



EMERGENCY MANAGEMENT PLAN

for

Lithgow High School

Effective: 23 Nov 2012

Date of last review: 23 Nov 2012

Review date: 2 July 2014



**Education &
Communities**

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PART 1 – EMERGENCY MANAGEMENT PLAN

Includes:

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

PART 2 – EVACUATION PROCEDURES AND OTHER ATTACHMENTS

Includes a range of support documents relevant to this workplace

PART 1: EMERGENCY MANAGEMENT PLAN

1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN

Purpose

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.

scope of the plan

This plan applies to all activities at the workplace and takes into account hazards that may occur within 5 km of the school.

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

Objectives

- To comply with WHS related legislation and directives or guidelines relating to health and safety.
- To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible.
- To enable efficient preparation for emergencies through appropriate training of staff, testing of equipment and practice of evacuation drills.
- To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency.
- To ensure the recovery of staff, students and others in the event of an emergency and the workplace after an emergency.
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Relationship with other plans

This plan is subject to the actions and operations of emergency services on a larger scale in the event of a large scale emergency impacting on the community e.g. evacuation in the event of bushfire.

Emergency Management Plan Document Location: There are 3 copies of this manual. The Emergency Management Plan is located on the schools intranet I:\School Site\Policies & Procedures\Evacuation Policy\Policy and Procedures\Emergency Management Plan and on the DEC ICE site. Other copies are held by: Andrew Foy (Principal) and Chris Walsh (DP Management)

Emergency Planning Committee:

Lithgow High School's Emergency Planning Committee consists of The Principal, Deputy Principal Management the WHS committee and the General Assistant.

This committee assists the Principal with emergency planning and preparation including:

- Establishing and implementing emergency plans and procedures
- Ensuring all identified roles by capable persons who have been trained in their role
- Ensuring the emergency management plan is rehearsed, its effectiveness reviewed and any identified changes to plans and procedures are made
- Training members responsible for emergency control in the emergency management plan and its implementation.

Reviewing the Emergency Management Plan

Step 1: Emergency Planning Committee reviews the Emergency Management Plan at least annually. The emergency management plan will also be reviewed:

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

Step 2: Complete a risk assessment of the workplace, identify known risks that are likely to require an emergency response – consider local information, physical environment. Consult with key stakeholders eg. Rural Fire Service, Roads and Maritime Services, NSW Police.

Step 3: Update the Emergency Management Plan and Procedures to reflect local requirements, ensure procedures are prescriptive. Save an electronic copy of the Plan to the school's shared drive and upload a copy to ICE (DEC's electronic emergency management record system – see DEC portal – my applications - ICE)

Step 4: Communicate plan to workers, train them in their responsibilities and ensure their participation in regular drills.

Description of the workplace (e.g. location, details - split or single site, stairs, ramps, lifts, no. of students and staff), after hour use, community use.

Lithgow High School is a co-educational school (7-12) with approximately 900 students. The school is built on a large bushland setting of approximately 8 hectares of land at 1A Pau Street Lithgow NSW 2790 at the end of a cul de sac. We are 2.6km from the main Post Office.

Business hours are generally 8.30am to 3.45pm during school terms.

Staff are able to access the school out of hours.

The school / workplace staff consists of 84 Teachers, 27 SASS, 1 GA, 1 FA and up to 20 casuals and a Support faculty on any given day.

Currently there is no routine community use of the school. The school hall is used out of normal school hours numerous times throughout the year for both school and community use. This is of a higher percentage towards the end of the year. There are volunteers working when the school holds its annual musical.

The school has two three storey buildings, three two storey buildings, a single storey building, a gymnasium, agricultural farm with assorted sheds, and an oval covering a large area.

During 2011/2013 a number of construction projects will be taking place on the school grounds.

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 local community e.g. evacuation in the event of a major bushfire or flood.

Roles and responsibilities

Emergency control organisation – Lithgow High School staff responsible for evacuation and emergency response and how to identify those persons.

Chief Warden Name	Position	Contact phone numbers
Andrew Foy	Principal	02 6352 1422 0439 600 348
Deputy Warden Name	Position	Contact phone numbers
Christine Walsh	Deputy Principal Management	02 6352 1422 0407 070 752
Phillipa Byrne	Deputy Principal Planning	02 6352 1422 0419 205 951
Emma Le Marquand	Deputy Principal Transition	02 6352 1422 0457 547 275
Floor Warden's Name	Position	Contact phone numbers
Matthew Quirk	HT Support	02 6352 1422
First Aid Officer Name	Position	Contact phone numbers
SASS	SAO	02 6352 1422
Communications Officer Name	Position	Contact phone numbers
Nominated Teacher	TAS	02 6352 1422

Process for notifying, alerting and reporting emergencies**Notifying emergencies**

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

Alerting the workplace to emergencies

The principal is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. Where the principal is absent from the workplace, the nominated Deputy Principal is to undertake this responsibility. Four long bells will sound indicating to staff to immediately leave their classrooms / workplace.

Reporting emergencies

- Contact emergency services immediately where required
- Schools notify the School Education Director of the emergency immediately
- Contact the School Safety and Response Unit hotline if the incident involves violence, weapons, illegal drugs or major criminal activity 1300 363 778
- Contact the WHS Directorate immediately on (02) 9266 8955 in the event of a death, serious injury or dangerous occurrence at the workplace.
- Report incidents involving employees, students, contractors and visitors by phoning the Incident Notification Hotline (1800 811 523) as soon as reasonably practicable (preferably by the end of business day).

Identified evacuation assembly areas and evacuation route**Assembly area 1:**

On site location - School Oval - see site map, Appendix No: H

Location of off-site 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 location Lithgow Public School, Mort Street, Lithgow 2790 (see site map, Appendix No: B)

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

This emergency management plan is communicated to staff through the Professional Learning program. All new / transferring staff will receive information and instruction during induction training.

Students receive information / instruction through School Assemblies and in class groups and practice drills.

Visitors/Contractors receive information / instruction when completing the Visitor's Register

Communication to parents/carers is completed via the school newsletter and P&C meetings if / as required.

Review dates

July 2009, July 2011, July 2013 etc.

The emergency management plan will also be reviewed:

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

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

E-key is held by Principal, Deputies, all HT and in Office Building B, room BR0017

On site water source – mains /Hydrant/ tanks	Water Mains – Front of Building A – Vale left hand side of steps-keys located in main key cupboard in office Building B - room BR0017 Fire Hydrant - Inside main front gates to school. Right hand side. Tanks x 3 – Perimeter of Building H See Appendix No: C
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Location of gas cylinder - LPG - Natural Gas	Building A. Full cylinders when not in use are stored in rooms R005 & R006. Cylinders in use are attached (and secured with a chain) to the welding machines. LPG bottles in use are stored under the welding bench. Any empty bottles or bottles not in use are stored in the outside storeroom at the end of the Vale building, room R0001. Natural Gas heating is located via a heater in every room of the school excluding: Building H – Ag farm Boys toilets Building C Girls toilets building B Room BR0038 Trade Training Centre – Building J Automotive Centre beside building D
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Location of electricity main	The main electricity board for the school is located on the bottom floor of the Methven Building in room No: DR0022. Each building has a substation cupboard located on the bottom floor. Vale R0018 Building A
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	Zig Zag BR0007 Building B Bowenfels – BR0045 Building B Hall – BR1015 Building B Eskbank – ER0002 Building E Invincible – FR0013 Building F Gym – GR0009 Building G Trade Training Centre – JR000 Building J
Fire extinguisher	TTC Building J – JR001 x2 Vale Building A – V11, V13, V14, V15, V16 Zig Zag & Bowenfels - Building B – Office, Print Room, Z13T, Cleaners Store BR0031, Canteen x 2, GA room, B12T BR1013 Deputy Principal Management, BR1010 Sign on Room, Z26T, B22T, The Hub BR1039, Z38T, B31T Methven Building B – M11 x 2, M12, M21T, M24 Eskbank Building E – Prep room ER0003 x 3, E19T, E17, E22 x 2, E23, E27, E26 Invincible Building F – I11, I12T, I13, I15, Prep room FR0006, I14, I21, FR1009 Library door x 2. Gym Building G – GR0002 PE Store, GR0009 Toilet Ag Farm Building H – R002 x 2
Solar power switch	E2 Room ER1011 Store

Types of installed communication systems

Telephones are located in Administration offices, Principal's and Deputies offices, Print room, clinic and in all faculty staffrooms.

A continuous bell, announcement system is used.

The principal carries a mobile phone (personal).

Two way Walkie Talkies and personal mobiles are used in the event of an evacuation

1.2 PREPARING FOR AN 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
Fire	2	Fire Extinguisher inspection /maintenance. Removal of combustible rubbish. Gutter maintenance / removal of debris	Six monthly Weekly Annually	DEC contractor GA DEC contractor
Bushfire	2	Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings Conduct fire drills Clear gutters of dry leaves and other debris; Listen to media reports for bushfire or	Annually Annually Bushfire Annually	Principal / GA to arrange Ongoing Approved DEC contractor Principal / SAM

		weather warnings/advice. Outline bushfire response procedures to staff	Season Start of Term 4 each year.	Principal
Personal Threat / Violence	2	All relevant must have Individual Behaviour Management Plans Ensure use of Visitor's Register. Implement 'Alert' response Personal Threat response procedure available / staff trained NVCI	Ongoing	HT Support

Training against emergency management plan

Type of training	Who and How often
Information / instruction / training on the school's emergency management plan (pt 1 and 2)	At induction for all new / transferring staff. As required (see school's training register) DP Planning - Annually
CPR First Aid Training Emergency care Anaphylaxis Training Asthma First Aid	All staff annually First Aid Officer three yearly All staff three yearly (see school's training register) DP Planning. Ongoing.
Routine practice drills	Whole of school/workplace including staff, students, visitors and contractors Evacuation - six monthly Lock down - six monthly Bushfire - annually Refer to school calendar
Evacuations procedures / floor plans are displayed in each room.	Each room, stairway has evacuation maps displayed which are updated as required

Frequency of emergency response drills

Type of emergency response drill	How often
Building evacuation (e.g. fire emergency)	Once every 6 months The outcome to be recorded on DEC's 'Emergency Evacuation Exercise: Observers Checklist' (Form) and entered on ICE

Arrangements for disabled persons

Strategy	Person responsible for action
Arrangements are documented in the student's individual learning plan /emergency management disabilities register. Arrangements are clearly communicated to those staff working with the student/s. Note: Where there are staff or students in the workplace with intellectual or physical disabilities, arrangements for their supervision and evacuation should take into account any special communication	Principal / Head Teacher Support/SLSO

needs and the operation and testing of evacuation assist devices e.g. stair chairs for wheelchairs etc.	
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Testing of equipment	
List type of equipment	Frequency of testing and who
Fire fighting equipment (including fire extinguishers, fire blankets)	At least every 12 months by DEC contractor
School bell	Daily by Administration Officer
Walkie Talkie	Weekly by Administration Officer
Announcement system	Weekly by Administration Officer

First aid requirements	
Requirement	Action completed
First Aid Officer appointed/trained	Yes
First Aid Officer participates in emergency drills	Yes
Portable first aid kit available and maintained	Yes
Kits are readily available during emergencies	Yes

Communications during an emergency		
Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication (e.g. PA system, agreed alarm signal)	Responsibility for commencing and managing communications
Evacuation	Preferred communication <ul style="list-style-type: none"> School bell 	Principal or delegate
	Alternative communication <ul style="list-style-type: none"> Megaphones Announcement system 	Principal or delegate
Alert	Four long bells	SAM
Lockdown	Air horn – 1 continuous 10 second blast	Every staffroom
Lockout	PA System	DP Management

1.3 RESPONSE

The process for making decisions
<p>Once an emergency is reported the Principal will assess:</p> <ul style="list-style-type: none"> 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? <p>The Principal will then immediately initiate necessary actions and responses e.g. evacuation.</p>
Immediate response actions (actions will often take place at the same time)
<ul style="list-style-type: none"> Implement emergency evacuation, alert, lock down or lock out procedures where required Ensure first aid is administered and medical treatment provided as soon as possible Contact and liaise with relevant emergency services Secure the area, remove people from the area and make it as safe as possible while maintaining personal safety Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed from regional office, School Safety and Response, WHS

Directorate and the Media Unit

- Report incidents involving violence, weapons, illegal drugs or major criminal activity to School Safety and Response on 1300 363 778; and incidents involving malicious damage, break and enter, fire and security breaches to School Security on 1300 880 021
- Ensure telephones are not used for anything other than incident communication.
- Contact the injured person's family if required

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

Who: Designated teacher from TAS, General Assistant or as delegated by Principal.

Where: At the relevant emergency services access gate as designated by the Principal

How: Wearing a fluorescent vest, the vehicle controller will locate themselves near the front gate of the school to re-direct vehicles, ensuring a clearway is maintained for emergency services.

When: From the time that the Principal directs them until they are relieved or the all clear announcement is made.

Evacuation procedures (summary) – Full procedures included in Appendix G

- Principal decides on the need to evacuate, where possible in consultation with emergency services.
- SASS to activate emergency evacuation signal - Four 5 second long bells.
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the oval (assembly area 1), unless advised of an alternative evacuation assembly area.
- Floor wardens(Head Teacher, Faculty) to check that all classrooms are clear and lock them where possible
- Classes to line up in order on the oval
- When whole school is assembled, classes will be reassembled
- Rolls marked
- Office staff and canteen staff to evacuate to oval or alternative location when advised
- Designated teachers to check designated blocks and toilets
- Deputy Principal to then brief staff on emergency and await arrival of emergency services or take other appropriate action
- Deputy Principal advises when to return to the school in consultation with emergency services.

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 fire fighting equipment. Maps are to be displayed prominently throughout the workplace.

Location of designated emergency exits: Emergency exit maps indicating exits are located in all rooms and stairways.

Location of fire hoses / hydrant:

Hall Building B – BR1023 x 2 plus fire hose

TTC Building J – JR001 x2

Vale Building A– V11, V13, V14, V15, V16

Zig Zag & Bowenfels - Building B – Office, Print Room, Z13T, Cleaners Store BR0031, Canteen x 2, GA room, B12T

BR1013 Deputy Principal Management, BR1010 Sign on Room, Z26T, B22T, The Hub BR1039, Z38T, B31T

Methven Building B – M11 x 2, M12, M21T, M24

Eskbank Building E – Prep room ER0003 x 3, E19T, E17, E22 x 2, E23, E27, E26

Invincible Building F – I11, I12T, I13, I15, Prep room FR0006, I14, I21, FR1009 Library door x 2.

Gym Building G – GR0002 PE Store, GR0009 Toilet
Ag Farm Building H – R002 x 2

Location of first aid kit/s:

TTC Building J – JR001 room JR001
Vale Building A– V18T room R0014
Zig Zag – Building B –Print Room room BR0026 x 12
Bowenfels - Building B - Z12T, BR0048,
Canteen - Building B - room BR0035
The Hub Building B - BR1039
Methven Building B –M21T room DR0009
Eskbank Building E – Prep room ER0003, E19T,
Invincible Building F – I12T room FR0002
Gym Building G – GR0003
Ag Farm Building H – R001

Location of allergen kit: Zig Zag – Building B –Office – room BR0017

Appendix B: Main roads adjoining Lithgow High School via Pau St cul de sac are Bridge St and Eskbank Sts. Emergency vehicle access is via Pau St.

Response procedures for specific emergencies

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

Refer to 1.2 Risk Management Strategies – include title of each specific local risk identified:

- **Fire**
- **Bushfire**
- **Personal Threat/Violence**

Emergency contacts include after-hours contacts

Name	Contact numbers (include after hours)
Police/Fire/Ambulance	000
Principal Deputy Principal Management	Andrew Foy 0439 600 348 Christine Walsh 0407 070 752
School Safety and Response Hotline	1300 363 778
Security Hotline	1300 880 021
Employee Assistance Program (critical incident debriefing / counselling)	PPC Worldwide – 1300 361 008 Davidson Trahaire Corpsych - 1300 360 364
Regional WHS Manager	M: 0429 154 110
Lithgow Medical Clinic, 11 Bridge St, Lithgow	6352 5588

1.4 RECOVERY

Strategy and description

A recovery will be coordinated supporting communities affected by the emergency. Consideration is to be given to reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

Consider that students, teachers, staff and parents / staff members may have different needs and may react accordingly. Also consider the impact on different cultural groups, intellectually disabled people, etc. EAP providers are contracted to provide counselling for staff immediately after an emergency or other incident.

