

## Emergency management plan

### Health and Safety Directorate

# EMERGENCY MANAGEMENT PLAN

## For

### Upper Coopers Creek Public School

Coopers Creek Rd, Upper Coopers Creek NSW 2480  
(02) 6688 2128

### Risk Classification: Category 1

In a Bushfire Prone Area and will need to proactively temporarily cease operations during a catastrophic fire danger rating

Review date: 10/06/2022

Date of last review: 29/07/2021

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 five (5) copies of this Emergency Management Plan.

Other copies are held by: Director Educational Leadership, Assets Services Officer, Administration, WHS Noticeboard 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)

Upper Coopers Creek Public School is a small rural primary school with 12 students. It is situated 3 kilometres down an unsealed no through road. It is located 38km from Lismore and 27km from Mullumbimby.

The school has 4 staff, with 1 teaching principal, 1 part time teacher, 1 part time administration manager and 1 part time general assistant.

The school has a small sports oval at the top of the property and has a number of buildings, an administration block, amenities block, classroom and weather shed. Buildings differ in materials from timber and brick to colourbond.

While the school grounds are fenced, there is no security fencing.

### 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, bushfire or flooding in the local area.

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

### Roles and responsibilities

#### **Emergency control organisation** (responsible for evacuation and emergency response)

##### **Chief Warden/First Aid Officer & Communications Officer**

Name	Position	Contact phone numbers
Jennifer Wright	Principal	0404 55 66 89

##### **Deputy Chief Warden & First Aid Officer**

Name	Position	Contact phone numbers
Kate Middleton	School Admin Manager	0405 141 359

##### **Floor Wardens**

Name	Position	Area of Responsibility	Contact phone numbers
All teaching staff	Teachers	The class they are teaching in	Work: (02) 6688 2128

### Process for notifying, alerting and reporting emergencies

#### **Notifying emergencies** e.g. process for notifying Chief Warden

All teachers and other staff are to ensure the Chief Warden is notified via phone or in person in the event of an emergency.

#### **Alerting the workplace to emergencies** e.g. preparing for evacuation, lockdown

The Chief Warden is to undertake appropriate action as per the evacuation procedures located within this document to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the Chief Warden is absent from the workplace, the nominated Deputy Chief Warden is to undertake this responsibility.

#### **Reporting emergencies**

- Contact emergency services on 000
- Contact the Incident Report and Support Hotline for any incidents involving violence, weapons, illegal drugs or criminal activity on 1800 811 523, and select "option 1".
- Report the emergency to Director, Educational Leadership.
- 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".



# Emergency management plan



## Identified evacuation assembly areas and evacuation routes

**Assembly area one** - Car Park at lowest point of the property

**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)**

School administration area when practicable or Corndale Public School **(Refer to site plan, Part 2)**

**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** (identify on evacuation maps).

Maps are to be displayed prominently throughout the workplace.

## Bushfire Offsite Evacuation Refuges

The Chief Warden will liaise with emergency services to evacuate staff and students from the school site with a coordinated parent/carer pick up. If it is determined unsafe to remain on the school site, the Chief Warden will coordinate evacuation and pick up from either:

**Primary Evacuation Refuge:** Goonengerry Public School  
Goonengerry Rd, Goonengerry NSW 2482  
Phone Number (02) 6684 9134  
Estimated travelling time to destination: 15min

**Secondary Evacuation Refuge:**  
Rosebank Public School  
Rosebank Rd, Rosebank  
Phone Number (02) 6688 2126  
Estimated travelling time to destination: 15min

## Bushfire Shelter in Place Refuge/s

Admin Library building AR003 or Classroom B00D. If need to shelter off site due to Upper Coopers Creek road closure the school will shelter at **Neighborhood Safer Place located 62 (Lot 6) Tickles Road Upper Coopers Creek.**

**Note:** Shelter in place locations should only be used as a last resort. They are to be used when all other options listed in your emergency management plan cannot be actioned safely and should be under the guidance of emergency services advice.

## 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.

## Bushfire Communication Strategy

Communicate *'What to do in the event of local bush fire activity'* Information for parents and carers (Part 2 of EMP).

For Category 1 schools, in addition to the above, communicate the [Bushfire Season Information for Parents](#) fact sheet and [letter to parents/carers \(for schools identified as category 1\)](#).

For community users of both Category 1 and Category 2 schools, [communicate the letter to community users](#) for the identified category.

Secured Communications app installed and registered with Chief Warden.

## 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 evacuation map.

Location of water main	Tank water, Fire Fighting tank in carpark, hose in storeroom next to kitchen.
Location of gas main	Gas Cylinder attached to building (kitchen)
Location of electricity main	Attached to admin block southern side
Solar power main (where applicable)	n/a

## Types of installed communication systems

School bell / Walkie Talkie / Satellite Phone / telephone system.



# Emergency Management Plan



## 1.2 Preparing for emergency

Fact Sheets for specific hazards listed in the table below can be found at [Health and Safety Directorate website> Emergency planning and incident response> Emergency management> Emergency fact sheets](#)

Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
<b>Air Quality</b>	<ul style="list-style-type: none"> <li>Smoke particles in the air from bushfire (or fires)</li> <li>Poor air quality may affect persons with asthma, lung or heart conditions and/or other respiratory health conditions</li> </ul>	2	<ul style="list-style-type: none"> <li>Consider cancelling sporting events and unnecessary outdoor activities</li> <li>Keep staff and students indoors for recess and lunch breaks</li> <li>Keep students calm and avoid vigorous exercise</li> <li>Monitor air quality and follow health messages</li> </ul>	<ul style="list-style-type: none"> <li>Identify staff and students with a diagnosed breathing condition and ensure medications are readily available to support them through the day.</li> <li>Follow First Aid Plan and Individual Health Care Plan</li> <li>In situations where there is a significant amount of smoke contact Director Educational Leadership and discuss possible alternative arrangements for staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>Review the emergency management plan.</li> </ul>
<b>Bomb threats and suspected devices</b>	<ul style="list-style-type: none"> <li>History of bomb threats for workplace.</li> <li>Person seeking to cause disruption to workplace.</li> <li>Examinations or other significant events in the workplace.</li> </ul>	5 2 3	<ul style="list-style-type: none"> <li>Have processes in place for taking details of bomb threats using Bomb Threat Report. This will assist emergency services in assessing the threat.</li> <li>Develop response procedure for bomb threats that includes an evacuation of the school site and train/communicate to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Remain calm, keep in contact – do not hang up the line</li> <li>Record as much information as possible for bomb threat (complete the Bomb Threat Checklist).</li> <li>Turn off mobile phones and encourage others to do the same</li> <li>Do not touch, tilt or tamper with a known or suspected explosive or incendiary device.</li> <li>Contact emergency services on 000.</li> <li>Implement <b>Evacuation Procedures</b> (Part 2 of EMP) announcing the offsite evacuation is due to an incident and to evacuate quickly, don't panic staff and students by using the word bomb</li> <li>Evacuate to offsite assembly area, where practicable, staff and students should <b>take personal belongings and bags if they are in the immediate vicinity</b>.</li> <li>Remain off site until such time as Police attend and the site is deemed safe to re-enter.</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with the senior police officer at the scene.</li> <li>Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>Review the emergency management plan.</li> </ul>
<b>Bushfire</b>	<ul style="list-style-type: none"> <li>Bushfire prone areas are those that can support a bushfire or are likely to be</li> </ul>	2	<ul style="list-style-type: none"> <li>Are firebreaks maintained and garden rubbish, native shrubs and</li> </ul>	<ul style="list-style-type: none"> <li>Review your <b>EMP and Bushfire Response</b> (Part 2 of EMP).</li> </ul>	<ul style="list-style-type: none"> <li>Implement the workplace emergency plan recovery strategy.</li> </ul>



