

Call Triple Zero – 000 in the event of an emergency requiring Police, Fire or Ambulance.

Emergency Management Plan

UPPER COOPERS CREEK PUBLIC SCHOOL

Plan established date 20/09/2023

Next review date 20/09/2024

This Emergency Management Plan template is developed in accordance with the department's Emergency Management Procedure and is designed to ensure that workplaces have effective planning, response and recovery measures in the event of an emergency.

The plan is for **internal use only** and to ensure the safety of staff and students is not for distribution (other than emergency services) or external publication.

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Workplace specific information

Street address	193 Coopers Creek Road, Upper Coopers Creek NSW 2480				
Nearest cross street	Tickles Road				
School main phone number	02 6688 2128				
Access points for emergency services	Access to the school is via the main driveway/carpark entrance				
Emergency kit location	A Block administration office				
Bushfire Category	Category 1				
Chief Warden	Jennifer Wright	0404 556 689	Alternate (if assigned: Deputy Chief Warden)	Kate Middleton	0405 141 359
General description of the workplace					
<p>Upper Coopers Creek Public School is a small rural primary school with 11 students. It is situated 3 kilometres down an unsealed no through road. It is located 38km from Lismore and 27km from Mullumbimby.</p> <p>The school has approx 7 students, 5 staff, with 1 teaching principal, 2 part time teacher, 1 administration manager and 1 part time general assistant.</p> <p>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.</p> <p>While the school grounds are fenced, there is no security fencing.</p>					
People with disability and sensory considerations	This workplace has currently has no persons with disability and/or sensory considerations.				

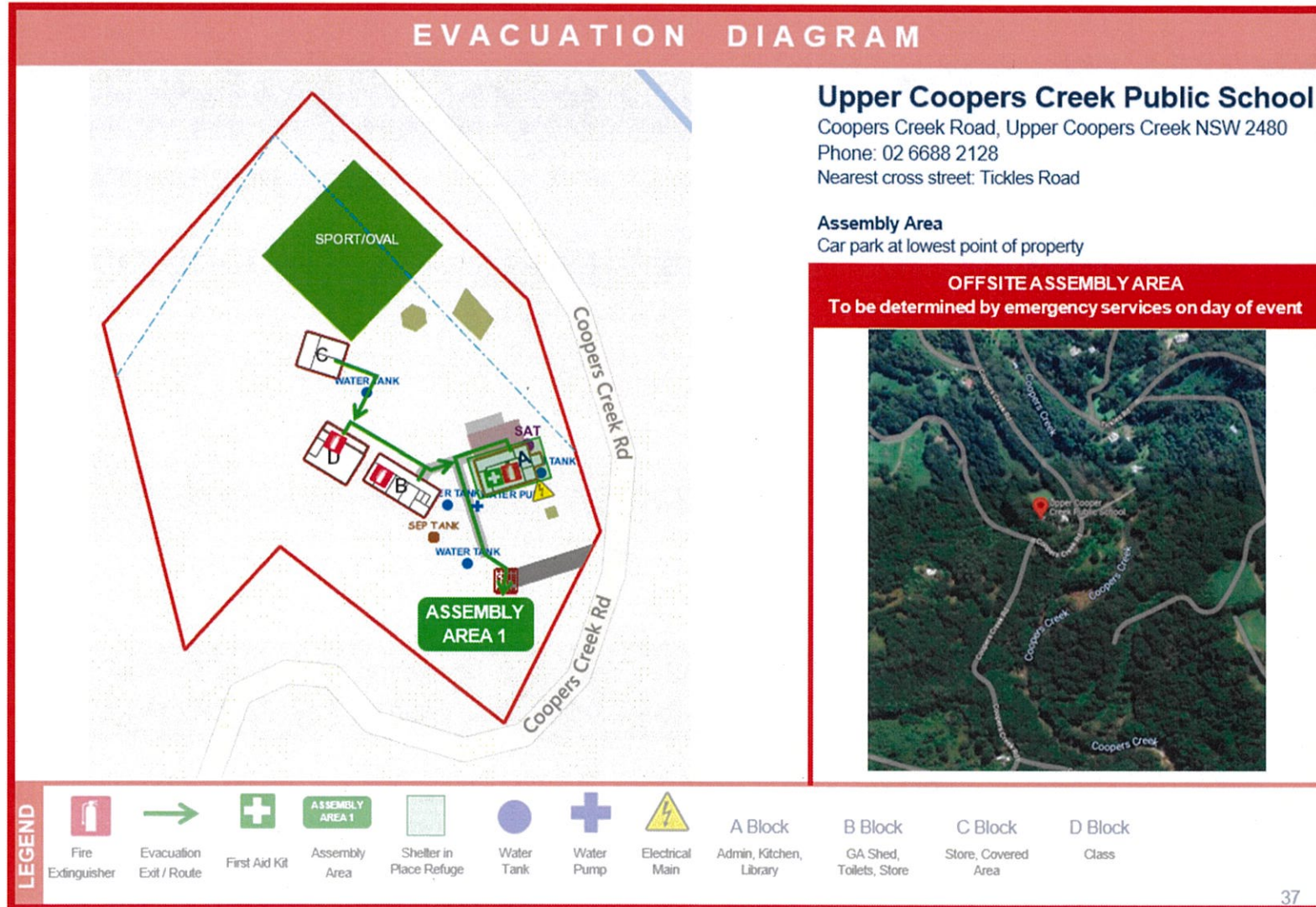
Emergency response team

Emergency response role	Responsibility	Responsible person's name	Responsible person's mobile number
Chief Warden Communications Officer First Aid Officer	Entire workplace, communications in an emergency and attending to injured persons	Jennifer Wright, Principal	0404 556 689
Deputy Chief Warden First Aid Officer	Supports the Chief Warden Attends to injured persons	Kate Middleton, School Admin Manager	0405 141 359
Warden	All staff are responsible for their allocated buildings, in accordance with Emergency Procedures		

Emergency signals (or alerts)

Evacuation signal	Lockdown signal	Secure Alert (Lockout)	Shelter-in-place (bushfire response)
Long blasts of air horn	Short blasts of air horn	Verbal announcement	Verbal announcement
Located in the main office and activated by the Chief Warden or Deputy Chief Warden outside all classrooms.	Located in the main office and activated by the Chief Warden or Deputy Chief Warden outside all classrooms.	Message sent by the Chief Warden or Deputy Chief Warden to all classrooms.	Message sent by the Chief Warden or Deputy Chief Warden to all classrooms.
All Clear: verbal announcement at assembly area.	All Clear: verbal announcement at conclusion of lockdown to all classes	All Clear: verbal announcement at conclusion of lockout to all classes	All Clear: verbal announcement at shelter-in-place location.