Trauma counselling and description	Who
School counsellors should be used in the first instance when providing support to students	The principal to consult with DGO / SED re: needs / school counselling services.
EAP providers are contracted to provide counselling for staff following an emergency or other incident	The principal will consult with SED re: needs / staff trauma counselling services. See below EAPS contractors details: PPC Worldwide P: 1300 361 008 Davidson Trahaire Corpsych P: 1300 360 364

Managing the Media Strategies
<p>The principal or DP Management (in consultation with the SED/or alternate senior officer) will appoint a person to act as the workplace Media Liaison Officer.</p> <p>The Media Liaison Officer will immediately contact DEC's Media Liaison Unit (Western Region) P: 02 6334 8080 M: 0419284243.</p> <p>Note: When the media initially makes contact with the school, avoid saying "no comment". Instead take the details of the enquiry including contact details and advise them that a relevant DEC Officer will get back to them ASAP.</p>

Return workplace to normal	Action
Return to normal business activities ASAP.	Principal or DP Management will 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. Consideration should also be given to any temporary requirements such as temporary work locations, access / egress, access to resources, advising community / clients etc.
Completion of Post Event Evaluation	<p>The Principal in consultation with all internal and external stakeholders will review all aspects of the Emergency Management Plan. A post event evaluation will be provided to the Principal / workplace manager which may include recommendations for improvement.</p> <p>Principal / workplace manager considers the recommendations, determines actions required / timeframes and circulates to the appropriate stakeholders.</p>

Lithgow High School

BUSH FIRE MANAGEMENT PLAN

RISK FACTORS

The bush fire danger season generally runs from 1 October until 31 March annually.

Lithgow High School is on DEC's 2012-2013 Bushfire Register which means that the school has assessed as at high risk in the event of a bush fire.

The school population is 1100

No. of staff: 150 No. of students: 884

Special needs of persons with disabilities: wheelchair access

Evacuation assembly area – Lithgow Primary School, Mort Street Lithgow 2790 Ph: 6351 2297

Note: Designated safe assembly areas and access routes should be considered according to the circumstances and the time of the emergency.

Road access / egress to the school: Assembly site at Lithgow Primary school is in the main quadrangle east fence facing Eskbank St and is via exiting Pau St, turning right into Bridge St and then after 200 metres turning left into Short street and entering Lithgow Primary School through the staff car park. Alternately if students/staff have left the High School via the back gate on the oval they will travel to Maple Crescent, turn left into church street, right into Short street and enter the Lithgow Primary School via the staff car park. All these roads are sealed rural roads with footpaths on one side.

Transport to support an evacuation: Lithgow Bus Lines, Lithgow SES vehicles and Lithgow police vehicles. Ann Beutel (staff member with wheelchair) private vehicle equipped with wheelchair facilities.

Onsite location where safe evacuation is not possible is the Zig Zag building bottom floor classrooms. These classrooms are brick, with sealed aluminium windows, are situated a sufficient distance from any bushland area and have surroundings buildings that will minimise the radiant heat impact from any advancing fire burning under typical weather conditions. If power is lost the Principal or delegate will provide contact to emergency services via staff mobiles.

A list of government schools identified as being on bush fire prone land has been provided by the NSW Rural Fire Service. See link:

<https://detwww.det.nsw.edu.au/adminandmanage/ohands/safeworklearn/emergency/index.htm>

All fires are to be reported to 000

PREVENTION STRATEGIES

Before the bush fire season:

- Liaise with emergency service agencies about emergency procedures and vegetation management in the vicinity of the school and any other issues that are appropriate;
- Review and update the school's Bush Fire Management Plan, in accordance with the Department's Emergency Management Guidelines. Ensure that appropriate emergency response strategies are in place which can be implemented in the event that the school is threatened by bush fires (including a Bush Fire Evacuation Plan).
- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings;
- Arrange for contractors to clear gutters of dry leaves and other debris;
- Communicate the plan to staff and the school community;

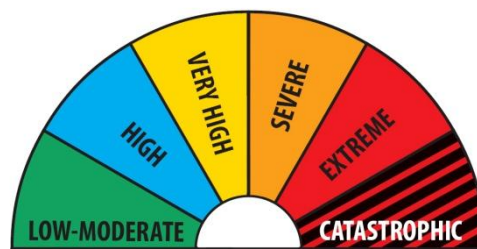
- Educate staff on their responsibilities (annually in early October);
- Conduct fire drills;
- Ensure that all items that may be flammable such as door mats and garbage skips are locked or put away prior to leaving the school premises unattended;

MONITORING BUSH FIRE CONDITIONS OR ACTIVITY

Fire Danger Rating (FRD)

FDR is the predicted fire behaviour on a given day if a fire was to start. It is calculated based on the combination of air temperature, relative humidity, wind speed and dryness of the landscape.

At the lower end of the scale, Low – Moderate FDR means that a fire will not burn, or will burn so slowly that it will be easily controlled. At the upper end of the scale, a Catastrophic FDR means that a fire will burn so fast and hot that it is likely to be uncontrollable.



During the Bush Fire Season:

Gather up to date information on fire activity and monitor bush fire conditions by:

- Listening to the local radio station and/or monitor the NSW Rural Fire Service for information about bush fire activity or fire danger ratings.
- Obtaining major fire updates and preparation advice from the NSW Rural Fire Service website at www.rfs.nsw.gov.au.
- Obtaining RFS Bush Fire Information Line on 1800 NSW RFS (1800 679 737) which is staffed on a 24 hour basis.
- Additionally, a free iPhone application from NSW Rural Fire Service, Fires Near Me NSW. 'Fires Near Me' is available to download free of charge from Apple's Application store.

During the bush fire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

Catastrophic Days

The State Emergency Operations Centre (SEOC) notifies the Department at approximately 4.30pm each day when there are catastrophic fire danger ratings predicted for the following day.

Lithgow High School will temporarily cease operations during periods when there is a 'catastrophic fire danger rating' issued for the area in which the school is located.

What the school should do when there are Active Bush Fires in the area

The Principal should:

- Monitor ABC or local radio throughout the day and listen for updates on fire and weather conditions
- Regularly check the NSW Rural Fire Service website at www.rfs.nsw.gov.au

Where identified, the Principal should immediately discuss their specific circumstances with local emergency services agencies and their School Education Director to determine whether they need to temporarily relocate or cease operations.

Contact the School Education Director to discuss circumstances and advice provided by Emergency Services

What the school should do where there is an imminent Bush Fire threat to the school:

- The Principal is to seek urgent advice by contacting Emergency Services – dial 000. Identify response requirements – 'Evacuate' or 'Stay and Defend' (if circumstances prevent safe evacuation)
- If the school is directed to temporarily close by emergency services personnel, or a decision is made in conjunction with the School Education Director to relocate or temporarily cease operations due to local bush fire activity, the Principal or their nominee should immediately notify:
 - Marnie O'Brien, Director Workplace Health and Safety, 0402 352 949, or
 - Stan Zabkar, Acting Director, Safety and Security on 0422 006 963.
- The Principal should then, implement the determined Emergency Management Plan with respect to bush fire.
- The principal or their nominee should notify the parents / carers / next of kin of arrangements.
- Continue to liaise with Emergency Services

EMERGENCY RESPONSE PROCEDURES

EVACUATION PROCEDURE

The evacuation of occupants should take place only under the direction of the incident controller of the NSW Fire Brigades, NSW Rural Fire Service or NSW Police.

However, if it is apparent that the lives of persons will be endangered unless they are evacuated immediately and the Principal is unable to contact the appropriate emergency services, the Principal will make immediate arrangements to evacuate to a safe place if it is safe to do so. In such cases, transport arrangements will be implemented in consultation with local police.

Response:

- Arrange transport in consultation with local police.
- Where safety permits:
 - Downpipes are to be blocked and gutters filled with water.
 - Irrigation system / sprinklers to be turned on
 - Roofs to be hosed down
 - Check that taps are working and fill available containers with water
 - Bring hoses and tap fittings indoors
- Collect the following:-
 - Torch; radio and spare batteries for each
 - First Aid Kit, Health Care Plans and prescribed medication/s
 - Bottled water and plastic cups
 - Student roll, visitor's book, mobile phone, emergency contact list (students and staff), pens
 - Whistle or bell
 - Spare workplace keys.
 - Domestic animals

- A roll call should be conducted including visitors, contractors prior to evacuating from the school and again at evacuation assembly point
- Evacuation to the identified assembly point
- Maintain awareness of the bushfire threat by regularly checking conditions NSW Rural Fire Service
- Stay tuned to the local radio station for information
- Provide information update to SED

STAY and DEFEND PROCEDURE (where circumstances prevent safe evacuation)

The Principal should consider the option of retreating from the most threatened location to a safer on-site location. Where possible this decision should be made in consultation with Emergency Services and the School Education Director.

Note: Heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames.

- Move to the safer / less threatened onsite location
- Air conditioning should be turned off
- Gas should be shut down at the metre or bottle
- Close all windows and doors (do not lock)
- Draw the blinds (if fitted)
- Place wet towels around windows and door edges to stop smoke and embers from entering.
- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant).
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing with water if possible.
- Wet a cloth to place over the face.
- Drink water to guard against dehydration
- Assemble the group away from the part of the building which will be initially exposed to the fire keeping low (there is more air available to breathe near the ground).
- A roll call should be conducted – using student rolls and visitors book
- Once the fire front has passed and the threat from radiant heat has abated, all persons may move to the oval and the Principal should check the buildings for outbreaks of fire
- Provide information update to Emergency Services and SED
- A second roll call should be conducted in the new assembled area – using student rolls and visitors book

EMERGENCY CONTACTS

NSW Rural Fire Service	000
NSW Fire Brigade	000
NSW Police Force	000
NSW Ambulance Service	000
School Education Director	W: 6334 8200 M: 0408 479 569
DEC Safety & Security Directorate – Stan Zabkar	0422 006 963
DEC Work Health & Safety Directorate – Marnie O'Brien	0402 352 949
Local Council	6354 9999
State Emergency Service	132500

RECOVERY ACTIONS

Implementing the recovery strategy plan:

- The Principal will decide when to re-open the workplace, in consultation with local emergency services and the SED
- Advise the school community of plans to recommence operations
- Normally, the NSW Fire Brigade will check that utilities (water, electricity and gas) are either safe to use or are disconnected before they leave the site. Do not attempt to turn on utilities yourself
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Where property has been damaged, liaise with the emergency services and Asset Management and SED
- Review the Emergency Management Plan.

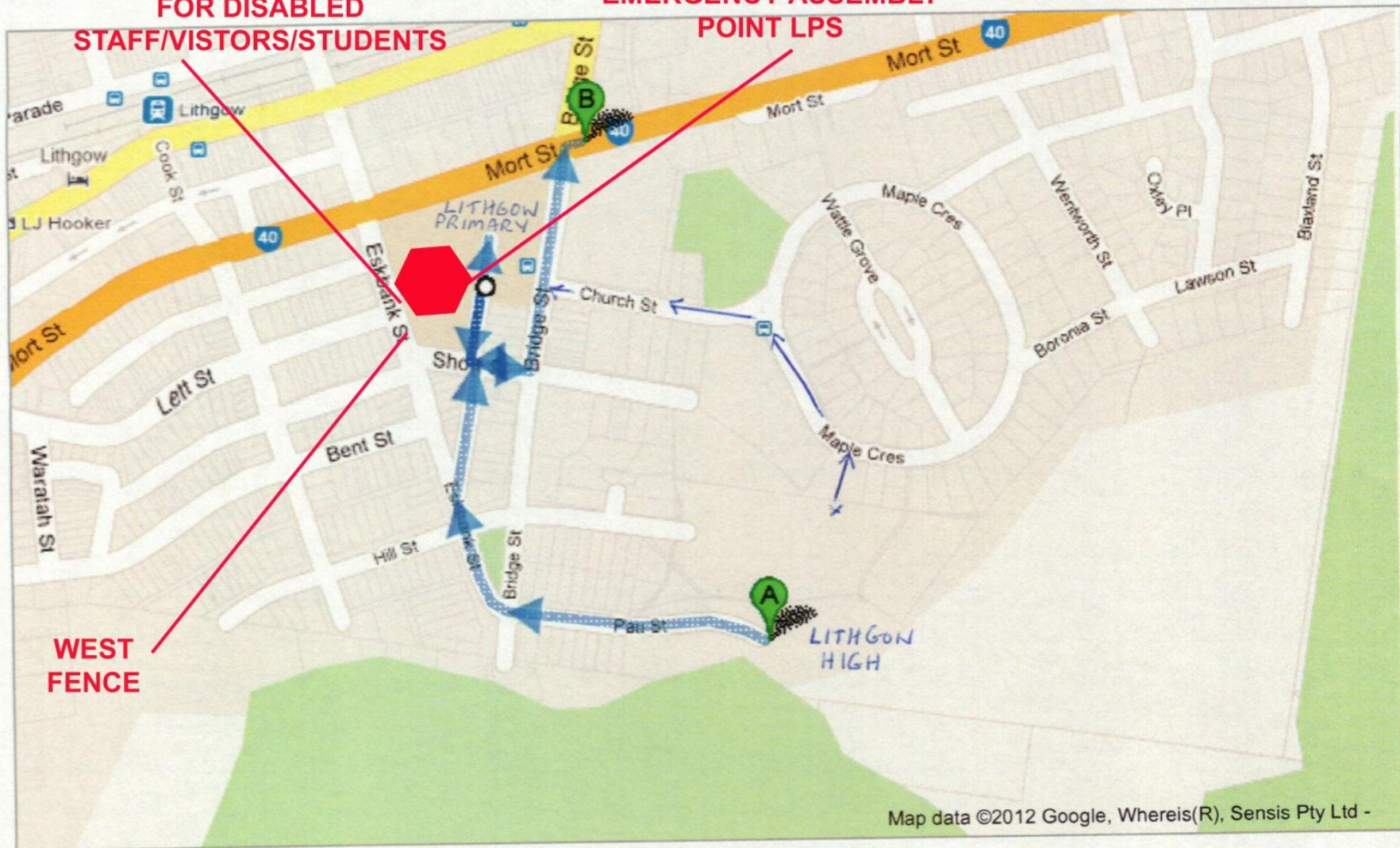
ADDITIONAL INFORMATION:

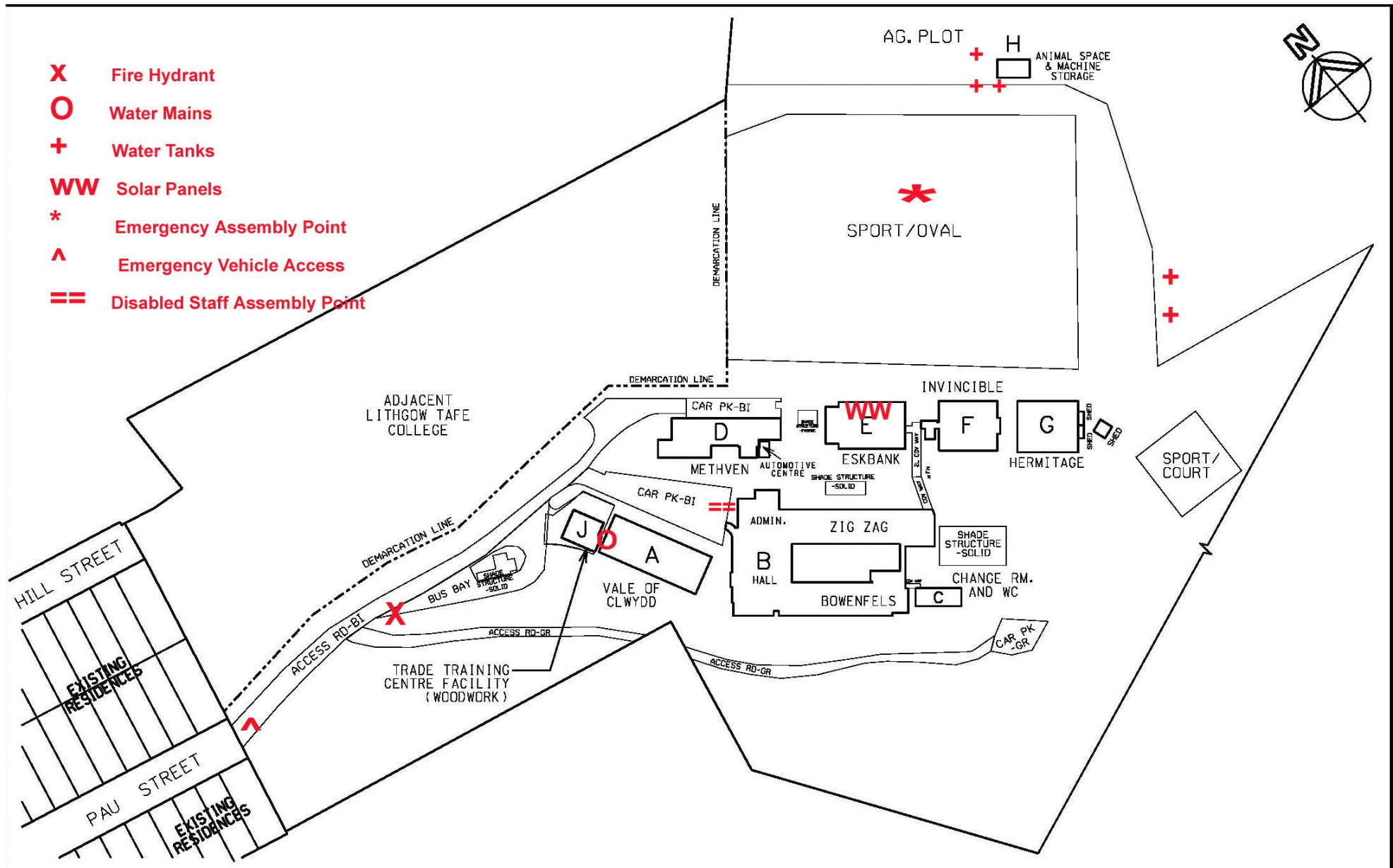
- NSW Rural Fire Service:
- Emergency Management Australia: <http://www.em.gov.au/Pages/default.aspx>
- NSW Department of Education and Communities – Work Health and safety Directorate <https://DECwww.DEC.nsw.edu.au/adminandmanage/ohands/support/index.htm>
- Contact - Regional Work Health and Safety Liaison Manager

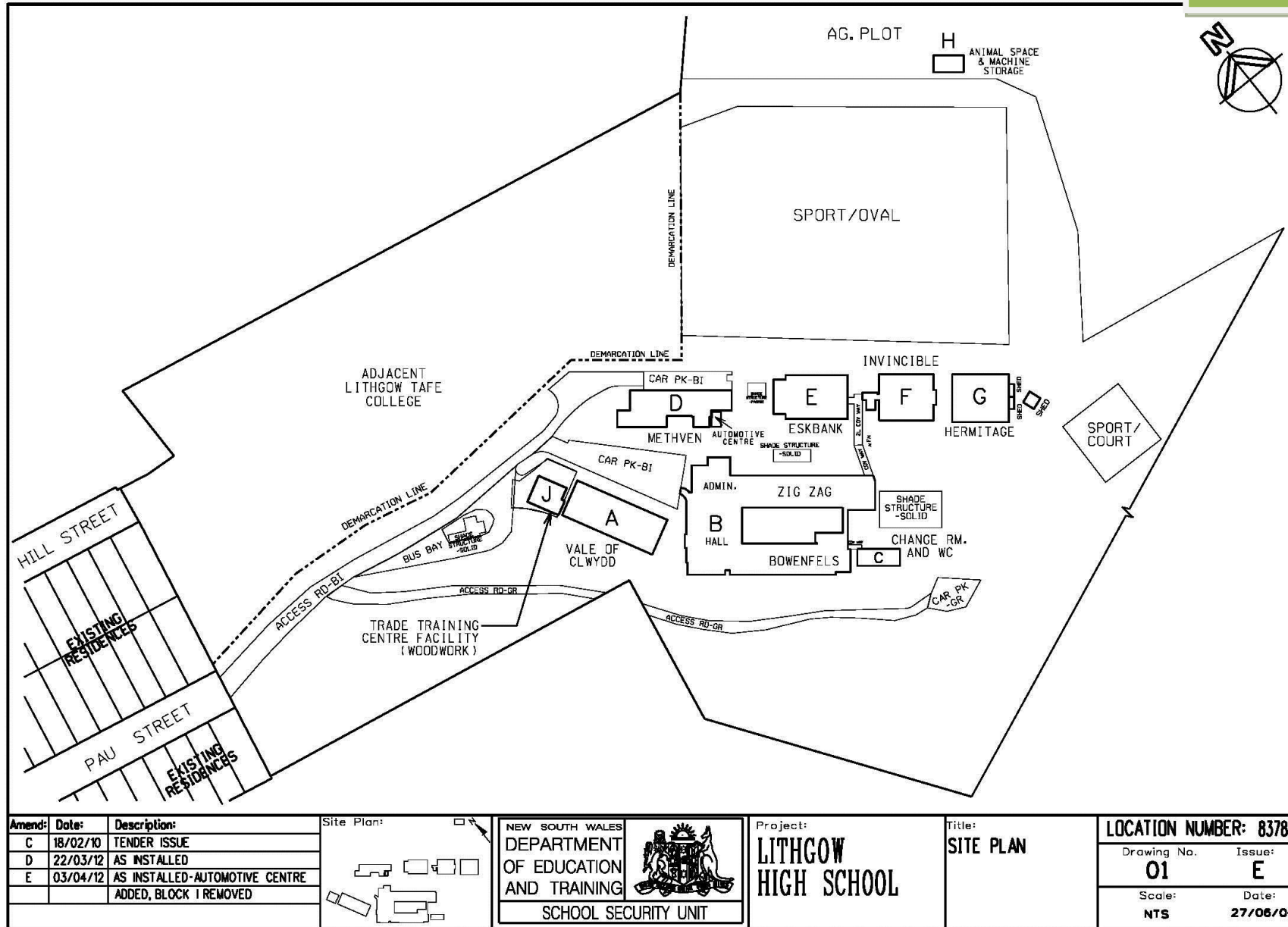
**EMERGENCY VEHICLE DROP OFF POINT
FOR DISABLED
STAFF/VISITORS/STUDENTS**

**EMERGENCY ASSEMBLY
POINT LPS**

**WEST
FENCE**









Lithgow High School

Promoting Excellence In A Caring Educational Environment

ARRANGEMENTS FOR THE 2012-2013 BUSH FIRE SEASON

Dear Parent or Carer

I am writing to let you know about arrangements for our school for the current bush fire season.

Our school has been identified as a school at increased risk if a fire were to break out on a day when a catastrophic fire danger rating is issued for our area.

To ensure the health, safety and welfare of students and staff, the NSW Department of Education and Communities has determined that on days when a catastrophic fire danger rating is issued for our area, the school will temporarily cease operations for the day(s) the rating is current and alternative learning arrangements will be put in place. This is based on information obtained by a bush fire assessment of our school arranged by the Department.

The school will only receive notification of a catastrophic fire danger rating after school hours the day before the forecast is issued.

A catastrophic fire danger rating is likely to occur on a very small number of days during the bush fire season, if at all. To ensure that we continue to support student learning on these days, I have put the following arrangements in place:

The school will liaise with Emergency Service Agencies during the time of the year when the risk of bush fire is highest. Please listen to the local radio station for bush fire or weather warnings for advice and notification of any possible school closure.

A copy of information for parents provided by the Department about these arrangements is attached. Ensuring the school has up to date contact details and email addresses would also be of assistance to the school.

Please contact the school on telephone 6352 1422 if you would like any further information about this matter.

Yours faithfully

Andrew Foy
PRINCIPAL

10th October 2012



Lithgow High School

Promoting Excellence In A Caring Educational Environment

OFF SITE EVACUATION (BUSHFIRE) POLICY AND PROCEDURES

Introduction

An offsite evacuation policy is necessary to ensure all personnel are cleared from all school buildings in the event of an emergency.

An offsite evacuation practice will occur in Terms 1 and 2, and in either Term 3 or 4 (i.e., three practices a year). Students and staff will always be informed of the time and date of a practice, so there is never any confusion of the "real thing".

Signal and General Procedure for Evacuation

When 2 long (30 seconds) bells sound, **ALL** people in the school are to move directly to designated areas in the school.

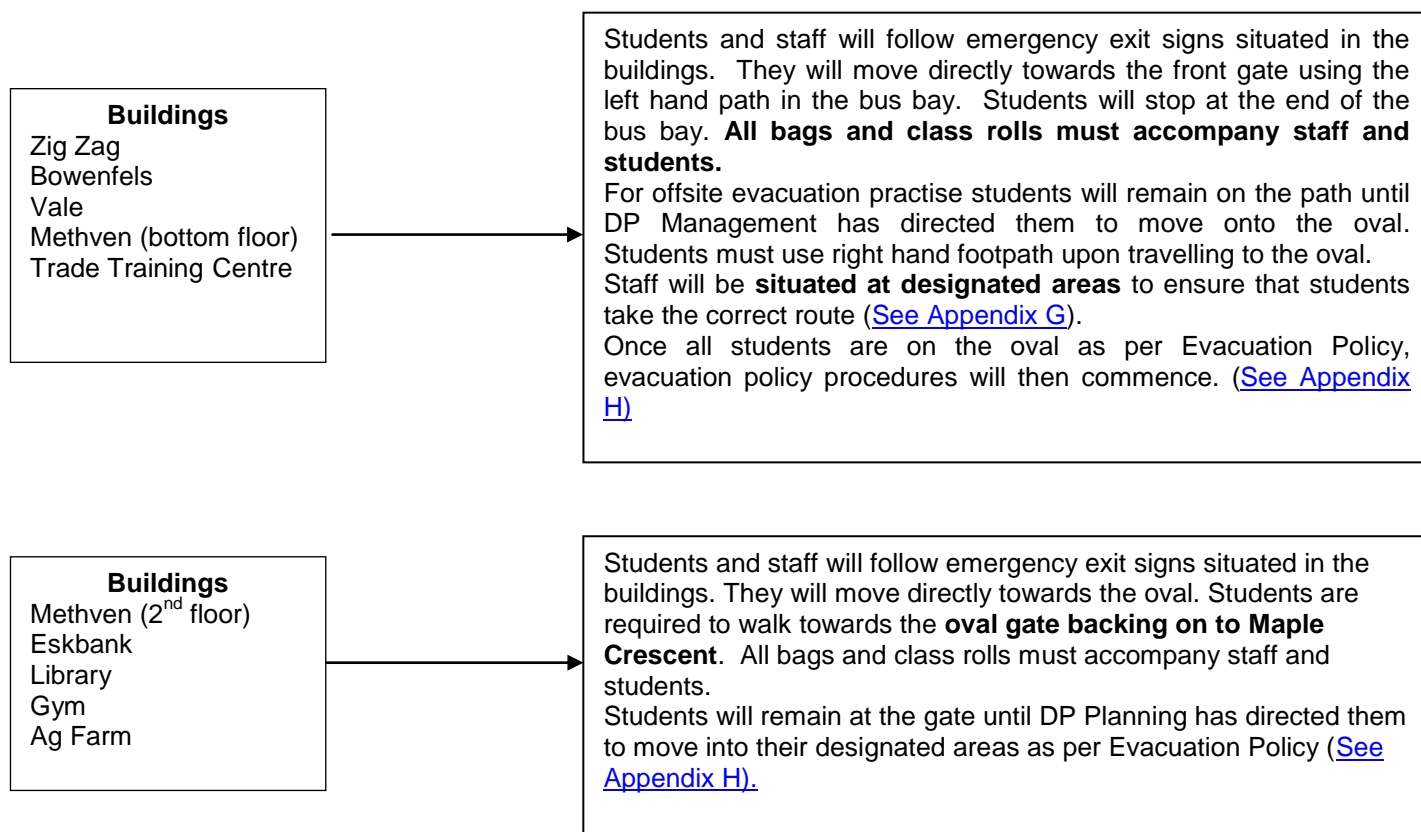
If the situation permits, all doors and windows to rooms should be closed but **not locked** when departing. The most important part of any evacuation procedure is to ensure that **ALL buildings** are completely empty. Staff are initially responsible for making sure that **ALL** students leave the buildings. If necessary to assist a speedy exit, students' bags and possessions are to be left behind.

The evacuation bells will be rung by the Office, after notification of a need from any staff member.

If possible, staff should try to put on their safety vest, to assist with the visual assessment of the distribution of supervision.

Offsite Evacuations at Recess, Lunch or between Periods

All procedures will be the same as an evacuation in the class time.



Students will move into designated year groups when they arrive on the oval. Procedures for roll marking will continue as normal. **Students will remain on the oval until dismissed.**

In the event of the 'real thing' **Students and staff** will proceed to Lithgow Primary School via routes indicated on map ([see Appendix B](#)). All specific Individual Responsibilities before evacuating buildings as per evacuation policy come into play with the meeting place then becoming the Lithgow Primary school main quadrangle playground area west fence becoming our oval back fence.

Exceptions to the evacuation policy are:

Point 6. Students on Crutches, in Wheelchairs or with identified Special Needs

- **This will also incorporate staff and visitors unable to walk the distance to Lithgow Primary School.**

Transport to support an evacuation: Lithgow Bus Lines, Lithgow SES vehicles and Lithgow police vehicles. Principal or delegate is to notify emergency services on 000 to assist with transportation of staff/students/visitors to assembly point at LPS. These vehicles are to drop off at the Eskbank Street entry into LPS where wheelchair access is available.

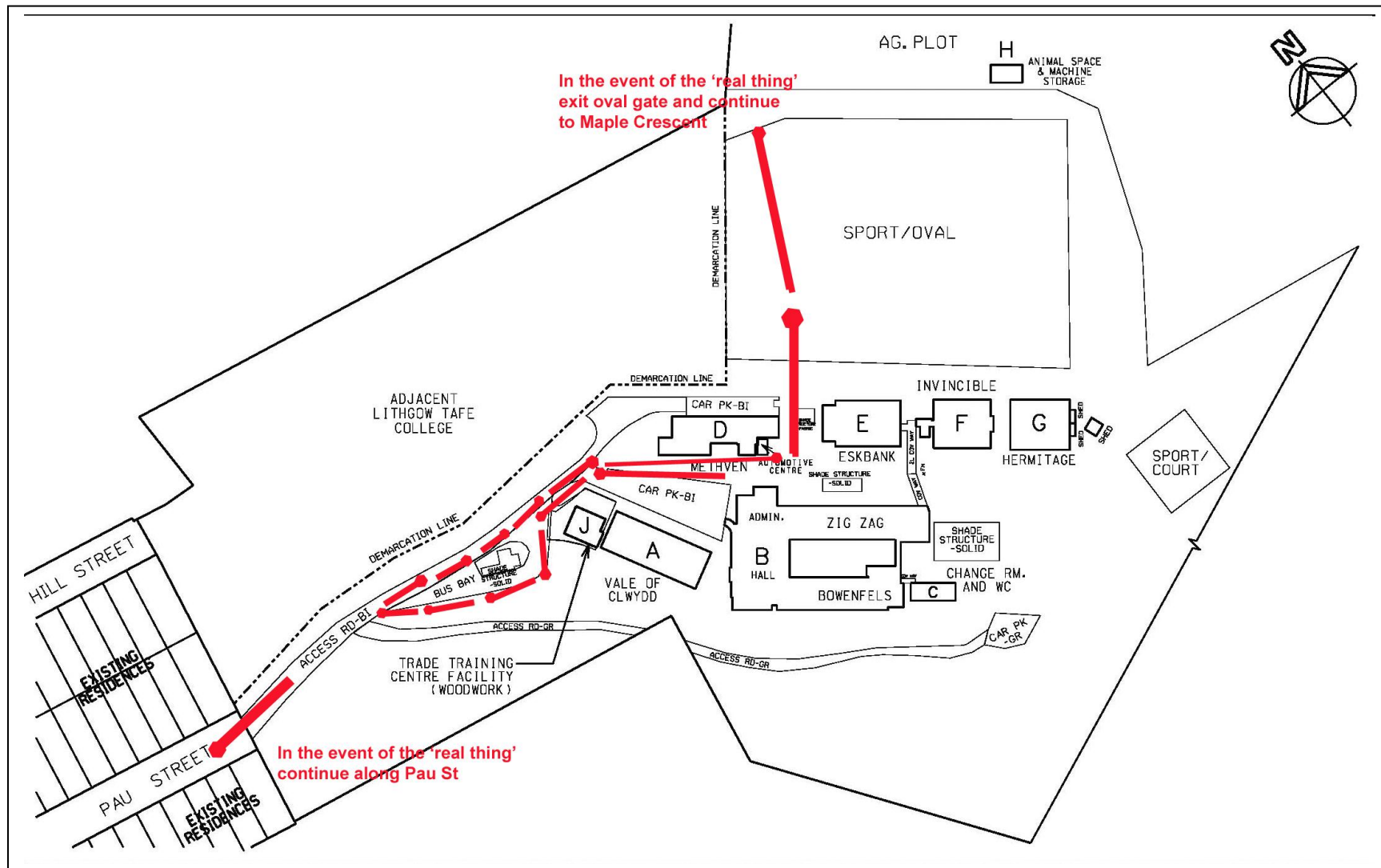
Students/Staff/Visitors unable to traverse the distance to LPS are to assemble at the disability ramp at the bottom of the front stairs Zig Zag building and await transportation from emergency services vehicles. The GA is to assist with wheelchairs or less mobile staff to transportation area.