# Emergency Management Plan



Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	subject to bushfire attack. These are generally areas consisting of or close to bushfire hazards such as bush, forest or grasslands.		<ul style="list-style-type: none"> <li>tree branches kept well clear of buildings.</li> <li>Liaise regularly with NSW Fire Brigades or Rural Fire Service.</li> <li>Test bushfire response.</li> <li>Liaise with emergency services about emergency procedures.</li> <li>Discuss with emergency services other issues where appropriate, e.g. back burning in bush area adjacent to the workplace.</li> <li>Arrange for contractors to clear gutter of dry leaves or other debris.</li> </ul>	<ul style="list-style-type: none"> <li>Contact Fire Brigade on 000. Do not assume that the fire has been reported.</li> <li>Check that taps are working and fill available containers with water.</li> <li>Leave sprinklers on, where possible.</li> <li>Set up hoses in strategic places i.e. behind sheltering block Remove flammable items from windows.</li> <li>Ensure all school bags and any door mats are indoors</li> <li>Relocating bins indoors or centralised out on a grassed area (away from buildings)</li> <li>Flammable cabinets are closed and sealed</li> <li>Hoses are set up in strategic places and vandal proof tap keys are readily accessible</li> <li>Stay clear of windows.</li> <li>Listen to the local radio station for information and advice.</li> <li>Evacuate only under the direction of the incident commander of the NSW Fire Brigades, Rural Fire Service or NSW Police; if there is an immediate threat to life and emergency services cannot be contacted, <b>implement EMP and Bushfire Response</b> and consider immediate evacuation.</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>Obtain Clearance Certificate from School Infrastructure NSW.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>Where property has been damaged, liaise with the emergency services and School Infrastructure NSW.</li> <li>Review the emergency management plan.</li> </ul>
<b>Death at the workplace or during a DEC activity</b>	<ul style="list-style-type: none"> <li>Major accident during Department activities (e.g. excursions) due to inadequate risk controls.</li> <li>Lack of emergency planning.</li> <li>Insufficient follow up of incidents including near misses.</li> </ul>	<div>3</div> <div>2</div> <div>3</div>	<ul style="list-style-type: none"> <li>Safety program for workplace.</li> <li>Staff aware of WHS responsibilities.</li> <li>Communication and consultation.</li> <li>Risk management programs in place.</li> <li>Emergency planning complete.</li> <li>Incident management and investigation processes in place.</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services on 000.</li> <li>Take steps to ensure safety of other students.</li> <li>Isolate and evacuate the immediate area; do not cover the victim; preserve site</li> <li>Chief Warden to assess and decide on requirement to implement <b>Evacuation or Lockdown Procedure</b> (Part 2 of EMP)</li> <li>Chief Warden to make arrangements with Police for parents or carers or next of kin to be notified.</li> </ul>	<ul style="list-style-type: none"> <li>Provide simple, factual information about the death to all affected.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>Those affected should have ready access to counselling from school counselling services (students), Staff Support Officers or the Employee Assistance Program (EAP) - Supporting You (staff).</li> </ul>



- Workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).
- Those affected should have ready access to counselling from school counselling services (students), Staff Support Officers or the Employee Assistance Program (staff).
- Review the emergency management plan.

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- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).
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Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
				<ul style="list-style-type: none"> <li>• Act immediately to arrange first aid, IAW <b>First Aid Plan</b> and to contact emergency services.</li> <li>• Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation</li> <li>• Ensure any faulty equipment is tagged to prevent use (see tagging of equipment on SINSW Website).</li> </ul>	
<b>Emergency health situation</b>	<ul style="list-style-type: none"> <li>• Staff and students at the workplace with sudden medical conditions that may require emergency response.</li> <li>• Distance from emergency services or other medical assistance.</li> <li>• Individual health care plans for student not in place or updated.</li> <li>• Environmental risks that may trigger health condition (e.g. anaphylaxis).</li> </ul>	1	<ul style="list-style-type: none"> <li>• Implement individual health care plans for students.</li> <li>• Ensure effective emergency and first aid response plans are in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Administer first aid IAW <b>First Aid Plan</b> and provide medical treatment as soon as possible, including specialised responses in accordance with individual health care plans (e.g. for a student with anaphylaxis, asthma etc).</li> <li>• Contact and liaise with relevant emergency services.</li> <li>• Assess the situation, plan who to contact and their roles, and what assistance is needed from regional office.</li> <li>• Notify parents or carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>• Review the emergency management plan.</li> </ul>
		3	<ul style="list-style-type: none"> <li>• Educate staff on how to respond in an emergency (first aid).</li> </ul>		
		1	<ul style="list-style-type: none"> <li>• Implement policies and procedures to support the health and wellbeing of staff and students.</li> </ul>		
		1	<ul style="list-style-type: none"> <li>• Manage health risks in the workplace environment.</li> <li>• Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services).</li> </ul>		
<b>Explosion</b>	<ul style="list-style-type: none"> <li>• Insufficient maintenance of facilities.</li> <li>• Damage to gas pipes or gas outlet.</li> <li>• Faulty portable LPG gas tanks.</li> <li>• Fire in the workplace.</li> <li>• Spill of flammable substance.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities.</li> <li>• Ensure proper maintenance of gas facilities.</li> <li>• Ensure fire precautions in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately implement <b>Evacuation Procedures</b> (Part 2 of EMP), if possible, in case of weakened building structure or damaged electrical wiring.</li> <li>• Staff and students should take personal belongings <b>only in their immediate possession with them</b> and proceed to the offsite evacuation assembly area.</li> <li>• Do not re-enter the workplace until safe to do so – building assessment to be</li> </ul>	<ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>• Manage the media.</li> <li>• Review the emergency management plan.</li> </ul>
		3			
		3			
		3			
		5			



