



EMERGENCY MANAGEMENT PLAN for **Kingstown Public School**

Effective:	August 2013
Date of last review:	August 2013
Review date:	August 2014



Education &
Communities

Manual structure

Part 1 – Emergency management plan

Includes:

- Overview of emergency management plan
- Preparation for emergencies
- Response to emergencies
- Recovery strategies

Part 2 – Evacuation procedures and other attachments

Includes a range of support documents relevant to this workplace

Document location

There are 3 copies of this manual.

Other copies are held by: [Director, Northern Tablelands, Principal, School Administration Manager](#)

PART 1: Emergency management plan

1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives

Purpose

To ensure the safety of staff, students and others in the event of an emergency.

Objectives

- To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible
- To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practice of evacuation drills
- To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency
- To ensure the recovery of staff, students and the workplace after an emergency.

Scope of the emergency management plan

This plan applies to all activities at the workplace and takes into account hazards that may occur within 1 km of the school.

Note: Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each school excursion must be risk managed separately.

Relationship with other 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.

Description of the workplace

Kingstown Public School has 37 students. It is situated on a main road, 79km from Armidale, 49km from Uralla and 49km from Bendemeer. The school has 6 staff including the Principal, 1 Classroom Teacher, 1 School Administration Officer, 1 part time Library/RFF Teacher, 1 part time School Learning Support Officer, 1 part time Groundsman and a number of volunteers work at the school for Tuckshop and Drama.

Roles and responsibilities**Emergency planning committee** (responsible for emergency planning)

Name	Title	Contact phone numbers
Sharon Ryan	Principal	Work: 6778 9131 Mobile: 0402 299 853 Home: 6772 8023
Lyndal Beynon	School Admin Manager	Work: 6778 9131 Mobile: 0412 309 369
Emma Bennett	Classroom Teacher	Work: 6778 9131 Home: 6782 5468
Ron Jackson	Groundsman	Work: 6778 9131 Mobile: 0437 441 142 Home: 6775 5537

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

Name	Title	Contact phone numbers
Sharon Ryan	Principal	Work: 6778 9131 Mobile: 0402 299 853 Home: 6782 5383

Deputy Chief Wardens

Name	Title	Contact phone numbers
Emma Bennett	Classroom Teacher	Work: 6778 9131 Home: 6782 5468
Lyndal Beynon	School Admin Manager	Work: 6778 9131 Mobile: 0412 309 369

Floor Wardens

Name	Title	Contact phone numbers
All Teaching Staff	Teachers	02 6778 9131

First Aid Officer

Name	Title	Contact phone numbers
Lyndal Beynon	School Admin Manager	Work: 6778 9131

Communications Officer		
Name	Title	Contact phone numbers
Sharon Ryan	Principal	02 6778 9131
Lyndal Beynon	School Admin Manager	02 6778 9131

Process for notifying, alerting and reporting emergencies

Notifying emergencies

All teachers and other staff are to ensure the Principal is notified in the event of an emergency.

Alerting the workplace to emergencies

The Principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the Principal is absent from the workplace, the nominated Teacher on duty is to undertake this responsibility.

Reporting emergencies

- Contact emergency services immediately where required 000.
- Notify the Director of the emergency immediately
- Contact the School Safety and Response Unit hotline if the incident involves violence, weapons, illegal drugs or major criminal activity
- Contact the WHS Directorate immediately on (02)9266 8955 in the event of a death, serious injury or dangerous occurrence at the workplace
- Report incidents involving employees on the Incident Notification Hotline (1800 811 523) or fax an Employee Incident Report Form immediately or as soon as reasonably practicable (but within 24 hrs) to the Injury Management Centre on (02) 9266 8066
- Report incidents involving students and visitors on the Incident Notification Hotline or fax a Non Employee Incident Notification Form immediately or as soon as reasonably practicable (but within 24 hrs) to the regional WHS Liaison Manager.

Identified evacuation assembly areas and evacuation routes

Assembly area one

Concourse at bus stop in front of the school.

Assembly area two

Lockdown Room (Lower Division Classroom) Building F.

Off-site assembly area (at least 1 km from workplace)

Bushfire Headquarters / Brigade Station is approximately 100m west of the school on the Kingstown Road.

Location of emergency coordination centre and recovery premises

1. School administration area when practicable
- or**
2. Location to be confirmed by communications officer after consultation with chief warden

Review dates

June of every year. Next review date is June 2014.

The emergency management plan will also be reviewed:

- following any emergency that impacts on the workplace
- following drills where the need for change is evident
- if there are major structural changes or other changes that affect the ability of the plan to be implemented.

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

Refer to communication strategy in Part 2.

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

Water tank next to the gates that give vehicle access to the school playground.