Emergency Services Information Map – [See Appendix C](#)

Evacuation Policy procedures from this point forward:

DESIGNATED ROUTES FOR PRACTISE OFFSITE EVACUTATION

Appendix G





Lithgow High School

Promoting Excellence In A Caring Educational Environment

EVACUATION POLICY AND PROCEDURES

Introduction

An evacuation policy is necessary to ensure all personnel are cleared from all school buildings in the event of an emergency.

An evacuation practice will occur in Terms 1 and 2, and in either Term 3 or 4 (i.e., three practices a year). Students and staff will always be informed of the time and date of a practice, so there is never any confusion of the “real thing”.

2012 Personnel filling relevant positions mentioned in this document:

- Deputy Principal Planning – Phillipa Byrne
- Deputy Principal Management – Chris Walsh
- Deputy Principal Transition – Emma Le Marquand
- Casual Relief Coordinator – Jeff Dean and Michael Palmer
- Head Teacher HSIE – Tony Gasparre
- Principal – Andrew Foy
- Business Manager – Wendy Kirk
- School Administrative Manager – Judy Pettitt
- Head Teacher TAS – Michael Palmer (Relieving)
- General Assistant (GA) – David Berckelman (Relieving)
- Head Teacher in-charge of Maintenance – John Bawden
- Sound Equipment Coordinator – Michael George
- Senior Student Attendance Coordinator – Jeff Dean
- Head Teacher Support – Matt Quirk
- Head Teacher Science – Lee Middleton

Signal and General Procedure for Evacuation

When 4 bells sound, **ALL** people in the school are to move directly to designated areas on the school oval (see map below). If the situation permits, all doors and windows to rooms should be closed but **not locked** when departing. The most important part of any evacuation procedure is to ensure that **ALL buildings** are completely empty. Staff are initially responsible for making sure that **ALL** students leave the buildings. If necessary to assist a speedy exit, students' bags and possessions are to be left behind.

The evacuation bells will be rung by the Office, after notification of a need from any staff member.

If possible, staff should try to put on their safety vest, to assist with the visual assessment of the distribution of supervision.

Evacuations at Recess, Lunch or between Periods

All procedures will be the same as an evacuation in the class time.

Specific Individual Responsibilities BEFORE Evacuating Buildings

1. **Deputy Principal Planning (DPP)** is to take to the oval a copy of:
 - the *Daily Absentee Sheet*, Office will also provide multiple copies
 - the green sheet of Staff Absent and their replacements (for back-up purposes)
 - copy of this *Evacuation Policy* (for reference)
 - current staff list (for back-up purposes).
2. **Deputy Principal Management (DPM)** is to take to the oval a:
 - copy of this *Evacuation Policy*, clipboard and pen
 - the *Daily Absentee Sheet* (for back-up purposes)

- the green sheet of Staff Absent and their replacements (for back-up purposes)
 - mobile phone.
3. **Deputy Transition (DPT)** is to take to the oval a:
- copy of this *Evacuation Policy*, clipboard and pen
 - the *Daily Absentee Sheet* (for back-up purposes)
 - the green sheet of Staff Absent and their replacements (for back-up purposes)
 - mobile phone.
4. **Senior Student Attendance Coordinator** is to take to the oval a copy of:
- a print out of senior students who have swiped out or are absent at that point of the day.
 - When the evacuation signal is sounded, the Casual Relief Coordinator (CRC) is to delegate the specific *Evacuation Policy and Procedure* duties of absent teachers to relief staff. This will need to be done by phone or direct contact with whoever can be found at the time of the emergency.
5. **Business Manager** is to take to the oval a copy of sign on sheets for:
- staff and relief teachers present on the day (for CRC)
 - prac teachers present on the day (for CRC)
 - SASS members present on the day, take sign-on book (for CRC)
6. **Principal** is responsible for:
- assisting the Clinic Supervisor, clear all students from the clinic to the oval
 - assisting SASS and GA in getting immobile students from clinic to the bus turning area
 - taking a mobile phone to the oval
7. **School Admin Manager (SAM)** is to take to the oval (in a carry bag) a copy of:
- the list of visitors to mark off, then direct them to SASS area on oval
 - students signing on late or with gate passes (for DP Planning)
 - list of students in the clinic (for DP Planning)
 - teacher's sign out book (for CR Coordinator)
 - Chemical Register for HT Science (for referral if needed)
 - clipboard containing pens, paper, fluoro vest, *Evacuation Policy and Procedure*, 10 absentee sheets

Before leaving the Office, the **SAM** is responsible for ensuring (these duties can be delegated to SASS members at the beginning of each term):

- the appropriate emergency service has been informed, i.e., Police, Fire Brigade, Ambulance and inform them of (if requested):
 - incident site i.e. where emergency is
 - staging area i.e. where 'School Commander' can be found
 - triage area i.e. first aid area
 - loading point i.e. where ambulance can pick up injured
 - access and egress routes to 'Incident Site'
 - all school bells are turned off
 - a SASS member to take extra "walkie talkie" to HT HSIE in Wet Weather Shed
 - a SASS member takes the school's mobile phone to give to the DP Planning (on oval)
 - all available mobile first aid kits are taken by SASS members to the oval
 - one SASS member to take a first aid kit to the teacher in the bus turning area and a "walkie talkie" to teacher at front gate
 - the Office is locked to secure school records
 - any visitors in the Office area are directed to the oval and report to SASS area
 - student receptionists have been told to report to their roll call teacher on oval
 - Epipens from the Office are to be taken by a SASS member to the oval
 - SASS member has multiple copies of *Daily Absentee Sheet* (for DP Planning)
 - all SASS members to take handful of rolls in bags provided to the centre of the oval
8. **Head Teacher TAS** is to:
- remain at the front gate of the school (with fluoro vest), to stop all non-emergency traffic entering the school premises until the emergency is over – contact DPM by 'Walkie Talkie' and find out location of following to give to emergency services (see above)
 - Incident site
 - Staging area
 - Loading point
 - Triage area
 - Access and egress routes

- allocate one teacher (with fluro vest) to supervise the car park near the bus turning area and stay in this area
 - ensure power is isolated in V13, V14, V15, V16 and Trade Training Centre
 - turn off flammable gas in V13, V14, Heat Bay and Trade Training Centre (LPG and acetylene).
9. **Clinic Supervisor** is responsible for:
- ensuring that all student medication is taken to the oval, in case the school is unable to return to the buildings
 - supervise clearing mobile students in clinic to oval.
10. **Head Teacher Support** is responsible for:
- allocating teachers and two teacher's aides to coordinate students in wheelchairs, or on crutches, to the Support bus arrival shelter (if appropriate at the time).
 - sending "walkie Talkie" to DPM on oval and change to channel 9.
11. **General Assistant** is responsible for:
- assisting with the transport of any immobile students from the Clinic to the bus turning area
 - give list of students in bus turning area to the teacher at the front gate so DP Management can be informed via "walkie talkie"
 - taking a mobile first aid kit (from the Office) to the bus turning area
12. **Head Teacher in-charge of Maintenance** is responsible for:
- ensuring any Pro-Group or maintenance personnel on the premises sign-on, and tell them to report to Head Teacher in-charge of Maintenance on oval in case of evacuation
 - taking a key to the back gate on the oval.
13. **Sound Equipment Coordinator** is responsible for:
- taking sound system to oval
 - setting up sound system in the most efficient position given the hazard being encountered, e.g. middle of the oval during a fire in any of the northern buildings.
14. **HT HSIE** is responsible for:
- receiving a "walkie talkie" from a SASS member
 - taking up a position at the picnic tables near the Wet Weather Shed.
15. **Cleaner in Charge** is responsible for:
- taking the Cleaners' Sign-on book to oval
 - assembling cleaning staff in SASS area.

Movement of Students, Staff and other Personnel DURING EVACUATION PROCEDURES

1. Supervision of Students

All staff must be in control of students en route to the assembly areas on the oval, and should be alert to any circumstances that may require an alternative route to be taken. Orderly and safe movement is essential during any evacuation procedure. Staff must be diligent in their monitoring of the evacuation process to ensure this occurs. Teachers must redirect students heading away from the oval, i.e. to find their bag, see their friend, etc. If necessary, request the assistance of other teachers to help with students who are causing undue stress.

Teachers roomed in the end classroom of each corridor are responsible for checking that the stairs at the end of the corridor are free of danger and can be used by those evacuating. If the stairs are inaccessible it will be necessary to redirect all personnel to the other end of the corridor.

Teachers on class must escort their class to the oval, and direct them to their roll call marking area (see attached map). Roll Call teachers must supervise students tightly until the end of the evacuation.

Staff not on class ("non timetabled") are to stand in corridors and assist in the orderly movement of students and any visitors in the school, to the oval. It may be necessary to assist in redirecting all personnel if the stairs at the end of a corridor are inaccessible. Once on oval these students must attend to their roll call class.

Staff who have a specific duty and who are on a roll call class are to:

- leave the class with the students, so it can be marked by another teacher
- tell one of their students to notify the DP Planning that they are unable to mark their roll on the oval, so someone else can be assigned the roll marking and supervision of the class.

2. Ensuring that all Buildings have been Evacuated

The **most important** aim of any evacuation procedure is that the buildings **are actually empty** and that all students remain on the oval until the all clear has been sounded (one continuous bell).

The table on the following page identifies the personnel responsible for checking areas of the school to ensure nobody has been left behind. The checking of an area requires that all rooms and toilets be inspected. The verbal confirmation, "Is anybody in here?" should be used whilst checking an area.

3. Direction of Evacuation

The direction in which to evacuate will depend on the location of the cause of the emergency. The teacher timetabled in each of the end classrooms at the end of a corridor **MUST** check that the exit or stairwell closest to their room is safe, and if not, redirect **all** students to the other end of the corridor.

Every room has a map (on wall near door) indicating the preferred evacuation route from that room.

If possible, the following routes should be taken:

Vale of Clwydd	Depart via the western exit (through staff car park) and move past the TAFE, at the back of Methven building, to the oval. DO NOT move through the main school area.
Trade Training Centre	Depart via the northern exit (through staff car park) and move past the TAFE, at the back of Methven building, to the oval. DO NOT move through the main school area.
Invincible	Library students to descend the steps immediately outside the Library entrance and move directly onto the oval. Science students are to depart via the entry door, and then directly onto the oval.
Bowenfels	Depart via the nearest door and either onto the dirt road at rear of school (outside the fence), into Hartley Quad or into Jenolan Quad. Students using the dirt road are to move towards the basketball courts and enter the school grounds through the rear gate. Students in Hartley or Jenolan Quad are to make their way to the oval via the shortest and safest available route.
Zig Zag	Depart via the nearest door, walk through the playgrounds and onto the oval via the shortest and safest available route.
Hermitage/Ag Plot	Move directly onto the oval.
Eskbank	Depart via the nearest doorway and move directly onto the oval. Students are NOT to use the passageway between the western end of the Eskbank building and the shipping container.
Methven	Depart via the nearest doorway and move directly onto the oval.
SASS Staff	Depart via the nearest doorway and move directly to the oval by the shortest and safest available route.
Cleaners	Depart via the nearest doorway and move directly to the oval by the shortest and safest available route.
Ag Assistant	Move directly to the oval.
General Assistant	Report directly to clinic to assist with the movement of sick immobile students and ensure the " <u>walkie talkie</u> " and mobile first aid kit are taken to the bus turning area.

4. Personnel Responsible for Checking that Areas are Clear

All personnel appearing in the table below MUST report to the DP Management at the centre of the oval and confirm that all buildings have been checked and are in fact empty.

If any of the personnel below are unable to do their check, they must notify someone to clear the area for them.

Building	Level	Person Responsible	Direction of Search
Bowenfels	3 2 1	Marie Brennan Rae Burton Sandi Brownlow	Towards the Boys toilets Towards the Hall Towards the Boys toilets
Boys Toilets and Changerooms	1	Sean O'Keeffe	Towards oval
Zig Zag	3 2 1	Garry Thorn Chris Naylor Mark Watchorn	Towards CRC Office Towards the Wet Weather Shed Towards Office
Girls Toilets	1	Cheryl Perry	Towards oval through Zlg Zag
Eskbank	1 2	Judy Hudson Peter Brownlow	Towards Library Towards Methven
Invincible	Library 1	Rebecca Hamment Lee Middleton	Towards catwalk or back exits Towards Eskbank
Hermitage	Gym	Lyndsay Dunn	Depends on which Gym exit
Girls Changerooms	Gym	Ros Dean	Towards Library
Methven	2 1	Emma Le Marquand Matt Quirk	Towards TAFE Towards Eskbank
Yr 12 Shaded Area	1	Judy Hudson	Towards oval
Vale of Clwydd	1	Michael Palmer	Towards the TAFE
Office/Print Room	1	Judy Pettitt	Towards Office foyer
Clinic	1	Clinic Supervisor and Andrew Foy	Towards Office foyer
Principal/Careers Offices and Interview Room	1	Andrew Foy	Towards Office foyer
Hall and Hall Toilets	2	Anna Meszner	Towards car park
Canteen	1	Deb Russell	Towards car park

Sound System		John Bawden	On oval, in most efficient position
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5. Individuals Requiring First Aid

Individuals who are injured and able to walk should be assisted to SASS area for first aid, not left alone.

Any badly injured individual should be moved away from any life threatening danger, and their whereabouts reported immediately to the SASS/First Aid area on the oval, where a decision will be made about the rendering of first aid.

Any badly injured individual who is having difficulty moving "under their own steam" should be directed to any of the following areas, depending on the location of the reason for the evacuation, and told to wait for medical assistance:

- the picnic table near the Wet Weather shed
- the bus turning area
- the teacher's car park
- grassed area to west of the Support faculty bus bay.

6. Students on Crutches, in Wheelchairs or with Identified Special Needs

Mainstream students in wheelchairs have been briefed on the route they are to take in an evacuation, and the location where they are to stay. Teachers who are teaching students in a wheelchair, or on crutches, at the time of the evacuation are to remain with this student, until she/he is at her/his evacuation position or on the oval. If the student with a disability can no longer keep up with the class, or has to negotiate a different route, the teacher must

stay with the student. They must delegate the responsibility of their class to another teacher. If this second teacher already has the responsibility of their own class at the time, they will have to manage with getting two classes to the oval.

Unless otherwise told by the student, students with a disability are to be escorted by the teacher towards the Support faculty bus arrival shelter, until met by the staff who are designated to look after these students during the evacuation.

7. Visitors in the School

All visitors, except Pro Group and maintenance personnel, in the school should be directed to report to the School Administration Manager in the centre of the oval.