# Emergency Management Plan



Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	<ul style="list-style-type: none"> <li>Proximity to industrial areas or major transport links (eg road, railway).</li> </ul>	5		<ul style="list-style-type: none"> <li>conducted by emergency services and Asset Management Unit (building engineer)</li> <li>Implement <b>Recovery Procedures</b> (Section 1.4 of EMP).</li> <li>Notify Department and implement isolation procedures where required under WHS legislation.</li> </ul>	
<b>Fire</b>	<ul style="list-style-type: none"> <li>Evacuation plans not communicated clearly or not regularly tested.</li> <li>Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire.</li> <li>Staff are unsure of their responsibilities under evacuation plans if a fire occurs.</li> <li>Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.</li> </ul>	2  2  3  3	<ul style="list-style-type: none"> <li>Educate staff and students about workplace fire prevention and safety.</li> <li>Conduct fire drills.</li> <li>Liaise with emergency services.</li> <li>Develop evacuation arrangements with local bus company/ relevant transport company.</li> <li>Conduct fire safety audits.</li> </ul>	<ul style="list-style-type: none"> <li>Immediately implement <b>Evacuation Procedures</b> (Part 2 of EMP), if possible, in case of weakened building structure or damaged electrical wiring.</li> <li>Staff and students should take personal belongings <b>only in their immediate possession with them</b> and proceed to the offsite evacuation assembly area.</li> <li>Alarm: raise the alarm and follow the emergency procedures.</li> <li>Contain: close doors close to the fire.</li> <li>Extinguish: attempt to extinguish the fire – only if you are trained and it is safe to do so.</li> <li>Do not re-enter the workplace until safe to do so – building assessment to be conducted by emergency services.</li> <li>Implement <b>Recovery Procedures</b> (Section 1.4 of EMP).</li> </ul>	<ul style="list-style-type: none"> <li>Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smoldering remains. Beware structural damage caused by fire. Damaged roofs and floors may be subject to collapse.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>Review the emergency management plan.</li> </ul>
<b>Flood</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The State Emergency Service (SES) is responsible for responding to floods in NSW.</li> </ul>	2	<ul style="list-style-type: none"> <li>Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Notify staff and students of the flood warning.</li> <li>Maintain situational awareness (Bureau of Meteorology, radio broadcasts) during severe weather conditions</li> <li>Implement <b>Evacuation Procedures</b> and <a href="#">Temporarily Ceasing School Operations Procedures</a></li> <li>During school hours: coordinate the safe return of students to their homes, in consultation with emergency services and school transport operators. In some cases</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>If workplace has been impacted by flood water, coordinate with local ASO to "Make Safe" your workplace i.e., loss assessment and clean-up, utilising SINSW contractors and local emergency services.</li> <li>Following "Make Safe" process your local ASO will assist with "Make Good" processes i.e., repairs, refurbishment and replacement of assets.</li> </ul>



# Emergency Management Plan



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			resistant gloves, cleaning products and boxes. • Inform staff and students of the flood risk.	this may be difficult because student's homes may also be affected or isolated by flooding. • Outside of school hours: close the school and notify students and staff of the temporary closure. • Implement communications to staff and school community in accordance with: • <a href="#">Emergency communication toolkit - severe weather warning and floods</a> or • <a href="#">Temporarily Ceasing School Operations Procedures, page 6</a> • Avoid driving or walking through floodwaters (these are the main causes of death during flooding). • Return workplace to normal in accordance with <b>Recovery Procedures</b> (Section 1.4 of EMP). Ensure all buildings and utilities have been checked and clearance provided by Assets Management Unit prior to re-entering the premises	• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident (Section 1.4 of EMP). • Review the emergency management plan.
<b>Gas leak</b>	• Insufficient maintenance of gas facilities. • Damage to gas pipes or gas outlet. • Faulty portable LPG tanks.	3  3  3	• Ensure gas is used in a safe way in all workplaces (see LPG safety). • Ensure 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.	• Chief Warden to assess and decide on requirement to implement <b>Evacuation or Lockdown Procedure</b> (Chief Warden to decide if immediate vicinity is to be evacuated or whole of school) • If safe to do so, turn off main gas valves and ventilate building by opening windows and doors • Turn off all equipment including electrical equipment, air conditioning systems and gas supply. • Extinguish or remove any ignition source. • Close all doors (do not lock). • Contact appropriate tradesperson or maintenance contractor (if required, via Assets Management Unit) to rectify situation • Notify neighbouring premises down wind	• Decide when to re-open the workplace, in consultation with local emergency services. • Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident (Section 1.4 of EMP). • Review the emergency management plan.



# Emergency Management Plan



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<b>Major incidents involving violence or threats</b>	<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"> <li>• There is no way of knowing whether people apart from staff and students are authorised to be on-site</li> <li>• Clear standards for students' behaviour and communication are not in place.</li> </ul>	<p>3</p> <p>3</p>	<ul style="list-style-type: none"> <li>• Check security strategies e.g. access to premises and signs.</li> <li>• Crime prevention workshops.</li> <li>• Monitoring of incidents.</li> <li>• Development, practice and review of lockdown and lockout procedures.</li> </ul>	<p>or down hill (necessary).</p> <ul style="list-style-type: none"> <li>• Notify Chief Warden</li> <li>• Maintain conversation and remember perpetrator details</li> <li>• Implement <b>Lockdown Procedures FOR ARMED HOLD UP</b></li> <li>• Follow robber directions – do not refuse to hand over cash</li> </ul>	<ul style="list-style-type: none"> <li>• Decide when to re-open the workplace, in consultation with local emergency services.</li> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>• Those affected should have ready access to counselling from school counselling services (students), Staff Support Officers or the Employee Assistance Program (EAP) - Supporting You (staff).</li> <li>• Review the emergency management plan.</li> </ul>
<b>Outbreak of infectious diseases</b>	<ul style="list-style-type: none"> <li>• Lack of awareness of <b>standard precautions for infection control</b> at the workplace.</li> <li>• Shared facilities increase risk of infectious diseases e.g. schools and TAFE colleges and schools.</li> <li>• Difficulty of reliably identifying all persons carrying infectious diseases.</li> <li>• Food preparation with insufficient controls.</li> </ul>	<p>3</p> <p>2</p> <p>2</p> <p>3</p>	<ul style="list-style-type: none"> <li>• Consistently apply <b>standard precautions for infection control</b>, incorporating them into daily practice and use specific controls for particular situations.</li> <li>• Ensure all appropriate staff understand and apply the Department's <b>Infection Control Guidelines</b> and procedures</li> <li>• Consultation with relevant persons and organisations e.g. local Public Health Units, parents, cleaners, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage staff to report injuries and illnesses.</li> <li>• Encourage parents or carers to report infectious conditions to the school/facility if a student is absent due to illness.</li> <li>• Notify the local Public Health Unit if many students or staff are absent and appear to have similar symptoms, as outbreak may be occurring.</li> <li>• Staff should monitor students for signs of infectious disease and act promptly if an infectious disease is suspected.</li> <li>• Seek medical help early for people that may be suffering from an infectious disease.</li> <li>• Follow the Infection Control Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the local Public Health Unit about the return of individuals or groups to the workplace.</li> <li>• Work with local Public Health Unit and Regional Office to return the workplace to normal as soon as possible.</li> <li>• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident (Section 1.4 of EMP).</li> <li>• Review the emergency management plan.</li> </ul>
<b>Staff or students lost on excursions</b>	<ul style="list-style-type: none"> <li>• Department's <b>Excursions Policy</b> not followed.</li> <li>• Risk assessments not conducted.</li> <li>• Untested assumptions about the safety or the safety</li> </ul>	<p>2</p> <p>2</p> <p>2</p>	<ul style="list-style-type: none"> <li>• Undertake full planning and risk assessment for excursion in accordance with the Department's <b>Excursions Policy</b>.</li> <li>• Ensure risk assessment is implemented and communicated</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm student lost, collate identifying information (name, description, what they were wearing), where they were last seen, any unusual circumstances.</li> <li>• Contact emergency services on 000.</li> <li>• Implement search plan with emergency services (bushwalks).</li> </ul>	<ul style="list-style-type: none"> <li>• Provide counselling to those affected by the emergency.</li> <li>• Manage the media.</li> <li>• Review the emergency management plan.</li> </ul>