Assembly areas and evacuation locations



People with disability and sensory considerations

Disability	Notes
Blind and low vision	N/A
Deaf and hard of hearing	N/A
Physical disability	N/A
Cognitive disability and sensory considerations	N/A
Health conditions	Nil

Emergency contact list: department, suppliers and community

Department of Education

Unit	Contact number	Unit	Contact number
Incident Report and Support Hotline	1800 811 523	Assisted School Transport Program	1300 338 278
Director, Educational Leadership	Megan Johnson 0436 602 935	Learning and Wellbeing staff	Leanne Conroy 0419 104 902
AMU Asset Services Officer	Glen Barber 0436 931 908	Media Unit	02 7814 1559
School Security	1300 880 021	WHS Advisor	Cheryl Van Gestel 0400 297 857

School Support / Services / User Groups

Service	Provider Name	Emergency Contact
Local police	Lismore Police Station Byron Bay Police Station	02 6626 0599 02 6685 9499
Local fire control centre	Mullumbimby Fire Control Centre	02 6671 5500
Local council	Byron Shire Council	02 6626 7000
Bus company	M.L and S.L Williams and Sons	Sharon or Michael Williams - shazwilly@yahoo.com.au (no phone number at the moment due to flood damage)
Cleaners	ISS	Vicky Goody 0408 632 708
Local medical centre	Lismore Base Hospital	02 6624 0200

Utilities and suppliers

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number
Water (Tanks – connected to school)	Tank water – East of A Block, South-East of C Block and South-East end of B Block.	Managed by SINSW
Water Pump (Tank – fire fighting)	Fire Fighting tank in carpark, hose in storeroom next to kitchen. Water pump located South-West corner of A Block.	Managed by SINSW
Power (mains)	Attached to A Block southern side	Managed by SINSW
Fuel	Unleaded fuel for ride-on lawn mower stored in GA Shed, Northern end of B Block.	N/A

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number
Gas (bottled)	2x Gas Cylinders attached to A Block (kitchen) 9kg LPG gas bottle stored in GA Shed, Northern end of B Block.	Origin for kitchen gas cylinders
Chemicals (SDS / Chemical Register)	Chemical Register is located electronically in Teams Folder and hard copy in GA Shed B Block.	N/A
Pump/s (septic tanks/sewerage)	South of B Block	Managed by SINSW

Workplace employee contact list

A printed copy of the employee contact list is held with the Chief Warden with copy of this plan in a secure location.

Emergency Response Procedures

Evacuation - Long Blast of Air Horn

1. Chief Warden to alert Emergency Services '000' or delegate
2. Chief Warden to coordinate safe evacuation of all staff and students and liaise with emergency services
3. 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
4. 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
5. 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.
6. Staff to provide instruction for students to assemble at designated Assembly Area in their class groups.
7. Staff to do a roll check
8. SAM to do a visitor list check
9. Report any person missing to the Deputy Chief Warden or Chief Warden or delegate.
10. 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.
11. School Administration Officer to collect medications and relevant documents.
12. Follow direct of emergency service personnel.

Before returning to the school:

13. Where no infrastructure has been damaged, the chief warden is to obtain authority to return from relevant emergency service personnel
14. **Where infrastructure has been damaged**, the chief warden is to follow the steps outlined in the Site Clearance Protocol
15. **No re-entry to site is permitted until an authorised local Asset Services Officer has provided a Clearance Certificate to the principal**

After the emergency:

16. Workplace manager to implement a Recovery plan
17. The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
18. First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency.

Lockdown - Short blasts of air horn

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.

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.

Ending lockdown response

18. The Chief Warden is to work with emergency services to determine when normal operations may be resumed
19. Issue an **All-Clear** communication
20. Determine whether to activate parent/carer pick up processes once safe to do so
21. Consider if there is any specific information staff, students and visitors need to know (e.g., parent/carer pick up process or areas to avoid)

Resuming normal operations

22. Workplace manager to implement a Recovery plan
23. The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
24. First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

Secure Alert (Lockout)

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.

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.

Ending secure alert response

10. The chief warden will determine when it is safe to end the secure alert (lockout) and when normal operations may be resumed
11. Issue an **all-clear** communication
12. Consider if there is any specific information staff, students and visitors need to know (e.g., areas of the school to avoid).

Resume normal operations

13. Workplace manager to implement a Recovery plan, if required
14. The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
15. First aid officers and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

Recovery

Once the situation begins to stabilise, the chief warden should consider implementing applicable recovery actions. The chief warden may delegate tasks while managing the overall recovery.

The checklist is designed to be used in the recovery phase after an emergency.

Recovery action	Source of advice	Next actions	Assigned to	Completed
Establish a recovery location	Emergency services	Manage family reunification in the evacuation assembly area		HH:MM DD/MM/YYYY
Implement the communication plan	Media Unit, DEL and WHSA	Seek assistance to prepare communication plan Prepare for media interest and presence Ensure all media enquiries are referred to the Media Unit: (02) 7814 1559		HH:MM DD/MM/YYYY
Determine when will it be safe for people to return to the workplace	Emergency services	Determine what instructions are required for people waiting in the onsite assembly area / evacuation location. Communicate the instructions to the wardens to implement. Collaborate with HSSW who will be in regular contact to provide support.		HH:MM DD/MM/YYYY
Arrange for a detailed damage assessment and site re-entry inspection to be conducted by an authorised local Asset Services Officer, where required	Emergency services and Asset Management Unit	Follow the Site Clearance Protocol . Principal must obtain a Clearance Certificate from an authorised local Asset Services Officer before permitting any re-entry of school premises where infrastructure has been damaged. Develop a plan to resume services in the workplace or an alternative location		HH:MM DD/MM/YYYY Where is Clearance Certificate saved?

Recovery action	Source of advice	Next actions	Assigned to	Completed
Develop a plan to resume services in the workplace or an alternative location	Asset Management Unit Director, Educational Leadership	Collaborate with department teams to consider recovery actions for: Assets Information and Communication Technology Student services (for example, buses) Guidance: Refer to local Business Continuity Plan , where relevant		HH:MM DD/MM/YYYY
Arrange debrief and support services to be available for staff and students	Incident Report and Support Hotline	Staff to provide a debrief to students upon return to the classroom. Determine if additional support is required. If required, arrange locations for delivery of support services: Staff – Employee Assistance Program (EAP) Student – Senior Psychologist Education (SPE)		HH:MM DD/MM/YYYY
Arrange a post incident review of the emergency	Emergency Planning Committee	Review the effectiveness of the workplace emergency management plan using the Evaluating the emergency response form. Arrange additional support services, if required		HH:MM DD/MM/YYYY
Conduct a review of the Emergency Management Plan (EMP) in the context of this emergency	WHS Advisor	Arrange for the Principal to review the EMP – Go to Prevention and Recovery sections Identify any required improvements to the plan, training, and/or controls Schedule the implementation of the improvements Consult with WHSA to update the plan in the In Case of Emergency (ICE) system		HH:MM DD/MM/YYYY

Prevention

Preventative actions	Responsibility	Last review
Conduct and then review the workplace risk assessment at least annually	Principal / SAM	At time of EMP review
Monitor and review risk assessment (at least annually and or following an incident)	Principal / SAM	At time of EMP review

Review frequency

Reviews will be conducted at least annually or when:

- an emergency has occurred at the workplace
- an emergency drill has identified a deficiency in the plan (for example, evacuation drill or lockdown drill)
- the workplace is about to undergo physical change (for example, new classrooms, renovations)
- the workplace is about to/has relocated.

