

Emergency management plan template

Health and Safety Directorate

EMERGENCY MANAGEMENT PLAN For

Penrith Lakes Environmental Education Centre

Effective: May 2017

Date of last review: May 2017

Review date: May 2018

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, it should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

Document location

There are 3 copies of this Emergency Management Plan.

Other copies are held by: Director of Public Schools, ICE and School Administrative Manager – the plan is also located in the WHS Folder on the faculty drive on the server.

Emergency management plan with comments



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)

Penrith Lakes Environmental Education Centre (PLEEC) is one of twenty five Environmental and Zoo Education Centres (EZEC) operated by the NSW Department of Education and Communities (DEC). PLEEC actively collaborates across this network to set directions and develop the organisation for environmental and sustainability education.

There are Two demountable buildings and three shelters and a machinery shed. It is located inside the Sydney International Regatta Centre (SIRC) Gate A, 153-233 Old Castlereagh Road Cranebrook NSW. Other fieldwork sites are used in the Blue Mountains and Nepean river area.

PLEEC has 6 Staff including the Principal, 1 Permanent classroom teacher, 2 Casual teachers, 2 Administrative Managers, and 1 Part Time General Assistant.

PLEEC has no permanent student enrolments. Schools and student numbers change each day depending on the program conducted.

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

This Plan is used in conjunction with existing SIRC emergency evacuation plans and many other State and Local government emergency plans cover sites utilised by the centre for field work.

The centres First Aid Plan is used in conjunction with this plan.

Roles and responsibilities

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
Branimir Lazendic	Principal	Work: 02 4730 3630 Mobile: 0411 051 721

Deputy Chief Wardens

Name	Position	Contact phone numbers
Laura Greer	Teacher	Work: 02 4730 3630 Mobile: 0427 678 709

Floor Wardens

Name	Position	Contact phone numbers
Branimir Lazendic	Principal	Work: 02 4730 3630 Mobile: 0411 051 721
Laura Greer	Teacher	Work: 02 4730 3630 Mobile: 0427 678 709

First Aid Officer

Name	Position	Contact phone numbers
Amie Marks	Administration Manager	Work: 02 4730 3630 Mobile: 0413 196 669

Communications Officer

Name	Position	Contact phone numbers
Branimir Lazendic	Principal	Work: 02 4730 3630 Mobile: 0411 051 721

Process for notifying, alerting and reporting emergencies

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Notifying emergencies e.g. process for notifying Chief Warden

All teachers and other staff are to ensure the principal is notified via his mobile phone in the event of an emergency.

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

The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated Acting Principal or Administrative Manager to undertake the responsibility.

Reporting emergencies

- Contact emergency services on 000
- Contact the Incident Report and Support Hotline (now inclusive of the former Safety and Security) for any school related criminal activity on 1800 811 523, and select “option 1”.
- Report the emergency to the relevant senior officer within the Department e.g. Director Public Schools NSW, College/Campus Manager, State Office Director or Office of Communities Director
- Follow the Department’s Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Health and Safety Directorate for a SafeWork NSW serious incident). To report an incident or injury please contact the Incident Report and Support Hotline on 1800 811 523 and select “option 2”.

Identified evacuation assembly areas and evacuation routes

Assembly area one

Grassed area next to WSSTA building (Refer to Site Plan- attached)

Assembly area two

As directed by Sydney International Regatta Centre or Cranebrook High School (off-site workplace)

(Refer to site plan – see attached)

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)

1. Location to be confirmed by communication office (SIRC) after consultation with chief warden

or

2. Cranebrook High School – If SIRC closed (off-site workplace)

(Refer to site plan- attached)

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

The plan will be explained during the weekly staff meeting and a copies will be given to all staff, put on PLEEC staff WHS noticeboard and in the WHS folder on Faculty server.

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

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Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan.

