

# **EMERGENCY MANAGEMENT PLAN for Berowra Public School**

**Effective: January 2011**

**Date of last review: December 2013**

**Review date: June 2013**



## 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: School Education Director, Administrative Manager and Teachers @ Berowra PS via Teachers Shared Drive.

## PART 1: Emergency management plan

### 1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose and objectives
<p><b><u>Purpose</u></b></p> <ul style="list-style-type: none"> <li>❖ To ensure the safety of staff, students and others in the event of an emergency.</li> </ul> <p><b><u>Objectives</u></b></p> <ul style="list-style-type: none"> <li>❖ To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible</li> <li>❖ To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practise of evacuation drills</li> <li>❖ To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency</li> <li>❖ To ensure the recovery of staff, students and the workplace after an emergency</li> </ul>
Scope of the emergency management plan
<p>This plan applies to all activities at the workplace and takes into account hazards that may occur within one kilometre of the school</p> <p><b>Note:</b> Planning of excursions and other off-site activities are subject to separate risk management and emergency planning processed. Each school excursion must be risk managed separately.</p>
Relationship with other plans
<p>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 a major bushfire.</p>

**Description of the workplace**

- ❖ The co-educational primary school has 390 students. It is situated on a minor road, 1.5km from the Pacific Highway, Berowra.
- ❖ The school has 27 staff including the Principal, 21 classroom teachers, an Administrative Manager, SASS and part-time General Assistant.
- ❖ The school has its own small sports oval which is located adjacent to the main building and borders onto the National Park. The only section of the school that has security fencing is at the back of the sports oval.

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

Name	Title	Contact phone numbers
D Bower	Principal	Work: 9456 1319
K Kitchener	Administrative Manager	Work: 9456 1319
E Beckedahl	Assistant Principal	Work: 9456 1319

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

Name	Title	Contact phone numbers
D Bower	Principal	Work: 9456 1319

**Deputy Chief Wardens**

Name	Title	Contact phone numbers
K Kitchener	Administrative Manager	Work: 9456 1319

**Floor Wardens**

Name	Title	Contact phone numbers
N/A: single story building		

**First Aid Officer**

Name	Title	Contact phone numbers
K Kitchener	Administrative Manager	Work: 9456 1319

**Communications Officer**

Name	Title	Contact phone numbers
K Kitchener	Administrative Manager	Work: 9456 1319

## 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 Administrative Manager is to undertake this responsibility.

### Reporting emergencies

- ❖ Contact emergency services immediately where required
- ❖ Notify the School Education Director of the emergency immediately
- ❖ Notify the School Safety and Response Unit hotline if the incident involves violence, weapons, illegal drugs or major criminal activity.
- ❖ Complete the Department's serious incident report as soon as possible
- ❖ Contact the WHS directorate in the event of a death, serious injury or dangerous occurrence at the workplace.

## Identified evacuation assembly areas and evacuation routes

### Assembly area one

- ❖ Netball Court
- ❖ In Hall located near Basketball Court if raining or if bushfire in close proximity

### Assembly area two

- ❖ Berowra Public Schools Sports oval ( between goal posts)

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

- ❖ Warrina Street Oval, Hillcrest Road, Berowra.
- ❖ Berowra Oval, Berowra Waters Rod, Berowra.

## Location of emergency coordination centre and recovery premises

1. School administration office area when practical or
2. Location to be confirmed by communications officer after consultation with fire warden

## Review dates

- ❖ June, 2013, December 2013, June 2014 etc
- ❖ 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)**

The Emergency Management Plan is communicated to staff through the Professional Learning program and to students through School Assemblies and in class groups.

Staff- Training and revision 6 months. All rooms with relevant posters. Induction of casuals/casual info book.

Parents- Room posters, newsletter advice as required.

Students-Drills and class discussions

**Essential services on premises (e.g. location of hydrants, water main, etc)****Types of installed communication systems**

Combined bell and alarm system

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

Name	Position	Contact phone numbers
D Bower	Principal	Work: 9456 1319
K Kitchener	Administrative Manager	Work: 9456 1319
E Beckedahl	Assistant Principal	Work: 9456 1319

**Risk assessment consultation**

Person or group	Timeframe for consultation
Roads & Traffic Authority	1300 728 543
Safety & Security Directorate	To be completed by emergency planning committee in 2 <sup>nd</sup> week of March
State Emergency Services	
Parent and Citizen Association & Student representative Council	9456 1319
Local council	9847 6666

**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	Request security fencing. Pass system for visitors. Teacher and student awareness.		Principal
	Violence between students	Implementation of student welfare policies including suspensions and expulsions		Principal
Road safety and vehicle collision with workplace		Upgrade of pedestrian crossing outside school		Principal to follow up with RTA
		Communication strategy for parents.		Principal
		Ongoing consultation with RTA.		Principal
	Vehicle impact with workplace	Installation of bollards in cross over areas between car park and playground.		Administrative Manager
Fire	2	Fire Extinguisher inspection	Semester	Contractor
Fire	2	Cleaning of combustible rubbish	Weekly	GA
Bomb	1	Student /staff reporting of threats to school	As needed	P
Cash	2	<a href="#">Cash handling</a>	Yearly	SAM
Minor injuries	4	First Aid kits	Each Term	SAM
Trips	3	Inspection and repair	Each term	WHS C'tee
Slips/Falls	3	Inspect and clean	Weekly	Cleaners
Intruders	3	Student reporting of threats to school	As needed	P, AP, CRTs
Stray dogs	3	Inform Council ordinance officer	As needed	GA
Chemical accident	2	Ensure chemical safety guidelines are followed Remove hazardous chemicals	Annual Once	Principal + GA
Electrical Hazards	2	Testing & tagging. Reporting faults. Encourage general safety precautions.	Semester	Contractor All staff P
Gas Leak	2	Maintain facilities.	Annual	Principal, AP, GA