Preparation

Preparation actions	Responsibility	Last review
Review the EMP	Principal / SAM	Annually
Cross reference risk assessment and risk register to list of reasonably foreseeable emergencies (see Appendix B – Reasonably foreseeable emergencies)	Principal / SAM	Reviewed at time of EMP review
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Principal / SAM	Scheduled on WHS Management Action Plan
Ensure that consultation to prepare persons with a disability for emergencies also considers making reasonable adjustments to support access to information and physical spaces	Principal	At enrolment and on review of Individual Health Care Plan
Develop draft communication strategy for known emergencies (for example, severe weather events)	Principal / SAM	Reviewed at time of EMP review

Specific preparation actions	
Training against the Emergency Management Plan	
Training and skill maintenance	Warden training including initial training for staff newly appointed to an emergency response role, and skills maintenance training for staff already trained in emergency response roles minimum every 6 months
Briefings and consultation	Inductions and orientations of staff, students, contractors; WHS consultation arrangements; staff awareness sessions and minuted meetings; training and practice drills; information displayed.
Emergency drill frequency	
Evacuation drill	At least every 6 months
Lockdown/Secure Alert (Lockout) drill	At least every 6 months

Specific preparation actions

Bushfire response drill (Evacuation and a shelter-in-place)	At least once per year (consider inviting your local RFS; consider changing roles so each staff member knows each other's role)
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Other

Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	AMU Contract (every 6 months)
Emergency Kit/s and First Aid Kit/s	Check kit contents before each scheduled emergency drill (evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

Version control

Version	Effective date	Approver	Comments
1.0	20/09/2022	Jennifer Wright, Principal	Transfer to new Emergency Management Plan template Transfer to new Bushfire-Grassfire Response Plan template Transfer to new First Aid Plan
1.0	20/9/2023	Jennifer Wright, Principal	Emergency Management Plan, Bushfire-Grassfire Response Plan and First Aid Plan reviewed.

Document location

Version	Comments
In Case of Emergency (ICE) system	An electronic version of plan is lodged in ICE for use by the department, DEL and emergency services
Workplace manager and/or chief warden	Electronic version: Teams Folder Printed copy onsite: Administration office Printed copy offsite: Principal's residence
Emergency evacuation kit	Printed copy included in Emergency Evacuation Kit.
School staff	Printed copy on the staff WHS noticeboard.

Appendix A – Checklist: Supporting resources

Resources (✓)	
Bushfire and Grassfire Response Plan	✓
First Aid Plan	✓
Defibrillator Management Plan	N/A
Evacuation Diagram	✓

Appendix B – Reasonably foreseeable emergencies

Emergency	Type	Response
Fire	Structure fire	Evacuation (offsite assembly area)
	Car fire	
	Chemical fire	
	Bush/grass fire	Temporarily Proactively Cease Operations if possible or Chief Warden to decide to Evacuate (offsite assembly area) or Shelter in Place.
Bomb threat	Bomb threat	Evacuation (offsite assembly area)
	Suspicious item	Move people away from the area of the suspicious item. Secure the area until emergency services arrive
Physical site / environmental emergency	Burst/leaking pipes (water/sewerage/gas)	Follow the advice of emergency services, implement required emergency response
	Loss of utilities (water/power/sewerage)	Discuss with DEL and local ASO, implement required emergency response
	Loss of ICT	Contact EDConnect or contracted telecommunications company
	Chemical spill on site	Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
	Structural failure/collapse	
	Electrical hazard	
	Explosion	
	Vehicle collision with workplace	
Security/physical threat to people	Intruder	Implement Lockdown Procedures
	Aggressive person/s	
	Violent person/s	
	Armed person/s	
	Attempted/actual self-harm or self-harm ideation	
	Injury to person requiring first aid	First Aid provided by trained person

Emergency	Type	Response
Medical emergency	Injury to person requiring emergency services	Call or arrange for someone to call Triple Zero (000)
	Infectious diseases	Notify the Incident Report and Support Hotline on 1800 811 523
	Fatality (person) on premises or offsite activity	Call or arrange for someone to call Triple Zero (000)
	Injury to animal requiring veterinary response	Contact veterinarian, notify Animal Welfare Officer (02) 7814 2631
External emergency	Flood	Notify DEL and local ASO, implement flood response plan
	Earthquake	Follow the advice of emergency services, implement required emergency response
	Severe weather (wind, hail, dust, snow)	Implement Lockdown Procedures
	Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Consider the potential impacts on school activities, especially outdoors.
	Vehicle accident at/in department workplace	Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
	Accidents or emergencies near the workplace	Follow the advice of emergency services, implement required emergency response
	Traffic accident impacting access to / from the workplace	
	Police event external to the workplace	
	Electrical hazard (downed powerlines)	
Chemical spill offsite		

Appendix C – Checklist: Chief Warden briefing of emergency services

Checklist: Chief Warden briefing of emergency services upon arrival (✓)	
Outline the emergency: What? Where? When? Who is involved?	
Describe the potential consequences: Safety (risk to the safety of others, including animals onsite) What buildings/assets are damaged? Are there any utilities or hazardous materials at the scene?	
Describe what has been done to manage the emergency What has been done? (For example, evacuation commenced, first aiders attended injured people, building secured, school is in lockdown) What is the status of the response? (For example, underway, complete) Respond to questions TIP: State the facts. State “I am unsure” if unsure of any answer to a question.	
If applicable – Safety of people: Do any people need urgent assistance? Where are they?	
If applicable – Safety of animals: Do any animals need urgent assistance? Where are they?	
If applicable – Injuries: Where are the injured people?	
If applicable – People with disability: Do any people with disability need assistance? Where are they?	
If applicable – Utilities and hazardous materials: Which utilities or hazardous materials are near the emergency scene?	
Tip: Use the site diagram to assist briefing. Specific detail is in Utilities and suppliers .	

Appendix D – Risk assessment for emergencies

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

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Bomb Threat	<ul style="list-style-type: none"> History of bomb threats for workplace. Person seeking to cause disruption to workplace. Examinations or other significant events in the workplace. 	3	<ul style="list-style-type: none"> Bomb Threat Report available in accessible locations i.e., staff room, administration office. Processes in place for taking details of bomb threats using Bomb Threat Report to assist emergency services in assessing the threat. Response procedure in place for bomb threats that includes offsite evacuation location and train/communicate to staff. 	Principal.	<p>Bomb Threat Reports are checked as part of annual workplace inspections.</p> <p>Response procedures reviewed annually.</p>
Fatality at the Workplace or During a Department Activity	<ul style="list-style-type: none"> Major accident during Department activities (e.g. excursions) due to inadequate risk controls. Lack of emergency planning. Insufficient follow up of incidents including near misses. 	2	<ul style="list-style-type: none"> WHS Management Program (WHSMP) in place. Staff aware of WHS responsibilities. Communication and consultation. WHS risk assessment and risk management programs in place. Emergency planning complete. Incident management and investigation processes in place. Emergency contact details for students and staff are updated at least annually. Student Individual Health Care Plans are 	Principal. Staff member in charge of excursion or activity.	<p>Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.</p> <p>WHSMP actioned throughout 12 month period with outcomes communicated to all staff.</p>