8. Teachers with a Variation of Routine (VOR)

Any teacher conducting a VOR at the time of the evacuation must be responsible for getting students to roll call area.

9. Senior Classes of Absent Teachers which have no Relief Cover

Any seniors whose class was uncovered at the time of the evacuation, due to teacher absence, should move to oval unsupervised and move to roll call area.

10. Senior Students with a Study Period

Any senior who had a study period at the time of the evacuation, should move to oval, and report to roll call teacher.

11. Students with a Health Care Plan

If the need arises or the evacuation is for an extended length of time, these students should be sent to the School Administration Manager (in the SASS area on the oval).

Specific Individual Responsibilities ON THE OVAL OR OTHER AREAS

1. **Deputy Principal Planning** is to be positioned in the centre of the oval and is to:
 - take Office mobile phone from SASS member for use if necessary
 - use six "non roll call" teachers to assist in collecting lists of absent students, for each year – these lists come in from teachers marking rolls – then check these names off against the Daily Absentee Sheet (multiple copies available)
 - collate a list of students not accounted for, and try to locate them using sound system
 - let DP Management know of any missing students
2. **Deputy Principal Transition** is to be positioned in the centre of the oval.
 - liaise with Casual Relief Coordinator and DP Management to delegate jobs to "non roll call" teachers
 - delegate six "non roll call" teachers to assist DP Planning with checking off students
 - assist DP Planning
3. **Deputy Principal Management** is to be positioned in the centre of the oval and is to:
 - coordinate the evacuation procedures
 - tick off buildings as they are reported clear, on a copy of Evacuation Procedures
 - liaise with Casual Relief Coordinator and DP Transition to delegate jobs to "non roll call" teachers
 - liaise with the HT HSIE, near Wet Weather Shed, via the "walkie talkie" re emergency vehicles, etc., and let them know when emergency has finished
 - liaise with the HT TAS, in bus turning area, via the "walkie talkie" re emergency vehicles, etc., and let them know when emergency has finished.
 - Get names of students in bus bay from HT TAS via "walkie talkie", and give to DPP.
4. **Casual Relief Coordinator** is to be positioned in the centre of the oval and is to:
 - account for and mark off all teaching staff present on the day
 - liaise with DP Management and DP Transition to delegate jobs to "non timetabled" staff
 - give specific duties to "non roll call" teachers to assist with the marking of any roll call belonging to a teacher with a specific duty, or with supervision of students in the roll call areas
 - let DP Management know of any missing staff
5. **Business Manager** is to assist the CRC in the centre of the oval.

6. **Principal** should move around, assist staff in following their duties, get students to remain seated and listen for phone.
7. **School Administration Manager** is to complete or delegate the following duties, then take up a position with the SASS members in the designated area:
 - give the list of students signing on late or with Gate Passes to the DP Planning
 - give a list of students in the clinic to the DP Planning
 - give the teacher's sign out book to the CRC
 - give list of roll call teachers to DPM, DPP and CRC.
 - mark off any visitors, including Pro Group/maintenance workers, in the centre of the oval and direct them to the SASS area
 - mark off SASS members and let CRC know of anyone missing
 - let CRC know of any missing SASS staff or visitors.

All mobile first aid kits should be kept together in the SASS area, which will be used as the First Aid Area. Should the need arise the SASS members will be informed by the DP Management to tend to immobile injured individual in another area. Wherever, possible injured individuals should be taken to the SASS area.

8. One **SASS member** should have been instructed to do the following, then move to the SASS area:
 - give the school's mobile phone to the DP Planning
 - give the GA's "walkie talkie" to the teacher at the front gate, if the GA is out of the school
 - give "walkie talkie" to HT HSIE at picnic table near Wet Weather Shed.
9. **Support Faculty** to take:
 - a "walkie talkie" to the DP Management and adjust to channel 9
9. **Teacher in Bus Turning Area** is responsible for:
 - ensuring all staff in bus turning area are wearing emergency vests
 - assist ambulance, as this will be the *loading zone* for those injured
 - supervising the car park near the bus turning area.
10. **HT TAS at Front Gate** is responsible for:
 - wearing a safety vest
 - reporting to DP Management about the situation at hand with "walkie talkie"
 - get following locations from DPM to give to emergency services and give them best directions to get there:
 - incident site
 - staging area
 - loading point
 - triage area
 - access and egress routes
 - giving list of students in bus bay to DP Management
 - stopping all non-emergency traffic entering the school premises until the emergency is over.
11. **Clinic Supervisor** is to remain with SASS members and:
 - listen, in case a student's medication is requested by DP Management, or let DP Management know when a student's medication has to be taken
 - render first aid assistance to injured individuals.
12. **Head Teacher Support** is to be positioned with the Support students and is to:
 - give the CRC the Staff Sign Out Book from the Support Faculty
 - ensure Support students, particular ED students, are "entertained" to avoid potential discipline problems through boredom.
13. **General Assistant** is to:
 - remain in the bus turning area
 - to assist with the further evacuation of immobile students if needed
 - assist ambulance, as this will be the *loading point* for those injured
14. **Sound Equipment Coordinator** is responsible for:
 - ensuring the sound system is kept operational at all times.
15. **Head Teacher HSIE** is responsible for:
 - taking up a position on the picnic tables near the Wet Weather Shed
 - preventing individuals re-entering the school grounds through the back gate

- directing emergency vehicles which may enter the school grounds.
16. **Head Teacher in-charge of Maintenance** is responsible for:
 - ensuring the back gate on the oval is either locked or unlocked depending on the instruction of the DP Management - this may vary as the evacuation proceeds
 - mark off names of any Pro-Group or maintenance personnel on the premises when they report to the oval, let DP Planning know of anyone missing.
 17. **Cleaner in Charge** is responsible for:
 - checking all cleaners are accounted for
 - let SAM know of anyone missing.
 18. **HT Science** is responsible for:
 - Possession of Chemical Register (from SASS) for referral if necessary

Procedures for the ROLL MARKING OF STAFF

1. **All senior executive and “non roll call” teachers** must report to the CRC (located in centre of oval) to have their names marked off the staff roll. Then report to the DP Planning for a job.

Roll Call Teachers are to:

- get roll call folder from centre of oval
- stand along the fence in the area near the letter referring to their roll call building
- hold up their roll call number (located in back of roll folder) so student can sit in a line in front of them
- have visual contact across the oval, with CRC to be marked off (acknowledged by a wave of the hand)
- **all students must be seated to achieve this.**

Similarly, roll call teachers with specific duties must contact the CRC either by a visual wave of the hand or voice contact through the “walkie talkie” or mobile phone to the DP Management (mob no. 0407070752 should be in all school mobiles).

Staff who are not on a roll call and are not given specific duties by CRC are to assist with the supervision of students in the roll call areas. **These staff are not to congregate in the centre of the oval**, once they have reported to the CRC, as this impedes vision.

2. **School Administration Manager** is responsible for ensuring that:
 - SASS, GA, Groundsman & Farm Assistant rolls are marked
 - any visitors are accounted for and then sent to the SASS area on the oval
 - let CRC know of anyone missing
 - any SASS without other duties assemble at the TAFE end of oval in front of the goal posts
3. **Canteen Supervisor** is responsible for ensuring that the:
 - canteen staff roll is marked, and let CRC know of anyone missing
 - canteen staff assemble at the TAFE end of oval in front of the goal posts with the SASS
4. **Head Teacher in-charge of Maintenance** is responsible for ensuring that the:
 - all Pro Group and maintenance personnel know to report to the SAM in centre of oval.

Procedures for the ROLL MARKING OF STUDENTS

1. All staff teaching a particular class are responsible for directing and escorting their class to their roll call classes on the oval. Students **MUST BE SEATED** on the oval, so that a visual check of teachers (standing), can be made by the CRC from the centre of the oval.
2. Students are to assemble in roll call classes along the fence near the letter referring to their roll call building (see map following)
3. All **roll call teachers**:
 - should bring a pen to the oval
 - get their roll from the centre of the oval
 - mark their roll
 - write a list of ALL students absent from the roll, with roll call class and Year, and send with a STUDENT to the DP Planning, located at the centre of the oval

- remain supervising their roll call class in a tight group, with all students seated.
4. **Staff who do not have a roll call class** should report to the Casual Relief Coordinator (CRC) in the centre of the oval for a duty. Once given a duty, these teachers are not to congregate in the centre of the oval.
 5. **Staff who have a specific duty and who were teaching** at the time of the emergency are to:
 - leave the roll call folder with the students, so it can be marked by another teacher
 - tell one of their students to notify the CRC that they are unable to mark their roll, so someone else can be assigned the roll marking and supervision of the class.
 6. **Students with a Health Care Plan** - once these students are marked off by their roll call teacher, they must remain with their roll call class. If need arises or the evacuation is lengthy, they are to be sent straight to the Clinic personnel (in the SASS area on the western end of the oval).

Personnel Responsible For Stopping Students RETURNING TO PLAYGROUND OR BUILDINGS

No student is to be allowed to return to the school buildings or playground until the all clear (one continuous bell) has been sounded. To ensure that students do not wander back to the school, several staff members are to be located as follows, in sight of CRC or in contact with DP Management by "walkie talkie". These locations will obviously vary depending on the emergency at hand.

1. **HT HSIE** Located on picnic table near Wet Weather Shed, towards back gate, to monitor senior car park and back gate.
2. **HT Science** Located at bottom of embankment between Hermitage (Gym) building and the fence.
3. **HT ICT/VET** Located at bottom of embankment between Invincible and Eskbank buildings.
4. **HT T&L** Located at half way up stairs near the cargo container.

All Clear Signal

The "all clear signal" will be the sound of one continuous bell, followed by a verbal dismissal by the DP Management from the centre of the oval.

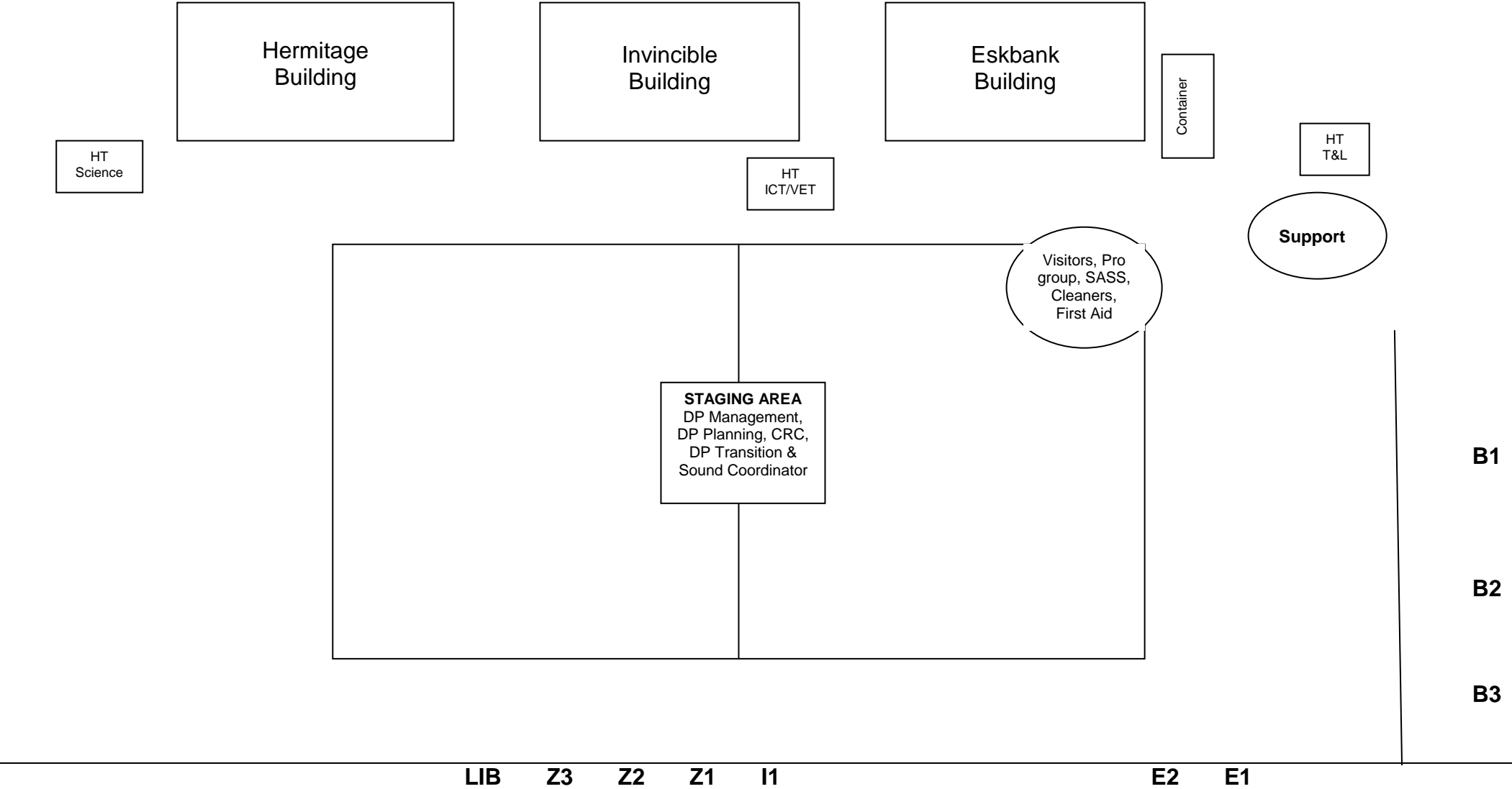
No staff member should leave the area before this signal, without the permission of the DP Management.

Evaluation of Policy

The Deputy Principal Management has responsibility for the evaluation and amendment of this policy after every evacuation drill, and the updating of personnel at the beginning of each year, or as need arises.

The evaluation procedure of a drill should be as follows:

- DP Management records any problems or improvements during the evacuation drill
- evaluation (verbal or written) of drill at next staff meeting
- discussion of drill at next Executive Meeting led by DP Management
- DP Management amends policy on intranet
- draft copy of policy handed out to Head Teachers for faculty consultation
- policy finalised on intranet and revised date changed in footnote.





Lithgow High School

Promoting Excellence In A Caring Educational Environment

CRITICAL INCIDENT PROCEDURES FOR LARGE NUMBER OF STAFF ABSENCES (AKA SNOW DAY POLICY)

Checklist of key information in policy:

Part A: Procedures for a Critical Incident Occurring before School Commences

- ☐ Check the document to identify if you have been issued with a duty
- ☐ Listen to 2LT, BLU Road and Maritime Services website FM for updates of school organisation and road closures
- ☐ Check the **notice to staff on the whiteboard** indicating the assembly venue, and a brief outline of the format for the day. A **notice to students** will be placed on the **electronic sign** and/or on a noticeboard outside the Office foyer, briefly outlining procedures, but mainly alerting them to the **assembly and its venue at 9.00am**.
- ☐ A meeting of any available Senior Executive, Critical Incident Convenor (CIC) and the School Administrative Manager (SAM) will decide if a “**Normal School Timetable**” can run - depending on the number of teachers present.
- ☐ All staff attend the whole school assembly- Arrangements for the rest of the day will be outlined by the Senior Executive or Critical Incident Convenor.

Part B: Procedures for a Critical Incident Occurring after the Start of the School Day

- ☐ When notification to send students home is received, the Senior Executive, (CIC) and (SAM) **are the only personnel to be initially informed**, so as to avoid panic or misinformation filtering out through the school.
- ☐ **Notice for staff** and **Notice for students** will be prepared and sent around to faculties and classrooms by staff/student receptionists.

Notice for students	Notice for staff
<p>Identified students leaving on buses are to go straight to the Hall at the designated time, <u>no earlier</u>, and sit down. Staff receptionists will assist with supervision in the hall.</p> <p>All staff on class report to the gym with their class at the designated time indicated in the notice to students</p>	<p>Which staff will have to leave and <u>when</u></p> <p>Any RMS or Police information received about road conditions</p> <p>Routine for rest of day</p>

- ☐ Once students have safely left on buses, students will be moved from the gym to the hall using the covered walkways.
- ☐ Meeting outlining organisation for the rest of the day including all staff and students conducted in the hall.