Training against emergency management plan	
Type of training	How often
Training on the workplace emergency management	Once every 12 months

<b>plan</b>	
Emergency care training for teachers taking excursions.	On going
Staff training	On going
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
Lockout	Don't have fencing
Lockdown	Once every 6 months

Arrangements for disabled persons	
Strategy	Person responsible for action
Nominated person to assist disabled person in the event of an emergency	Class teacher
Consultation with student and parents about emergency arrangements including evacuation	Principal and class teachers
Emergency services to be notified of disabled person's whereabouts where necessary	Class teacher – notifies principal for liaison with emergency services

Testing of equipment	
Type of equipment	Frequency of testing
Fire Fighting equipment 9 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	K Kitchener – Administration
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,)	Alarm system Telephone paging system
Secondary or alternative means of communication	Assistant Principals all sections of school (including use of megaphones)

### 1.3 RESPONSE

<b>The process for making decisions</b>
<ul style="list-style-type: none"> <li>❖ Once an emergency is reported, the Chief Warden will assess;</li> <li>❖ What is the nature of the emergency?</li> <li>❖ How the emergency is developing (getting closer, moving away etc)</li> <li>❖ Which emergency services should be contacted (Police, Fire, Ambulance and State emergency Services?) ( see table below)</li> <li>❖ The immediate response actions required based on the initial assessment?</li> <li>❖ The chief warden will then immediately initiate necessary actions and responses e.g. evacuation, lockdown.</li> </ul>
<b>Immediate response actions (actions will often take place at the same time)</b>
<ul style="list-style-type: none"> <li>❖ Implement emergency evacuation, lock down or lock out procedures where required</li> <li>❖ Ensure first aid is administered and medical treatment is provided as soon as possible.</li> <li>❖ Contact and liaise with relevant emergency services</li> <li>❖ Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety</li> <li>❖ Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, School Safety and response, Safety and Security Directorate, OHS Directorate and the Media Unit</li> <li>❖ Report incident involving violence, weapons, illegal drugs or major criminal activity o 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 reporting procedures (serious incident report, employee incident report if required).</li> </ul>
<b>Vehicle control during emergency (e.g. keeping lane clear for emergency services)</b>
<p><b>Who:</b> General Assistant or designated officer on day of emergency.</p> <p><b>How:</b> Keep driveway clear for emergency services using hand sign and wearing fluorescent vest where time permits</p> <p><b>When:</b> After emergency services have been called until their arrival</p>
<b>Evacuation procedures (summary) – Full procedures included in Part 2</b>
<ul style="list-style-type: none"> <li>• Chief warden decides on the need to evacuate, where possible in consultation with emergency services</li> <li>• Chief warden to ring emergency evacuation bell ( continuous short rings of the main bell)</li> <li>• Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to basketball courts (assembly area) , unless advised of alternative evacuation assembly area.</li> <li>• Wardens to check that all classrooms are clear and lock them where possible</li> <li>• Classes to line up in order on arrival to the oval – students facing away from buildings</li> <li>• When whole school is assembled, home classes will be reassembled</li> <li>• Rolls marked</li> <li>• Office staff and canteen staff to evacuate to basketball court ( assembly area) or alternative locations when advised</li> <li>• Chief Warden to check designated blocks and toilets</li> <li>• Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action</li> <li>• Chief warden to advise when to return to the school classroom (whistle for all clear) in consultation with emergency services.</li> </ul>
<b>Response procedures for specific emergencies</b>



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

- Violent intruder
- Bomb threat
- Vehicle collision with workplace
- Students lost on excursion
- Armed hold up
- Bushfire
- Chemical spill
- Gas leak
- Internal emergency (such as intruders)
- Medical emergency
- Personal threat (such as a threatening parent or student)
- School fire or smoke presence
- Wind storm

**Emergency contacts**

Name	Number
Police Station	000 or 9476 9799 ( Hornsby Police)
School Education Director	9987 3700
Security Hotline	1300 880 021
Local Medical Centre	9456 2600
EAP counsellor	1300 360 364

**1.4 RECOVERY****Strategy and description (documents included in Part 2)**

Counselling strategy – contact student services on 9987 3900; District Guidance Officer on 9487 2647; Safety and Security Directorate on 1300 360 364 and school Counsellor 9484 4242

Recovery time live – ensure normal routines resume as soon as possible – each case will be individual.