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			reviewed at least annually.		
Earthquake	<ul style="list-style-type: none"> Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures. 	5	<ul style="list-style-type: none"> Know your area's earthquake history Identify the age of buildings. Large historic artefacts and monuments over entrances that may fall during an earthquake must be avoided during an earthquake and alternative evacuation routes selected. 	Principal.	Response procedures reviewed annually.
Electrical Hazard	<ul style="list-style-type: none"> Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault. Use of high-risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances). 	2	<ul style="list-style-type: none"> Ensure testing of electrical equipment. Encourage reporting of all electrical faults. Consider electrical safety as part of WHS risk assessment and risk management programs. Encourage general safety precautions. Repair, renovation, or construction is performed by qualified trades through Asset Management and precautions taken to prevent electrical hazards. Safe operating procedures are displayed and used for all electrical based learning. 	Principal. Schools Infrastructure NSW / Local ASO	<p>Response procedures and First Aid Plan reviewed annually.</p> <p>Tag and testing conducted annually by Schools Infrastructure NSW.</p> <p>Workplace Inspections completed regularly.</p>
Emergencies Occurring at Off-site Activities and Excursions	<ul style="list-style-type: none"> Emergencies can occur during transportation, at the location, near the venue or location or at accommodation used for the activity or excursion. 	2	<ul style="list-style-type: none"> Determine the roles and responsibilities of any service provider/s, venue staff and department staff in an emergency. WHS risk assessment and management plan in place which includes emergency planning, first aid requirements, incident management and staff training. 	Principal. Staff member in charge of excursion or activity.	Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Explosion	<ul style="list-style-type: none"> Insufficient maintenance of facilities. Damage to gas pipes or gas outlet. Faulty portable LPG gas tanks. Fire in the workplace. Spill of flammable substance. Proximity to industrial areas or major transport links (eg road, railway). 	3	<ul style="list-style-type: none"> Ensure all persons understand the potential risks associated with gas and are trained to use gas in a safe way as part of their training/learning activities. Ensure proper maintenance of gas facilities. Ensure fire precautions in place. Emergency planning identifies potential risk of explosion in nearby facilities. Chemicals are stored in accordance with Safety Data Sheet. 	Principal. Schools Infrastructure NSW.	<p>Portable LPG gas have been inspected and tested within the past 12 months.</p> <p>Gas facilities checked annually by Schools Infrastructure NSW.</p> <p>Chemical Register is reviewed and updated annually.</p>
Fire – Structural	<ul style="list-style-type: none"> Evacuation plans not communicated clearly or not regularly tested. Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire. Staff are unsure of their responsibilities under evacuation plans if a fire occurs. Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds. 	2	<ul style="list-style-type: none"> Educate staff and students about workplace fire prevention and safety. Conduct fire drills. Risk assessment are developed for fire related activities. Corrective actions are addressed following Annual Fire Safety Statement inspection. Annual maintenance activities are scheduled by Schools Infrastructure NSW and completed i.e., test and tag, gutter cleaning. Staff are familiar with the emergency equipment in school buildings. 	Principal, all staff Schools Infrastructure NSW	<p>Drills conducted twice annually</p> <p>Workplace inspections conducted each semester</p> <p>Annual Fire Safety Statement inspection conducted annually.</p> <p>Risk Assessment and Management Plans are developed / reviewed prior to fire related activities.</p>
Flood	<ul style="list-style-type: none"> Floods are a natural occurrence on low-lying land close to rivers and creeks. While the pattern of flooding 	2	<ul style="list-style-type: none"> Prepare a flood response plan covering actions needing to be undertaken when a flood is likely, during a flood and after a 	Principal.	Flood response plan reviewed annually.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
	<p>varies, there are few communities that do not have some flood risk.</p> <ul style="list-style-type: none"> The State Emergency Service (SES) is responsible for responding to floods in NSW. 		<p>flood.</p> <ul style="list-style-type: none"> Prepare an emergency kit consisting of at least a portable radio with spare batteries, a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes. Inform staff and students of the flood risk. 		
Hazardous Substances	<ul style="list-style-type: none"> Proximity to industrial areas or major transport routes. Procedures for safe management of chemicals at workplaces not clearly implemented. Audit of chemicals at the workplace not sufficient for compliance with relevant legislation. 	4	<ul style="list-style-type: none"> Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill. Ensure safety data sheets (SDS) for all hazardous substances used are at hand. Use Department's Chemical Safety In Schools Manual Chemical Register is reviewed and updated annually. 	Principal.	Chemical stocktake conducted annually
Gas Leak	<ul style="list-style-type: none"> Insufficient maintenance of gas facilities. Damage to gas pipes or gas outlet. Faulty portable LPG tanks. 	3	<ul style="list-style-type: none"> Ensure gas is used in a safe way in all workplaces. Ensure persons using gas facilities understand the potential risks associated with gas and are trained to use gas in a safe way as part of their training/learning activities. Ensure proper maintenance of gas facilities. 	Principal. Schools Infrastructure NSW.	Gas facilities checked annually by Schools Infrastructure NSW. Safety Management Plans for practical learning situations are reviewed regularly.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			<ul style="list-style-type: none"> • Fire extinguishers are maintained. • Access to gas storage is controlled. 		
Medical Emergency	<ul style="list-style-type: none"> • Staff and students at the workplace with sudden medical conditions that may require emergency response. • Distance from emergency services or other medical assistance. • Individual health care plans for student not in place or updated. • Environmental risks that may trigger health condition (e.g. anaphylaxis). 	1	<ul style="list-style-type: none"> • Implement individual health care plans for students and communicate to relevant staff. • Ensure effective emergency and first aid response plans are in place. • Educate staff on how to respond in an emergency (first aid). • Implement policies and procedures to support the health and wellbeing of staff and students. • Manage health risks in the workplace environment. • Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services). • Risk assessments for offsite activities or excursions include medical emergencies. 	Principal, Student Wellbeing. Staff member in charge of excursion or activity.	<p>Individual health care plans reviewed every 12-18 months or when students' needs change.</p> <p>First Aid Plan is reviewed annually and communicated to all staff.</p> <p>Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.</p>
Outbreak of Infectious Diseases	<ul style="list-style-type: none"> • Lack of awareness of standard precautions for infection control at the workplace. • Shared facilities increase risk of infectious diseases. • Difficulty of reliably identifying all persons carrying infectious diseases. • Food preparation with insufficient 	2	<ul style="list-style-type: none"> • Consistently apply standard precautions for infection control, incorporating them into daily practice and use specific controls for particular situations. • Ensure all staff understand and apply the Department's Infection Control and reporting guidelines and procedures • Consultation with relevant persons and 	Principal, all staff	<p>Infection control procedures and incident reporting procedures are communicated to all staff; reviewed annually and on an as required basis.</p>

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
	controls.		<p>organisations e.g. local Public Health Units, parents/carers, cleaners, etc.</p> <ul style="list-style-type: none"> • Monitor the health of staff and students where practicable. • Communicate to staff, students, and parents/carers in advance of seasonal illness. • Maintain stock of hygiene related products (soaps) and first aid kits. 		
Pedestrian Incident	<ul style="list-style-type: none"> • Proximity to major roads. • Insufficient pedestrian safety awareness training for students or staff. • Insufficient traffic controls in place. 	2	<ul style="list-style-type: none"> • Traffic controls (pedestrian crossings, traffic controllers, etc.). • Liaison with local council and Roads and Traffic Authority. • Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc. 	Principal. Consultation with local Road Safety Education Officer.	<p>Response procedures reviewed annually.</p> <p>Risk Assessment and Management Plans are developed / reviewed annually for traffic management.</p>
Staff or Student Lost on Excursion	<ul style="list-style-type: none"> • Department's Excursions Policy not followed. • Risk assessments not conducted. • Untested assumptions about the safety or the safety requirements of staff and students. • Unanticipated events whilst on excursions 	2	<ul style="list-style-type: none"> • Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy. • Ensure risk assessment is implemented and communicated. • Conduct regular headcounts and roll calls. • Use a buddy system. • Specific instructions are provided on what actions to take should an individual 	Principal. Staff member in charge of excursion or activity.	Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			become lost i.e., identify safe meeting point.		
Storm	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensure gutters and downpipes are cleaned regularly. • Ensure overhanging branches are trimmed. • Ensure roofs are in good repair. • Prepare an emergency kit. • Prepare a storm plan covering actions needing to be undertaken. • Consider items that may need to be secured or put away in strong winds. • Consider animal welfare activities to undertake before a storm. • Plan to isolate/shutdown utilities or plan should power outage occur. 	Principal. Seek assistance from local ASO if required.	Gutters and downpipes cleaned as part of maintenance schedule twice annually by Schools Infrastructure NSW. Respond as required during and following storm activity.
Suspicious Items and Substances	<ul style="list-style-type: none"> • Person wishing to inflict injury upon individuals in a workplace using an anonymous method. • Receipt of high volumes of mail. • Current security climate relating to terrorism. 	5	<ul style="list-style-type: none"> • Training staff who receive and open mail and deliveries to respond to an unexpected, suspicious discovery (e.g., bomb threat, suspicious item) or exposure to a powder or suspicious substance. • Inform staff to immediately alert the principal of suspicious items in and around the school. • Encourage students to immediately report suspicious items in or around the school to the nearest staff member. 	Principal.	Response procedures reviewed annually.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Threat or Violence	<ul style="list-style-type: none"> 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: There is no way of knowing whether people apart from staff and students are authorised to be on-site Clear standards for students' behaviour and communication are not in place. 	3	<ul style="list-style-type: none"> Check security strategies e.g. access to premises and signs. Crime prevention workshops. Monitoring of incidents. Development, practice and review of lockdown and lockout procedures. Relevant policies and guidelines are reviewed and communicated to all staff, students and parents/carers. Student Behavior Support Plans are in place. 	Principal. Consultation with School Security Unit, Schools Infrastructure NSW and Student Wellbeing Unit.	Response procedures reviewed annually. Student Behaviour Support Plans reviewed and updated regularly.

