

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

Emergency Management Plan

Lawson Public School

Plan established date	24/08/2022	Next review date	24/08/2023
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This Emergency Management Plan template is developed in accordance with the department's Emergency Management Procedure and is designed to ensure that workplaces have effective planning, response and recovery measures in the event of an emergency.

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

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Workplace specific information

Street address	Adelaide street, Lawson				
Nearest cross street	Wilson street and Great Western Highway				
School main phone number	02 4759 1196				
Access points for emergency services	Lowden Lane, Wilson Street support unit turning circle driveway, Staples crescent double gate acces to oval, Adelaide Street – pedestrian access.				
Emergency kit location	School front office				
Bushfire Category	Category 3 – Though should be a Category 2				
Chief Warden	Matthew Jacobson Hayley Cross (rel.)	0414 749 668 0414 018 526	Alternate (if assigned: Deputy Chief Warden)	Rachel Conway India Taylor	0415 337 825 0439 509 151
General description of the workplace					
<p>Lawson Public School is a Primary School located on the Great Western Hwy in the Blue Mountains township of Lawson. This school is classified as a category 3 bushfire prone, however it should be category 2.</p> <p>Student enrolments are currently sitting at 197. There are 24 staff members comprising of 15 permanent and part-time teaching staff and 4 School Administrative Staff. Land size: 16,418sqm</p> <p>Main buildings are predominantly constructed of brick and colour bond and one is double story. The exceptions to this are the special education block, hall and original classroom buildings, which are currently utilised as a Year 6 classroom and Year 5 classroom. A security fence encompasses the entire school.</p> <p>The school hours of operation are: 0530 to 1800, Monday to Friday. This includes school times, cleaning rosters and before/after school care. A special consideration are the school P&C meetings and the monthly Magpie Markets. These are held on the 3rd Wednesday of the month from 1900 to 2000 and the third Sunday of the month from 0600 to 1500.</p>					
People with disability and sensory considerations	<p>This workplace has 26 people with disability and/or sensory considerations.</p> <p>Unknown number who may require support from emergency services in the case of an evacuation.</p> <p>Alternate assembly area: support unit if support unit student</p> <p>See People with disability and sensory considerations for specific deails.</p>				

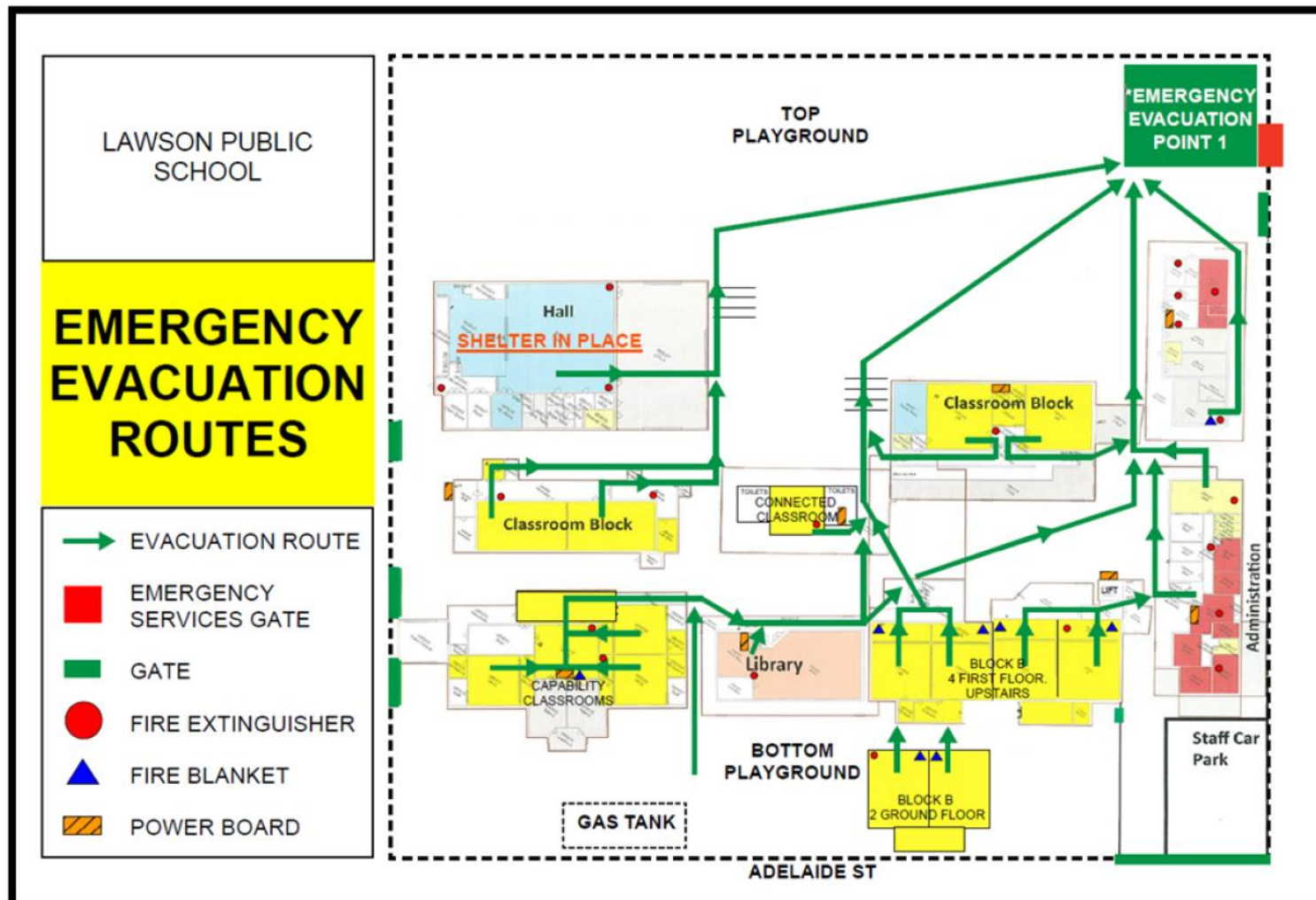
Emergency response team

Emergency response role	Responsibility	Responsible person's name	Responsible person's mobile number
Chief Warden	Entire workplace – Kitchen, senior toilets, counsellor room, GA shed and cleaning storeroom	Hayley Cross - rel. Principal	0414 018526
Chief Warden	Entire workplace	Matthew Jacobson	0414 749668
Deputy Chief Warden	Supports the Chief Warden – library, TLS, Junior toilet block, CCwhite classroom, CAPA room and toilet	Shannon Fitzpatrick	0403 638800
Communications Officer	Supports the Chief Warden	Shannon Fitzpatrick	0403 638800
Area/Floor Warden	Additional support on Monday and Tuesday directed by Chief warden	Rachel Conway	0415 337825
Area/Floor Warden	Stage 3 building and hall and hall disability toilet	Jason Smith	0400 007086
Area/Floor Warden	Stage 2 and stage 1 rooms	Tom Walters	0410 176597
Area/Floor Warden	Early Stage 1 rooms	Mia Sheppard	0402 414035
Area/Floor Warden	Support unit	Ryan Sheridan	0476 441598
Area/Floor Warden	Office building	Rhonda Jones	0424 467220
Area/Floor Warden	Office building	Jacqui Alexander	0450 282709
First Aid Officer	Identify their usual location	Jacqui Alexander	0450 282709
First Aid Officer	Identify their usual location	Rhonda Jones	0424 467220