Trauma counselling and description	Who
Students	See numbers in Counselling Strategy & School Counsellor on 9484 4242
Staff Employee Assistance Line	
School Counsellor to assist with organisation	Mr Gregory Field

**Managing the media strategies (documents included in Part 2)**

Contact DET Media Services on 9561 8501

Return workplace to normal	Action
DET OHS Incidents and Injuries	1800 811 523
Injury Management Advisor :Mr Ian Tinley	9886 7023
Insurance GIO	131010

## 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

# EMERGENCY EVACUATION PROCEDURES

**Evacuation Signal = Continuous bell (Hand or electronic)**

## 1. Emergency reported to the office

- Notify Principal
- Principal will collect mobile phone and sound the alarm (**CONTINUOUS BELL**)
- School Administration Manager (SAM) will telephone emergency services (Dial 000)

## 2. Teachers

- Mark and enter rolls each morning using Sentral
- Cease class work immediately
- Collect class roll and emergency procedures sleeve (located at classroom door)
- Close all windows (if possible and practicable)
- Move quickly and quietly from the classroom to the on-site evacuation area (top oval)
- If an off-site evacuation is required staff will be advised by an adult messenger.
- If the emergency affects the safe passage of students to the evacuation area, staff will select the safest alternative route to the evacuation area
- Leave behind all belongings
- Ensure that all visitors in the classroom are accounted for
- During Scripture class teacher is responsible for evacuation to assembly point of students who are in their classroom.
- During changed routine ensure students under your care reach assembly area.
- Organise children to line up in class group in the designated evacuation area
- Mark roll and inform executive of any missing students or confirm all present.

## 3. Special Responsibilities

- AP (Stage 3) ensures A Block is secure, locked and all windows closed
- Kindergarten teacher ensures Kindergarten Block is secure, locked and all windows closed
- During RFF/Library etc. class teachers meet class at the designated assembly area
- SAM collects first aid kit, school keys, emergency sleeve containing class roll, student contact details and staff sign on, chemical / asbestos register.
- SAM checks Admin. Block, including sick bay and closes doors
- AP (K-2) checks that all visitors and staff are present
- AP (Stage 1) ensures E Block is secure, locked and all windows closed
- AP (Stage 2) ensures B Block is secure, locked and all windows closed
- Principal checks boys and girls toilets
- Principal checks Canteen and hall
- APs report any missing students, staff or visitors to Principal
- Principal liaises with Emergency Services personnel
- Principal will make the decision to evacuate off-site if necessary and return students to class when safe to do so.

## Recess/Lunch

- At recess or lunch periods students sit, making their way to designated areas when teacher direction is provided. All teachers to promptly attend and support.

## Before School

- In the event of an emergency occurring before school. Executive staff will instruct students of the procedures to follow.
- The Principal will inform BOOSH personnel and evacuate BOOSH to the netball court/hall
- All other staff will supervise students on the netball court/hall

## 4. Evacuation Areas

- On-site evacuation area: top section of grass oval
- Off-site evacuation areas: Berowra or Warrina Street Ovals
- As directed by Principal (as per Emergency Services)

N.B. Principal backup: AP (hands over class to neighbouring teacher. AP Backup: Elected WHS Committee Teacher rep.

# EMERGENCY LOCK DOWN PROCEDURES

**Lock Down Signal = Siren**

## 1. Emergency reported to the office

- Notify Principal
- Principal will collect mobile phone and sound the alarm (**SIREN**).
- School Administration Manager (SAM) will telephone emergency services (Dial 000)

## 2. Teachers

- Cease class work immediately
- Collect class roll and check that all students are in the classroom
- Close all windows, doors and blinds
- Ensure that all visitors to the classroom are accounted for
- Gather students on the floor in the centre of the room away from windows and reassure them.
- You will be informed of the nature of the emergency as soon as possible
- Mark roll and be ready to inform office of any missing students or confirm all present.
- Liaise with adjoining classrooms to ensure they have acted on alert.

## 3. Special Responsibilities

- Year 6 teacher closes all doors of A Block
- APs close all doors of E and B Block
- Kindergarten teacher closes external Kindergarten door
- During RFF/Library etc. class stays with RFF teacher in library or classroom
- SAM collects first aid kit, school keys, visitors book, emergency sleeve containing whole school roll with student contact details and staff list, chemical/
- SAM checks Admin. Block, including sick bay and closes doors
- Principal checks boys and girls toilets if safe. Note: Students must be instructed to stay in toilets should they hear the siren or hand bell.
- Principal liaises with Emergency Services personnel
- Principal will make the decision to evacuate off-site if necessary and lift the lock down when safe to do so be informing in person.

## Recess/Lunch

- At recess or lunch periods students sit, making their way to the nearest rooms as instructed by teachers.

## Before School

- In the event of an emergency occurring before school. Executive staff will instruct students of the procedures to follow at the Leeming Street (AP K-3) and King Street (AP 3-6) gates.

## 4. Evacuation Areas

- Off-site evacuation areas: Berowra or Warrina Street Oval
- As directed by Principal (as per Emergency Services)

N.B. Principal backup: AP working with SAM (hands over class to neighbouring teacher). Need to train students to enter closest room or stay in toilets if they are outside of their normal room during class time. Principal to attend toilets to support/reassure students during lockdown if possible.

