

Emergency management plan

Health and Safety Directorate

EMERGENCY MANAGEMENT PLAN

For

Casino Public School

Effective: January 2015

Date of last review: March 2019

Review date: March 2020

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: Administration, WHS Noticeboard and ICE website.

Emergency management plan

1.1 Overview of emergency management plan

Description of the workplace (e.g. location, if a split or single site, no. of students and staff)

Location:

Casino Public School is situated at Casino NSW 2470.

Business Hours:

The school operates 5 days a week from 8.30 am to 3.30 pm, Monday to Friday.

Casino Physical Culture utilises the school hall on Mondays and Wednesday 4.30 pm to 7.30 pm during school terms.

Dance Adrenaline utilises the school hall on Tuesdays

5 pm to 7pm and Thursdays 4pm to 8 pm during school terms.

Casino Christadelphian Ecclesia utilise the school hall on Thursdays 7 to 10 pm and Sundays 8 am to 6 pm.

School Profile:

This co-educational school has 702 students and 84 staff, including: 1 principal; 1 deputy principal 6 assistant principals; 38 classroom teachers; 1 senior administration manager; 2 AEOs, 4 SAOs, 24 SLSOs and 1 General Assistant.

Three recreation areas: the southern playground area is located 10 metres from classrooms and the school hall; the central asphalt area is surrounded by buildings, and the northern playground is located 10 metres from classrooms and the library.

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

This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of chemical spill, bushfire or flooding in the local area.

Roles and responsibilities

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
Garry Carter	Principal	Work: 66621113 Mobile: 0457520441 Home: 0457520441

Deputy Chief Wardens

Name	Position	Contact phone numbers
Sharon Bain	DP	Work: 66621113
Julie Shephard	Administrative Manager	Work: 66621113

Floor Wardens

Name	Position	Contact phone numbers
Mrs Bain	Bottom A Block (admin, staffroom, offices, classroom, toilets)	0457520052
Mrs Wood	Toilets, C Block -Kinder	
Mrs Dollisson	S Block – Library	Extension 20
Ms Hayes	T Block – Support Unit	Extension 16
Mrs Clark	M Block - Preschool	Extension 24 or 21
Mr Richardson	Top Level of A Block	-
Mr Piccoli	B Block – Stage 1	-
Ms Grande	MDR – Year 2	-
Danielle Parker	Q Block (canteen)	66621113 Extension 18

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	P Block (Hall)	-
Mrs King	R Block – Stage 2	66621113 Extension 23
Mrs Stewart	Demountable Classroom – northern	-
Miss Fredericks	Demountable Classrooms –southern	

First Aid Officer

Name	Position	Contact phone numbers
Julie Shephard	Administrative Manager	Work: 66621113

Communications Officer

Name	Position	Contact phone numbers
Julie Shephard	Administrative Manager	Work: 66621113

Process for notifying, alerting and reporting emergencies

Notifying emergencies e.g. process for notifying Chief Warden

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

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

The principal is to undertake appropriate action as per the evacuation procedures located within this document to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated Deputy Principal is to undertake this 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 1

On the southern playground

Assembly area 2

Northern top playground

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)

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

River street park beside the band hall

(Refer to site plan, Part 2)

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

Inductions and orientations of staff, students, contractors; WHS consultation arrangements; staff awareness sessions and minuted meetings; training and practice drills; information displayed.

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

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

Location of water main Also show on attached site plan	Main located at front of school in 31 Walker St Casino 2470
Location of electricity main Also show on attached site plan	Main electrical isolator located at front of T Block ie Support Unit
Location of Fire Hydrants Also show on attached site plan	Water main and fire hydrant adjacent to the main entrance in Walker Street (Gate 2) Hydrants located: <ul style="list-style-type: none">- concrete assembly area to the north of A Block and in front of the entrance to T Block- northern playground, between S and R Blocks and adjacent to A Block- bottom central playground between R and C Blocks.- Southern playground adjacent to P Block

Types of installed communication systems

Electrical bell system

Telephone extension system.



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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
Bomb threats and suspected devices View fact sheet	<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. 	<ul style="list-style-type: none"> Have processes in place for taking details of bomb threats using Bomb Threat Report. This will assist emergency services in assessing the threat. Develop response procedure for bomb threats that includes an evacuation of the school site and train/communicate to staff. 	Respond as required.	Principal or Assistant Principal
Death at the workplace or during a DEC activity View fact sheet	<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. 	<ul style="list-style-type: none"> Safety program for workplace. Staff aware of WHS responsibilities. Communication and consultation. Risk management programs in place. Emergency planning complete. Incident management and investigation processes in place. 		Principal or Assistant Principal
Death of staff or student or other member of the community (not work-related) View fact sheet	<ul style="list-style-type: none"> Major accident or event impacting on a community (e.g. motor vehicle accident). Any death of a staff member or student, including ex-students, which is sudden or unexpected. 	<ul style="list-style-type: none"> Not applicable. 		Principal or Assistant Principal
Electrical hazard View fact sheet	<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). 	<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. 		Principal or Assistant Principal
Emergency health situation View fact sheet	<ul style="list-style-type: none"> Staff and students at the workplace with sudden medical conditions that may require emergency response. 	<ul style="list-style-type: none"> Implement individual health care plans for students. Ensure effective emergency and first aid response plans are in place. 		Principal or Assistant Principal, First Aid Officer/s