Lithgow High School

Promoting Excellence In A Caring Educational Environment

Critical Incident Procedures for Large Number of Staff Absences (aka Snow Day Policy)

There may be occasions throughout the year where many staff and students are incapable of getting to school due to extreme weather conditions and road closures. On days such as these, it may not be possible to follow normal school routine. Should a day like this arise then the following contingency plan will be implemented. It is imperative that **all staff, students and parents** know that the common procedure on days such as these is to listen carefully to 2LT or Blue FM for information regarding the operation procedures of the school.

This policy covers a critical incident occurring:

- before school starts (Part A)
- after the start of the school day (Part B).

At the end of the policy, there is a section outlining procedures for critical incidents that occur on particular days, e.g., sports days.

2012 Personnel filling relevant positions mentioned in this document

- Principal - Andrew Foy
- Deputy Principal Management - Christine Walsh
- Deputy Principal Planning - Phillipa Byrne
- Critical Incident Convenor (CIC) - Jeff Dean or nominee
- Casual Relief Coordinator – M Palmer and/or R Stoneley
- School Administrative Manager (SAM) - Judy Pettitt
- Bus Turning Area Supervisors – To be nominated by Hall Supervisor
- Hall Technician – Michael George
- Hall Supervisor - Andrew Burton
- Front Gate Monitors - Michael Palmer and Wayne Morris
- Gym Supervisors – Staff timetabled on class
- Support Faculty Coordinator - Michael Stamper

Terminology used in this Policy

- “critical incident” - any climatic or environmental event in the community requiring the shutting down of part, or all, of the normal school routine
- “Coordinating Teacher” - the Head Teacher or nominated teacher who is responsible for a faculty group
- 2LT (FM107.9) - Ph: 63522900 BLU (FM 89.1) - Ph: 47822490 (On-air Studio)

Equipment Listed in this Policy

The equipment listed in this policy, is kept in the following places:

- Office strong room - 2 big umbrellas, in a box labelled “Snow Box”
- GA’s walkie talkie in the office
- TAS (Vale) Staffroom - 4 lime green safety vests
- DP Management Office - megaphone
- Support Staffroom - 3 “walkie talkies”.

Part A: Procedures for a Critical Incident Occurring before School Commences

Timeline of Decision Making Before School Commences

1. Between 6.00am and 7.15am

- Listen to local radio stations and check RMS website to ascertain road closures and weather conditions.
- If the roads into Lithgow are closed then **Lithgow Bus Lines** automatically cancel their **out of town** bus services at 7.00am and inform 2LT and BLU FM. The school has no control over this decision.
- If the radio advises that roads are closed into Lithgow, out of town teachers should NOT attempt to reach school by road. Where possible the train line should be used, and arrangements to pick up staff from Lithgow station can be made. Those inside the road closures should make their way to school as normal. If staff cannot reach LHS then DET regulations state they must report to the nearest school for duty. FACS leave can only be granted if a staff member cannot reach the nearest school to their residence.
- The Senior Executive and Critical Incident Convenor (CIC) will discuss and decide on an appropriate strategy to be implemented for the day - this could be done by phone or in person.

2. By 7.15am

- If the radio stations are still advising that roads are closed and weather conditions indicate roads will not be re-opened within the next hour, then a school statement, by the CIC, is to be sent to 2LT/FM107.9 and Blue FM requesting that broadcasts commence at 7.25am and continue for as long as necessary.

The statement will be along the lines of:

"Parents, caregivers and students are advised that LHS will remain open today for students in Years 7 to 10. However, as many teachers are unable to reach school due to road closures, normal lessons may not operate - alternative supervision arrangements will be made. Senior students are requested to stay at home." Executive to confirm exam or other special arrangements are included.

Seniors staying at home lowers increasing the student teacher ratio for the day.

- The first broadcast should go to air before the 7.30am news.
- It would need to be advertised amongst students, parents and staff beforehand that the procedure to follow on critical incident days would be to listen to this time slot on 2LT and BLU FM regarding any news about school organisation.

3. From 7.30am until 9.00am

- Radio broadcasts would continue until 9.00am. This should ensure that information regarding the school's operational procedures has been communicated to the school community.
- Organisation of the day's routine can commence, as set out below.

4. Whole School Organisation from 8.30am onwards

In the event of large staff absences on a critical incident day, the following steps should be followed to ensure a manageable situation exists within the school.

- A meeting of any available Senior Executive, CIC and the School Administrative Manager should decide if a **"Normal School Timetable"** can run - depending on the number of teachers present. This meeting may take the form of a phone call to one of the Senior Exec at home. A list of staff and their addresses is available in the red folder *Critical Incident* box in the strong room.
- A venue for a whole school assembly will be decided on, and a decision will be made whether the bells should go to manual.
- **Before 9.00am:**
 - a notice to staff will be put on the whiteboard to indicate the assembly venue, and a brief outline of the format for the day.
 - a notice to students will be placed on the electronic sign and/or on a noticeboard outside the Office foyer, briefly outlining procedures, but mainly alerting them to the assembly and its venue at 9.00am.
- **The school day would commence with an assembly in the decided venue at 9.00am.** The purpose of this assembly is to inform students of the day's organisation and to distribute copies of alternative timetables.

The most senior executive available would run this assembly. All staff on premises should be present. A round up of students to go to the assembly venue would be necessary. The DP Management's megaphone should be used to expedite this process.

- **Teachers are to be divided into six groups.** Staff groups should be faculty based as far as possible. Teachers will rotate around to the student groups to keep students out of the cold, snow, slush, etc, and thus avoiding unnecessary silly behaviour, e.g., throwing snow balls, etc.

Each teacher group is to have a **Coordinating Teacher (CT)** allocated to:

- roster teachers onto class groups for the day
- allocate shifts of 10-15 mins playground duty areas at the assigned time (as per handout at the end of this policy).

This is up to each CT as to how they organise.

Each faculty is responsible for having suitable, pre-prepared activities that are readily accessible. It is advised that non-educational activities on a day like this would not be considered suitable and would not be met favourably by parents.

Each teacher group, would be responsible for the delivery of lessons/activities throughout the day and the marking of the roll. The roll is to be left in the room for the next teacher.

- **Students are to be divided into five groups** (this will depend on numbers of students present - best suggestion is to leave them in four Year groups, splitting the largest group to create the fifth group).

In the period one, each Coordinating Teacher is to divide their student group into manageable class sizes upon its arrival at the designated classrooms. A roll of each class group is to be made (using blank proforma at end of this policy). Each roll should be left in the room allocated to that group for the next teacher to mark. At the end of the day the rolls are to be placed in the CIC's pigeon hole.

- **Students are to follow an alternative timetable** that distributes the workload evenly amongst the six teacher groups (a sample of this timetable is provided later in this policy). A copy will be made available to each student.
- The CIC is to nominate a teacher to do the **Gate Passes** (after roll call). Students are to be told when this will occur at the SRC desk.
- **Roll call/reading is to be conducted after the assembly.** The official school rolls will be used. Each teacher will take their own roll plus one or two others to mark in their roll call room. Students are to be informed of the venues for this roll call at the assembly.
- **Bells** are to operate as normal once the assembly has finished.
- Each teacher group will be allocated one **30 minute playground duty**.
- A list of teacher groups and timetables will be made available to all staff, including the Office.
- **After 9.30am:**
 - a notice for those **staff arriving late** will be put on the whiteboard, indicating that they are to report to the CIC in the DP Management's office, to sign-on.
 - teachers from other schools may report to LHS as they are not able to get to their own school - CIC to allocate them to a teacher group
 - at this point the CIC will take the sign-on sheet out of the Sign-on Room, and keep it with him/her - this will enable the CIC to allocate duties as staff sign-on.
 - teachers who ring in sick will just not sign-on for the day, and a message should be left for the Casual Relief Coordinator.

If **Lithgow Bus Lines** advises that school buses will leave early, the following procedures will be put into effect - (**Part B**)

Part B: Procedures for a Critical Incident Occurring after the Start of the School Day

These procedures will be put into place when the decision is made to send some or all students home due to extreme weather conditions or road closures. This decision is generally initiated by Lithgow Bus Lines or the police and the school has little option but to "fall in line".

Order of Action

1. Notification of the Need to Send Students Home

When notification to send students home is received, the Senior Executive, Critical Incident Convenor (CIC) and School Administrative Manager (SAM) **are the only personnel to be initially informed**, so as to avoid panic or misinformation filtering out through the school.

The staff member receiving the information must secure, **by fax**, the following from Lithgow Bus Lines:

- specific information relating to which buses will be arriving
- times that buses will arrive
- specific list of students who are to be picked up (pointless being told “out of town students only” as there is need to know if the “in town students” who normally catch this bus are also to be evacuated at this time).

2. Immediate Office Procedures

SAM to confirm weather conditions with police if possible (6352 8399), or on Internet.

Office duties (see location of equipment on page 1 of this policy):

- www.bom.gov.au to be accessed for further information
- sliding door at Bowenfels entrance to Hall to be unlocked and opened (Key No 144)
- copy of Lithgow Bus Lines faxed student list (for Hall Supervisor)
- printout of students by Years (for Gym Supervisors)
- printout of the specific day's timetable to be photocopied x10 (for Staff Receptionists)
- walkie talkie to be made ready for Hall Supervisor
- walkie talkies, umbrellas and lime green safety vests to be made ready for Bus Turning Area Supervisors and Front Gate Monitors.

3. Decision Making Meeting

A confidential meeting will be convened between:

- Senior Executive
- SAM
- CIC.

This meeting will decide:

- a plan of action for the day

- compile a “Notice for Staff” including:
 - **which staff will have to leave and when**
 - any RTA or Police information received about road conditions
 - routine for rest of day

No staff member is to leave their timetabled lesson or the school until the “Notice for Staff” is received.

- write the “Notice for Students”, which will include:
 - which students are to go to the Hall (via which Hall entries) to go home on buses (as per Lithgow Bus Lines faxed list), clearly stating that the student list from Lithgow Bus Lines will be marked in the Hall
 - all other students will be directed to the Gym.
 - no student is to use mobile phone or print room phone to contact parents, as no one at this stage will be allowed to leave the school
 - Year 12 classes to be given option, confidentially, of signing out at the office or DP Management's office and leaving the school premises, if not catching one of the evacuating buses
 - note to teaching staff to remain on duty
- write Media Notice for 2LT/FM107.9 and Blue FM. Ensure information reaches SED/Media Liaison Officer
- notify all visitors that they are to leave the school
- decide which mainstream students with specific needs should be evacuated early, and which staff are to contact parents/caregivers
- **stress that no staff are to leave the school until indicated, as per the “Notice for Staff”.**

4. Immediate Action after Meeting

- SAM to use intercom to ask all teachers with a free period to come immediately to Office (to act as Staff Receptionists to get messages to staff - as all students must be in Hall).
- SAM to put bells on manual.
- Office to prepare “Notice for Students” and “Notice for Staff”.
- Staff Receptionists (teachers with free period), who report to Office, are to take “Notice for Students” around to classes (Staff Receptionists to use timetables for the current day copied earlier) ensuring all students are notified of what is happening. These teachers are to report back to the Office once finished.
- Office to notify following personnel of critical incident duty required:
 - Bus Turning Area Supervisors
 - Hall Technician
 - Hall Supervisor
 - Front Gate Monitors
 - Gym Supervisors
 - Support Faculty Coordinator

5. Notice for students will indicate time to meet at the gym and hall.

- Identified students leaving on buses are to go straight to the Hall at the designated time, **no earlier**, and sit down. Staff receptionists will assist with supervision in the hall.
- All staff on class report to the gym with their class at the designated time indicated in the notice to students.
- The following duties will be initiated:
 - **Staff Receptionists** (teachers with free periods) will be redirected from Office by DP Planning, to either:
 - go to Hall to mark roll of students leaving on buses (as per Bus lines faxed lists)
 - supervise key vantage points in playground to stop other students leaving the school
 - supervise bus travellers in Hall
 - relieve staff on class who have specific duties in this policy
 - go to Gym to help Gym Supervisor
 - get ready to evacuate.
 - **Office** to prepare:
 - 30 copies per year (5x30) of Student Timetable to be made and sent to Gym
 - copies of Staff Roster to be printed out and sent to Gym.
 - **Bus Turning Area Supervisors: nominated by hall supervisor**
 - wait till they are relieved from class, if teaching at time of critical incident
 - pick up walkie talkie (1), umbrellas (2) and lime green safety vests (2) from Office
 - make their way to the bus turning area
 - decide on duty roster, depending on weather conditions and flow of buses (ideally half hour rotations)
 - use walkie talkie to notify Hall Supervisor of specific bus arrival and which students are needed.
 - **Front Gate Monitors**
 - wait till they are relieved from class, if teaching at time of critical incident
 - pick up walkie talkie (1), umbrellas (2) and lime green safety vests (2) from Office
 - make their way to front gate
 - objective is to maintain an easy flow traffic of through the bus turning area to enable buses to enter and leave as quickly as possible
 - there will be a flow of traffic out of the school once staff start to evacuate
 - stop any cars from entering school grounds unless deemed absolutely essential, to avoid a grid lock in the bus turning area
 - parents/caregivers will have to park outside the school grounds and enter on foot to pick up students - the student must be signed out at the Office
 - seniors can enter the back car park.
 - **Hall Technician**
 - wait till they are relieved from class, if teaching at time of critical incident
 - set up sound system in Hall.
 - **Hall Supervisor**
 - wait till they are relieved from class, if teaching at time of critical incident
 - pick up walkie talkie from Office

- go to Hall to organise staff for supervision of bus students
 - liaise with Bus Turning Area Supervisors by walkie talkie
 - mark roll using Lithgow Bus Lines faxed bus lists
 - send marked rolls to Office once completed.
- **Principal**
- go to Hall to assist Hall Supervisor with students until other staff can be redirected to Hall.
- **Critical Incident Convenor**
- go to Hall to assist Hall Supervisor with students until other staff can be redirected to Hall.
- **Deputy Principal Management**
- go to Hall to assist Hall Supervisor with students until other staff can be redirected to Hall.
- **Deputy Principal Planning**
- go to Office and redirect Staff Receptionists before second set of bells to either:
 - > go to Hall to mark roll of students leaving on buses (as per Jones Bros faxed lists)
 - > supervise key vantage points in playground to stop other students leaving the school
 - > supervise bus travellers in Hall
 - > relieve staff on class who have specific duties in this policy
 - > go to Gym to help Gym Supervisor
 - > get ready to evacuate.
- **Gym Supervisors**
- wait till they are relieved from class, if teaching at time of critical incident
 - pick up Year lists from Office for roll marking in the Gym
 - go to Gym ready to organise staff and students for roll marking in Year groups.
- **Support Faculty Coordinator**
- notify Teachers Aides to call taxis for relevant students
 - send a list of students going home by taxi to Office
 - organise Support Faculty to supervise all other students in the Support classrooms
 - let CIC know if extra assistance is required.

5. Initial Organisation for Those Remaining at School

- **Gym Supervisors**
- hand out a copy of Student Timetable to each student
 - break students into five Year groups (combine Years 11 and 12 together)
 - break each Year groups into smaller Year classes, as per Student Timetable
 - allocate each Year class a room
 - staff will rotate each period, students will remain in allocated classrooms
 - draw staff attention to timing of lunch, playground duty and any other specific organisation
 - periods 5 and 6 will possibly be a video in Hall
 - **once students are organised, tell evacuating teachers to leave, and they MUST SIGN OUT**
 - send 6 reliable Year 10 or 11 students to Office to act as receptionists for the rest of the day (there will be many parents wanting to pick up students).
- **Office**
- use Years 10 or 11 receptionists to take messages to staff and students
 - start adjusting student attendance records on OASIS:
 - those who have left by bus will get an "L", "p", and the time of evacuation (same for all)
 - those absent will receive an "a".

6. Whole School Organisation for Rest of Day

The organisation will depend on the time remaining in the school day, and the severity of the conditions initiating the evacuation of staff and students

- **The Support Faculty will operate as a separate entity from the following organisation, if possible.**
- **Teachers are to be divided into six groups.** Staff groups should be faculty based as far as possible. Teachers will rotate around to the student groups to keep students out of the cold, snow, slush, etc, and thus avoiding unnecessary silly behaviour, e.g., throwing snow balls, etc.