Appendix E – School emergency kit checklist

Evacuation kit	(✓)	Lockdown kit	(✓)
First aid kit	✓	Water and cups	✓
Clip board, class rolls and pens	✓	Bucket with a lid	✓
Whistle or bell	✓	Blanket/screen	N/A
Torch with spare batteries	✓	Toilet paper	✓
Spare workplace keys (all staff have keys)	N/A	Waterless hand sanitiser	✓
Copy of school Emergency Management Plan (EMP)	✓	Towels / Blankets	✓
Radio with spare batteries	✓		
Emergency blanket/s	✓		
First aid summary cards for staff and students with medical conditions and list of required medications	✓		
Optional: Bottled water, disposable cups, long-life drinks, food bars and additional blankets to create shelter or shade			







Appendix F - Bushfire and grassfire response plan

1. Key information

1.1 Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	Name / phone number
Local Fire Control Centre	Mullumbimby Fire Control Centre / 02 6671 5500
Police Area Command/District	Lismore Police Station / 02 6626 0599 Byron Bay Police Station / 02 6685 9499
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Megan Johnson / 0436 602 935
Bush Fire Information Line	1800 679 737
Assets Service Officer	Glen Barber / 0436 931 908
School Community	Facebook, website, phone, RFS, Local Radio
Cleaners/Supervisors	Vicky Goody / 0408 632 708
Transport company	Staff and parent cars
Vehicles required	2 vehicles

1.2 Stay up to date

					
'Fires Near Me' Free Smart-phone App	Local radio, TV, newspaper, local ABC/emergency broadcaster	Fire Danger Ratings at rfs.nsw.gov.au/fdr Fire Activity and Alert Levels at rfs.nsw.gov.au LiveTraffic.com	Email or text message communication from the department or the principal or workplace manager	facebook.com/nswrfs	twitter.com/nswrfs

2. Proactive temporarily cease school operations

When the NSW Rural Fire Service (RFS) declares a **Catastrophic Fire Danger rating**, Category 1 and 2 schools will be directed by the department to [proactively temporarily cease school operations](#) for the next day.

Note: all schools may be directed by the department to proactively temporarily cease school operations based on advice from emergency services and the State Emergency Operations Centre.




Directions will be sent to the principal or workplace manager’s email address, school email address and/or sms/phone call.

In circumstances where the school is closed for an extended period of time, our alternative workplace will be at Corndale Public School.

3. Bushfire Emergency Response

3.1 Seek information (decision making toolkit)

Consider the following decision-making factors in a bushfire emergency. If there is a bushfire in the surrounding area, the Chief Warden or delegate should check Alert Levels through the Fires Near Me app – see below:
 Also monitor local radio, TV, ABC/emergency broadcaster, Facebook.com/nswrfs, twitter.com/nswrfs, for bushfire updates.

<input type="checkbox"/>	 <p>Alert Level – Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p>Action: Contact the Mullumbimby Fire Control Centre (02 6671 5500) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Action: Contact the Mullumbimby Fire Control Centre (02 6671 5500) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.</p> <p>Action: Initiate Evacuation action or Shelter in Place. Contact the Mullumbimby Fire Control Centre (02 6671 5500) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.</p>
<input type="checkbox"/>	<p>Consider road closures and detours that may be in place and impact evacuation.</p>
<input type="checkbox"/>	<p>Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at 3.2).</p>
<input type="checkbox"/>	<p>Check local transport availability for evacuation, if required.</p>
<input type="checkbox"/>	<p>Based on the information above, the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.</p>

**Note: Early offsite evacuation in advance of bushfire impact is the safest option.
 Late evacuation can present a significant risk to life.**

3.2 Evacuate

Evacuation location	Details
Onsite assembly area	A Block or D Block. Estimated 5 minutes to mobilise all persons to this area.
Offsite evacuation location 1	Goonengerry Public School (Category 2) Goonengerry Road NSW 2482, 02 6684 9134. Travel via Coopers Creek Road and East on Repentance Creek Road and then Mafeking Road. Estimated 1 hour to evacuate all persons to this location.
Offsite evacuation location 2	Rosebank Public School (Category 3), 340 Rosebank Road, Rosebank NSW 2480, 02 6688 2126. Travel via Coopers Creek Road and West on Repentance Creek Road. Estimated 45 minutes to evacuate all persons to this location.
In circumstances where both offsite evacuation locations are not available, an alternative location will be determined in consultation with emergency services i.e., local evacuation centre or Neighbourhood Safer Place	
<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate, the Chief Warden liaises with Mullumbimby Fire Control Centre (02 6671 5500) to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Incident Report and Support Hotline on 1800 811 523, that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers using Facebook, website or phone, that the school is evacuating.
<input type="checkbox"/>	Arrange or prepare transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Contact the offsite evacuation location and inform them of estimated arrival.
<input type="checkbox"/>	Raise the alarm (verbal announcement/instruction).
<input type="checkbox"/>	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. Note: Office staff to collect evacuation kit and medications. Students to bring school bags with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> relocate the person to a safe area on the same floor, close to an evacuation route report your location to the Chief Warden, and remain with the person.
<input type="checkbox"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	If safe to do so, close all doors and windows of all buildings and switch off gas cylinders, before leaving.
<input type="checkbox"/>	At the offsite evacuation location, account for all persons and report missing persons to Chief Warden.
<input type="checkbox"/>	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school's Disability Register.
<input type="checkbox"/>	Chief Warden to advise the Mullumbimby Fire Control Centre (02 6671 5500) that all persons have been evacuated and are accounted for and safe at the offsite evacuation location.
<input type="checkbox"/>	Chief Warden to provide regular updates to the DEL and Incident Report and Support Hotline on 1800 811 523.
<input type="checkbox"/>	Chief Warden to notify Cleaner (Vicky Goody 0408 632 708) that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation location. Record students released to parent/carer ensuring an authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and stay up to date through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs , twitter.com/nswrfs