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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
	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> 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). 		
Fire View fact sheet	<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. 	<ul style="list-style-type: none"> Educate staff and students about workplace fire prevention and safety. Conduct fire drills. Liaise with emergency services. Develop evacuation arrangements with local bus company/ relevant transport company. Conduct fire safety audits. 		Principal or Assistant Principal, Teachers
Flood View fact sheet	<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 varies, there are few communities that do not have some flood risk. The State Emergency Service (SES) is responsible for responding to floods in NSW. 	<ul style="list-style-type: none"> Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood. 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. 		Principal or Assistant Principal, WHS Committee
Fumes or chemical spill or contamination by	<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. 	<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 		Principal or Assistant Principal

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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
hazardous materials View fact sheet				
Letter or parcel bombs or white powder letters View fact sheet	<ul style="list-style-type: none"> Person wishing to inflict injury upon individuals in a workplace using an anonymous delivery method. Receipt of high volumes of mail. Current security climate relating to terrorism. 	<ul style="list-style-type: none"> Careful monitoring of incoming mail with thorough training and awareness of relevant staff. Training of staff to recognise letter or parcel bombs. 		Principal or Assistant Principal
Major incidents involving violence or threats View fact sheet	<p>The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:</p> <ul style="list-style-type: none"> 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. 	<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. 		Principal or Assistant Principal, WHS Committee
Outbreak of infectious diseases View fact sheet	<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 e.g. schools and TAFE colleges and schools. Difficulty of reliably identifying all persons carrying infectious diseases. Food preparation with insufficient controls. 	<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 appropriate staff understand and apply the Department's Infection Control Guidelines and procedures Consultation with relevant persons and organisations e.g. local Public Health Units, parents, cleaners, etc. 		Principal or Assistant Principal
Pedestrian accidents View fact sheet	<ul style="list-style-type: none"> Proximity to major roads. Insufficient pedestrian safety awareness training for students or staff. Insufficient traffic controls in place. 	<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 or Assistant Principal
Staff or students lost on excursions	<ul style="list-style-type: none"> Department's Excursions Policy not followed. Risk assessments not conducted. 	<ul style="list-style-type: none"> Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy. 		Teacher in Charge, Principal

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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
View fact sheet	<ul style="list-style-type: none"> • Untested assumptions about the safety or the safety requirements of staff and students. • Unanticipated events whilst on excursions 	<ul style="list-style-type: none"> • Ensure risk assessment is implemented and communicated 		or Assistant Principal, Counsellor/s
Storms (including high wind) View fact sheet	<ul style="list-style-type: none"> • Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed. • Electrocuting from fallen wires. • Roofs in need of repair. • Excursion activities undertaken without risk assessment. 	<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 		Principal or Assistant Principal, General Assistant
Suicide View fact sheet	<ul style="list-style-type: none"> • Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential. 	<ul style="list-style-type: none"> • Employee Assistance Program. • Student counsellors. • Prevention of bullying programs. • Drug and alcohol awareness and education program. • Student education on exam coping mechanisms. • Suicide awareness programs. 		Principal or Assistant Principal, Counsellor/s

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Training against emergency management plan

Type of training	How often
Training on the workplace emergency plan	All staff annually through induction and/or awareness sessions and practice drills, and as required by DEC Emergency Training requirements
Emergency care / CPR / first aid training	Ongoing, as required, for staff conducting off-school activities
Anaphylaxis Online e-learning module	Required to be completed every 2 years
Face to face anaphylaxis and CPR course	Annually for significant proportion of staff

Frequency of emergency response drills

Type of emergency response drill	How often
Building evacuation (e.g. fire emergency)	Once every 6 months
Lockdown	Once every 6 months
Lockout	Once every 6 months

Arrangements for disabled persons

Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency	Class teacher
Consultation with students and parents about emergency arrangements including evacuation	Class teacher
Emergency services to be notified of disabled person's whereabouts where necessary	Class teacher

Testing of equipment

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

First aid requirements

Requirement	Action completed
First aid officer/s participate in emergency drills	Yes, Julie Shephard
Portable first aid kit available and maintained	Yes, located at Administration Block: First Aid Room, last serviced / checked on 2017