## FIRST AID – Berowra Public School

Assessment of first aid requirements	First aid plan (Controls) continued
<b>Type of work performed</b> Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.	<b>Response procedures</b> The first aid officer is called immediately after an accident or incident has occurred. The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required. The principal notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees. Parents are notified in writing (for minor cases eg. scapes/bumps) or via phone for further consideration if child requires further observation or treatment by parent. The principal or school administrative officer <a href="#">notifies</a> the OHS Liaison Manager and OHS Directorate (if appropriate) and must follow the Department's <i>Incident Reporting Policy</i> (PD2007/0362) and <i>Incident Reporting Procedures</i> along with Berowra P.S Incident Mgt Plan Where an individual Health Care Plan exists, the procedures in the plan must be followed.
<b>Resources, equipment, machinery and other issues which may present hazards</b> Fixed equipment e.g. stoves and ovens Portable equipment e.g. tractors, lawn mowers, ladders, power tools, science tools, and PE equipment. Chemicals used in science and cleaning. Playground surfaces.	<b>Sick bay and kit requirements and management</b> The principal coordinates the following arrangements: One sick bay with appropriate signage and a first aid kit A in the main office building. - One first aid kit in each classroom with minor first aid equipment - One portable first aid kit for the teacher in charge of playground duty. - Portable first aid kit for excursions - Sign in and out of allergy devices for students with health plans
<b>Types of injury or illness likely to be sustained</b> Abrasions, cuts and lacerations. Burns, insect/animal bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.	<b>First aid recording and reporting system</b> Register of injuries is located in the main administrative office and is completed by the injured worker or visitor as soon as practicable. Staff injuries to be reported to 1800 811 523 The administration of first aid is recorded in the record of first aid treatment located in the sick bay. The register of medications is maintained by employees authorised to administer medications.
<b>Number and distribution of people across the school</b> 395 students                      24 teachers 2-3 office staff                      1 general assistant	<b>Communicating the first aid plan</b> The plan is placed on the noticeboard in each staff room and in the main office. It is communicated to all staff, students and workplace visitors.
<b>Location of school</b> The school is located near the F3 approximately 1km from a medical centre and 15km from the nearest hospital (Hornsby).	<b>Timetable for monitoring and review procedures for first aid</b> The plan is to be reviewed annually with the input of staff and the WHS Committee or WHS Representative.
<b>First aid plan (Controls)</b> One first aid officer and backup first aid officers trained to take role in periods of absence. Schools are required to have a member of staff who is the holder of a current Work Cover approved first aid certificate - All office staff. A first aid allowance is paid to school administrative support staff who undertakes the first aid role as per the <i>Crown Employees (School administrative and support staff) Award</i> . All school staff is to be trained in Emergency Care, especially staff in high risk curriculum areas such as TAS, science and visual arts. Teachers supervising excursions and any water-related activities are to be trained in Cardio-Pulmonary Resuscitation (CPR) & Emergency Care.	<b>Important contact numbers</b> Emergency 000 Hornsby Hospital 9477 9123    Poisons Information Centre 131 126

## SPECIFIC RISK ASSESSMENTS

### **BUSHFIRE**

#### **NATURE OF HAZARD**

Every year New South Wales experiences a large number of bushfires, usually caused by lightning or humans. Most are not disasters, however, if not quickly detected and extinguished, bushfires can become an emergency which threatens both life and property. Berowra P.S is in a high risk bushfire area with regular bushfire incidents.

#### **PREVENTATIVE STRATEGIES**

Before the bushfire season:

- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings
- Conduct fire drills
- Liaise with emergency services about emergency procedures
- Discuss with emergency services other issues where appropriate e.g. back burning in bush area adjacent to the workplace
- Ensure contractors have cleared gutter of dry leaves and other debris
- Listen to the local radio station for bushfire or weather warnings and advice during the time of year when the risk of bushfire is highest
- Outline bushfire response procedures at a staff meeting in September each year.
- Audit of hose lines and taps (spotting throughout bark areas).
- Audit of buckets (internal ember attack lock down)

#### **SCHOOL RESPONSE**

In the event of a bushfire:

- Contact Fire Brigade on 000. Do not assume that the fire has been reported
- Begin emergency evacuation as advised by emergency services

(Note: Advice must be sought to ensure evacuation is administered according to the direction of fires)

***In the event of a pre Catastrophic Fire Condition Warning directive given by the appropriate authorities, the school will send a bulk SMS to notify parents saying that for the period of the school Catastrophic Danger Period the school will be closed. This SMS will be sent by SENTRAL by reverse proxy if off site by the Principal or Assistant principal under the direction of the Principal. The captain of the Berowra RFS will be notified of the closure.***

In the case of bushfire, evacuation of students and staff should take place only under the direction of the incident commander of the NSW Fire Brigades, Rural Fire Service or NSW Police. However, if it is apparent that the lives of students and staff will be endangered unless they are evacuated immediately, and the workplace manager is unable to contact the appropriate emergency services, the workplace manager should make immediate arrangements to evacuate to a place of safety (BPS Hall/netball court). In such cases,

transport arrangements as outlined in the workplace emergency evacuation procedures should be implemented in consultation with local police. If in the event of an ember attack during the process of student movement to the netball court the Principal or delegate will direct the student and staff body to the hall.