Emergency signals (or alerts)

Evacuation signal	Lockdown signal	Silent Alert (Lockout)	Shelter-in-place (bushfire response)
<p>Continuous long bell (Note: must be different to the lockdown signal)</p>	<p>Short rings of bell repeated (Note: must be different to the evacuation signal)</p>	<p>Internal intercom message – “Teachers your blue slips are in your pigeon hole” (Note: this should be different from evacuation and lockdown signals. Depending on the school, there may be no signal as the response is initiated verbally to a small number of people)</p>	<p>Continuous “ding, ding dong” (Note: must be different to the evacuation signal)</p>
<p>Chief warden/ delegate activates bell Office – copy room – PA system</p>	<p>Chief warden/ delegate activates bell Office – copy room – PA system</p>	<p>Chief warden/ delegate activates intercom message Any internal phone and over the walkie talkie</p>	<p>Chief warden/ delegate activates bell Office – copy room – PA system</p>
<p>PA system not used</p>	<p>PA system not used</p>	<p>PA system not used</p>	<p>PA system not used</p>

Assembly areas and evacuation locations



People with disability and sensory considerations

Disability	Notes
Blind and low vision	<p>Include number and describe the general approach ensuring people who are blind or have low vision are safe during an emergency response. Note specifically if assistance/service animals are present on site.</p> <p>Nil at present</p>
Deaf and hard of hearing	<p>Include number and describe the general approach ensuring people who are deaf or hard of hearing are safe during an emergency response.</p> <p>Nil at present</p>
Physical disability	<p>Include number by physical disabilities. Describe the general approach to ensuring these people are safe during an emergency response. Specify locations (for example, refuges, placement inside fire stairs with warden) where a physically disabled person/s may wait with a warden for assistance from emergency services.</p> <p>Nil at present</p>
Cognitive disability and sensory considerations	<p>Include number and general behaviours that may be expected and strategies to assist compliance with the required emergency response. For example, buddy system, noise cancelling headphones. Note specifically if assistance/service animals are present on site. Note that sensory considerations may also include people who have experienced trauma and, consequently, experience distress necessitating additional assistance during an emergency.</p> <p>26</p>
Health conditions	<p>Include number and any specific risks that must be managed in an evacuation or lockdown due to inability to obtain necessary medication (such as, asthma, anaphylaxis, diabetes). Refer to local Individual Health Care requirements.</p> <p>All children with health conditions will have access to necessary medication</p>

Emergency contact list: department, suppliers and community

Department of Education

Unit	Contact number	Unit	Contact number
Incident Report and Support Hotline	1800 811 523	Assisted School Transport Program	Belinda Johnson T 6591 7633 M 0418 110 861
Preschool Reporting Hotline	1300 083 698	Learning and Wellbeing staff	Lorna Mackinnon 0427 166 372
Director, Educational Leadership	Helen Davies 0414 228 101	Media Unit	(02) 7814 1559
AMU Asset Services Officer	Geoff Dowle and 0421 050 156	WHS Advisor	Maria Spindler 0476 843 978
School Security	1300 880 021		

School Support / Services / User Groups

Service	Provider Name	Emergency Contact
Local police	Katoomba and Springwood	Katoomba / 47828199 Springwood/ 47510299
Local fire control centre	Katoomba	4784 7444
Local council	Blue Mountains City Council	Lower Mountains (02) 4723 5000 Upper Mountains (02) 4780 5000
ASTP Contractors	Assisted School Travel Program	1300 338 278 (Prompt 0)
Bus company	Blue Mountains Busways	02 4751 1077
Cleaners	Ventia	Raymond Petersen 0422 001 969

Local medical centre	Lawson Medical Practice	4759 1111
Early childhood education onsite (OOSH)	Camp Australia	Emma McMullen 0428 506 207
Community user	Tanya's dancing	Tanya- 0432 143 452/ 0414 690 868
	Magpie Markets	Nicole Riley - 0414 733 400

Utilities and suppliers

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number	Account number/reference
Water (Mains)	Wilson street		
Power (mains)	Hall - Power board in each block		
Solar panels and batteries	Hall		
Fuel	Unleaded – GA shed Block D		
Gas (mains)	Bottom playground – LPG tank	Jemena Gas Faults and Emergencies (24/7) 131 909 Gas Customer Enquiries 1300 137 078	
Gas (bottled)	Portable LPG gas bottles in P&C		
Chemicals (SDS / Chemical Register)	Main storage - G.A Shed – block D Chemical register – G.A. Shed – block D, Principal – block C and Support unit – block H		

Workplace employee contact list

All staff contacts are readily available and kept with the principal.
Principal has all numbers saved in mobile phone.

Emergency Response Procedures

Lawson Public School

Emergency Evacuation

Fire (Internal), Explosion, Gas Leak, Bomb Threat

Continuous Long Bell followed by announcement

UPON THE FIRST WARNING OR THREAT THE PRINCIPAL WILL:

1. Confirm available facts by personal observation or by a second information source.
2. Sound warning which will be:

IF STUDENTS ARE INDOORS

- All staff, students, visitors to evacuate immediately to the 'Emergency Evacuation Point' on TOP PLAYGROUND (see attached map).
- Teachers to take their own class list and evacuation map with them.
- Office staff to take staff list/sign on sheet and class lists as back up.
- Students to take nothing.
- CC students evacuate to 'Emergency Evacuation Point' - TOP PLAYGROUND
- Wardens to check classrooms/areas in their sector close the door.
- At the 'evacuation point' mark roll-alert Principal of missing students.
- Keep phone lines to office and Principal clear for 'Emergency Services'.
- SASS - check sick bay and bring students to the 'Emergency Evacuation Point'. Ensure main building is clear.
- Cease of threat will be indicated by the Principal/delegate face to face at the 'Emergency Evacuation Point'
- No one is allowed to leave the 'Emergency Evacuation Point' until the 'all clear' is given from the Principal or delegate.
- All rolls to be collected by SAM

IF STUDENTS ARE OUTDOORS

Teachers on duty to remain on duty until playground is cleared

- All staff, students, visitors evacuate immediately to 'Emergency Evacuation Point' - TOP PLAYGROUND (see attached map).
- Office staff take class lists, staff lists and sign on sheet to the 'Emergency Evacuation Point'
- CC students evacuate to 'Emergency Evacuation Point' - TOP PLAYGROUND
- Wardens to check classrooms/areas in their sector and close door.
- Mark roll-alert Principal of missing students.
- Keep phone lines to office and Principal clear for 'Emergency Services'.
- SASS - check sick bay and bring students to the 'Emergency Evacuation Point'. Ensure main building is clear.
- Cease of threat will be indicated by the Principal/delegate face to face at the 'Emergency Evacuation Point'.
- No one is allowed to leave the 'Emergency Evacuation Point' until the 'all clear' is given from the Principal or delegate after they have checked all buildings, staff, visitors and students are safe.
- All rolls to be collected by SAM

Emergency Evacuation Procedures- Updated- September 2022- Next review- March 2023

Evacuation

When it is **unsafe** for students, staff, and visitors to remain inside the school, or on school grounds, the chief warden will take charge and commence the school's evacuation response.

Assembly areas and evacuation location - The chief warden will assess the emergency and direct people to the:

- **Onsite assembly area: Top playground near highway**

The chief warden may then make a decision to move to an offsite location.