Communications during an emergency

Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication (e.g. PA system, agreed alarm signal)	Responsibility for commencing and managing communications
Primary means of communication in the event of an emergency (e.g. alarm system, Public Announcement system)	signalled by repeated ringing of the internal bell.	Principal/SAM
Secondary or alternative means of communication	signalled by repeated ringing of the internal bell.	Principal/SAM
Return to workplace	verbal	Principal or Chief Warden of Emergency Services

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1.3 Response

The process for making decisions

Once an emergency is reported, the Principal will assess:

- What is the nature of the emergency?
- How the emergency is developing (getting closer, moving away etc)?
- Which emergency services should be contacted (Police, Fire, Ambulance and State Emergency Service)? (see table below)
- The immediate response actions required based on the initial assessment?

The Chief Warden will then immediately initiate necessary actions and responses e.g. evacuation, lockdown or lockdown.

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

- Implement emergency evacuation, lockdown or lockout procedures where required
- Ensure first aid is administered and medical treatment provided as soon as possible
- Contact and liaise with relevant emergency services
- Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety
- Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, Incident Support Unit, Safety and Security Directorate, HS Directorate and the Media Unit
- Report incidents involving violence, weapons, illegal drugs or major criminal activity to Incident Support Unit 1800 811 523; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communications
- Contact the injured person's family if required
- Report the emergency through the Department's incident reporting procedures (serious incident report, employee incident report if required)

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

Who: General Assistant or nominated SLSO.

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

Decision to evacuate

- Chief Warden decides on the need to evacuate, where possible in consultation with emergency services

Warning staff and students

- Chief Warden to ring emergency evacuation bell (continuous short rings of the main bell)

Withdrawal (evacuation)

- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the (assembly area 1), unless advised of alternative evacuation assembly area.
- Wardens to check that all classrooms are clear and lock them where possible
- Classes to line up in order at the assembly area
- When whole school is assembled, home classes will be reassembled
- Rolls marked
- Office staff and canteen staff to evacuate to assembly area or alternative location when advised
- Chief Warden to check designated blocks and toilets

Shelter and assembly area

- Chief Warden to brief staff on emergency and await arrival of emergency services or take other appropriate action

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Return to the workplace

- Chief Warden to advise when to return to the school in consultation with emergency services.

Location of designated emergency exits: see map

Location of fire hoses: see map

Location of fire extinguishers: see map

Location of fire blankets: see map

Location of first aid kits: located at Administration Block: First Aid Room

Note: Plans showing the identified evacuation assembly areas and evacuation routes **must be posted in the workplace**. Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all firefighting equipment. 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:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Violent Intruder • Bomb threat • Pedestrian Accident • Student lost on excursion • Emergency Health Situation • Storm | <ul style="list-style-type: none"> • Death at work • Death of Staff/Student • Electrical Hazard • Flood • Letter or parcel bomb • Outbreak of disease |
|--|---|

1.4 Recovery

Strategy and description (documents included in Part 2)

Counselling strategy – how the school will provide counselling in the event of an emergency

Recovery time line – key actions that need to be undertaken to ensure the school returns to normal as quickly as possible

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	Appointed School Counsellor.
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	Davidson Trahaire Corpsych (DTC) – 1300 360 364

Return workplace to normal	Action
Return to normal business and activities ASAP	Principal and other school or regional staff to liaise with relevant stakeholders to return business to normal ASAP, while being mindful of ongoing needs of some groups or individuals and also mindful of anniversary dates or other sensitivities.

Media

All enquiries from the media should be referred immediately to the Department's Media Unit on 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
- ☐ First Aid plan
- ☐ 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
- ☐ After hours contacts
- ☐ Other relevant information

Emergency contacts

Name	Number
Emergency services	From internal phone: Dial '0' for outside line, then dial '000' From other phones: dial '000'
Local Police Station	Casino Police: 66620099
Local Medical Centre	Casino Hospital 66622111
Director, Public Schools	Ron Phillips BH Phone: 02 66415011 Mobile / AH Phone: 0419144451
School Principal	BH Phone 02 66621113 Mobile: 0457520441 AH Phone: 0457520441
Deputy Principal	BH Phone: 0266621113 Mobile: 0457520052
EAP counselling services	DTC: 1300 360 364 PPC: 1300 361 008
Incident Support Unit	1800 811 523
WHS Consultant	02: 4904 3921

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EMERGENCY ACTION PLAN

Report disaster to local emergency services and District Office.