***Hall: In the event of the student and staff body re-locating to the hall the doors and vent on the opposite side of the ember attack will be opened and monitored by staff. They will be closed if embers enter.***

NOTE: DO NOT permit students to proceed unsupervised to their homes with possible exposure to the threat of bushfires.

NOTE: In the event of any evacuation of students a bulk SMS will be sent through SENTRAL to notorary parents advising them of the evacuation and where the students are being moved, which will be Warrina St or Berowra Oval.

If the organised movement of students to a safe location is impossible, the following procedures should be followed:

- Direct students and staff to remain within the building
- No staff member is climb onto a roof and attempt to block gutters and fill with water (WHS).
- All windows and doors should be closed and blinds drawn (if fitted) and the base of doors should be covered to prevent smoke entry.
- Air conditioning should be turned off.
- Students should be assembled away from the part of the building, which will be initially exposed to the fire, in accordance with established evacuation procedures.
- When the fire has passed, the students and staff should leave the building in an orderly manner by the nearest, safest exit and assemble away from the initial exposure area (to be determined by Principal or delegate).
- Attempts may then be made to extinguish parts of the buildings, which have been ignited, provided personal safety is not endangered (principal or delegate to decide on WHS issues).
- A roll call should be conducted in a safe area away from the building (principal or delegate to initiate).

Bushfires can turn around. The safe area needs to be away from trees and other items capable of sustaining a flame (Netball court or hall).

## **RECOVERY ACTIONS**

- Liaise with the NSW Fire Brigade who will check that utilities (water, electricity and natural gas) are either safe to use or are disconnected before they leave the site. Do not attempt to turn on utilities yourself
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Where property has been damaged, liaise with the emergency services and Asset Management
- Review the emergency management plan.

## **FURTHER INFORMATION**

- [NSW Fire Brigades](#)
- [NSW Rural Fire Service](#)
- [Emergency Management Australia](#)



## **BEROWRA P.S ELECTRICAL HAZARD**

### **NATURE OF HAZARD**

Electricity is potentially very dangerous if care is not taken. In addition to posing a direct risk of fatality or serious injury, an electrical fault can trigger a chain reaction (e.g. fire).

### **RISK FACTORS**

- Electrocution from faulty electrical wiring or equipment, frayed cords, bad connections, overload of power boards or other electrical fault
- Fire arising from faulty electrical equipment
- Use of high risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen compliances)
- Portable equipment (equipment that due to its size or mass can be easily moved from place to place e.g. floor polisher, vacuum cleaner, fans, heaters).

### **BEROWRA P.S PREVENTION STRATEGIES**

- Ensure testing of electrical equipment carried out by DET tagging
- Encourage reporting of all electrical faults
- Consider electrical safety as part of OHS risk assessment and risk management programs
- Encourage general safety precautions:
  - Use the correct appliance for the specified task
  - Ensure that appliances are dry and clean
  - Do not use a general purpose electrical appliance when it is wet or you are in wet areas
  - Keep loose cables off the floor
  - Do not withdraw a plug from a socket by pulling the cable.

### **RESPONSE**

#### **Rescue following electrocution**

Isolate the area and hazard and provided it is safe, the following can be performed:

- If domestic electricity is involved switch off the current; do not cut the cable
- If high voltage electricity is involved (such as fallen power cables):

- Wait until the current is disconnected by the appropriate electricity authority
- Ensure you and any bystanders are safe
- Do not touch the person or any conducting material which is also in contact until the current is disconnected
- Act immediately to arrange first aid and to contact emergency services
- Warn any onlookers of the danger
- Ensure any faulty equipment is tagged to prevent use (see [tagging of equipment](#)).

### **Wires down**

Damaged electrical mains wires should always be assumed to be live. If the wires touch the ground, the surrounding earth can be live. Stepping into this 'live' area can expose a person to a fatal electric shock. If people are standing in the vicinity of where a wire fell, instruct them to stand still and do **not** move their feet. Remove all bystanders and call the NSW Fire Brigades.

### **RECOVERY ACTIONS**

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan.

### **FURTHER INFORMATION**

- [Safe Working and Learning – Management Guidelines \(Machinery and Equipment Safety\)](#)

## BEROWRA P.S EXPLOSION HAZARD

### **NATURE OF HAZARD**

Explosions can occur due to fires, gas leaks and other dangerous situations such as the build up of gas or fumes in confined spaces due to inadequate venting.

### **RISK FACTORS**

- Insufficient maintenance of facilities (see [LPG safety](#))
- Damage to gas pipes or gas outlet
- Faulty portable Liquid Petroleum Gas (LPG) gas tanks
- Fire in the workplace
- Spill of flammable substance
- Proximity to industrial areas or major transport links (e.g. road, railway).

### **BEROWRA P.S PREVENTION STRATEGIES**

- Ensure that students understand the potential risks associated with the risk factors and that safe operating procedures are in place e.g. chemical safety, use of gas
- Ensure proper maintenance of facilities
- Ensure fire precautions in place.
- Ensure evacuation procedures are in place in case of accident on transport links

### **RESPONSE**

Following an explosion:

- Consider an evacuation as an explosion may have weakened the building structure or damaged the electrical wiring
- Assist all persons to evacuate, where possible
- Raise the alarm
- Notify emergency services on 000 (NSW Police, Fire Brigade or ambulance, as necessary). Do not assume someone else has notified them.