- **Offsite evacuation location: Lawson Bowling Club** - 2 Loftus St, Lawson NSW 2783 - (02) 4759 1417

1. Notification

- **Call Triple Zero (000)**
- Trigger the **evacuation signal** - **Follow school Emergency Evacuation response**
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and evacuation to the **Incident Report and Support Hotline on 1800 811 523**

2. Evacuate

- Wardens to direct students, staff, and visitors safely along the **evacuation route** to the onsite assembly area
- Chief warden to co-ordinate a staff member to **arrange transport** if evacuating offsite, if required
- **Assist persons with a disability to evacuate.** If unable to move, remain with them and report their location to the chief warden
- Area/floor wardens: if safe to do so, **check assigned areas/floors** to confirm they have been evacuated and then evacuate as directed. If possible, report the result of the sweep to the chief warden
- Assigned staff to take the student, staff, and visitors lists, and evacuation kit/s to the designated assembly area / evacuation location
- Chief warden to [brief emergency services](#) upon arrival and assist as required
- All emergency response roles will, where able, **maintain a log** of actions/decisions undertaken and times

3. Once evacuated

While at onsite assembly area / offsite evacuation location:

- Assemble students, staff and visitors and check all are accounted for
- Ensure student, staff and visitors do not block access for emergency vehicles
- Establish communication between the assembly area / evacuation location and the chief warden
- Report to the chief warden details of any person/s unaccounted for and/or known injuries
- Ensure any students, staff, or visitors with healthcare needs and/or require first aid are supported/attended to

Chief warden:

- If not already done, co-ordinate a staff member to contact Incident Report and Support Hotline to report incident
- Determine whether to activate family reunification processes and communicate the decision to the assembly area / evacuation location
- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process or return to school decision)
- Follow local communication procedures (DEL, parent/carers, and/or communities) to contact relevant members of the school community to provide any relevant information

4. Before returning to the school:

- Where no infrastructure has been damaged, the chief warden is to obtain authority to return from relevant emergency service personnel
- **Where infrastructure has been damaged**, the chief warden is to follow the steps outlined in the Site Clearance Protocol

No re-entry to site is permitted until an authorised local Asset Services Officer has provided a Clearance Certificate to the principal

5. After the emergency:

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

Lockdown Response procedures

Lawson Public School

LOCKDOWN

Threat within the school

Continuous Short rings of bell followed by announcement

UPON THE FIRST WARNING OR THREAT THE PRINCIPAL WILL:

1. Confirm available facts by personal observation or by a second information source.
2. Sound warning which will be: continuous short rings of the bell followed by announcement.

IF STUDENTS ARE INDOORS

- All staff, students, visitors to remain indoors until the nature of the danger is determined.
- Students in toilets should remain in the cubicle with door locked and sit up on the toilet seat lid.
- Lock all doors, shut windows, pull down the blinds and turn off the lights. Turn off IWB and monitors.
- Students sit on the floor, out of line of sight and, away from the doors and windows. Not under furniture.
- Mark roll-alert Principal of missing students by using your mobile phone, email or Sentral- do not use your class phone.
- Keep phone lines to office and Principal clear for 'Emergency Services'.
- SASS will check sick bay, bring students into office and ensure main building is locked and secure.
- No one is allowed to enter or leave a room until the 'all clear' is given from the Principal or delegate.
- Cease of threat will be indicated by an internal phone message – you will need to inform your buddy class

IF STUDENTS ARE OUTDOORS

Short whistles-repeated

- **Alert the office to ring internal bell – alert indoor staff**
- All students and staff to go to the nearest building immediately. Top playground to Hall. Bottom playground to Library.
- Mark rolls – alert Principal of missing students by using your mobile phone, email or Sentral- do not use your class phone.
- Keep phone lines to office and Principal clear for 'Emergency Services'.
- SASS will check sick bay, bring students into office and ensure main building is locked and secure.
- No one is allowed to enter or leave a room until the 'all clear' is given from the Principal or delegate.
- Cease of threat will be indicated by an internal phone message – you will need to inform your buddy class

Lockdown

When an active threat is identified or notified by Police and it is determined that the students, staff and visitors should be kept securely inside the building, the chief warden will take charge and implement the lockdown response. The chief warden determines if a full or partial lockdown is required based on the situation.

If the alleged perpetrator is a student with a behaviour management plan, initial actions will be guided by that plan. If the specific [Behaviour Response Plan](#) fails then move to secure alert (lockout) or lockdown, depending on the situation.

1. Notification

- **Call Triple Zero (000)**
- Trigger the **lockdown signal – Follow school Lockdown response**
- Direct staff to initiate the lockdown actions including:
 - assist person/s currently outside enter the space to be secured
 - close internal doors and windows, remain in rooms and out of sight
 - check doors and windows are secured/locked
 - direct staff and students currently outside to relative safety inside a school building
 - make ready emergency kit and/or first aid kit
- Direct staff to check that students, staff, and visitors are all accounted for
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and lockdown to the **Incident Report and Support Hotline on 1800 811 523**

2. Lockdown response

- Ensure staff and students remain quiet
- Ensure practical access to communication device (e.g., mobile phone or landline)
- Keep public address system available for critical messages

- Check all students, staff and visitors are accounted for and report details of any missing person to the chief warden by mobile phone, internal phone or walkie talkie.
- If possible, safely station a person inside the front office to notify the chief warden when emergency services have entered school grounds
- Ensure any students, staff, or visitors with medical or other needs are supported
- All emergency response roles will, where able, **maintain a log** of actions/decisions undertaken and times

Chief warden:

- Obtain details of any missing person/s to pass onto attending emergency services
- [Brief emergency services](#) on arrival
- Alert staff and returning excursion groups to divert them away from the school, where possible
- Follow local communication procedures (DEL, parent/carers, and/or communities) to contact relevant members of the school community to provide any relevant information
- Comply with instructions of emergency services

3. Ending lockdown response

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

4. Resuming normal operations

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

Secure Alert - Silent Lockdown

Lawson Public School

SILENT LOCKDOWN

Unsafe behaviour in school grounds

Internal Message/Intercom Announcement

UPON THE FIRST WARNING OR THREAT THE PRINCIPAL WILL:

1. Confirm available facts by personal observation or by a second information source.
2. Make an announcement over the internal message/intercom and walkie talkie using the coded message below. Principal/delegate will inform the office staff and direct office staff to lock the office doors.

IF STUDENTS ARE INDOORS

An announcement made over the internal message/intercom and walkie talkie system saying:

“Attention Staff – teacher’s your blue slips will be in your pigeon hole.

Please check your buddy class are aware.”

- Teachers lock the classroom doors and pull down their blinds, students are not to leave the classroom. It is strongly encouraged that normal lessons continue within the classroom. Ignore all behaviours outside the classroom, allocated teachers, SLSOs, and executive members are monitoring the situation at all times.
- Limit movement around the school.
- If students need to use the toilet, inform the office staff. **Do not allow students to go the toilet without a teacher/office staff member.**
- Executive members and SLSOs to lock all gates, check doors are locked, including the hall and lock bikes with bike lock.
- Cease of threat will be indicated by an internal phone/intercom/walkie talkie message – you will need to inform your buddy class. **“Blue slips have been finalised and collected.”**

IF STUDENTS ARE OUTDOORS

An announcement made over the PA and walkie/talkie system saying:

“Attention Staff – teacher’s your blue slips will be in your pigeon hole.