Location of water main Also show on attached site plan	North Side of the building
Location of gas main Also show on attached site plan	N/A
Location of electricity main Also show on attached site plan	Old Castlereagh Road Fence Line
Solar power main (where applicable)	N/A

Types of installed communication systems

2 Portable PA Systems, phones and load hailer



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1.2 Preparing for emergency

Risk management strategies for prevention or control of emergencies				
Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Violence	Violence between students	Implementation of student welfare policies including suspensions and expulsions		Principal
Road Safety and vehicle collision with workplace	Accident with pedestrian	Signs on the road, teachers to always accompany students	Daily	All Staff
Flood	Drowning	Follow SIRC Flood evacuation procedure along with Emergency services advice	Ongoing	Principal, SAM or other staff member
Water Hazard	Drowned student	Individual risk assessments for water activities including kayaking	Reviewed Annually	Principal and PLEEC Staff
Bushfire Emergency Management and Evacuation Plan	Bushfire	Please refer to plan	Annually	Principal and PLEEC Staff
Extreme Temperatures	Hypothermia and Hyperthermia	Monitoring of weather conditions and advance warning to schools likely extreme conditions. Activities modified or cancelled as required	Daily	Principal
Firearm Violence	Shooting incident/Use of firearms	<p>Be observant for pre-event behaviors (strangers hanging around), call 000 if concerned and if firearm sighted</p> <p>If gunfire is heard move staff and students who are not involved to a safe area and implement evacuation or lockdown procedures as appropriate</p> <p>Avoid any action which may provoke an incident resulting in death or injury to staff and students</p>	During Visit	Principal PLEEC Staff School Staff

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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 all staff	Every three years
Anaphylaxis training for all staff	Every two years
CPR training for teachers	Annually
Staff Fire extinguisher/blanket training	Every Two years
Training schedule attached – Part 2	

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 (see ICE)
Lockdown	Review Annually
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 / SLSO
Consultation with student and parents about emergency arrangements including evacuation	Principal EEC/Teacher / SLSO
Emergency services to be notified of disabled person's whereabouts where necessary	Principal EEC/Teacher / SLSO (see disabilities register)

Testing of equipment	
Type of equipment	Frequency of testing

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Fire fighting equipment (including fire extinguishers, fire blankets)	Every 6 months (as identified on tag)
Emergency lighting	Every 6 months

First aid requirements

Requirement	Action completed
First Aid Officer appointed	Yes
First Aid officer participates in drills	Yes
Portable first aid kit available	Yes

Communications during an emergency

Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication (e.g. PA system, agreed alarm signal)	Responsibility for commencing and managing communications
Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system)	PA System, mobile phones	Principal
Secondary or alternative means of communication	Direct communication with group Principal/PLEEC staff member	Principal
Contacting parents/carers in an emergency or if the school temporarily ceases operations	Mobile phone - texts	Attending school staff



1.3 Response

The process for making decisions

Once an emergency is reported the Chief Warden or delegate 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. n, 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, WHS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Report and Support Hotline – 1800 811 523; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family if required
- Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required).

Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)

Who: General Assistant or delegate

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.

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



STAGES

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<input type="checkbox"/>	Decision to evacuate – Principal or Designate
<input type="checkbox"/>	Warning staff and students – Whistle then voice
<input type="checkbox"/>	Withdrawal (evacuation) – All emergency exits to WeSSSTA assembly area (if available if not, offsite)
<input type="checkbox"/>	Shelter and assembly area – Outside of WeSSSTA building
<input type="checkbox"/>	Return to the workplace – After principal or designate gives all clear
<input type="checkbox"/>	Location of designated emergency exits – Southern and northern side of building (Two doors)
<input type="checkbox"/>	Location of fire hoses – West side of main building
<input type="checkbox"/>	Location of fire extinguishers – in the classroom and foyer
<input type="checkbox"/>	Location of fire blankets – in the staff room
<input type="checkbox"/>	Location of first aid kits – in office and staffroom – also with teacher during fieldwork/tours
<p>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</p>	

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firefighting equipment. Maps are to be displayed prominently throughout the workplace.