Where adjoining buildings or facilities are affected, the workplace manager should act in accordance with the advice of the fire brigade or police, or order immediate evacuation

where deemed necessary. In some circumstances, it may be necessary to contain students and staff within the buildings rather than evacuate them.

- Notify staff of the situation
- Close doors and windows, and turn off air conditioning systems if required
- Ensure staff and visitors remain indoors unless an evacuation is required
- Commence evacuation if required.

## **RECOVERY ACTIONS**

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Manage the media
- Review the emergency management plan.

## **FURTHER INFORMATION**

- [Emergency Management Australia](#)
- [NSW Fire Brigades](#) (see section on Hazardous Materials)
- [Chemical Safety In Schools](#) Manual
- [Material Safety Data Sheets](#) (ChemWatch)
- [LPG safety](#)
- See also [Bomb Threat or Suspected Device and Bomb Threat Report](#) and [Letter or Parcel Bomb or White Powder Letter](#)

## **BEROWRA P.S FUMES OR CHEMICAL SPILL OR CONTAMINATION BY HAZARDOUS MATERIAL**

### **NATURE OF HAZARD**

There are several possible scenarios involving the release of biochemical substances. The emergency planning committee has assessed the risk of the following scenarios with the following appropriate prevention and response procedures:

- Substance released inside a building or room (low 1)
- Substance released outdoors and localised (e.g. nearby transport chemical spill) (medium 3)
- Substance released in the surrounding community (e.g. outbreak of disease or chemical exposure in community). (low 1)

### **RISK FACTORS**

- Proximity to main road in Berowra.
- Procedures not clearly implemented for safe management of chemicals at workplaces
- Audit of chemicals at the workplace not sufficient to ensure compliance with relevant legislation.

### **BEROWRA P.S PREVENTION STRATEGIES**

Chemical spill at the workplace:

- Check workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill
- Ensure you have at hand the *Material Safety Data Sheet* for each hazardous substance used (available in chemical safety folder located in Office)
- Post laboratory safety rules in the workplace and issue to all students
- Use the Department's [Chemical Safety In Schools](#) Manual.

### **RESPONSE**

- Notify emergency services (Fire Brigade on 000) and the workplace manager
- Clear immediate area
- Turn off all equipment, e.g. electrical equipment, air handling systems and gas supply
- Close all doors (do not lock)
- Consider evacuation
- Designate a staff member to meet the Fire Brigade and direct them to the incident location
- Notify the Department in accordance with incident notification procedures
- Notify Environmental Protection Agency's pollution line
- Notify neighbouring premises down wind or down hill, where necessary.

## **RECOVERY ACTIONS**

- Arrange clean up of chemicals with assistance of relevant emergency services
- Decide when to re-open the workplace, in consultation with local emergency services
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan.

## **FURTHER INFORMATION**

- [NSW Fire Brigades](#) (see section on Hazardous Materials)
- [Chemical Safety In Schools](#) Manual
- [Material Safety Data Sheets](#) (ChemWatch)
- [Environmental Protection Agency](#) (EPA)

## **BEROWRA P.S STORM (INCLUDING HIGH WIND)**

### **NATURE OF HAZARD**

Storms can happen anywhere, at any time of the year. They are more common in NSW during the main storm season, from October to the end of April, but it is important to stay prepared all year round. Severe storms may cause major damage and pose a risk to life. They may be accompanied by torrential rain, strong winds, large hailstones and lightning and may cause flash flooding, unroof buildings and damage trees and powerlines.

### **RISK FACTORS**

- Danger from high winds from trees located on or around the workplace not regularly checked and trimmed
- Electrocuting from fallen wires
- Roofs in need of repair
- Excursion activities undertaken without risk assessment.

### **PREVENTION STRATEGIES**

The following actions should always be undertaken to prepare for storms, but not when they are occurring:

- Ensure gutters and downpipes are cleaned regularly
- Ensure overhanging branches are trimmed
- Ensure roofs are in good repair
- 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
- Prepare a storm plan covering actions needing to be undertaken.

When undertaking activities outside the workplace be aware of storm risks (e.g. high winds) and ensure you identify an appropriate shelter nearby. Be aware of any storm warning before undertaking activities.

### **BEROWRA P.S RESPONSE**

When a storm warning is broadcast or you see a severe storm approach the following actions should be undertaken:

#### **Before the storm**

- Listen to the local radio station for information and advice
- Unplug electrical devices
- Direct students and staff to assemble indoors
- Stay well clear of windows
- Secure loose objects in open areas, e.g. garbage bins
- Ensure the emergency kit is ready to use.

**During the storm**

- Listen to the local radio station for further information and advice
- Direct students and staff to stay indoors and stay well clear of windows
- Avoid using fixed line telephones
- If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and powerlines
- If caught outdoors, seek shelter in a building or vehicle, but not under a tree. If unable to find shelter, crouch down, preferably in a hollow, with feet together and remove metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity. If your hair stands on end or you hear buzzing from nearby rocks, fences etc, move away to a new position immediately
- Use the emergency kit, if required.