Please check your buddy class are aware.”

- Teachers lock the classroom doors. It is strongly encouraged that normal play continues. Allocated teachers, SLSOs, and executive members are monitoring the situation at all times.
- If directed by the Principal or delegate move students to the lockdown space – (Library for the K-2 or Hall for 3-6).
- Executive members and SLSOs to lock all gates, check doors are locked and lock bikes with bike lock.
- Cease of threat will be indicated by an internal phone/intercom/walkie talkie message – you will need to inform your buddy class. **“Blue slips have been finalised and collected.”**

WHEN:

- Executive make the decision to call silent lockdown.
- Student has absconded outside of the classroom setting displaying unsafe behaviours such as throwing objects, physical violence towards adults and students, stealing property i.e. bikes and scooters.
- When students are at risk of absconding to out of bounds areas around the school.
- Lockdown will be concluded when the situation is under control and signal for staff will be **“Blue slips are now finalised and in your pigeon hole.”**

Silent Lockdown procedures – Updated- August 2022- Next review- March 2023

Lawson Public School

STEPS FOR SILENT LOCKDOWN

Unsafe behaviour in school grounds

Executive Staff

- ✓ Follow the directions of the Principal.
- ✓ Gather walkie talkie and use this communicate.
- ✓ All staff monitoring the situation, observe the student from a safe distance.
- ✓ Ensure all gates are locked.
- ✓ Ensure all doors to buildings are locked.
- ✓ Ensure bikes and scooter are padlocked or moved into the library.

Office Staff

- ✓ All staff to lock doors and pull-down blinds.
- ✓ Make sure all in admin block have been notified of silent lockdown.
- ✓ Stay by the phone.
- ✓ If a parent arrives to take a student early: Escort students from their classroom to the office.

Toileting / medication/ health

- ✓ Escort students from their class to the toilet/sickbay. Use closest and safe toilet block only.
- ✓ Keep students in sick bay.

SLSOs

- ✓ Take their normal breaks at their normal time unless directed otherwise.
- ✓ Support the executive if needed.
- ✓ Lock gates and doors.

Script for teachers

If necessary:

"We need to stay in our classroom and continue with our learning"

"We are going to do a special activity"

"The computer lab/hall etc. is unavailable right now"

If a student needs to use the toilet call the office and an office staff member will escort students to and from the toilet.

Secure Alert (Lockout)

When an immediate or imminent threat is identified by a staff member, or a notification made by Police, the chief warden will take charge and implement a secure alert (lockout) response. A secure alert (lockout) response may be upgraded at any time to a lockdown.

1. Notification

- Chief warden to issue an instruction of **secure alert (lockout) – School to follow Silent Lockdown response**
- Direct staff to initiate the secure alert response actions including:
 - assist person/s currently outside enter the space to be secured
 - direct staff and students currently outside to move inside a school building
 - close internal doors and windows
 - check doors and windows are secured/locked, where possible
- Direct staff to check that students, staff, and visitors are all accounted for
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and lockout to the **Incident Report and Support Hotline on 1800 811 523**

2. Secure Alert Response

- Ensure practical access to communication device (e.g., mobile phone or landline)
- Keep public address system available for critical messages
- Check all students, staff and visitors are accounted for and report details of any missing person to the chief warden by mobile phone, internal phone or walkie talkie.
- If the secure alert has been triggered by a student with an **Individual Health Care Plan / Behavioural Management Plan**, respond based on the specified actions in the plan

Chief warden:

- Obtain details of any missing person/s
- Alert staff and returning offsite activities such as excursion groups to divert them away from the school, where the threat is still active

- Determine if an upgrade to **lockdown response** is required.

3. Ending secure alert response

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

4. Resume normal operations

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

Medical Emergency

A medical emergency can affect anyone and can occur at any time within the school environment including school activities on and offsite.

Note: School staff do not require permission from families to contact Triple Zero (000). Any staff member can call Triple Zero (000) as per local first aid response procedures. Contacting the affected person's emergency contact/s should occur concurrently.

If a medical emergency occurs:

- Administer first aid. Follow the student's Individual Health Care Plan, where applicable.
- Nearby staff to arrange for staff to
 - **Call Triple Zero (000)** if immediate/life threatening
 - Notify **first aid officer / chief warden** as required
- Chief warden / workplace manager to arrange contact with the emergency contact/s of the affected person
- Arrange for a person to meet emergency services, and guide them to the location of the medical emergency, where necessary
- Record the details of the incident, injury, trauma, or illness (symptoms, duration, medication administered)
- Keep people away from the emergency/incident
- Provide support for students and/or staff who may have witnessed early stages of the emergency
- As soon as possible co-ordinate a staff member to report the emergency to the **Incident Report and Support Hotline on 1800 811 523**
- Consider if there is any specific information staff, students and visitors need to know (e.g., family reunification process, areas to avoid)
- All emergency response roles will, where able, to maintain a log of actions/decisions undertaken and times.



Lawson Public School

Creative, caring, quality education

Adelaide Street, LAWSON NSW 2783

Phone: 4759 1196

Email: lawson-p.school@det.nsw.edu.au

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[facebook.com/lawsonpublicschool/](https://www.facebook.com/lawsonpublicschool/)

(R) Principal: Mrs Hayley Cross

Issue date: 16 August 2022

Review date: 16 August 2023

Emergency Medical Response Guide

A medical emergency can affect anyone and can occur at any time within the school environment including school activities on and offsite.

Note: School staff do not require permission from families to contact Triple Zero (000).

Any staff member can call Triple Zero (000) as per local first aid response procedures.

If a medical emergency occurs:

1. Administer first aid. Follow the student's Individual Health Care Plan, where applicable. **Engage another staff member immediately.**
2. **Call Triple Zero (000)** if immediate/life threatening and notify **first aid officer** immediately.
3. Keep people away from the emergency/incident.
4. Provide support for students and/or staff who may have witnessed early stages of the emergency.
5. As soon as possible co-ordinate a staff member to report the emergency to the **Incident Report and Support Hotline on 1800 811 523**






Bushfire and grassfire response plan

1. Key information

1.1. Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	Name / phone number
Local Fire Control Centre	Blue Mountains District – 4784 7444
Police Area Command/District	Katoomba / 47828199 Springwood/ 47510299
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Helen Davies 0414 228101 Nirmba Claire Stanton 9208 7626
Assisted School Travel Program contractor	Belinda Johnson T 6591 7633 M 0418 110 861 1300 338 278 (Prompt 0)
Transport company	Blue Mountains buses (02) 4751 1077
Vehicles required	4 buses for transport

1.2. Stay up to date

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

2. Proactive temporarily cease school operations

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




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

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

3. Bushfire Emergency Response

3.1. Seek information (decision making toolkit)

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

<input type="checkbox"/>	 <p>Alert Level – Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p>Action: Contact the local emergency service 4784 7444 Blue Mountains Fire Control Centre or Bush Fire Information Line 1800 679 737 and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Action: Contact the local emergency service 4784 7444 Blue Mountains Fire Control Centre or Bush Fire Information Line 1800 679 737 and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.</p> <p>Action: Initiate Evacuation action or Shelter in Place. Contact the local emergency service 4784 7444 Blue Mountains Fire Control Centre or Bush Fire Information Line 1800 679 737 and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.</p>
<input type="checkbox"/>	Consider road closures and detours that may be in place and impact evacuation.
<input type="checkbox"/>	Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at 3.2).
<input type="checkbox"/>	Check local transport availability for evacuation, if required.
<input type="checkbox"/>	Based on the information above , the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