3.3 Shelter in place

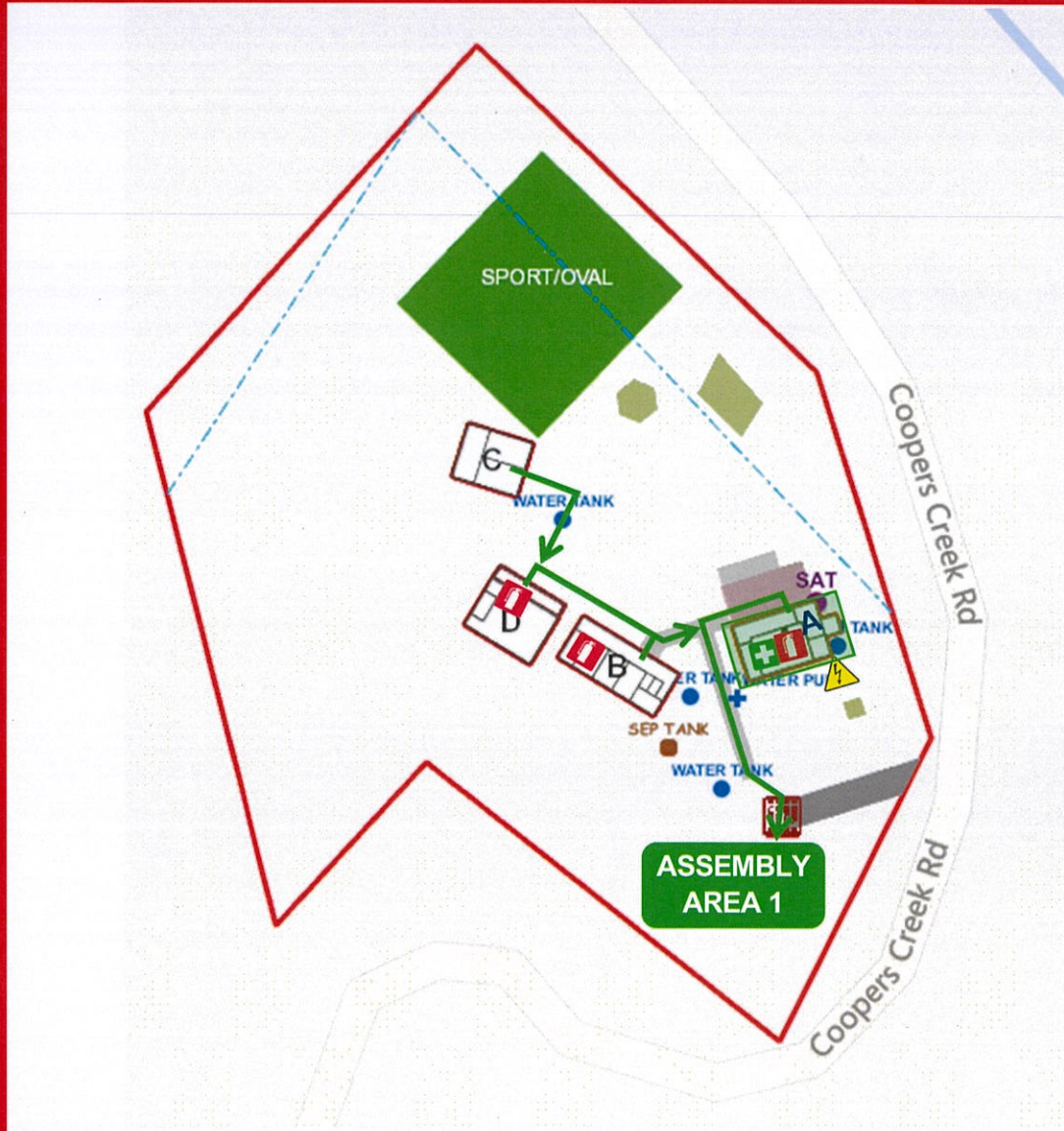
Shelter in place should only be actioned when it is unsafe to evacuate.

Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action.

During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

Shelter in place arrangements		Details
Shelter in place refuge		A Block or D Block
<p>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) Tickle's Road Upper Coopers Creek.</p>		
<input type="checkbox"/>	Raise the alarm (verbal announcement/instruction).	
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.	
<input type="checkbox"/>	All persons must report to the nominated shelter in place refuge unless otherwise advised by the Chief Warden. Note: Office staff to collect evacuation kit and medications. Students to bring school bags with them.	
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: <ul style="list-style-type: none"> relocate the person to a safe area on the same floor, close to an evacuation route report the location to the Chief Warden, and remain with the person, where practicable. 	
<input type="checkbox"/>	Account for all persons and report missing persons to the Chief Warden.	
<input type="checkbox"/>	Call triple zero (000) for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.	
<input type="checkbox"/>	Support and attend to: <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school's disabilities register. 	
<input type="checkbox"/>	Chief Warden or delegate notify DEL and the Incident Report and Support Hotline on 1800 811 523, that the school is sheltering in place.	
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers of the situation using Facebook, website or phone. Continue to provide regular updates as the situation changes.	
<input type="checkbox"/>	Chief Warden to notify Cleaner (Vicky Goody 0408 632 708) that the school is sheltering in place.	
<input type="checkbox"/>	Maintain situational awareness and stay up to date through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs	
<input type="checkbox"/>	Undertake a visual inspection for embers from inside the building of refuge. Update emergency services of any identified risks.	
<input type="checkbox"/>	Chief Warden seek confirmation from Mullumbimby Fire Control Centre (02 6671 5500) on next steps.	
<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer ensuring an authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.	