# Emergency Management Plan



Nature of emergency or hazard	Risk associated with hazard	Risk rating	Key prevention measures	Key response measures	Recovery measures
	requirements of staff and students. • Unanticipated events whilst on excursions	4		• Assist emergency services as required.	
<b>Storms (including high wind)</b>	• Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed. • Electrocutation from fallen wires. • Roofs in need of repair. • Excursion activities undertaken without risk assessment.	3	• 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	• Listen to the local radio station for information and advice. • Direct staff and students to stay indoors and stay well clear of windows. • Avoid using fixed line telephones. • If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and powerlines. • If caught outdoors, seek shelter in a building or vehicle, but not under a tree.	• Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident (Section 1.4 of EMP). • Review the emergency management plan.
		3			
		5			
		2			



# Emergency management plan



## 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
Preparing and responding to bushfires e-learning	Recommended annually by all 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
Lockout	Once every 6 months
<b>Bushfire response test (consider inviting your local RFS; consider changing roles so each staff member knows each others role)</b>	
Test Evacuation to designated safe area	August/September each year
Test safe access to Shelter in Place refuges	August/September each year

## Equipment and testing

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

## Bushfire Survival Kit (is packed and readily accessible)

<ul style="list-style-type: none"> <li>✓ First Aid Kit (including epipen, puffers etc.)</li> <li>✓ Emergency Blanket</li> <li>✓ Class lists / rolls</li> <li>✓ Sign in registers</li> <li>✓ Emergency contact numbers</li> <li>✓ Student IHCPs / Medications</li> <li>✓ Mobile Phone</li> <li>✓ Satellite Phone</li> </ul>	<ul style="list-style-type: none"> <li>✓ Portable radio</li> <li>✓ Torch</li> <li>✓ Spare batteries for above</li> <li>✓ Buckets and mops (cleaners cupboard)</li> <li>✓ A whistle or bell</li> <li>✓ Spare workplace keys</li> </ul>
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## 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)	signalled by repeated ringing of the internal bell.	Principal/SAM
Secondary or alternative means of communication	Air Horn	Principal/SAM



# Emergency management plan



## 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
Return to workplace	verbal	Principal or Chief Warden of Emergency Services

## 1.3 Response (emergency procedures in Part 2)

### The process for making decisions

Once an emergency is reported, the 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, lockdown or lockout.

### 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:** Delegated staff member.

**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.

## 1.4 Recovery

### Strategy and description

**Counselling strategy** – school will liaise with student counselling staff, Employee Assistance Program and with HS Directorate if onsite counselling for staff is required.

**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.

### Trauma counselling and description

School, college or campus counsellors should be used in the first instance when providing support to students

### Who

Appointed School Counsellor.



# Emergency management plan



EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident

Converge International 1800 060 650

## Bushfire recovery support

Following a bushfire event, it is important that there are recovery plans and processes to support staff, students and the community. Further information can be found on the Departments [Bushfire Recovery Management and Support webpage](#) or via the Health and Safety Directorate.

## Bushfire Site Clearance Protocol

Once an emergency has passed, the Education liaison officer will seek advice from the RFS to confirm that the roads are open and the school safe to access. Schools Infrastructure NSW will engage the local Asset Services Officer to inspect the school site and assess any works that are required to reopen the school site. When the site is safe, the school will be provided with a **clearance certificate** and an understanding of any works that are required prior to reopening.

## 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

All enquiries from the media should be referred immediately to the Department's Media Unit on (02) 7814 1559. The Media Unit will assist in managing enquiries from the media for the necessary period.





# Emergency management plan

## Part 2: Emergency procedures

### Checklist for information to be included in Part 2

- ☒ Emergency contacts
- ☒ Evacuation procedures
- ☒ Lockdown procedures
- ☒ Lockout procedures
- ☒ Bushfire Response
- ☒ First aid plan (and Defibrillator Management Plan if applicable)
- ☒ Evacuation plan (including location of fire extinguishers)

### Emergency contacts

Name	Number
Emergency services	From internal phone: Dial '0' for outside line, then dial '000' From other phones: dial '000'
Local Police Station	000 or 112
Local Medical Centre	Lismore Base Hospital (02) 6624 0200
Director, Educational Leadership	0436602935
School Principal	0404 556 689
EAP counselling services	1800 060 650
Incident Support Unit	1800 811 523 "option 1"
School Security Unit	1300 880 021
WHS Advisor	0447 774 416
Mullumbimby Fire Control Centre OR Local Area Command Goonengerry RFS	6671 5500
Bush Fire Information Line	1800 679 737
Assets Service Officer - Glen Barber	0436 931 908
School Community	App, Facebook/Social Media, SMS, RFS, Local Radio
Cleaners/Supervisors - Mark Harding	0438 212 938





## EMERGENCY EVACUATION PROCEDURES

1. Air Horn
2. Chief Warden to alert Emergency Services '000' or delegate
3. Chief Warden to coordinate safe evacuation of all staff and students and liaise with emergency services
4. Staff on class to evacuate students in a calm and orderly manner to the Assembly Area. Take class rolls (when available), close but **do not lock** all windows and doors when exiting the room (if time permits). *Take personal belongings where practical*
5. Staff not on class to immediately evacuate from their location, close but **do not lock** all windows and doors when exiting the room (if time permits). *Take personal belongings where practical*. Assist with movement of students/visitors as required, proceed to the Assembly Area
6. Wardens to search their area of responsibility to ensure all persons have evacuated, provide direction to staff and students and report to the Chief Warden and/or Deputy Chief Warden at the Assembly Area.
7. Staff to provide instruction for students to assemble at designated Assembly Area in their class groups.
8. Staff to do a roll check
9. SAM to do a visitor list check
10. Report any person missing to the Deputy Chief Warden or Chief Warden or delegate.
11. First Aid Officer to collect portable first aid kit and take charge of any injuries. Delegate responsibility for treatment to staff with first aid certificates. In event of First Aid Officer being absent, staff with current certificate will take charge of injuries.
12. School Administration Officer to collect medications and relevant documents.
13. Follow direct of emergency service personnel.

## ALERT PROCEDURES

Schools occasionally go into lockdown simply to keep students and staff inside buildings. If there are safety reasons which make it necessary for students and staff to remain in classrooms, an alert signal can be given. It is not necessary to implement a full lockdown. An alert informs staff to keep all students inside buildings until further notice. The schools signal used to inform staff of an alert verbal communication.

Examples of where an alert could be used instead of lockdown include an aggressive person in the front office, a student with a disability acting out in one section of the school or a wild dog or other animal(s) in the school grounds.

Lessons can continue as normal, there is no need to secure doors and windows or have students seated out of sight. During an alert, classes on playing fields or other outside areas should immediately move to a classroom or predetermined indoor area such as the assembly hall or library.