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

3.2. Evacuate

Evacuation location	Details
Onsite assembly area	School Hall 10 minutes to mobilise staff, students and visitors to the area
Offsite evacuation location 1	Emu Heights Public School 65A Wedmore Rd, Emu Heights – Nearest cross street – Litton Street Emu Plains Phone: 02 47351077 / 1.15hrs to evacuate all students and staff to the location
Offsite evacuation location 2	Katoomba Public School, 18 Merriwa St, Katoomba NSW 2780 – Nearest cross street – Lurline Street Katoomba /0247821226 / 1 hr to evacuate all students and staff to the location

<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate , the Chief Warden liaises with local emergency services 4784 7444 Blue Mountains Fire Control Centre or 000 to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users via Sentral parent portal, Facebook or school website, that the school is evacuating.
<input type="checkbox"/>	Arrange for transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Contact the offsite evacuation assembly area and inform them of estimated arrival if applicable.
<input type="checkbox"/>	Raise the alarm (evacuation signal). All staff to follow the bushfire - shelter in place procedures.
<input type="checkbox"/>	Move all persons to the onsite assembly area unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> • consider relocating the person with a disability to a safe area – support unit • report your location to the Chief Warden, and • remain with the person.
<input type="checkbox"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	If safe to do so , close all doors and windows of all site buildings and switch off gas mains, before leaving the school.
<input type="checkbox"/>	At the offsite evacuation assembly area, account for all persons and report missing persons to Chief Warden.
<input type="checkbox"/>	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> • students, staff, and/or visitors with healthcare needs and/or who require first aid. • individualised needs of a person with a disability as outlined in the school’s Disability Register.
<input type="checkbox"/>	Chief Warden to advise the local emergency service 4784 7444 Blue Mountains Fire Control Centre or 000 that all persons have been evacuated and are accounted for and safe at the offsite evacuation assembly area.

<input type="checkbox"/>	Chief Warden or delegate continues to provide regular updates to the DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 .
<input type="checkbox"/>	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor on - Belinda Johnson T 6591 7633 M 0418 110 861 and Community Users that the school is evacuating - refer to the emergency contact list in EMP.
<input type="checkbox"/>	Only when it is safe to do so Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation assembly area in place. Record students released to parent/carer. For younger students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and stay up to date through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs

3.3. Shelter in place

Shelter in place should only be actioned when it is unsafe to evacuate.
 Any direct and specific evacuation directions from emergency services will override a 'shelter in place' action.
 During large scale bushfires, assistance may not immediately be rendered and schools must be prepared to shelter in place for longer periods.

Shelter in place arrangements	Details
Shelter in place refuge 1	School Hall
Shelter in place refuge 2 (if available)	Not one available

<input type="checkbox"/>	Raise the alarm (shelter in place signal).
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
<input type="checkbox"/>	All persons must report to the nominated shelter in place refuge unless otherwise advised by the Chief Warden. Note: Students carrying medication, puffers or water, etc should take it with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: <ul style="list-style-type: none"> relocate the person with a disability to a safe area on the same floor, close to an evacuation stairwell or route report the location to the Chief Warden, and remain with the person, where practicable.
<input type="checkbox"/>	Account for all persons and report missing persons to the Chief Warden.
<input type="checkbox"/>	Call triple zero (000) for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.

<input type="checkbox"/>	Support and attend to: <ul style="list-style-type: none"> students, staff, and/or visitors with healthcare needs and/or who require first aid. individualised needs of a person with a disability as outlined in the school's disabilities register.
<input type="checkbox"/>	Chief Warden or delegate notify DEL and Health, Safety and Staff Wellbeing Directorate Incident Report and Support Hotline on 1800 811 523 , that the school is sheltering in place.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users via Sentral parent portal, Facebook or school website, that the school is evacuating.
<input type="checkbox"/>	If applicable, the Chief Warden or delegate to notify Assisted School Travel Program contractor on - Belinda Johnson T 6591 7633 M 0418 110 861 and Community Users that the school is evacuating - refer to the emergency contact list in EMP.
<input type="checkbox"/>	Maintain situational awareness and stay up to date through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs
<input type="checkbox"/>	Undertake a visual inspection for embers from inside the building of refuge. Updated emergency services of any identified risks.
<input type="checkbox"/>	Only when it is safe to do so , Chief Warden or delegate seek confirmation from local emergency services 4784 7444 Blue Mountains Fire Control Centre on next steps.
<input type="checkbox"/>	Only when it is safe to do so , Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer. For younger students check the authorised person is picking them up. Note: Make sure parents/carers do not block access to the site for emergency vehicles.

TAB A – Attachments

- A. Bushfire Shelter in place procedures
- B. Offsite evacuation assembly route instructions – Emu Heights Public School.
- C. Offsite evacuation assembly route instructions – Katoomba Public School
- D. Onsite evacuation assembly area and offsite evacuation assembly and shelter in place refuge

Lawson Public School

Bushfire Evacuation/‘Shelter in Place’

Bushfire Threat

Fire alarm bell followed by announcement

UPON THE FIRST WARNING OR THREAT THE PRINCIPAL WILL:

1. Follow Bushfire and grassfire response plan and confirm available facts by personal observation or by a second information source.
2. Sound warning which will be:

IF STUDENTS ARE INDOORS

- All staff, students, visitors to evacuate to ‘shelter in place’ Lawson Public School Hall – (see attached map).
- CC classes to ‘shelter in place’ inside their classrooms in the support unit and await further instructions.
- Teachers to take their own class list and evacuation map with them.
- Office staff to take staff list/sign on sheet and class lists as back up.
- Students collect their bags if safe to do so.
- Wardens to check classrooms/areas in their sector and close door.
- At the ‘shelter in place point’ mark roll-alert Principal of missing students.
- Keep phone lines to office and Principal clear for ‘Emergency Services’.
- SASS - check sick bay and bring students to the ‘shelter in place point’
- Ensure main building is clear.
- No one is allowed to leave the ‘shelter in place unless advised by Principal.
- All rolls to be collected by SAM