Each teacher group is to have a **Coordinating Teacher (CT)** allocated to:

- roster teachers onto class groups for the day
- allocate shifts of 10-15 mins playground duty areas at the assigned time (as per handout at the end of this policy).

This is up to each CT as to how they organise.

Each faculty is responsible for having suitable, pre-prepared activities that are readily accessible. It is advised that non-educational activities on a day like this would not be considered suitable and would not be met favourably by parents.

Each teacher group, would be responsible for the delivery of lessons/activities throughout the day and the marking of the roll. The roll is to be left in the room for the next teacher.

- A list of teacher groups and timetables will be made available to all staff, including the Office.
- Students will be dismissed at 3.20pm.

7. Adjustment of Student Attendance on OASIS

The adjusting of student attendance will be a time consuming task and should be started as soon as possible. Only OASIS will be adjusted. All extra paper rolls used on the day will be archived once transferred to the electronic roll.

- It is assumed that a normal roll call would have taken place in the morning. This information needs to be entered on OASIS first.
- Students leaving by bus will have their attendance marked on the Jones Bros faxed list which will be sent to the Office from the Hall. OASIS records will indicate the time of the first set of 2 bells as the time of leaving.
- Year 12 students are allowed to sign out at the office or DP Management's office once the first set of 2 bells rings.
- Students remaining at school will have their names marked off on Year lists in the Gym on the second set of 2 bells. When these rolls arrive at the Office, it is suggested that:
 - the names of students who left by bus are highlighted on these Year rolls
 - students marked absent at the normal roll call (that morning) are recorded on these Year rolls.
- These Year rolls will be picked up period 6 for a final roll mark in the Hall. Students marked present at the assembly in the Gym but absent for the final roll mark will be recorded as a fractional truant from the time of the assembly in the Gym.

Special Circumstances

- On Wednesdays, CIC will need to organise someone to cancel all sports venues and buses.
- VOR's need to be reviewed, so guest speakers and others schools can be notified of critical incident in progress.
- Lithgow Bus lines need to be contacted to confirm that mini buses in outlying areas will meet school bus to ensure no students are just left out in the middle of nowhere.

Adjustments to be Considered each Calendar Year

- Names of staff with specific duties in policy (in section at beginning).
- Rooms nominated for use on the staff and student timetables - room usage may change during the year.
- The list of teachers printed on the Teacher Group List is of those teachers who live in Lithgow - accuracy would have to be confirmed from year to year.

Staff and Student Timetables for Critical Incident Days

	Year 7	Year 8	Year 9	Year 10	Extra Group
Period 1	Teacher Group 1 Z34, Z36, Z37, Z27	Teacher Group 2 Gymnasium	Teacher Group 3 Z12, Z14, Z16, Z17	Teacher Group 4 Z21, Z22, Z23, Z24	Teacher Group 5 Library, Z11
Period 2	Teacher Group 2 Gymnasium	Teacher Group 3 I11, I13, I14, I15	Teacher Group 4 Z12, Z14, Z16, Z17	Teacher Group 5 Z21, Z22, Z23, Z24	Teacher Group 6 Library, Z11
Recess	Teacher Groups 1, 2, 3				
Period 3	Teacher Group 3 Z34, Z36, Z37, Z27	Teacher Group 4 I11, I13, I14, I15	Teacher Group 5 Z12, Z14, Z16, Z17	Teacher Group 6 Z21, Z22, Z23, Z24	Teacher Group 1 Library, Z11
Period 4	Teacher Group 4 Z34, Z36, Z37, Z27	Teacher Group 5 I11, I13, I14, I15	Teacher Group 6 Z12, Z14, Z16, Z17	Teacher Group 1 Z21, Z22, Z23, Z24	Teacher Group 2 Gymnasium
Lunch	Teacher Groups 4, 5, 6				
Period 5	Teacher Group 5 Z34, Z36, Z37, Z27	Teacher Group 6 I11, I13, I14, I15	Teacher Group 1 Z12, Z14, Z16, Z17	Teacher Group 2 Gymnasium	Teacher Group 3 Library, Z11
Period 6	Teacher Group 6 Z34, Z36, Z37, Z27	Teacher Group 1 I11, I13, I14, I15	Teacher Group 2 Gymnasium	Teacher Group 3 Z21, Z22, Z23, Z24	Teacher Group 4 Library, Z11

Note:

- Each teacher group has 5 allocated periods plus one free period.
- Each teacher group takes each student group once during the day.
- The Coordinating Teacher of each group will:
 - coordinate the allocation of supervision duties
 - divide students up into manageable class sizes.
 - liaise with Coordinating Teachers from other faculties to rotate the teachers on PGD at recess and lunch, in shifts of 10-15 minutes.
- Venues are written on this timetable. It is expected that teachers **will not move groups to any rooms other than what is written above**. The Office must be able to quickly locate students in the likelihood of emergency or parents arriving to pick up children. This likelihood is greater on a Critical Incident Day than any normal school day.

Student Timetables

- A student timetable similar in format to the one above appears on the following page.

If these timetables need to be adjusted on the day, the masters need only be amended and photocopied for issue to all staff and students in the Gym during the assembly.

Student Timetable

	Year 7	Year 8	Year 9	Year 10	Extra Group
Period 1	Z34, Z36, Z37, Z27	Gymnasium	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Library, Z11
Period 2	Gymnasium	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Library, Z11
Recess	Hartley, Wolgan and Jenolan Playgrounds				
Period 3	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Library, Z11
Period 4	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Gymnasium
Lunch	Hartley, Wolgan and Jenolan Playgrounds				
Period 5	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Gymnasium	Library, Z11
Period 6	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Gymnasium	Z21, Z22, Z23, Z24	Library, Z11

Student Timetable

	Year 7	Year 8	Year 9	Year 10	Extra Group
Period 1	Z34, Z36, Z37, Z27	Gymnasium	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Library, Z11
Period 2	Gymnasium	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Library, Z11
Recess	Hartley, Wolgan and Jenolan Playgrounds				
Period 3	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Library, Z11
Period 4	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Z21, Z22, Z23, Z24	Gymnasium
Lunch	Hartley, Wolgan and Jenolan Playgrounds				
Period 5	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Z12, Z14, Z16, Z17	Gymnasium	Library, Z11
Period 6	Z34, Z36, Z37, Z27	I11, I13, I14, I15	Gymnasium	Z21, Z22, Z23, Z24	Library, Z11

List of Teacher Groups - 2012
(List below are staff living in Lithgow area - other staff will be added by CIC upon arrival)

List of Teacher Groups - 2012
(List below are staff living in Lithgow area - other staff will be added by CIC upon arrival)

[illegible]

Class Name (Room): _____ Year: _____ Date: _____

	Name	Roll Call	1	2	3	4	5	6	Comment
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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33									
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35									

EMERGENCY MANAGEMENT BRIEF



Lithgow High School

Promoting Excellence In A Caring Educational Environment

LOCKDOWN POLICY PROCEDURES

2011 Personnel filling relevant positions mentioned in this document

- Incident Management Coordinator - Chris Walsh
- Staff List Coordinator - Phillipa Byrne
- Student List Coordinators - Jeff Dean, Veronika Bell

1. Initiating a **LOCKDOWN**

A continuous air horn at least 20 seconds.

Listen for announcement over internal PA (62* phone) for location of threat (repeated 5 times). If 5 repeats are not completed, presume the worst, and any member of staff can keep repeating if not in line of threat.

2. School-wide Procedures Required in a **LOCKDOWN**:

All external doors are locked - let in "stragglers".

If external doors cannot be locked ensure everyone is in a room and doors are locked or barricaded. The latter is not necessary in a **LOCKDOWN** practice, but could be discussed with students for use in a real event.

3. A **LOCKDOWN** in Class Time

The timetabled teacher must:

- stop any student using their mobile phone
- conduct a roll call, noting "missing or additional students", from class roll
- maintain security of room, not let students out
- escort students to assembly at end of **LOCKDOWN**. **End of LOCKDOWN = one long bell (20 seconds).**

4. A **LOCKDOWN** Before School or During Recess or Lunch

- the air horn will sound (20 secs)
- staff will be alerted through the PA - listen
- teachers should grab roll call books and a pen, and that of faculty members on playground duty
- all staff are to move to rooms in safe areas and immediately usher in any students
- lower floor staff must move to playground and direct students to closest door and safety
- staff on lower floors should initially direct students to higher floors quickly
- students should not be allowed to go and get their bags
- in rooms, make "*rough student lists*" (student name, year and roll call) with teacher's name and location on top - hand out sheets to make this quicker, aim for no more than 15 names on a sheet. Students Leaders can help.

At the **mandatory school assembly at the end of the LOCKDOWN**

- "*rough student lists*" to the Student List Coordinators
- students are to sit in Year groups, names marked off by the teacher who had them in:
 - roll call: if incident was before school (office to bring rolls to assembly)
 - period 2: if incident occurred at recess (pd 2 teachers to bring class roll)
 - period 4: if incident occurred at lunch (pd 4 teachers to bring class roll)
- "missing" students names to Student List Coordinators, to check off against the "*rough student lists*"

5. Seniors with Study Periods

Seniors with Study Periods should seek safety in the closest safe space with a staff member.

6. The Conclusion of a **LOCKDOWN**

An announcement (repeated 5 times) will then be made regarding:

- the venue for a mandatory school assembly
- any area that needs to be avoided.

Teachers nearest staffrooms should listen & spread info.

At this assembly:

- accurate information will be given to everyone about incident
- the Staff List Coordinator will check off all staff members

- all students will be accounted for by the Student List Coordinators
- information regarding the rest of the school day will be explained.

Contact with Media During/After LOCKDOWN

Staff should not talk to any media. Feign lack of knowledge, and respectfully defer all questions to the Principal. Staff should inform students of the school's policy towards the media. Staff should try to ensure students are shielded from the media.

ALERT Procedure

'Alert' is a less intrusive strategy than a lockdown. It is designed to simply keep students, staff and others inside buildings until further notice.

Examples of where an *alert* may be used instead of *lockdown* include **a student acting out in one section of the school or a wild dog or other animal(s) in the school grounds.**

An *alert* informs staff to keep all students inside buildings. There is no need to secure doors and windows or have students seated out of sight.

Implementing 'Alert':

- **Head Teacher** or delegate initiates the alert via PA system and closes all external gates (if open) if a student is in an 'out of control' state.
- **Teachers /Staff** are to remain in or return themselves, students and others to their allocated room.
- **Teachers** - If an *alert is signalled* whilst classes are on playing fields or other outside areas, immediately move students, support staff, volunteers and visitors to a classroom or indoor area.
- **Teachers /Staff** - normal operations / lessons should continue
- mark the roll and remain as quiet and calm as possible.
- report absences to the Head Teacher.
- **Head Teacher** will signal the end of an alert via PA system.

LOCKOUT Procedure

'Lockout' is a procedure which **prevents unauthorised persons from entering the school and grounds** 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 during the outside disruption.

Implementing 'Lockout':

1. All external gates should be closed and locked by **Head Teacher** or delegate.
2. **Head Teacher** or delegate initiates the lockdown via PA system, calls 000 to notify of situation and then calls the School Safety and Response Hotline 1300 363 778.
3. **Teachers /Staff** are to remain in or return themselves, students and others to their allocated room.
4. **Teachers** - If a lockdown *is signalled* whilst classes are on playing fields or other outside areas, immediately move students, support staff, volunteers and visitors to a classroom or predetermined indoor area.
5. **Teachers /Staff** –
 - lock all classroom windows and doors.
 - close blinds and move students away from the windows.
 - everyone to sit on the floor.

- mark the roll and remain as quiet and calm as possible.
 - report absences to the Head Teacher.
 - do not respond to anyone at the door until “all clear” is announced via PA system.
 - do not open doors to unauthorised personnel.
6. Where lockdown lasts for an extended period of time or extends beyond the normal school hours, the **Head Teacher** or designated person should notify parents via phone.
 7. All external gates should be closed (if open) if a student is in an ‘out of control’ state.
 8. In conjunction with the police, the **Head Teacher** or delegate should arrange for parents to pick students up from school at a designated safe area.
 9. **Head Teacher** will signal the end of a lockdown via PA system.



Lithgow High School

Promoting Excellence In A Caring Educational Environment

Lithgow High School is committed to protecting the health, safety and welfare of all our employees. Our school will consult with its employees in implementing safety practices and systems that will ensure the health, safety and welfare of our employees. Employee involvement at all levels is critical for ensuring a safe workplace. The established WHS Committee will promote health and safety in the school.

WHS COMMITTEE

The WHS Committee has seven members (6 employee representatives and 1 employer representative). The maintenance manager will be invited to each meeting of the committee. The size of the committee was agreed as part of the consultation process.

The employee members of the Committee are the WHS representatives elected by the employees from the following groups:

1. Teaching staff – IA and TAS – Iven Dean
2. Teaching staff – all other areas – Christine Walsh
3. Ancillary staff (SASS, general assistant and farm assistant) – Judy Pettitt
4. Teachers' Aides Special – Maureen Wheeler
5. Teaching staff – Science – Mike Morgan
6. Teaching staff – Support – Matt Quirk

These are elected for a 2-year term in accordance with procedures agreed between the Principal and the employees. Elections will normally take place Week 8 of Term 4. The names of the representatives will be displayed on the WHS noticeboard in the sign-on room.

The employer representative is the Principal. In his absence at set meetings the Business Manager will be his representative.

The WHS Committee will meet at least once per term and assist with the development and monitoring of safe work practices and systems and discuss issues that affect the health, safety and welfare of all employees at Lithgow High School. This will include:

- programmed site inspections using the WHS and Audit Directorate proformas
- auditing progress on previously notified hazards

The school shall respond to WHS Committee recommendations within a timeframe agreed by the Committee and set according to the particular issue and its complexity, or refer the matter(s) to Regional WHS.

Election Process:

- Nominations are called for by the Principal during the scheduled staff meeting in mid Term 4.
- Nominations are emailed to the Principal as an Expression of Interest within six working days.
- Should a ballot be required, it will be conducted during the following staff meeting by the Teachers' Federation representative with the PSA representative as scrutineer. Neither union representative is to be seeking election.
- Election will be by secret ballot, using the preferential voting system until all representatives within the above criteria are elected.
- Results of the election will be notified on the WHS noticeboard.
- Election documentation will be stored securely in the school for 12 months prior to shredding.

HOW EMPLOYEES WILL BE CONSULTED ABOUT WH&S

When a WHS issue is raised either by the employer, an employee or the WHS Committee, the WHS representatives will consult with relevant staff. The WHS representatives will also provide feedback to their representative groups on the outcomes of WHS Committee meetings.

Employees should draw to the attention of their supervisor or WHS representative any health and safety concerns that they have about the workplace so the issue can be properly addressed. All employees have a collective and individual responsibility for workplace safety.

ESTABLISHMENT OF CONSULTATION ARRANGEMENTS

The school discussed establishing consultation arrangements with its employees in June 2003. At an information session with all employees, it was agreed to set the size of the WHS Committee at seven (one employer and six staff representatives).

REVIEW OF CONSULTATION ARRANGEMENTS

It has been agreed by both the Principal and employees that these consultation arrangements will be monitored on an on-going basis to ensure that consultation with all employees is effective and that all health and safety issues are addressed.

The current document is a result of a review in Term 3, 2010 in consultation the WHS committee and the Staff Support Officer. Further consultation took place during staff meetings in Term 4.