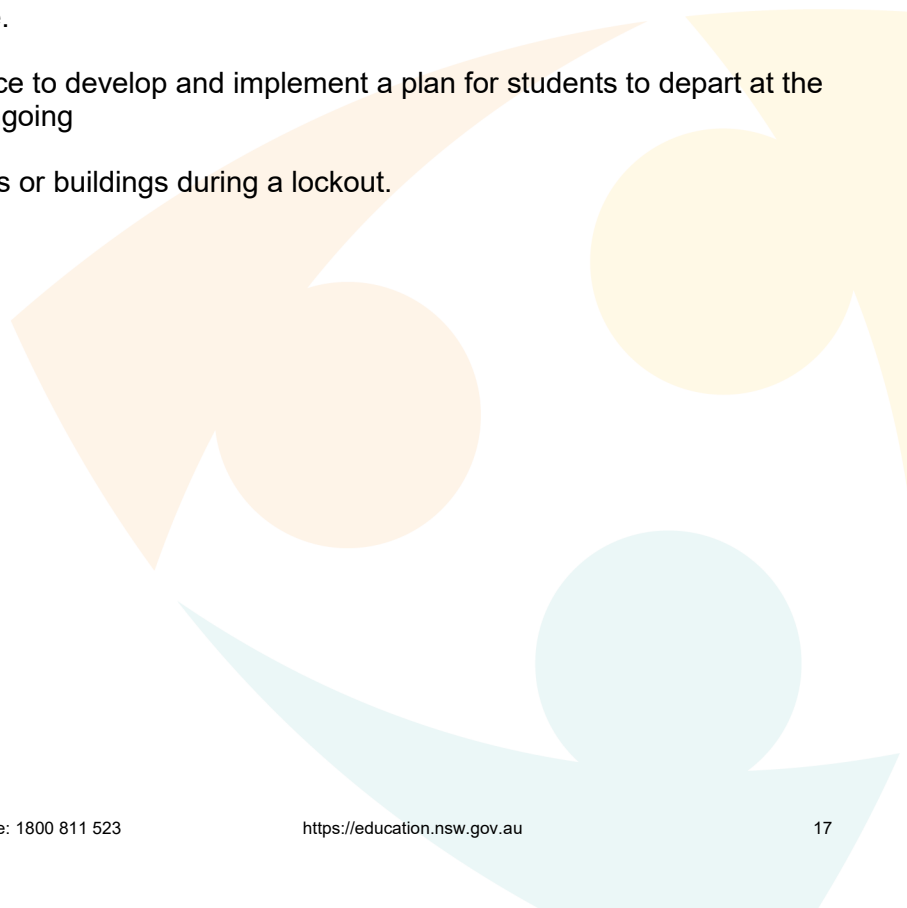
## LOCKDOWN / LOCKOUT POLICY

**Lockout** is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal (as possible) during the outside disruption.

**Lockdown** is a procedure used when there is an immediate threat to the school eg. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person eg. principal or police officer.

## LOCKOUT PROCEDURES

1. Continuous ringing of the school bell will alert staff to implement the lockout/in
2. Where necessary, the Chief Warden or supervising staff should direct students who are in the playground or outside school grounds to immediately return to the nearest school building or classroom
3. The Chief Warden should ensure that all perimeter gates are secured
4. The only entry to the school for the period of the lockout should be through the main entrance
5. The location of the entrance point must be conveyed to police or other emergency services if they are required to respond
6. The Chief Warden should ensure that access is monitored and only authorised persons enter the school
7. Classroom teachers should ensure that all students are accounted for and safe. Stay in rooms and continue as normal until advised to leave.
8. The Chief Warden should liaise with police to develop and implement a plan for students to depart at the end of the school day if the incident is ongoing
9. It is not necessary to lock windows, doors or buildings during a lockout.







## LOCKDOWN PROCEDURES

1. When an emergency situation arises staff should contact the principal or designated emergency warden who will determine if a lockdown should be initiated
2. Lockdown signal will sound, continuous ringing of the school bell, if an intruder is identified. Instructions may be given by the emergency warden
3. The principal or the emergency warden must phone emergency services on triple-zero (000) and provide all known details about the incident. Do not terminate the call until instructed to do so by the operator
4. All outside activities should cease immediately. Supervising staff should direct students who are in the playground or outside to immediately return to the nearest school building and classroom or evacuate to a predetermined off-site location
5. Staff should follow prearranged and rehearsed instructions to secure doors if possible and move students out of line of sight of doors and windows
6. Staff nearest toilet blocks should check that no students are in the toilets. If students are present escort them to the nearest supervised room
7. Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Once in their room, staff should not leave to locate other students
8. Doors and windows should be closed and secured if possible. If the classroom has blinds or curtains, these should be closed. Students should stay out of line of sight if possible
9. Classroom lights should be switched off to limit visibility from outside the room
10. Staff should remain calm and ensure students remain as calm and quiet as possible
11. If safe to do so, the principal or a designated staff member should wait near the main entrance of the school to direct emergency services. Only emergency services personnel should be allowed access to the school premises at this point
12. Staff should record the names of students who are in the room. Staff should provide details of students in their care to the principal or the designated warden when possible
13. Staff should maintain room security and not open doors for any unauthorised person
14. Request to see identification if in any doubt
15. Students and staff should stay where they are until official notification is provided by the principal, emergency warden or an identified police officer that the lockdown is over, or the school's all clear signal is sounded
16. Where the lockdown lasts an extended period of time, or extends beyond normal school hours, the principal or coordinator should liaise with police in notifying parents via local media
17. In conjunction with police, the principal or emergency warden should arrange for parents to collect students from a designated safe area.



# BUSHFIRE RESPONSE

**Chief Warden: Jennifer Wright**

**Phone Number: 0404 556 689**

**Primary Evacuation Refuge:** Goonengerry Public School Goonengerry Rd, Phone Number (02) 6684 9134

**Secondary Evacuation Refuge:** Rosebank Public School, Rosebank, Phone Number (02) 6688 2126

Category 1 - If a **catastrophic fire danger** rating has been issued for the following school day our school will proactively temporarily cease operations. In these circumstances the school will be operating from Corndale Public School

In all other circumstances the school will follow this response plan, unless it is not safe to do so, in that case we will **Shelter in Place** – Admin Library building AR003 or Classroom B00D.