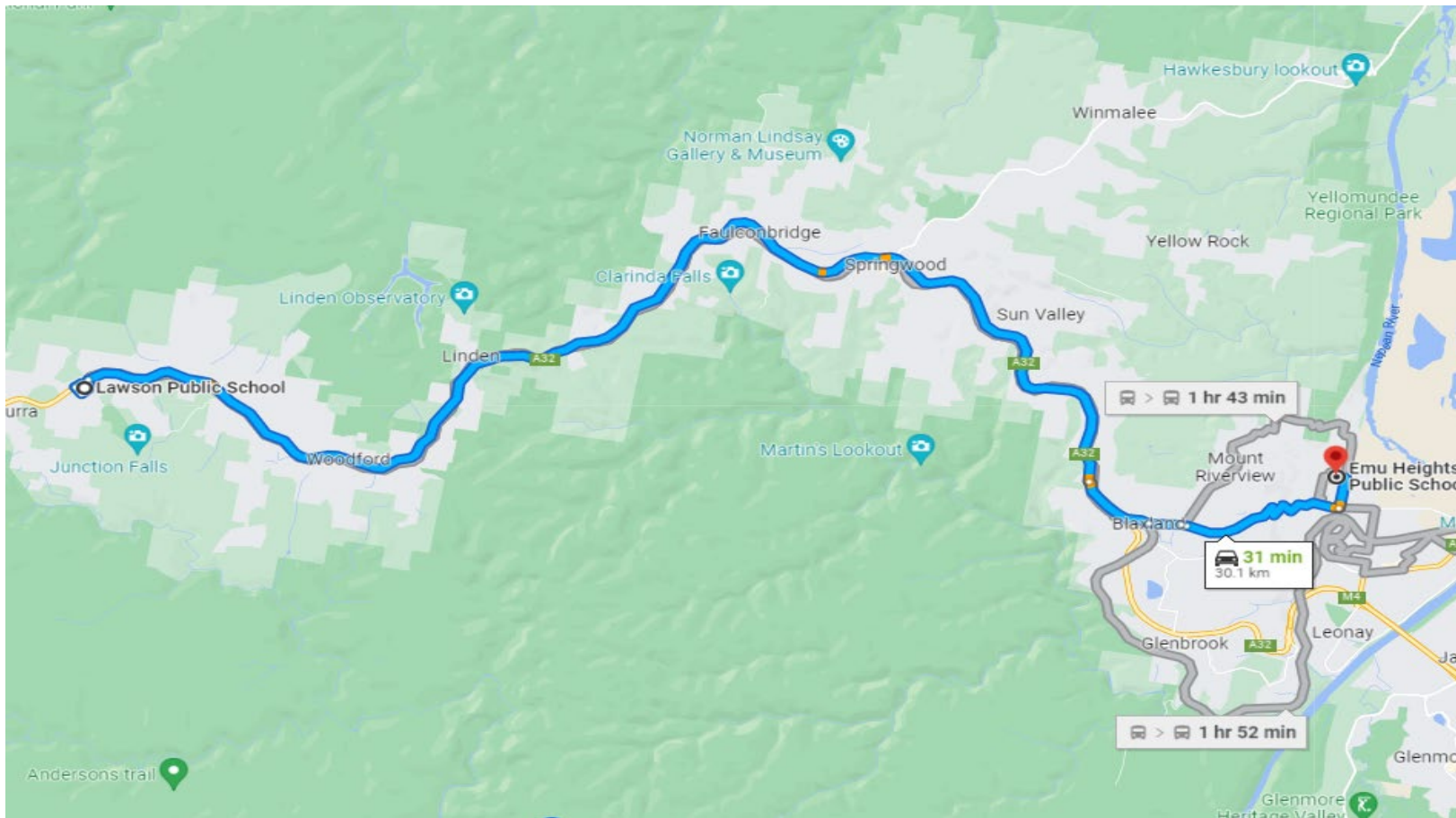
IF STUDENTS ARE OUTDOORS

Teachers on duty to remain on duty until playground is cleared

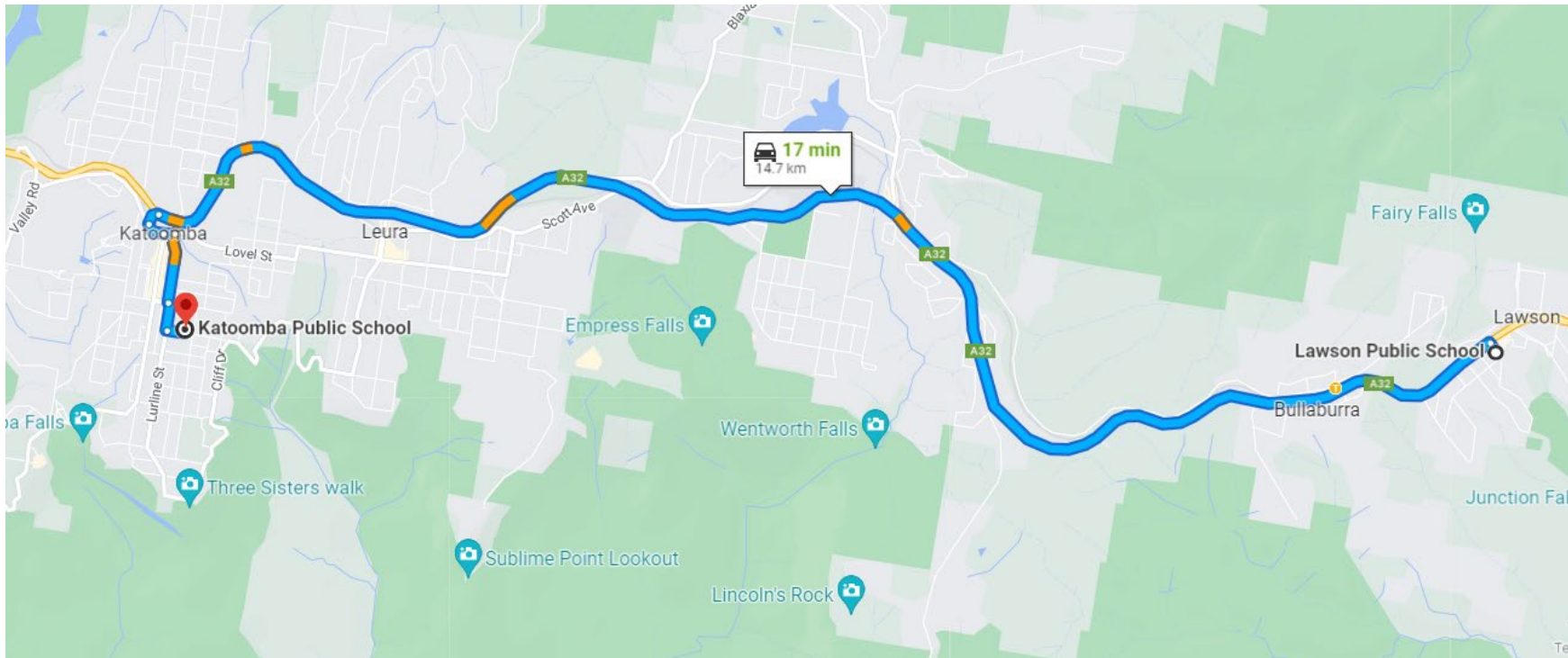
- All staff, students, visitors to evacuate to the ‘shelter in place’ in Lawson PS School Hall as directed by map - (see attached map).
- Office staff to take class lists, staff lists and sign on sheet to the ‘shelter in place point’
- CC students and staff to ‘shelter in place’ in their classrooms and wait for further instructions.
- Wardens to check classrooms/areas in their sector and close door.
- Mark roll-alert Principal of missing students.
- Keep phone lines to office and Principal clear for ‘Emergency Services’.
- SASS -check sick bay and bring students to the ‘shelter in place point’. Ensure main building is clear.
- No one is allowed to leave the ‘shelter in place point’ unless advised by Principal.
- All rolls to be collected by SAM

Bushfire Evacuation/ Shelter in Place Procedures- Updated- September 2022- Next review- August 2023