MEETING PROTOCOLS

The WHS Committee will:

- meet at least once per term: dates to be nominated in advance on the school calendar
- meeting agendas will be published two weeks in advance. Staff can raise issues through Hazard reports or be placing them on the meeting agenda through their representative
- complete one-per-term workplace inspections to evaluate changes and identify levels of danger (matrix). Site inspection documentation will be filed in the office
- be chaired by a staff representative
- have minutes taken by a staff representative
- receive safety reports, complete risk assessments if necessary and refer outcomes to school management
- attempt to resolve WHS issues through consultation with relevant parties
- regularly update staff of issues and encourage staff to take seriously WHS issues via staff meetings and the WHS noticeboard

RECORDING SYSTEMS CONSULTATION PROCESS

Concerns about WHS issues will be addressed through the following processes:

- notify your head teacher/supervisor, in the first place, or representative as soon as possible of any issue, follow school procedures;
- non-maintenance items should be detailed using the **Hazard Report** forms and given to your supervisor;
- if, as a supervisor, you cannot resolve the issue, it should be referred to the principal or a member of the WH&S committee;
- should the issue be urgent or ongoing, enter details of maintenance items on the **Hazard Report** forms located in staffrooms. Please the form in the WHS box in the print room, which is cleared twice weekly. Really urgent matters should be referred directly to the Principal;
- refer all injuries requiring first aid to the first aid staff in the clinic;
- for all injuries, complete the **Workplace Injury Notification Form** available from the office;
- obtain a Workcover Medical Certificate if necessary;
- retain a copy of all documentation for your records;
- participate in and cooperate with any injury management program;
- make all reasonable efforts to return to work as soon as possible when medically fit;
- seek advice on workers compensation procedures from the staff welfare officer at Schools Office (Ian Proctor – autodial 001).

SPECIFIC RESPONSIBILITIES

(a) Principal and Deputy Principals:

The Principal is required to ensure that this policy and the WHS programs are effectively implemented to support executive to carry out their specific responsibilities.

(b) Executive:

Each executive member is responsible and accountable for taking all practical measures to ensure:

- that the workplace under their control is safe and without risk to health;

- that the behaviour of all persons in the workplace is safe and without risk to health.

More specifically:

- the executive member is responsible for detecting any unsafe or unhealthy conditions or behaviour
- if the executive member does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendation for remedial action, to a supervisor or manager who does have the necessary authority.

(c) Employees:

All employees are required to cooperate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace.

(d) Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on the schools premises or locations are required, as part of their contract, to comply with the work health and safety policies, procedures and programs of the school and to observe directions on health and safety from designated officers of the school.

(e) Visitors

All visitors are required to comply with the work health and safety policies, procedures and programs of the school and to observe directions on health and safety from designated officers of the school.

(f) Unions

All union representatives are expected to cooperate to achieve the aims of this policy and are to be kept informed of WH&S matters through the representatives.


Evaluation:

An ongoing Work Health & Safety Program should be established for each year. This consultation statement should be reviewed each year.

Reference: Occupational Health & Safety Act (2000), WH&S Regulation 2011
 Memorandum Department of Education OH&S Policy (1988)
 See also Accidents to Pupils/Staff Policies.

Emergency No's	
Emergency	000
Ambulance	000
Fire	000
Poisons	13 1126
Police - Lithgow	6352 8399
Lithgow Hospital	6350 2300
Emergency No's	
Emergency	000
Ambulance	000
Fire	000
Poisons	13 1126
Police - Lithgow	6352 2300
Lithgow Hospital	6350 2300
Emergency No's	
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Ambulance	000
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Police - Lithgow	6352 2300
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Emergency No's	
Emergency	000
Ambulance	000
Fire	000
Poisons	13 1126
Police - Lithgow	6352 2300
Lithgow Hospital	6350 2300

SECTION A	<p style="text-align: center;">LITHGOW HIGH SCHOOL</p> <div style="display: flex; justify-content: flex-end; align-items: center;">  </div> <p style="text-align: center;"><u>LOCAL WORKPLACE SAFETY PROCEDURES FOR DEPARTMENT OF COMMERCE CONTRACTORS</u></p> <p>The following form <u>must</u> be completed before commencing work at this workplace.</p> <p>NAME: _____</p> <p>COMPANY: _____</p> <p>I am aware of the requirements of the Safety Management Plan my company has agreed to with the NSW Department of Commerce on behalf of NSW Department of Education and Training. My work will be completed according to the Occupational Health and Safety requirements. YES / NO If no, refer to principal or manager</p> <p>Type of work and location of work: _____</p> <p>Estimated duration of work: _____</p> <p>Contractor's contact/mobile number whilst on site: _____</p>
	<p style="text-align: center;">SITE SPECIFIC INDUCTION</p> <p style="text-align: center;">LOCAL CONDITIONS to be aware of when you work at this workplace:</p> <ol style="list-style-type: none"> 1. Workplace to refer to evacuation procedures and attach copy of evacuation plan. 2. Where relevant, workplace to insert information about the age and nature of the students, including special needs for isolation of the worksite if required. 3. Workplace to provide contact details of the principal or manager and/or delegate, as appropriate. 4. Workplace to provide advice on procedures for reporting incidents or safety concerns. 5. Workplace to advise if any other works are being undertaken on site. 6. Where relevant, workplace to provide information on student movements eg bell times. 7. Workplace to advise if restrictions apply to vehicle access and speed limits (may be annotated on site plan). 8. Before commencing any disturbance works the site Hazardous Materials Register / Asbestos Register must be checked for any relevant information.
	<p>Signature of contractor: _____ Date: _____</p>
SECTION C	<p style="text-align: center;">OFFICE USE ONLY Has the contractor:</p> <ul style="list-style-type: none"> • Signed in: YES / NO • Been issued with a visitors badge: YES / NO • Been inducted as per Section B (including informed of emergency evacuation and incident reporting procedures) YES / NO <p>SIGNED: _____</p> <p>POSITION ON STAFF: _____</p> <p>DATE: _____</p>

Emergency Procedures

In a life threatening emergency

DIAL 000

For Fire, Police and Ambulance

In ALL CASES, advise the Principal.

Exits

For your safety, make sure you know the location of your nearest exit.

Evacuation Alarm

4 Long bells



Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the Oval

Lockdown Alarm

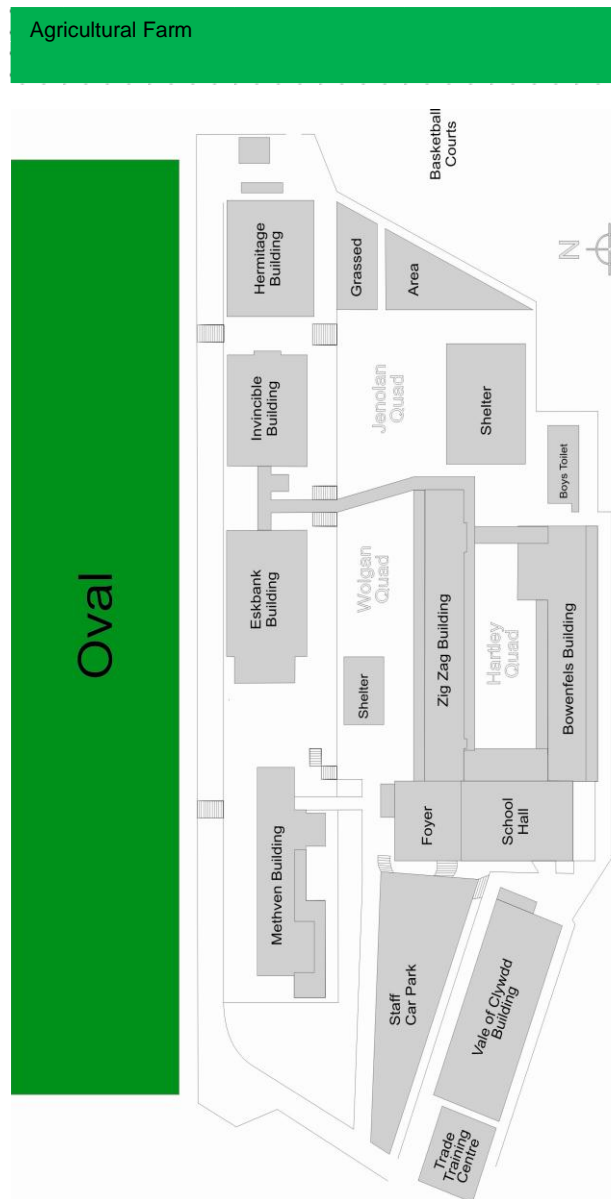


One continuous 10 second air horn

Lockdown Procedures

When air horn sounds

- Proceed to the nearest room/building and lock yourself in, stay away from windows



WELCOME TO

Lithgow High School



Safety Briefing

For Contractors

Visitors and Volunteers



The New South Wales Department of Education and Training is committed to the occupational health and safety of employees, students, contractors and all other visitors.

For your safety and the safety of others, it is a condition of entry to this site that you take a few minutes to read this brochure.

Mandatory site requirements:

- All visitors are required to report to the main office on arrival.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education and Training premises

All [contractors](#) to have completed the [Safety procedures for engaging Department of Commerce](#)

Smoking

Smoking is not permitted on DET premises.

Alcohol and Illegal Drugs

Alcohol and illegal drugs are not permitted.

Weapons

Weapons, including knives, are not permitted.

Dangerous Goods and Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these to the Principal prior to entering the site.

Injuries/Hazard Reporting

All hazards and incidents must be reported to the General Assistant.

Injuries will be recorded in the *Register of Injuries*. **First Aid** treatment is available in the Clinic.

Amenities

Visitor toilet & disabled facilities are available on the ground and first floors of the Zig Zag building.

Keys

Keys issued for access to the school. A charge of \$10 per key will apply if they are not returned upon completion of work.

The school bell rings to start the day, change the period, for recess and lunch and at the end of the day.

Normal Bell Times		Assembly Days	
Period 0	8.30	Period 0	8.30
Warning Bell	8.57	Warning Bell	8.57
Roll/Reading	9.00	Roll/Reading	9.00
Period 1	9.20	Period 1	9.10
Period 2	10.10	Period 2	9.58
Recess	11.00	Recess	10.46
Period 3	11.30	Ass 1/Period 3 (Assembly 1: Yrs 7,9,11)	11.16
Period 4	12.20	Period 4	11.51
Lunch	1.10	Ass 2/Period 3 (Assembly 2 Yrs 8,10,12 & Support)	12.39
Period 5	1.40	Lunch	1.14
Period 6	2.30	Period 5	1.44
End of Day	3.20	Period 6	2.32
		End of Day	3.20

All Department of Commerce contractors report to the principal or delegate to:

- indicate the location and duration of the job.
- sign the school's Site Visit Log book.
- advise the status of the job before leaving the site.

All non Department of Commerce contractors must in addition:

- produce a copy of their safety management plan including use of personal protective equipment and controls for site specific hazards
- produce public liability insurance documentation before work is commenced
- complete a Prohibited Employment Declaration.

I have complied with all OHS issues

Signed:.....
Contractor

Name of Contractor:
Company:
Date:
Mob:

LITHGOW HIGH SCHOOLNEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING

LOCAL WORKPLACE SAFETY PROCEDURES FOR INDEPENDENT CONTRACTOR
(NOT MANAGED BY DEPARTMENT OF COMMERCE)

The following form must be completed before commencing work at this workplace

NAME: _____

COMPANY: _____

Type of work and location of work: _____

Estimated duration of work: _____

Contractor's contact/mobile number whilst on site: _____

I am licensed to undertake the work required. I understand that my company is required by law to have:

- a Safety Management Plan including Safe Work Method Statements and Risk Management procedures for the work to be carried out at this workplace
- a list of all hazardous substances and equipment brought into this workplace and ensure appropriate control mechanisms are in place to protect all persons at the workplace.
- certificates of currency for public liability (\$10 million) and workers compensation insurance prior to work commencing

I will provide you with copies of the above documents, including a statement indicating that there are no outstanding workers' compensation premiums.

If any of the above have not been provided, refer to principal or manager

My Construction Induction Certificate number is _____

I certify that I will comply with all OHS obligations and that:

- all my employees and sub-contractors have a Construction Induction Certificate, appropriate licences and certificates of competency which I have sighted **YES / NO**
- all my employees and sub-contractors are trained in site-specific OHS procedures and safe work method statements **YES / NO**
- all my employees and I have completed the Prohibited Employment Declaration and Consent to Screening forms **YES / NO**
- the worksite and any equipment/materials are secured while carrying out the work and during any breaks **YES / NO**
- appropriate PPE and safety equipment will be used **YES / NO**
- appropriate signage will be displayed **YES / NO**
- any waste will be disposed of appropriately **YES / NO**
- there will be no interaction with students **YES / NO**
- the principal or manager will be notified of anything likely to disrupt the workplace eg. power or water outage, high noise levels or restricted access **YES / NO**
- any request for assistance or for clarification will be made in writing to the principal or manager **YES / NO**
- there will be no smoking on school grounds or in DET buildings **YES / NO**

If no to any of the above, refer to principal or manager

SECTION B	<p style="text-align: center;">SITE SPECIFIC INDUCTION</p> <p>LOCAL CONDITIONS to be aware of when you work at this workplace:</p> <p>9. Workplace to refer to evacuation procedures and attach copy of evacuation plan.</p> <p>10. Where relevant, workplace to insert information about the age and nature of the students, including special needs for isolation of the worksite if required.</p> <p>11. Workplace to provide contact details of the principal or manager and/or delegate, as appropriate.</p> <p>12. Workplace to provide advice on procedures for reporting incidents or safety concerns.</p> <p>13. Workplace to advise if any other works are being undertaken on site.</p> <p>14. Where relevant, workplace to provide information on student movements e.g. bell times.</p> <p>15. Workplace to advise if restrictions apply to vehicle access and speed limits (may be annotated on site plan).</p> <p>16. Before commencing any disturbance works the site Hazardous Materials Register / Asbestos Register must be checked for any relevant information.</p>
	<p>Signature of contractor: _____ Date: _____</p>
SECTION C	<p style="text-align: center;">OFFICE USE ONLY</p> <p style="text-align: center;">Has the contractor:</p> <ul style="list-style-type: none"> Signed in: YES / NO Been issued with a visitors badge: YES / NO Been inducted as per Section B (including informed of emergency evacuation and incident reporting procedures): YES / NO Provided documents as per Section A: YES / NO <p style="text-align: center;">_____</p> <p style="text-align: center;">Specific issues – Certificate of Currency</p> <ul style="list-style-type: none"> Is it current (Certificates of Currency are only valid for up to four months)? YES / NO Is the subcontractor classified in the correct industry (ie. the industry stated on the certificate is the same as, or similar to, the work undertaken as part of the contract)? For example, an electrician providing electrical services should not be classified in Consulting Engineering Services. YES / NO Are the number of workers identified on the certificate realistic compared with the number of workers performing the work (whether on-site or off-site)? (The certificate should reflect the average number of workers the subcontractor hires throughout the year. You should check the worksite(s) covered by the contract(s) and only significant discrepancies should be questioned.) YES / NO Is the amount of wages declared on the certificate reasonable for a 12-month period? If the wages estimate appears too low discuss it with your subcontractor. For example, if the wages estimate is less than the labour value of your contract(s) you should discuss it with your subcontractor. YES / NO <p>For further information regarding Child Protection requirements: refer to Guidelines for Principals for the Implementation of the Working with Children Check and completing of Prohibited Employment Declarations (see Checklist E)</p> <p>SIGNED (by principal or manager): _____</p> <p>DATE: _____</p>

HOW TO REPORT SCHOOL ACCIDENTS FOR VISITORS, STUDENTS AND CONTRACTORS?

When to report:

- an incident which resulted in death, injury or hospitalisation;
- there is an injury to the head or where a person loses consciousness;
- a person sustains an injury to the eyes or where teeth are broken or dislodged;
- a person sustains broken bones or lacerations requiring sutures;
- it is necessary to transport an injured person to hospital;
- medical attention is provided on site by an ambulance officer or health care professional or such treatment is reported by the student, visitor, contractor at a later date;
- a student has to leave school early as a consequence of an accident;
- a parent, care-giver or relative is summoned to the school as a consequence of an accident;
- parents or caregivers are advised to take a student to a doctor for precautionary reasons;
- a student is injured outside of school hours but where staff may still be on duty and exercising a duty of care (e.g. while on excursions);
- an accident occurs during the use of a school facility by a community group; or
- when a principal or his or her delegate considers it appropriate to do so bearing in mind the apparent potential for legal proceedings to result.

How to report:

1. **Complete the Accident To School Student/Visitor - Report Template**
See DEC weblink:
https://detwww.det.nsw.edu.au/adminandmanage/ohands/safeworklearn/incident/incident_rpt/index.htm
2. **Make a verbal notification by phoning DEC's Incident Notification Hotline – 1800 811 523 before the end of day.**

Further resource:

Legal Issues Bulletin No. 39 - Preparation and use of accident reports in schools and TAFE NSW

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