- ✓ Call 000
- ✓ Call DEL Megan Johnson
- ✓ Call Incident Report and Support Hotline 1800 811 523 and Bushfire Local Area Command 6671 5500
- ✓ Sound alarm and enact evacuation plan
- ✓ Take bushfire survival kit
- ✓ Switch off gas and electricity mains if safe to do so
- ✓ Wardens check buildings and provide instruction to staff and students
- ✓ Move to assembly point: Lower car park
- ✓ Account for staff, students, visitors, contractors
- ✓ Move to nominated evacuation refuge
- ✓ **If safe to do so, parent/carer pick up will be managed by emergency services from the school site**
- ✓ If pick up from school site is deemed unsafe, staff and students will evacuate to nominated evacuation refuge
- ✓ **Primary route / method of transport:** Staff and parent cars
- ✓ **Check** 'Live Traffic' app for road closures
- ✓ **Monitor** 'Fires Near Me' app and local ABC radio
- ✓ **Notify:** Glen Barber, Parents/Carers (Facebook, website, phone), Cleaners, School Buses
- ✓ At refuge, account for staff, students, visitors, contractors
- ✓ Student release to parents recorded
- ✓ Provide updates to Director Educational Leadership, secured comms app and parents/carers
- ✓ Await and follow advice of Emergency Services
- ✓ Do not re-enter site and or buildings until advised safe to do (this may include advice from emergency services and SINSW, including a **clearance certificate**)

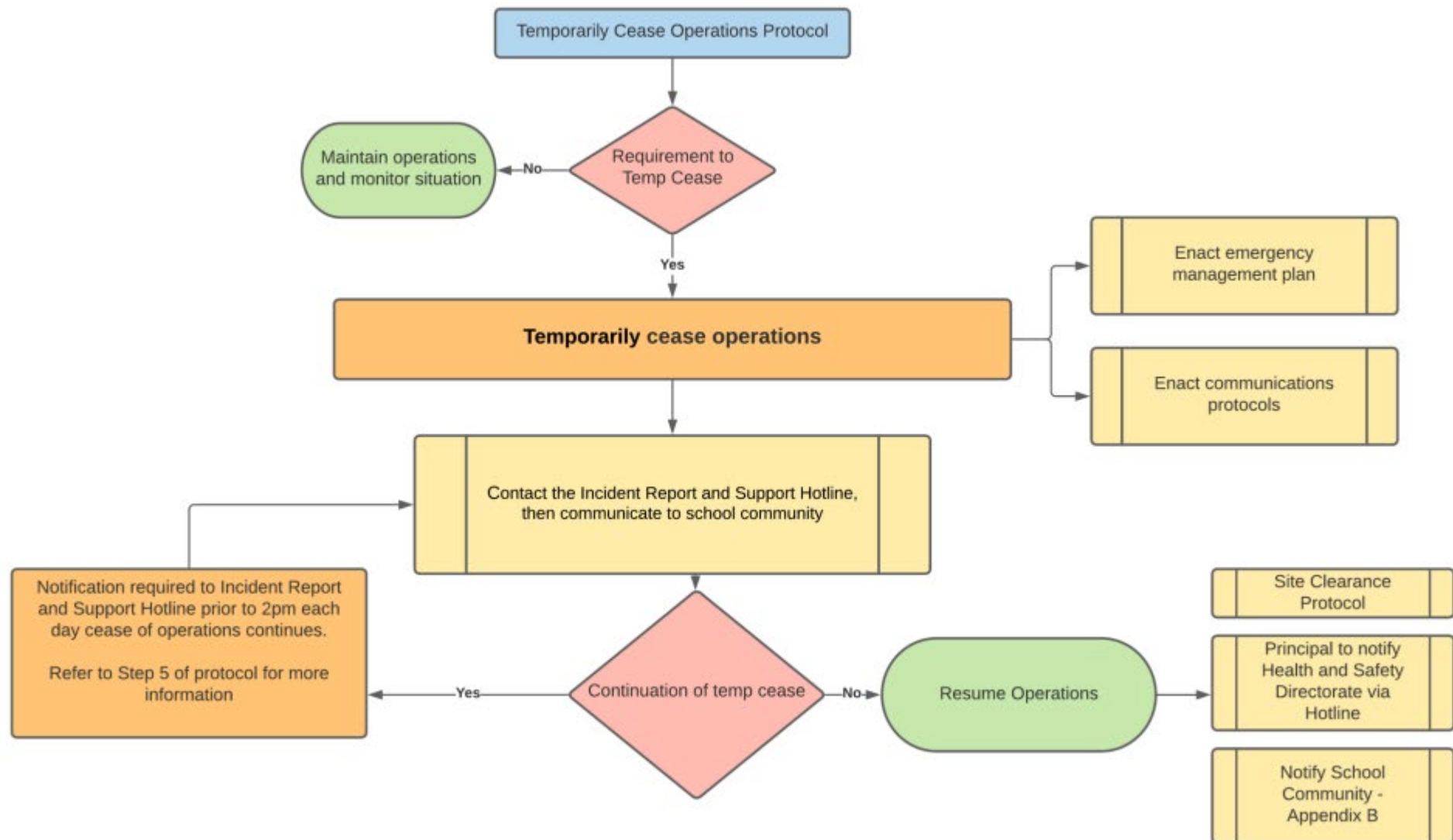
## **If Sheltering:**

- ✓ Ensure all school bags and any door mats are indoors
- ✓ Relocate bins indoors or centralised out on a grassed area (away from buildings)
- ✓ Flammable cabinets are closed and sealed
- ✓ Hoses are set up in strategic places and vandal proof tap keys are readily accessible






# BUSHFIRE RESPONSE

## Procedures to temporarily cease operations – Protocols flowchart





# BUSHFIRE RESPONSE

	EMERGENCY WARNING ALERT	WATCH AND ACT ALERT	ADVICE ALERT	
FIRE DANGER RATING				NO FIRE
CATASTROPHIC	1	1	1	1
EXTREME	1	2	2	3
SEVERE	2	2	3	4
VERY HIGH	2	3	4	4
HIGH	3	4	4	5
LOW MODERATE	4	4	5	5

## Bush Fire Matrix Score




1	<b>Category 1 Schools</b> <ul style="list-style-type: none"> <li>Implement <u>Temporarily Ceasing School Operations</u> procedures</li> </ul> <b>Category 2 Schools</b> <ul style="list-style-type: none"> <li>Implement your <i>EMP and Bushfire Response</i></li> <li>If there is <b>NO FIRE</b> review your <i>EMP and Bushfire Response</i></li> <li>Brief the school</li> <li>Communicate to your community</li> </ul>
2	<ul style="list-style-type: none"> <li>Implement your <i>EMP and Bushfire Response</i></li> <li>Bush Fire preparation activities are a priority of staff</li> <li>Brief the school</li> <li>Hose, taps, emergency kit and other equipment set up by 11:00am</li> <li>Monitor <a href="#">RFS Website</a>, social media sites and local ABC Radio</li> <li>Check Fires Near Me app at 11:00am, 12:30pm and 2:30pm</li> <li>Staff keep general look out for any signs of fire in the vicinity</li> <li>Communicate to the community</li> </ul>
3	<ul style="list-style-type: none"> <li>Staff reminded of their responsibilities</li> <li>Consider implementing your <i>EMP and Bushfire Response</i></li> <li>Brief the school</li> <li>If smoke affected consider indoor activities only</li> <li>Monitor <a href="#">RFS Website</a>, social media sites and local ABC Radio</li> <li>Check Fires Near Me app at 12:30pm and 2:30pm</li> <li>Staff keep general look out for any signs of fire in the vicinity</li> <li>Communicate to the community</li> </ul>
4	<ul style="list-style-type: none"> <li>Review your <i>EMP and Bushfire Response</i></li> <li>Discuss your Plan with staff</li> <li>If smoke affected, consider indoor activities only</li> <li>Keep yourself informed and monitor conditions utilising <a href="#">RFS Website</a>, Fires Near Me app, Live Traffic NSW app and local ABC Radio</li> </ul>
5	<ul style="list-style-type: none"> <li>Keep yourself informed and monitor conditions utilising <a href="#">RFS Website</a>, Fires Near Me app, Live Traffic NSW app and local ABC Radio</li> </ul>



# What to do in the event of local bush fire activity

## Information for parents and carers

Our School's **Risk Classification is a Category 1** - If a **catastrophic fire danger** rating has been issued for the following school day our school will proactively temporarily cease operations. In these circumstances, we will communicate alternative educational arrangements that will be put in place. This may include re-locating to another school, where practicable, or students learning from home.