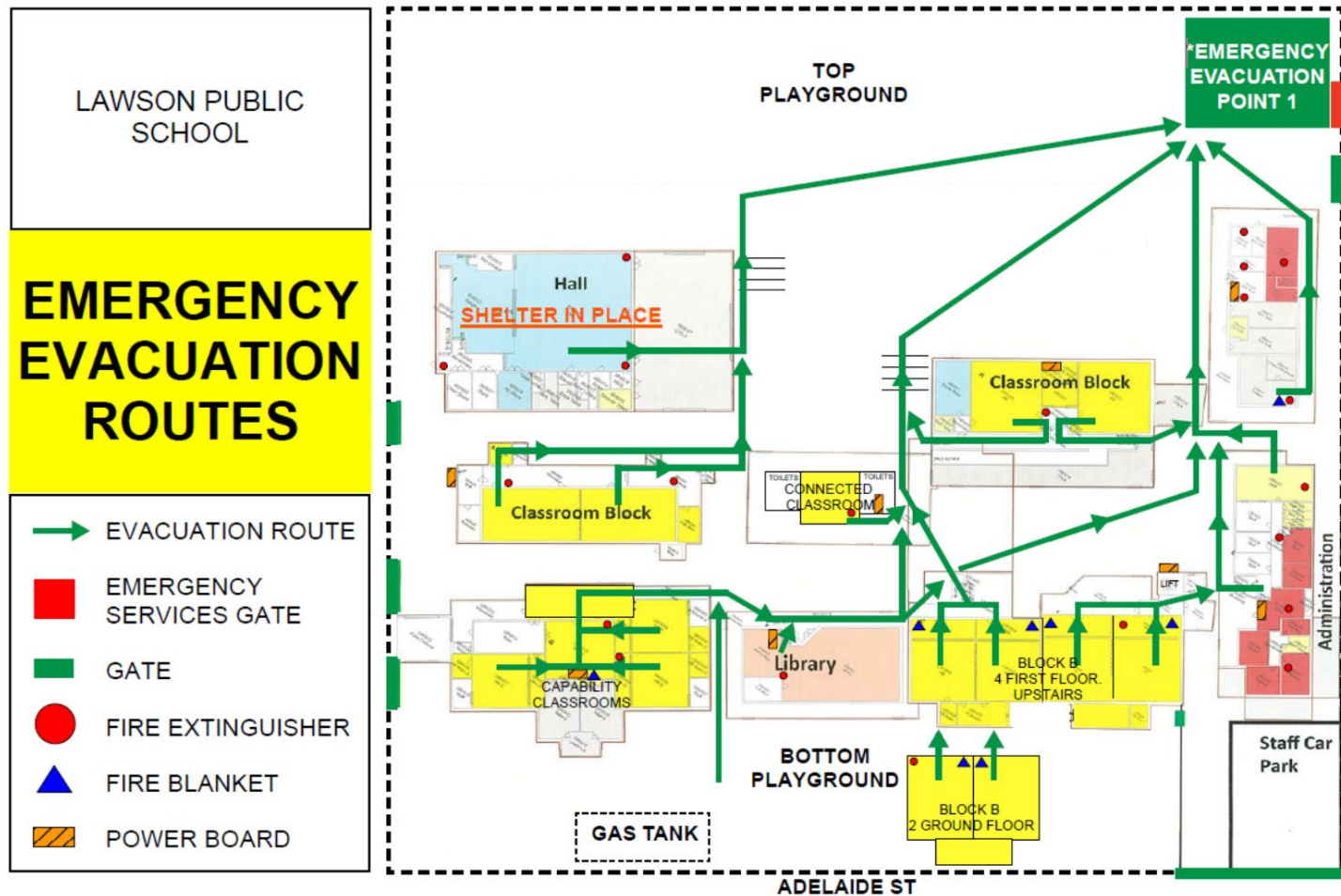
Bushfire and grassfire response plan



Map B: Offsite evacuation assembly route instructions – Emu Heights Public School



Map C: Offsite evacuation assembly route instructions – Katoomba Public School



Map D: Onsite evacuation assembly area and offsite evacuation assembly shelter in place refuge

Recovery

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

Refer to [Appendix E – Recovery checklist](#) to personalise the local recovery actions required for your school. The checklist actions may include:

- establishing a recovery location
- implementing a communication plan
- determining when it be safe for people to return to the workplace
- arranging for a detailed damage assessment and site re-entry inspections to be conducted by an authorised local Asset Services Officer, where necessary
- developing a plan to resume services in the workplace or an alternative location
- arranging debrief and support services for staff and students
- arranging a post incident review/evaluation of the emergency
- conducting a review of the EMP in the context of this emergency.

Prevention

Preventative actions	Responsibility	Last review
Conduct and then review the workplace risk assessment at least annually Optional - Attach your school's risk register in Appendix F – Risk assessment for emergencies	EPC	14/09/2022
Monitor and review risk assessment (at least annually and or following an incident)	EPC	14/09/2023

Review frequency

Reviews will be conducted at least annually or when:

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

Preparation

Preparation actions	Responsibility	Last review
Review the EMP	Principal/ delegate and WHS committee	24/08/2022
Cross reference risk assessment and risk register to list of reasonably foreseeable emergencies (see Appendix C – Reasonably foreseeable emergencies)	Principal/ delegate and WHS committee	24/08/2022
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Principal/ delegate and WHS committee	24/08/2022
Ensure that consultation to prepare persons with a disability for emergencies also considers making reasonable adjustments to support access to information and physical spaces	Principal/ delegate and WHS committee	24/08/2022
Develop draft communication strategy for known emergencies (for example, severe weather events)	Principal/ delegate and WHS committee	24/08/2022

Specific preparation actions

Training against the Emergency Management Plan

Training and skill maintenance	Local site Warden training including initial training for staff newly appointed to an emergency response role, and skills maintenance training for staff already trained in emergency response roles Minimum every 6 months These are conducted termly through drills.
Emergency communications systems	Monthly testing of Emergency Warning and Intercommunications System which include walkie talkies and phone systems. Termly testing of emergency alarm systems via drills.
Briefings and consultation	Include activities such as staff briefings, new staff inductions, contractor/volunteer/visitor inductions, consultation with people with disabilities

Specific preparation actions	
Emergency drill frequency	
Evacuation drill	Twice per year
Lockdown/Secure Alert (Lockout) drill	Twice per year
Bushfire response drill (Evacuation and a shelter-in-place)	Atleast once per year
Other	
Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	As per supplier recommendations/applicable Australian Standards
Emergency Kit/s and First Aid Kit/s	Check kit contents before each scheduled emergency drill (for example, evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

Plan established date	24/08/2022	Next review date	24/08/2023
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Version control

Version	Effective date	Approver	Comments
1	05/09/2022	Hayley Cross – rel. Principal	Implementation of EMP onto new DoE template and full review of emergency response procedures and risk assessment.

Document location

Version	Date	Comments
In Case of Emergency (ICE) system	15/09/2022	An electronic version of plan is lodged in ICE for use by the department, DEL and emergency services
Workplace manager and/or chief warden	15/09/2022	Electronic version: Internal server – faculty – teacher – WH&S – Folder 3 Printed copy onsite: On WHS board in staffroom and in WHS pack in front office Printed copy offsite:
Emergency evacuation kit	15/09/2022	Printed copy onsite: School office
School staff	20/09/2022	Printed summary has been printed and placed on the staff noticeboard. Printed copies of the plan have been provided to: Rachel Browne : Assitant Principal India Taylor : Assitant Principal Mia Sheppard : Assitant Principal Ryan Sheridan : Assitant Principal Shannon Fitzpatrick : School Administartion Manager Jason Smith : Teacher Thomas Walters : Teacher Katie Pratt : Teacher Kath Hansen : SLSO

Appendix A – Checklist: Supporting resources

Guidance: Use this section to check that relevant plans to support the Emergency Management Plan are attached if required.

