is communicated to a variety of audiences:

- To staff through the Professional Learning program
- To new staff at induction
- To students through School Assemblies and in class groups.
- To the school community through Newsletters
- To casual teachers via “Welcome folder” and induction
- To visitors and volunteers through induction package
- To contractors via contractor induction

In addition, the procedure for lock down and evacuation is posted in each room, assembly points signs installed and all rooms have an evacuation map, location of extinguishers and class roll.

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	Young Road
Location of gas main Also show on attached site plan	Young Road
Location of electricity main Also show on attached site plan	F Block
Solar power main (where applicable)	MPC

Types of installed communication systems

Alarm and public announcement system. See communication in Part 2.

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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
Fire	2	Fire Extinguisher inspection	Semester	Contractor
Fire	2	Cleaning of combustible rubbish	Weekly	GA
Bomb	2	Student/staff reporting of threats to school	As needed	P
Violence	3	Pass system for visitors. Teacher and student awareness. Practice lockdown and lockout	Daily Semester Annual	DP
Pedestrian and/or vehicle accidents	2	Traffic controls Liaison with local council Issue rules to parents regarding safe drop off of students	Annual	Principal DP
Electrical Hazards	2	Testing & tagging. Reporting faults. Encourage general safety precautions.	Semester	Contractor All staff Principal
Emergency health situation	2	Implement individual health care plans. Emergency and first aid plans in place.	Review annually	Principal
Outbreak of infectious diseases	3	Apply standard precautions for infection control , Ensure staff apply the Infection Control Procedures .	Review annually	Principal
Training against emergency management plan				
Type of training		How often		
Training on the workplace emergency management plan		Once every 6 months		
Emergency care training for teachers taking excursions		Ongoing, updated every three years. Training recorded in Mandatory Training folder		
Training schedule attached – Part 2				

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Frequency of emergency response drills

Type of emergency response drill	How often (see Part 2 – Schedule of completed emergency response drills)
Building evacuation (e.g. fire emergency)	Once every 6 months
Lockout	Once every 12 months
Lockdown – in classrooms	Once every 6 months
Training schedule attached – Part 2	

Arrangements for disabled persons

Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	Class teacher with assistance of School Learning Support Officer when available.
Consultation with student and parents about emergency arrangements including evacuation	Class teacher with assistance of School Learning Support Officer when available.
Emergency services to be notified of disabled person's whereabouts where necessary	Class teacher with assistance of School Learning Support Officer when available.

Testing of equipment

Type of equipment	Frequency of testing
Fire fighting equipment (including fire extinguishers, fire blankets)	Every 6 months
Emergency lighting	Every 6 months
Alarm system	Every 6 months
Electrical testing and tagging	Every 12 months

First aid requirements

Requirement	Action completed
First aid officer appointed	Yes
First aid officer participates in emergency drills	Yes
Portable first aid kit available	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 (eg alarm system, Public Announcement system)	Bell system	Principal
Secondary or alternative means of communication	Head Teachers all sections of school Mobile phones	Deputy Principals as Deputy Wardens covering each section of the school
End of emergency	Bell system	Principal



1.3 Response

The process for making decisions

The decision to respond to an emergency situation is made by the Principal or Relieving Principal (in the absence of the Principal). The decision is then communicated to the school in the manner outlined for specific emergencies.

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, WHS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 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: General Assistant, school admin officers

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

When: After emergency services have been called until their arrival and until they have left the premises.

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

STAGES

1.	Decision to evacuate
2.	Warning staff and students
3.	Withdrawal (evacuation)
4.	Shelter and assembly area
5.	Return to the workplace
6.	Location of designated emergency exits
7.	Location of fire hoses
8.	Location of fire extinguishers
9.	Location of fire blankets
10.	Location of first aid kits

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.



Response procedures for specific emergencies

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

- Fire or smoke
- Medical emergency
- Internal emergency (intruders)
- Threatening student or parent
- Gas leak
- Armed hold up
- Bomb threat

Emergency Contacts	Numbers
General emergency	000
Police station - Waratah	(02) 4926 6599
School Director	(02) 4924 9994
School Safety and Response Hotline	1800 811 523
Security Hotline	1300 880 021
Fire brigade – New Lambton	(02) 4952 8855

1.4 Recovery

Strategy and description (documents included in Part 2)

Counselling strategy – Contact DEC regional response team. Return to normal operation as soon as possible. Trauma counselling to be arranged if required.

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

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

Return workplace to normal	Action
Classes to resume as soon as emergency is declared over	Return to class/duty
Counselling	Organised through DE/EAPS for those affected

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Media


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.


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


 Lockout



 Lockdown


 Evacuation


First Aid plan


 First Aid Plan

Site plans


 Site Plan DEC

Floor Plans


 MAP of Evacuation
 Routes Emergency F

Specialist information e.g. location of hydrants – see Floor Plans

After hours contact – see below

After Hours Contacts

Name	Position	Contact phone numbers
M Rosser	Principal	Work: 4952 3977 Mobile: 0429 126 117 Home: 4972 2132
P Riley	Deputy Principal	Work: 4952 3977 Mobile: 0402 220 453 Home: 4943 2587
D Ball	Deputy Principal	Work: 4952 3977 Mobile: 0417 246 234