	<b>ADVICE ALERT</b>		<b>WATCH AND ACT ALERT</b>		<b>EMERGENCY WARNING ALERT</b>
<p>A bush fire has started, there is no immediate danger, our school will:</p> <ul style="list-style-type: none"> <li>▪ Update student rolls and account for early leavers/absences in our school system</li> <li>▪ Monitor air quality and adjust school activities accordingly i.e. if smoke affected cease outdoor activities</li> <li>▪ Monitor Fire Danger Ratings, <i>Fires Near Me</i> app, <i>Live Traffic NSW</i> app and local ABC Radio</li> <li>▪ Parents/carers will be kept informed via Facebook or Phone</li> </ul>		<p>There is a heightened level of threat and bush fire conditions are changing, in addition to the Advice Alert procedures:</p> <ul style="list-style-type: none"> <li>▪ If possible, we will alert parents/carers the day before via Facebook or Phone . If the district is affected by heavy smoke, consider keeping students with an Asthma Plan at home.</li> <li>▪ Parents/carers stay updated using the <i>Fires Near Me</i> app, <i>Live Traffic NSW</i> app and/or listen to local ABC Radio</li> <li>▪ School will take action to prepare i.e. provide regular updates of bush fire activity to all occupants and prepare bush fire emergency equipment</li> <li>▪ We will liaise with Local RFS Control Centre for support and advice. If required, we will take action to implement our <i>Bush Fire</i></li> <li>▪ We will continue to keep you informed via Facebook or Phone Emergency Management and Evacuation Plan</li> </ul>		<p>This is the highest level of bush fire alert.</p> <p>Our school will take action to implement our <i>Bush Fire Emergency Management and Evacuation Plan</i></p> <p>We will continue liaising with Local RFS Control Centre and keep parents/carers informed of all actions taken by the school</p> <p>Fire Control Centre – Mullumbimby 6671 5500</p>	

## EVACUATION PROCEDURES

We will be evaluating the safety of all staff and students, with the Local RFS Control Centre, throughout the bush fire event. If the threat is increasing it may be determined that it would be safer for all persons to evacuate to our designated refuge. If an **EVACUATION** is to occur we will:

- Immediately inform parents/carers via Facebook or Phone
- Safe transportation will be coordinated to relocate all persons to our designated evacuation refuge
- Information will be provided all parents/carers and arrangements will be made for the safe pick up of all persons from the designated evacuation refuge

## SHELTERING PROCEDURES

In the event of an bush fire activity in the area our primary action is to **SHELTER IN PLACE**

- All occupants will be relocated and accounted for at our designated refuge
- Parents/carers **DO NOT COME TO THE SCHOOL** we will be safely sheltering in place and keeping all staff and students calm through activities and games.
- It's important that parents/carers take measures to activate your family [Bush Fire Survival Plan](#)



## First aid plan

### Health and Safety Directorate

This First Aid Plan details the strategies in place to ensure appropriate provision of first aid Arrangements relative to our workplace requirements as per the First Aid Procedures.

**School/Workplace:** Upper Coopers Creek Public School

**Date:** 10.06.2022

**Date of Next Review:** 10.06.2023

#### Overview

Key points	List key points
List the type of work and activities conducted (e.g. teaching, sport and outdoor activities, excursions, onsite and offsite, etc.)	<p>Teaching in the key learning areas</p> <p>Conducting and supervising playground activities</p> <p>Conducting office duties</p> <p>General maintenance and related duties</p> <p>Supervising school excursions</p> <p>Supervising sport</p>
Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.	The school site is approx 1 acre with 4 single storey buildings and a playground structure.
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	The school is situated 3 kilometres down a no through road in the Upper Coopers Creek valley. It is approximately 38km from Lismore and 27 km from Mullumbimby.
List the number and distribution of employees e.g. staff, students, visitors, etc.	12 Students, 1 Teaching Principal, 2 Part time teachers, 1 Part time Admin Manager 1 Casual Admin Assistant and 1 Part time General Assistant
Describe the hours of operation e.g. 8:30 am to 3:30 pm e.g. include both school and outside of school considerations, vacation periods, etc.	8:40 am to 3:30 pm during school terms.

#### Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add more rows as required

Identify and list below hazards and other potential sources of injury or illness e.g. equipment, electrical items, chemicals, health/illness, biological hazards (e.g. sources of potential infection)	Consider how the hazard could cause harm, injury/illnesses (e.g. cuts and abrasions, accidents requiring emergency services e.g. fractures or other injuries)	Describe the potential severity and likelihood of potential injuries in the context of strategies to mitigate same.
Portable equipment e.g. ride on lawn mower, ladders, power tools	Cuts, abrasions, fractures, superficial injuries, burns	Unlikely



# First Aid Plan



## Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add more rows as required

Playground surfaces, PE equipment, sporting equipment, gym equipment	Cuts, abrasions, fractures, superficial injuries, sprains, strains	Likely
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely
Health/illness	Asthma	Unlikely
Minor playground injuries from slips, trips and falls	Cuts, abrasions, fractures, superficial injuries	Likely
Sporting, physical education, gym equipment, portable equipment and playground injuries	Sprains, strains	Likely

## Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Appoint First Aid Officer(s)	First Aid Officers appointed and trained	Principal has responsibility for oversight	Ongoing
List staff training requirements (including CPR, anaphylaxis and E-Emergency Care training, etc) and schedule annual face to face training	The school trains substantial numbers of staff each year in face to face CPR and anaphylaxis Ongoing mandatory online training in Anaphylaxis and E-Emergency care is maintained for all staff	Principal	Scheduled in accordance with training register
List number of First Aid Kits and their location (consider accessibility of kits, high risk areas, first aid for off-site activities etc.), consider contents of kits, and maintenance arrangements	One first aid kit in each building, no further than 100m from each classroom. A portable first aid kit is stocked and ready for the teacher in charge of playground duty to take. Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all 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 and in every classroom. The first aid officer maintains the first aid kit and its backup supplies.	Principal works with First Aid Officer to ensure first aid arrangements are in place. All teaching staff are aware of first aid and are trained All staff aware of first aid requirements for excursions	Ongoing
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	One sick bay with appropriate signage and a first aid kit in the main office building. The first aid officer maintains the first aid room requirements, supplies and maintenance arrangements.	First Aid Officer	Ongoing
Document process to manage prescribed medications and EpiPens (e.g. system to ensure appropriate storage, currency of	No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.	Principal	Ongoing