EVACUATION DIAGRAM



Upper Coopers Creek Public School

Coopers Creek Road, Upper Coopers Creek NSW 2480

Phone: 02 6688 2128

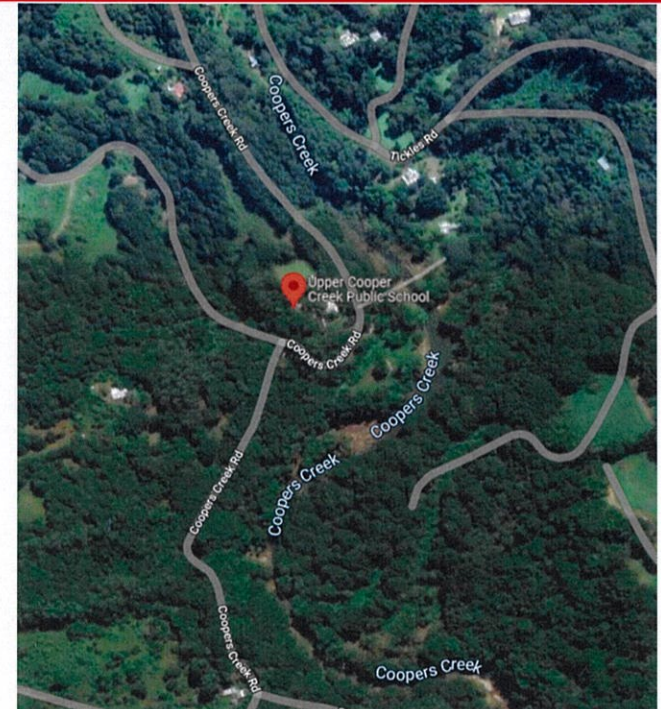
Nearest cross street: Tickles Road

Assembly Area

Car park at lowest point of property

OFFSITE ASSEMBLY AREA

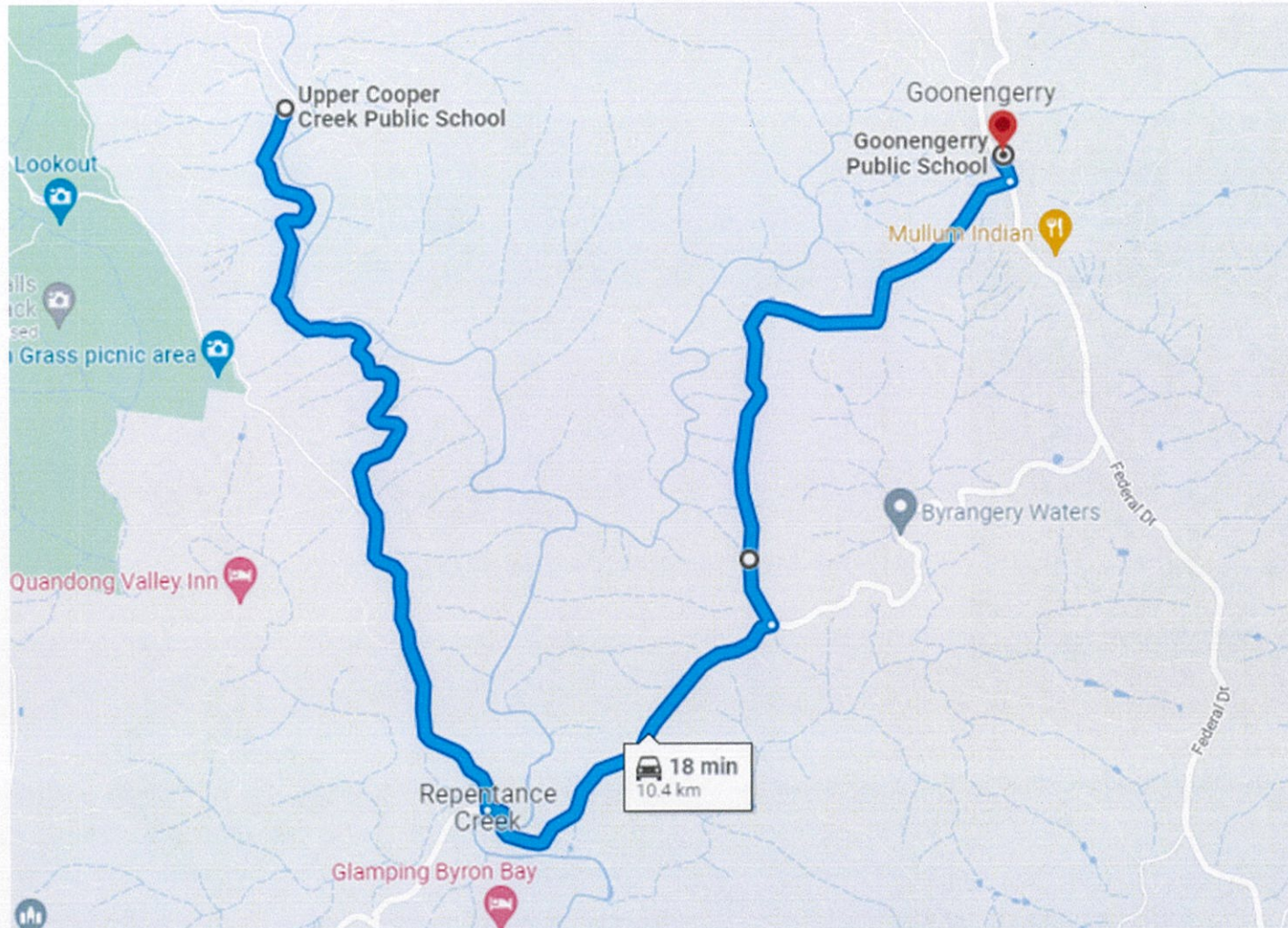
To be determined by emergency services on day of event



LEGEND

- 
 Fire Extinguisher
- 
 Evacuation Exit / Route
- 
 First Aid Kit
- 
 Assembly Area
- 
 Shelter in Place Refuge
- 
 Water Tank
- 
 Water Pump
- 
 Electrical Main
- A Block
 Admin, Kitchen, Library
- B Block
 GA Shed, Toilets, Store
- C Block
 Store, Covered Area
- D Block
 Class

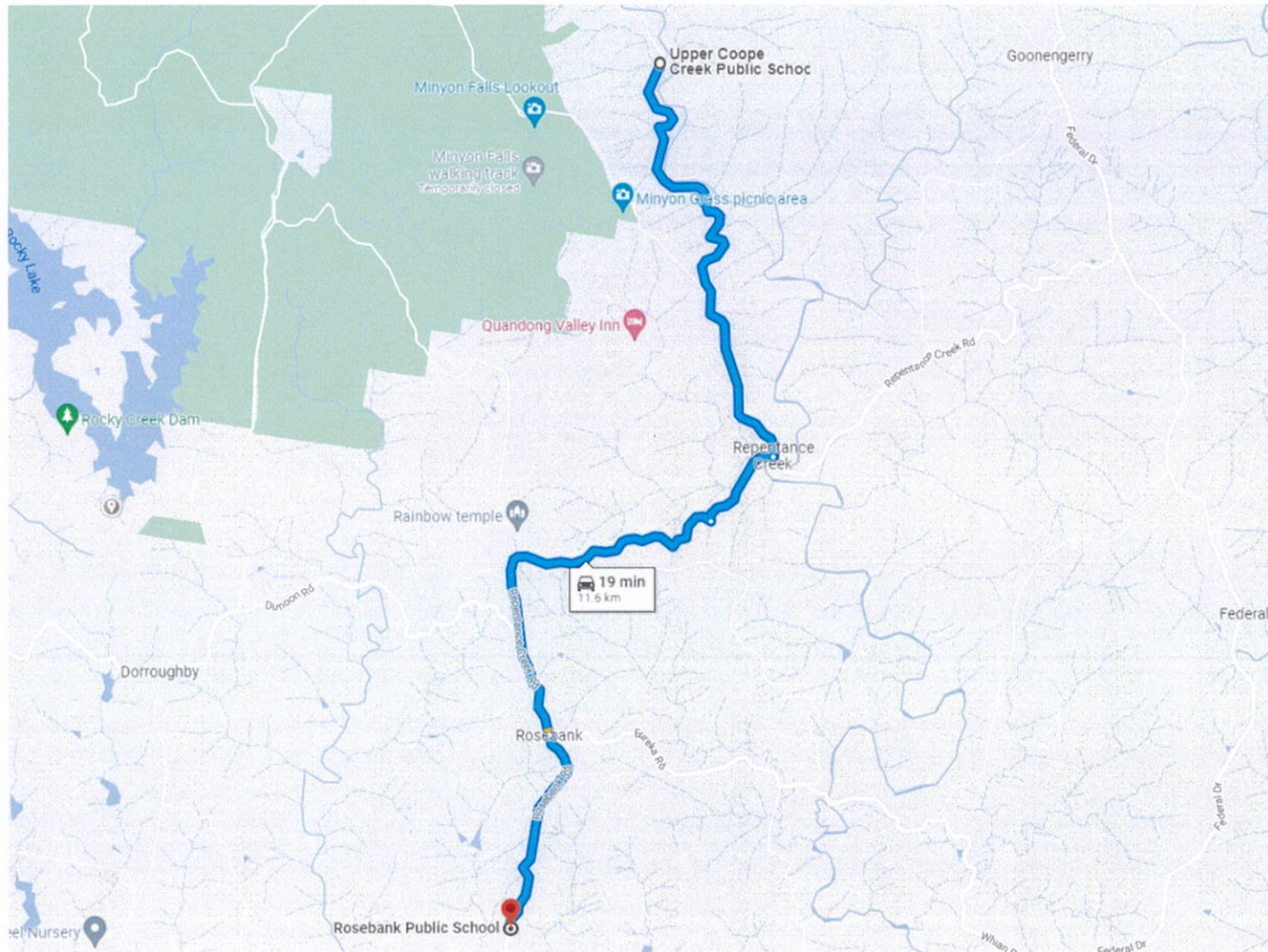
**Upper Coopers Creek Public School
Offsite Bushfire Evacuation Location 1**
Goonengerry Public School, Goonengerry Road NSW 2482
Phone: 02 6684 9134.