Water tank at rear of library (Building A)

Water tank at rear of Upper Division classroom (Building C)

Electricity mains are located on the veranda of library (Building A)

Solar Power main located in Principals Office, BER Building. (Building F)

Types of installed communication systems

Fixed landline in School Office (Building A) -*No mobile phone service at Kingstown.*

1.2 PREPARING FOR AN EMERGENCY**Risk assessment process****Staff to undertake risk assessment**

Name	Position	Contact phone numbers
Sharon Ryan	Principal	Work: 6778 9131 Mobile: 0402 299 853 Home: 6772 8023
Lyndal Beynon	School Admin Manager	Work: 6778 9131 Mobile: 0412 309 369

Risk assessment consultation

Person or group	Timeframe for consultation
Parents and Citizens Association	Complete

Review dates	
Risk assessment completed on	Key changes introduced (see also risk management strategies below)

Risk management strategies for prevention or control of emergencies				
Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Violence	Unauthorised Intruders	Pass system for visitors. Teacher and student awareness.		Principal
	Violence between students	Implementation of student welfare policies including suspensions and expulsions.		Principal
		Communication strategy for parents.		Principal
Bushfires	Our response	Contact with New England Zone NSW RFS office 6771 2400 Monitor RFS website www.rfs.nsw.gov.au	When necessary	Principal
Floods		Liaise with Uralla Council & Owen Berry on Gwydir river Tel. 6775 5527 monitoring flood water. Contact those families in different flood zones. East or West of bridge. Bus to be left at School during high risk times. Evacuate to Church. Preparation kit – contact numbers & children's resources,	When necessary	Principal, Bus proprietors.
Accidents	Broken bones, cuts, sprains, abrasions etc	Awareness of playing surfaces, compliance with safety rules e.g. for fixed equipment, assemblies to explain	When necessary	All staff at KPS and ambulance services.

		rules etc.		
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Training against emergency management plan	
Type of training	How often
Training on the workplace emergency management plan	Once every 12 months
Emergency care training for teachers taking excursions	Ongoing

Frequency of emergency response drills	
Type of emergency response drill	How often (see Part 2 – Schedule of completed emergency response drills)
Building evacuation (e.g. fire emergency)	Once every 6 months
Lockout	Once every 6 months
Lockdown	Once every 6 months
Fire / Bomb alert	Once every 6 months
Training schedule attached – Part 2	

Arrangements for disabled persons	
Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	Teacher's Aide / Teacher
Consultation with student and parents about emergency arrangements including evacuation	Principal
Emergency services to be notified of disabled person's whereabouts	Principal

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

First aid requirements	
Requirement	Action completed
First aid officer appointed	Refresher to be conducted in term 4.
First aid officer participates in emergency drills	Yes
Portable first aid kit available	Yes

Communications during an emergency	
Requirement	List form of communication
Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system)	Red Alarm

Secondary or alternative means of communication	Rapid ringing of school bell
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1.3 RESPONSE

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, lockout or lockdown.

Immediate response actions (actions will often take place at the same time)

- Implement emergency evacuation, lock down or lock out procedures where required
- Ensure first aid is administered and medical treatment provided as soon as possible
- Contact and liaise with relevant emergency services
- Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety
- Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from Regional Office, School Safety and Response, OHS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 1300 363 778; 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)

Who: Teacher

How: Keeps the road clear for emergency services / helicopter using hand held sign and wearing fluorescent vest where time permits. All students will be kept behind the school fence.

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

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

- Chief Warden decides on the need to evacuate, where possible in consultation with emergency services
- Chief Warden to ring emergency evacuation bell (continuous short rings of the main

- bell)
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the bus stop, unless advised of an alternative evacuation assembly area.
 - Floor wardens to check that all classrooms are clear and lock them where possible
 - Classes to line up in order at bus stop.
 - When whole school is assembled, home classes will be reassembled
 - Rolls marked
 - Staff to evacuate to the bus stop or alternative location when advised
 - Chief Warden to check designated blocks and toilets
 - Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action
 - Chief Warden advises when to return to the school in consultation with emergency services.

Response procedures for specific emergencies

- Response procedures are provided in Part 2 for the following emergencies:**
- Violent intruder
 - Fire
 - Flood
 - Bomb threat
 - Vehicle collision with workplace
 - Student lost on excursion.

Emergency contacts

Name	Number
Police station	000
Director – Joanne Burgess	0448 732 904
School Safety and Response Hotline	1300 363 778
Security Hotline	1300 880 021
EAP counsellor	9555 9999

1.4 RECOVERY

Strategy and description (documents included in Part 2)

With approval of the Regional Director, the SEG and the police the school will reopen when a final safety inspection is done including adequate drinking water, toilet facilities, heating and local roads are safe for buses.

Trauma counselling and description	Who
School concellers should be used in the first instance when providing support to students.	Lyn McLennahan – 0427 201 485

Managing the media strategies (documents included in Part 2)

Return workplace to normal	Action
When approval is given return in safe working conditions – report to nearest local school whilst awaiting the all clear.	To be advised.

PART 2: Evacuation procedures and other attachments

Checklist for documents to be included in Part 2

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

- Evacuation procedures
- First Aid plan
- Response procedures for specific hazards (e.g. bushfire)
- Site plan (Note: each workplace will need to provide its own site plan: please contact Asset Management if you require a copy)
- Floor plans
- Communication strategy (where there is additional information to section 1.2 above)
- Specialist information – e.g. location of hydrants
- Media messages and strategy
- After hours contacts
- Other relevant information