# First Aid Plan



## Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
medication, health care plans/ASCIA plans etc)	<p>The school reviews Individual Health Care Plans/ASCIA Actions Plans every 12 to 18 months in consultation with the parent/student.</p> <p>The school has register in place to check the currency of EpiPens and prescribed medications.</p> <p>Storage arrangements are agreed upon with the parent/student and communicated to all staff i.e. an arrangement may be in place for a student to carry their own epipen.</p>		
Document first aid response procedures (steps to be taken in the event of injury/illness) and local protocols for First aid. Consider infection control, incident reporting, documentation requirements, etc	<p>Staff should respond to the situation to render assistance. All staff have a responsibility in accordance with their duty of care to administer aid immediately as required, commensurate with their level of training and experience. For example, contacting an ambulance immediately where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma. <b><u>This includes immediately contacting emergency services if considered necessary.</u></b></p> <p>The first aid officer is called immediately after an accident or incident has occurred. The school should have appropriate communication procedures in place to provide appropriate first aid.</p> <p>The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.</p> <p>The principal or delegate notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees.</p> <p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	<p>All staff</p> <p>First Aid Officer</p> <p>First Aid Officer</p> <p>Principal or delegate</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As required</p> <p>As required</p>
Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc)	<p>This Plan is placed on the WHS Noticeboard and in the main office.</p> <p>This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff.</p> <p>This Plan is included in induction processes for new staff (including casual staff), visitors and contractors to the school.</p>	Principal	Ongoing



# First Aid Plan



## Step 4 - Ongoing monitoring and review of Plan

Key points	List key points and actions required	Responsibility	Due date / frequency
Describe process for monitoring and review of the First Aid Plan, first aid kit, facilities, currency of staff training, etc	This Plan is to be monitored and updated annually and on an as required basis (after a major incident in the workplace).  Staff training register is being maintained and monitored to ensure compliance with first aid training requirements.	Principal	Annually / as required

## Reporting and documentation

Describe steps the workplace will take to:	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures to the Incident Report and Support Hotline 1800 811 523.	All staff	Ongoing
(1) Report incidents and injuries	2) Register of injuries is located in the main administrative office	All Staff	Ongoing
(2) Maintain register of injuries	3) Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.	First Aid Officer	Ongoing
(3) Record of first aid treatment	4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications.	First Aid Officer	Ongoing
(4) Other?			

## List emergency contacts and other key contacts

Emergency 000	Meadows Medical 6684 2300	Hospital (Byron Bay) 02 6639 9400	Poison Info Centre 131 126
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**Name:** Jennifer Wright

**Signed:**

**Date:** 10.06.2022



# EVACUATION DIAGRAM

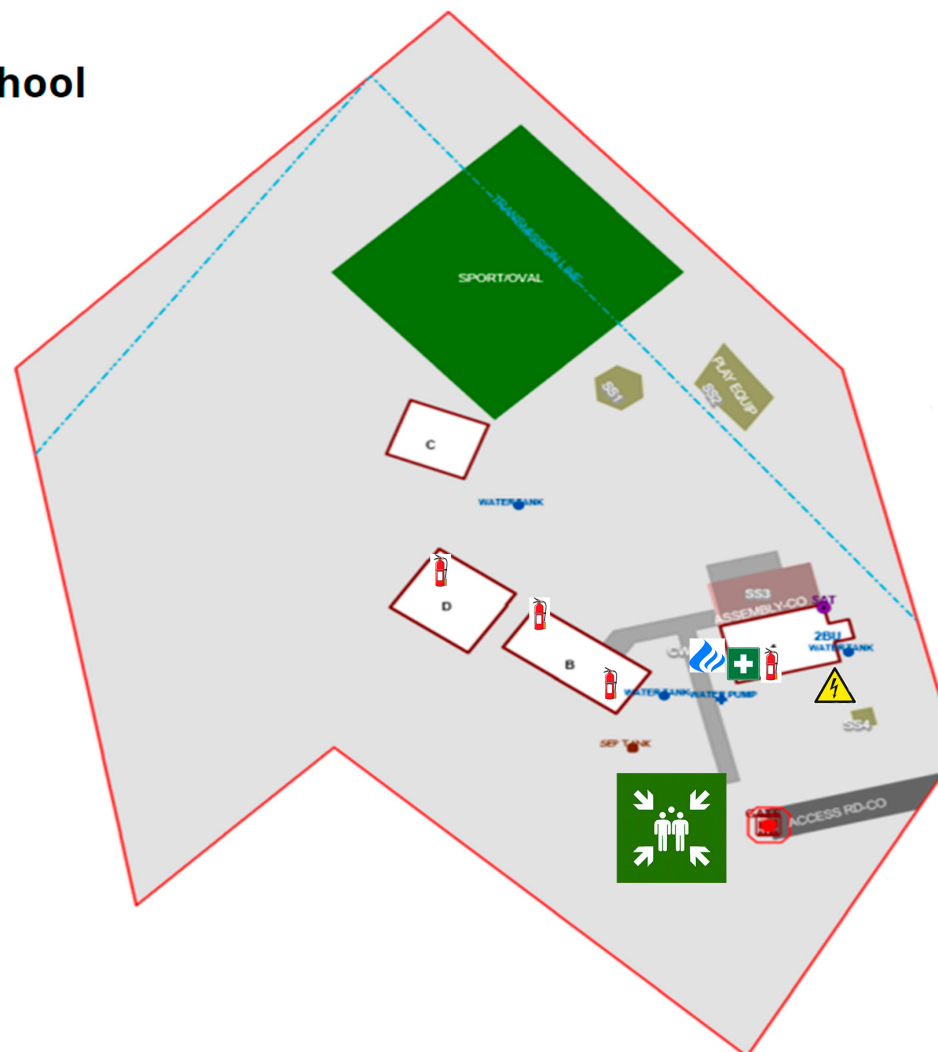
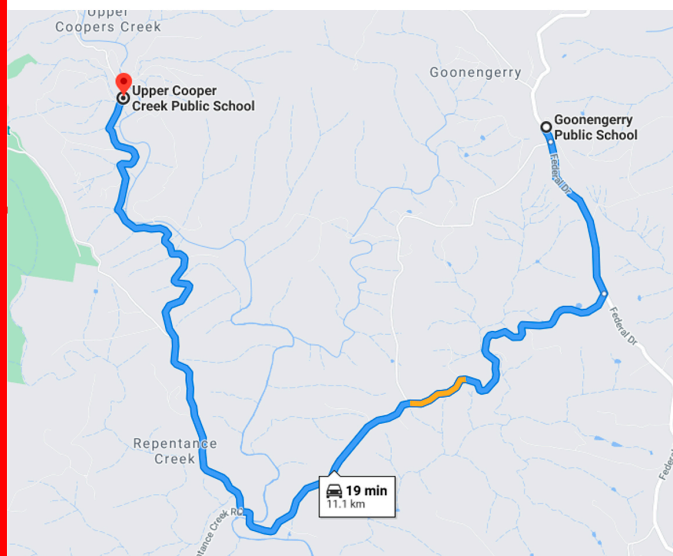


## Upper Coopers Creek Public School

We dream, we believe, we achieve together. The future is ours!

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### OFF SITE ASSEMBLY POINT

#### LEGEND



Assembly Area



Electricity Main



First Aid



Gas Main



Fire Extinguisher

During an evacuation please use the most direct hazard - free route