**After the storm**

- Listen to the local radio station for further information and advice
- Check buildings for damage
- Instruct students and staff to stay well clear of creeks and drains, fallen trees and power lines and damaged structures
- Conduct a roll call at the first opportunity
- Keep students and staff on premises until it is safe to return to normal activities or to go home. Beware that travel arrangements may be hindered by storm damage or flooding
- Use the emergency kit, if required
- If you need help from phone the SES on 132 500. For life-threatening emergencies phone 000 immediately.

**Remember**

While the storm is passing through, stay indoors if possible. If you are driving, put on your hazard lights and pull over to the side of the road, clear of flood ways, streams, creeks, causeways, trees and powerlines.

**RECOVERY ACTIONS**

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan.

**FURTHER INFORMATION**

- [Emergency Management Australia](#)
- Contact your local SES or [NSW State Emergency Services](#)



## BEROWRA P.S OUTBREAK OF INFECTIOUS DISEASES

### **NATURE OF HAZARD**

The transmission of infectious diseases is an ongoing hazard in all workplaces, particularly at certain times of the year and in the event of outbreaks of serious infectious diseases nationally or at the local level. A recent example of this has been the H1N1 Swine Flu outbreak.

### **RISK FACTORS**

- Lack of awareness of [standard precautions for infection control](#) at the workplace
- Shared facilities increase risk of infectious diseases
- No way of reliably identifying all persons carrying infectious disease
- Preparation of food is potential area of risk for communicable diseases.

### **BEROWRA P.S PREVENTION STRATEGIES**

- The incorporation and consistent application of [standard precautions for infection control](#) into daily practice and the use of specific controls for particular situations will minimise the risk of illness due to infectious diseases
- Application of Department's [Infection Control Policy](#) and procedures
- Consultation with relevant persons and organisations e.g. NSW local Public Health Units, parents, cleaners, etc.

### **RESPONSE**

- Encourage staff to report injuries and illnesses
- Encourage parents or carers to report infectious conditions to the school or facility if a student is absent due to illness. If many students or staff are absent and appear to have similar symptoms, an outbreak may be occurring and the local Public Health Unit should be notified
- Staff should be aware of students displaying signs of illness and ensure that they seek medical attention immediately
- Ensure that infection control procedures are followed, especially during outbreaks of infectious diseases
- Isolate unwell people away from well people if possible
- Exclude unwell staff and students if necessary, according to advice from the local Public Health Unit.

For more detailed information concerning management of infectious diseases, please refer to the Department's [Infection Control Policy](#) and [Infection Control Guidelines](#).

## **RECOVERY ACTIONS**

- Liaise with the local Public Health Unit about the return of individuals or groups to the workplace.
- Work with local Public Health Unit and Regional Office to return the workplace to normal as soon as possible.
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident.
- Review the emergency management plan.

## **FURTHER INFORMATION**

- [NSW Health](#)
- [Infection Control Policy](#)
- [Infection Control Guidelines](#) (includes a list of NSW Public Health Units)

## **Standard Precautions for Infection Control**

*Standard Precautions* for Infection Control should be used by all staff, students, visitors, volunteers and contractors to reduce the risk of transmission of infectious diseases during care procedures.

### **What are standard precautions?**

*Standard Precautions* in the workplace involve the use of safe work practices and protective barriers for the control of the spread of infection from both recognised and unrecognised sources of infection.

It is not possible to reliably identify sources of infections or communicable diseases, therefore it is necessary to presume that the blood (including dried blood) and body substances of **all persons** be considered as potential sources of infection independent of diagnosis or perceived risk.

### **When do I use standard precautions?**

*Standard Precautions* must be used before and after care procedures, when providing first aid, when handling and disposing of sharps and contaminated material and when handling animals and potentially infectious agricultural substances.

There is a potential risk of infection when exposed to:

- blood, including dried blood
- all other body fluids, secretions and excretions, including saliva and mucous but excluding sweat
- broken skin
- mucous membranes e.g. mouth and nose.

### **What do I need to do?**

#### 1. Use good hygiene practices

Wash your hands after any contamination, following any care procedure and after any activity which involves contaminated substances whether or not gloves are worn.

#### 2. Take care of your skin

Take care of your skin as it is the first barrier to disease and protect damaged skin by covering with a waterproof dressing or by gloves.

**3. Use good handling and disposal procedures**

Minimise contact with potentially infectious substances by using personal protective equipment such as gloves, aprons, masks or goggles.

Ensure that reusable equipment such as that used in first aid provision is cleaned after use and single use items are discarded after use.

Follow the Department's procedures when handling and disposing of sharps and use a suitable sharps container.

Dispose of other contaminated or infectious waste, such as from first aid or care procedures, in a plastic bag which is tied securely and placed inside a second plastic bag and tied securely then placed in the workplace garbage hopper.

Contain all blood and body fluids i.e. confining spills, splashes and contamination of the environment and the prompt clean up of spills.

**4. Take prompt action if contact is made with blood or body fluids**

Wash skin with mild soap and water, rinse eyes with water, rinse your mouth and spit out.

The following is an outline of actions that should occur after an emergency to assist in recovery. Immediate response actions are outlined in the [Emergency Management Guidelines](#).