Telephone Numbers 000

Fire Station	66626051	Casino Police Station	66620099
Ambulance	000	Casino Hospital	66622111
District Office	6641 5011	State Emergency Service	132500
School Safety and Response	1300 363 778	School Security	1300 880 021

Emergency Type	Actions
Flood	Discourage students and teachers from travelling in times of flooding. Students remain at home and teachers report to the nearest school. Staff living in area to attend school where possible.
Sewerage, Gas Leak, Electrical Failure	Danger to be assessed by the Senior Teacher of the day and a decision made on evaluation. Appropriate tradesperson or maintenance contractor notified to rectify situation.
Fire	Evacuate all personnel. Contact local emergency services. Minimise fire damage with fire extinguishers (if trained in the use of extinguishers)
High Winds	All personnel to remain in classrooms until winds cease
Bomb Threat, Earth Quake	Evacuate all buildings / lock down Contact local emergency services Contact District Office Contact School Security
Hostage, siege with weapons	Evacuate all buildings / lock down Contact local emergency services Contact District Office Contact School Security
Violent Intruder	Ensure children are in a safe area e.g. Lockdown Contact local emergency services Contact District Office Contact School Security
Emergency Drill	Emergency evaluation, lockdown/lockout drill practised each semester. Vital documents to be gathered by Senior School Assistant. <ul style="list-style-type: none"> • Admission Register • Cash on hand • Student Register and Class Lists

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Emergency Evacuation Procedures

Steps to implement Evacuation:

1. Continuous sequence of short ringing and pause of the school's electric bell system. If electric bell fails, repeated pattern of a short blast followed by a long blast of whistle blowing or message over internal phone system.
2. Contact 000
3. Senior Teacher to take control i.e. Principal
4. Teachers to
Inform the class of the evacuation and direct them to stop work.
 - * If possible, [ONLY IF SAFE] close windows and doors on leaving.
 - * Take your class list with you.
 - * Direct students to leave their bags and lead the class out of the room.
 - * Check the room is empty, no one is allowed to leave the group.
 - * Children should be walked quickly and in an orderly manner from the classrooms to the centre of the southern playground.
 - * Stay with your class and check the class list.
 - * Report immediately any urgent concerns to the person in charge at centre of the field
 - * The names of students not present should be given to the person in charge of the absences sheet.
 - * Hold class in your area until you receive instructions.
5. SAM to do a visitor list check
6. Report any person missing to Senior Teacher.
7. First Aider to take charge of any injuries. Delegate responsibility for treatment to senior staff with first aid certificates. In event of First Aid Officer being absent, staff with current certificate will take charge of injuries.
8. Senior School Assistant to report with relevant documents.
9. Follow directions of emergency service personnel.

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Lockdown and Lockout/in Policy

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

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

Lockout/in Procedures

Steps to implement lockout/in:

1. Verbal “Go to lock down procedures immediately.” Signal continual ringing of bell. bell failure repeated pattern of - three short whistle blows and 5 second pause

Lock Down Procedures During Class Times

1. Close and lock all external doors to the block of rooms or room.
2. Close and lock all windows.
3. Keep all persons quiet and still within the room in their normal seating positions.
4. Mark the class roll.
5. Move anyone seated near a window closer to the centre of the room (refers to windows located near to verandah/walkway level).
6. Ignore the actions of anyone outside of the room causing or threatening to cause a disturbance.
7. Do not open the door unless directed to do so by a member of the emergency services or Principal.

Lock Down Procedures During Play Times Playground Duty

Teachers

1. ask students to go directly to their classroom and sit at their desks – do not line up
2. check playground and be last one to leave
3. go to your classroom

Off Duty Classroom Teachers

1. go directly to the area of your classroom and move children inside quickly without panic
2. follow in classroom procedures

All other teachers, SLSOs, GA and visitors

1. assist with movement of children into classrooms
2. remain indoors following lock down procedures








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The only entry to the school for the period of the lockdown/in will be via the main entrance (Gate 2). The principal will ensure that access is monitored and that only authorised personnel have access.

The principal will liaise with NSW Police and/or emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day or arrival at school if the incident is still in process.

Other relevant information

- [Emergency Fact Sheets for specific emergencies](#)
- [Emergency Support Materials](#)
- [Bush Fire Support Materials](#)
- [Procedures for temporarily ceasing operations at a school due to an emergency or potential emergency situation](#)
- [Infection control](#)
- [Sun Safety](#)
- [How to be a safe school](#)

Evacuation Procedures	First aid Plan	Disability Register	Record of Emergency Drills
 Emergency Procedures for EMP 2	 First Aid Plan - CPS - 2017.pdf	 Emergency evacuation Disabilities	 Adobe Acrobat Document
Site plan / Floor plans and Specialist information – e.g. location of hydrants			
 Site plans.docx	 Emergency evacuation routes an	 Off site evacuation point.docx	