Resources (✓)	
Bushfire and Grassfire Response Plan	✓
First Aid Plan	
Defibrillator Management Plan	
Floor plan	✓

Appendix B – Site diagram checklist

Criterion	(✓) Present	(*) Not Applicable	Required?
1. Title – Site Diagram – Lawson Public School	✓		Yes
2. Date diagram produced	✓		Yes
3. Street address	✓		Yes
4. Nearest cross street		*	Optional
5. A marking of the direction North		*	Optional
6. An overhead picture of the site	✓		Yes
7. Designated exits from site marked in green	✓		Yes
8. Designated car parks	✓		Optional
9. The name/number of each building (for example, Block A-Admin) and number of floors (for example, ground floor only or 2 floors)	✓		Optional
10. The location/s of stairs	✓		Optional
11. The location/s of lifts		*	Optional
12. Refuge/s (if present) in blue	✓		Yes
13. Location of animals		*	Optional
14. Location of onsite assembly area in words or pictorially represented in green. Note: These areas should be at least 150 metres away from other buildings/structures. Identify different areas for stage/cohort/preschool, as required.	✓		Yes
15. Address offsite evacuation location/s in words. Note: One of these areas should be at least 1 kilometre from the workplace.	✓		Yes

Criterion	(✓) Present	(x) Not Applicable	Required?
16. Evacuation routes marked in green – if available, identify primary and alternative routes	✓		Yes
17. Location primary Emergency Control Point (chief warden’s post) marked in red.	✓		Yes
18. Emergency services arrival point marked in red	✓		Optional
19. First aid stations marked with a white cross on green background		x	Optional
20. Location of hydrants and boosters marked in red		x	Optional
21. Location/s of electrical mains and isolation point	✓		Optional
22. Location/s of back-up generators/UPS batteries and isolation points		x	Optional
23. Location/s of solar power isolation point		x	Yes
24. Location of gas mains emergency shut-off/isolation point	✓		Optional
25. Location of any fuel supplies and emergency shut-off/isolation points			Optional
26. Location/s of bottled gasses and emergency shut-off isolation points. Include: LPG	✓		Optional
27. Location/s of sewerage/septic systems		x	Optional
28. Location/s of hazardous material stores		x	Optional
29. Other features not already mentioned, for example, electricity substation, farm, equipment sheds, school bus holding area.		x	Optional

Appendix C – Reasonably foreseeable emergencies

Guidance: Add in the emergency response. Cross reference your workplace risk assessment and risk register. The hazards listed in this table are illustrative rather than exhaustive and would trigger your local emergency response. The EPC may customise the table by adding / removing hazards.

Emergency	Type	Response
Fire	Structure fire	Emergency evacuation response
	Car fire	Bushfire & Grassfire response plan and Bushfire
	Chemical fire	Bushfire & Grassfire response plan and Bushfire
	Bush/grass fire	Bushfire & Grassfire response plan and Bushfire
Bomb threat	Bomb threat	Emergency evacuation response
	Suspicious item	Emergency evacuation response
Physical site / environmental emergency	Burst/leaking pipes (water/sewerage/gas)	Emergency evacuation response
	Loss of utilities (water/power/sewerage)	Emergency evacuation response
	Loss of ICT	Emergency evacuation response
	Chemical spill on site	Emergency evacuation response
	Structural failure/collapse	Emergency evacuation response
	Electrical hazard	Emergency evacuation response
	Explosion	Emergency evacuation response
Security/physical threat to people	Vehicle collision with workplace	Emergency evacuation response
	Intruder	Lockdown/Lockout
	Aggressive person/s	Lockdown/Lockout
	Violent person/s	Lockdown/Lockout

Emergency	Type	Response
	Armed person/s	Lockdown response
	Threats of or actual violence	Lockdown/Lockout
	Attempted/actual self-harm or self-harm ideation	Lockdown/Lockout
Medical emergency	Injury to person requiring first aid	First aid plan and response
	Injury to person requiring emergency services	Medical response
	Infectious diseases	Infection control and first aid plan
	Fatality (person) on premises or offsite activity	Emergency management plan
	Severe weather (wind, hail, dust, snow)	severe weather plan
	Severe temperature (cold/heat)	severe weather plan
	Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Bushfire plan and severe weather plan
	Vehicle accident at/in department workplace	Medical response
	Accidents or emergencies near the workplace	Lockdown
	Traffic accident impacting access to / from the workplace	Lockout
	Police event external to the workplace	Lockout
	Electrical hazard (downed powerlines)	Emergency evacuation response
	Chemical spill offsite	Emergency evacuation response
Escaped criminal	Lockdown/Lockout	

Appendix D – Checklist: Chief Warden briefing of emergency services

The Chief Warden will brief emergency services upon arrival. Only if safe to do so, the Chief Warden may send a person to meet emergency services and guide them to Chief Warden.

Checklist: Chief Warden briefing of emergency services upon arrival



Outline the emergency:

What? Where? When? Who is involved?

Describe the potential consequences:

Safety (risk to the safety of others, including animals onsite)

What buildings/assets are damaged?

Are there any utilities or hazardous materials **at** the scene?

Describe what has been done to manage the emergency

What has been done? (For example, evacuation commenced, first aiders attended injured people, building secured, school is in lockdown)

What is the status of the response? (For example, underway, complete)

Respond to questions

TIP: State the facts. State “I am unsure” if unsure of any answer to a question.

If applicable – **Safety of people:** Do any people need **urgent** assistance? Where are they?

If applicable – **Injuries:** Where are the injured people?

If applicable – **People with disability:** Do any people with disability need assistance? Where are they?

If applicable – **Utilities and hazardous materials:** Which utilities or hazardous materials are **near** the emergency scene?

Tip: Use the site diagram to assist briefing. Specific detail is in [Utilities and suppliers](#).

Appendix E – Recovery checklist

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

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

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

Appendix G – School emergency kit checklist

Guidance: The completion of the workplace-specific emergency kit checklist is optional. Refer to [Emergency Kits factsheet](#) for further information. Consider placing printed copies of fact sheets, such as [Site Clearance Protocol](#), in the emergency kits.

Evacuation kit	(✓)	Lockdown kit	(✓)
First aid kit	✓	Water and cups	✓
Clip board, log forms and pens	✓	Bucket with a lid	✓
Whistle or bell	✓	Blanket/screen	✓
Torch with spare batteries	✓	Toilet paper	✓
Spare workplace keys	✓	Waterless hand sanitiser	✓
Copy of school Emergency Management Plan (EMP)	✓	Blankets	✓
Radio with spare batteries	✓	Rags	✓
Emergency blanket/s	✓	P2 Face masks	✓
First aid summary cards for staff and students with medical conditions and list of required medications	✓		
Optional: Bottled water, disposable cups, long-life drinks, food bars and additional blankets to create shelter or shade	✓		

Appendix H – Bushfire and Grassfire Response Plan

See Emergency Response Procedures

End of Emergency Management Plan for Lawson Public School