Response procedures for specific emergencies

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

- Bomb Threat
- Bushfire
- Death of a staff member or student or other member of the community (not working)
- Fire
- Fumes or chemical spill or contamination by hazardous material
- Major incident involving violence or threats
- Outbreak of infectious diseases
- Pedestrian accidents
- Staff or student lost on excursion
- Storm/Flood
- Suicide

1.4 Recovery

Strategy and description (documents included in Part 2)

- Chief Warden decides on the need to evacuate, where possible in consultation with emergency services
- Chief Warden to give emergency evacuation signal (radio communication, direct contact)
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the identified assembly area, unless advised of alternative.
- Wardens to check that all buildings are clear and lock them where possible
- When all groups are assembled, check all students are present via a roll call/head count
- PLEEC staff to evacuate to Assembly Areas or alternative location when advised by SIRC or if danger becomes imminent
- SAM to check buildings and toilets
- Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action
- Chief Warden to advise when to return to the EEC in consultation with emergency services.

Trauma counselling and description

Who

Principal to contact SED and Regional OHS
 Manager to organise for PLEEC Staff if required

Branimir Lazendic – Principal
 Maria Spindler – (WHS Liaison)

PLEEC Staff made aware of Employee Assistance
 Program contact numbers
 See Recovery Timeline Document (Intranet, copy on
 file) for additional information

Principal

Return workplace to normal

Action

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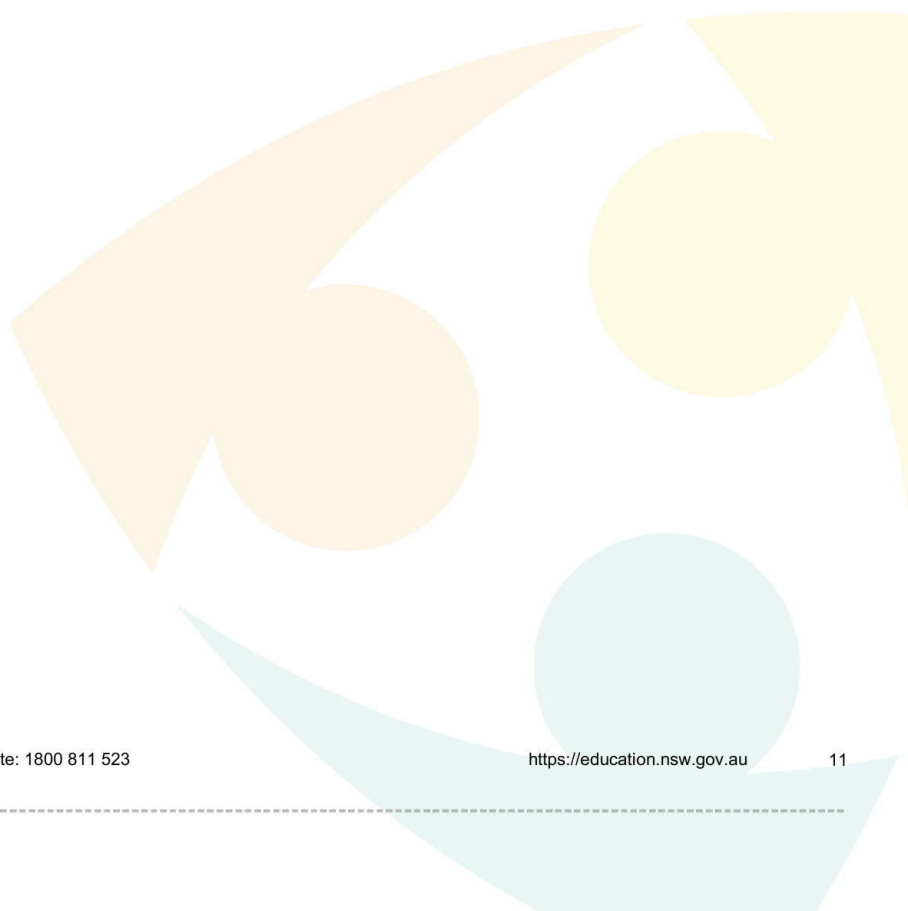


Return to normal business and activities ASAP

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 9561 8501. The Media Unit will assist in managing enquiries from the media for the necessary period.








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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 
2017:18 PLEEC Bushfire
- First Aid plan 
First_aid_plan_2017.docx
- Site plan (Note: each workplace will need to provide its own site plan. Please contact Asset Management if you require a copy) 
PLEEC SITE PLAN.docx
- Floor plans 
Evacuation Plan.doc
- Other relevant information 
SIRC Evacuation Plan.docx