Upper Coopers Creek Public School Offsite Bushfire Evacuation Location 2

Rosebank Public School, 340 Rosebank Road, Rosebank NSW 2480

Phone: 02 6688 2126



Appendix G - First aid plan

To ensure legislative requirements are met, the first aid plan is developed using a risk management approach to meet the needs of the individual workplace. This 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.

Details of school / workplace


School / workplace	Upper Coopers Creek Public School	
Date of this review	20/09/2023	Date of next review (due within 12 months)
		20/09/2024

List of emergency contacts and other key contacts

Medical Emergency 000 | Poison Info Centre 131 126

Medical Centre	Meadows Medical 02 6684 2300
Hospital	Byron Bay Hospital 02 6639 9400 Lismore Base Hospital 02 6624 0200
Other (please specify)	

First aid plan sign off

Name of principal or workplace manager	Jennifer Wright		
Signature		Date	20/09/2023

Overview of workplace

Note: this information must align with the workplace Emergency Management Plan, where relevant.

Type of work and activities conducted

Teaching in the key learning areas
Conducting and supervising playground activities
Conducting office duties
General maintenance and related duties
Supervising school excursions
Supervising sport

The size and layout of workplace

The school site is approx 1 acre with 4 single storey buildings and a playground structure.

The location of workplace

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 of the number and distribution of people on site

7 Students, 1 Teaching Principal, 2 Part time teachers, 1 Part time Admin Manager 1 Casual Admin Assistant and 1 Part time General Assistant

Workplace hours of operation

8:40 am to 3:30 pm during school terms.

Steps 1 and 2: Identify and assess hazards or potential causes of workplace injury or illness

When completing these steps, consider information about past incidents, injuries/illnesses, and health needs of staff, visitors and students.
Add more rows as required.

Identify and list hazards and other potential sources of injury or illness.	How the hazard could cause harm, injury or illness.	Potential severity and likelihood of the injury risk by the hazard.	Strategies to be put in place to mitigate the risk
Cooking equipment e.g. stoves, ovens, portable oven and barbeque	Burns	3 (Unlikely, High)	<ul style="list-style-type: none"> Equipment used in accordance with Equipment Safety in Schools, User Manuals and Safe Operating Procedures Maintenance schedule in place and service records completed Inspections scheduled and completed regularly Incident reporting procedures provided at induction and communicated to all staff, contractors and visitors
Portable equipment e.g. ride on lawn mower, ladders, power tools	Cuts, abrasions, fractures, superficial injuries, burns	2 (Unlikely, Extreme)	
Playground surfaces, PE equipment, sporting equipment, gym equipment	Cuts, abrasions, fractures, superficial injuries, sprains, strains	2 (Very Likely, Medium)	
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	2 (Unlikely, Extreme)	<ul style="list-style-type: none"> Individual Health Care Plans and ASCIA Action Plans in place Prescribed Adrenaline Auto Injectors available and in date Staff are informed of students diagnosed with anaphylaxis and training completed
Health/illness	Asthma, diabetes	4 (Unlikely, Medium)	<ul style="list-style-type: none"> Individual Health Care Plans and supporting documents in place Staff are informed of support requirements for students with complex health care needs.
Chemicals used for grounds maintenance and cleaning	Spills, accidental ingestion, exposure	4 (Unlikely, Medium)	<ul style="list-style-type: none"> Chemical Register is reviewed annually and Safety Data Sheets readily available to all staff. Incident reporting procedures provided at induction and communicated to all staff, contractors and visitors

Step 3 – First aid arrangements 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 hold a valid qualification from an nationally recognised first aid course	Principal has responsibility for oversight	Appointment is confirmed at the start of each year and training is checked for validity
List staff training requirements and schedule annual practical or online 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 and/or SCOUT Staff Compliance report
List number of first aid kits and their location.	One first aid kit in main administration 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, including an EpiPen and asthma-reliever inhaler. First aid facilities at offsite venues are identified on the excursion risk assessment including local hospital or medical centre. At least one staff member trained in face to face CPR attends swimming or water activities and overnight 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	First Aid Kit stocktake is completed annually and replenishment of used or out of date items is completed after each use or on an as required basis.
Identify first aid room requirements	One sick bay with appropriate signage and a first aid kit in the main office building. The sick bay is in direct line of sight of the First Aid Officer to ensure	First Aid Officer	Sick bay facilities are cleaned daily and supplies are included in annual stocktake or restocked on

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.</p> <p>Where required, Department infection control procedures are followed to ensure measures are taken to eliminate the risk of infection.</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>First Aid Officer</p> <p>All staff / First Aid Officer</p> <p>Principal or delegate</p> <p>All staff</p>	<p>Ongoing</p> <p>As required</p> <p>As required</p> <p>As required</p>
Describe how workplace first aid arrangements will be communicated within the workplace	<p>This Plan is displayed on the WHS Noticeboard in the staff common room and in the first aid room.</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)</p> <p>Visitors and contractors to the school are informed of the First Aid arrangements in the school/workplace.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal / School Administration Staff</p>	<p>Reviewed and displayed annually</p> <p>At time of review</p> <p>At induction</p> <p>On arrival / sign in</p>

Step 4 – Ongoing monitoring and review of first aid plan

Describe the processes to monitor and review first aid arrangements.

Key points	List key points and actions required	Responsibility	Due date / frequency
First aid plan	Monitored and updated annually and on an as required basis (after a major incident in the workplace)	Principal	20/09/2023 / Annually
First aid kits	Stocktake of first aid kits	First Aid Officer	Stocktake completed annually and replenishment of used or out of date

Key points	List key points and actions required	Responsibility	Due date / frequency
	Restock of first aid kit items Restock of EpiPen and asthma reliever inhaler		items is completed after each use or on an as required basis.
First aid facilities	Facilities are cleaned daily by school/workplace cleaner Infection control guidelines are followed after each use and process for disposal of first aid waste is followed.	Cleaner First Aid Officer / Supervising staff	Daily As required
Currency of staff training	SCOUT Compliance Report reviewed for currency of mandatory training	Principal	Twice annually

Reporting and documentation

Key points	List key points and actions required	Responsibility	Due date / frequency
Describe steps the workplace will take to: <ul style="list-style-type: none"> Report incidents and injuries. Maintain register of injuries. Record first aid treatment. Other? 	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
	2) Register of injuries is located in the main administrative office	All Staff	Ongoing
	3) Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.	First Aid Officer	Ongoing
	4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications.	First Aid Officer	Ongoing
	All records are retained in accordance with the State Records Act 1998 (NSW) and the General Retention and Disposal Authority GA28-14.05.05.	All Staff	Ongoing

End of Emergency Management Plan for Upper Coopers Creek Public School