**Within the first month**

- Arrange a memorial service, if appropriate
- Where appropriate, encourage parents to participate in meetings to discuss students' welfare
- Identify ongoing behavioural change which may indicate the necessity for counselling or referral and where appropriate, refer school students to the school counsellor or the district guidance officer. For colleges and campuses, refer students to the TAFE NSW counsellor. Staff should be referred to the [Employee Assistance Program](#) provider. NSW Area Health contacts can also assist
- Continue to ascertain the progress of hospitalised staff or students
- Provide, where appropriate, activities in classes to help students reach understanding and acceptance of an event
- If an international student has been involved in a fatal incident, ensure family overseas receive any memorial service mementos, posthumous graduation certificate or official letter of condolence
- Be aware that the physical and mental health of helpers may be affected and provide appropriate support
- Also refer to [people who may be affected by emergencies or incidents](#) and [mental health response](#).

## Berowra P.S Mental Health Response

### In the longer term

- Identify ongoing behavioural change which may indicate the necessity for counselling or referral and, where appropriate, refer students to the school counsellor or the district guidance officer. For colleges and campuses, refer students to the TAFE NSW counsellor. Staff should be referred to the [Employee Assistance Program](#) provider. NSW Area Health contacts can also assist
- Provide support if needed
- Consider including grief and/or loss as a topic of study or discussion in appropriate courses or class sessions
- Plan for and be sensitive to the disturbing influences of anniversaries, inquests and legal proceedings.

Planning the recovery process usually involves the coordination of recovery; selection of recovery premises; communications; resumption of services and routine; managing the media; and monitoring reactions and trauma counselling, including use of the [Employee Assistance Program](#) and memorials.

Those involved in an emergency will play various roles and encounter different experiences. A useful guide for identifying those who are most likely to need assistance follows:

<p><b>People directly exposed to incidents</b></p> <p>Those who suffer intense trauma including injuries e.g. students and staff.</p>
<p><b>Relatives and friends</b></p> <p>Those who are grieving for the injured and affected e.g. families, students and staff.</p>
<p><b>People with previous trauma or grief</b></p> <p>Those who are not directly affected by the incident but who may be affected because of a previous incident.</p>
<p><b>Helpers or recovery personnel</b></p> <p>Recovery personnel who are required to maintain functional efficiency during the incident and to cope with the psychological effects e.g. staff, Departmental counsellors, administrators and emergency services personnel.</p>

### **Community and people not directly involved**

Those in the community affected but not directly involved e.g. other parents, staff and students from neighbouring schools, colleges and campuses; those who could have been direct victims but were not because of chance or circumstance; and those for whom stress is triggered as a result of the incident.

A key component of any response to an emergency or other incident is the provision of appropriate mental health support. This support minimises the likelihood of long-term psychological damage and increases the likelihood of a rapid return to full functioning of those who have suffered as a result of the incident.

Workplace managers and other key staff need to be aware that:

- emergencies and other incidents may have different effects on different individuals, and
- there is a range of strategies for providing support to those who have experienced the trauma of an emergency or other incident.

The extent of the support provided will depend on the impact of the incident on the functioning of the workplace community as a whole and on the individual members of that community.

### **Key Contacts**

Hornsby DET District Guidance Officer: Elizabeth McDonald 9487 2647

Student Support Coordinator: Susan McGrath 9987 3934

EAP: 1300 366 789    1300 360 364

School safety and response: 1300 363 778

Workplace managers should consult soon after an incident with members of the school or TAFE counselling services to determine the level and type of response needed. Counselling services will be able to advise on the need for outside agencies to be involved and will liaise with these agencies should they be needed.

The following guidelines have specific chapters for dealing with trauma:

- [Australian Emergency Manual: Disaster Recovery](#), Emergency Management Australia, section two. This details the psychosocial effects of disaster on communities and individuals
- Managing School Emergencies: Minimising the Impact of Trauma on Staff and Students, Department of Education, Employment and Training, Victoria, 1997. This includes guidance materials on identifying and monitoring trauma reactions with examples of post incident communications with the media, students and parents, and lesson materials.

**EMERGENCY CONTACT NUMBERS**

<b>Organisation</b>	<b>Name</b>	<b>Telephone</b>
Ambulance		000
Animal Welfare Officer or Nominee	Wires	8977 3333
Community Health Services		9876 7600
Department of Community Services Area Disaster Welfare Contact		1800 018 444 8855 5111
Departmental Counsellor	Elizabeth McDonald	9487 2647
Employee Assistance Program Provider	2 Private Providers	1300 366 789 1300 366 364
Fire Brigade		000
First Aid Officer	Karen Kitchener	9456 1319
Hospital	Hornsby	9477 9213
School Education Officer	Jason Miezis	9987 3700
Legal Services	Legal Services DET	9561 8538
Local Public Health Unit	Hornsby Office	9987 3700
Media Manager	Media Unit	9561 8501
Poisons Information Centre		131 126
Police		000
Rural Fire Service	Berowra	9457 8474
School Safety and Response Unit		1300 363 778
School Security Unit		1300 880 021
Staff Support Officer or Regional WHS Liaison Manager	Ian Tinley	9986 7026
Veterinarian	Asquith Veterinary Clinic	9477 1349

Berowra Public School  
Classroom Allocations 2013

