Emergency Management Plan Handbook

EMERGENCY MANAGEMENT PLAN

9.7 CODE ORANGE – EMERGENCY EVACUATION

R
- **RESCUE**
  - Assist person(s) in immediate danger IF SAFE TO DO SO

A
- **ALERT**
  - Contact Emergency Services - 000
  - Notify Management

C
- **CONTAIN**
  - Restrict the danger area(s) (e.g. Close doors, contain spill, isolate gas/electricity) IF SAFE TO DO SO

E
- **EVALUATE/EXTINGUISH**
  - Evacuate the are and proceed to the designated assembly point
  - Extinguish the fire IF SAFE TO DO SO

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2. GENERAL INFORMATION

2.1. OBJECTIVE

Whyalla Secondary College is committed to providing and maintaining a safe work environment for its students, staff, contractors and visitors.

Whyalla Secondary College's aim is to reduce the potential for loss and injury to life and damage to property as a result of an incident that may occur within the school. To achieve this, **Whyalla Secondary College** has developed this Emergency Management Plan ("Handbook") to ensure emergency preparedness is appropriate, implemented, effective monitored and tested.

2.2. PURPOSE

The purpose of Whyalla Secondary College's Emergency Management Plan is to document an efficient, effective, and co-ordinated response to any incident or emergency occurring in the school. This document aims to illustrate:

- Response to incidents
- Responsibilities when an incident or emergency occurs

This Emergency Management Plan is to be read and understood by all staff.

2.3 SCOPE

This Emergency Management Plan and accompanying documentation applies to all staff, otherwise defined as workers in the Definitions section of this Handbook, while they are present in any building, facility or grounds owned, occupied, or managed by **Whyalla Secondary College.**

This Handbook is to be read in conjunction with any mandatory Department for Education information.

2.3.1. Exclusions
Whyalla Secondary College's Emergency Management Plan does not apply to external sites or venues, for purpose of excursions, camps, or similar activities. Whilst some part of this Emergency Management Plan may be applied, **Whyalla Secondary College** will primarily follow the reasonable instructions of the external venue's emergency personnel and/or Emergency Services.

If on an external site or venue where an emergency management plan **is not** already in place, staff are to follow this Handbook.

2.4 DEFINITIONS

Below details some common terms used throughout this Emergency Management Plan and associated emergency documentation:

'Assembly area(s)' may also be referred to as Emergency Assembly Point, is a designated place or places where people assemble during an evacuation.

'Bomb' is a device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an improvised explosive device (IED)

'Bomb threat' is a threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological or radiological device at a time, date, place or against a specific person or organisation. It is not necessary or any other action to be taken by the offender.

'Competent Person' is a person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

'Disaster' is a major emergency that has occurred, is occurring or is about to occur, that the State Governor is satisfied that the nature or scale of the emergency is, or is likely to be, such that it should be declared to be a disaster because of the diverse resources required to be used in the response.

'Emergency' is an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response. Such as an event may cause, or threatens to cause:

a) the death of, or injury of other damage to the health of any person; or
b) the destruction of, or damage to, any property; or
c) a disruption to essential services or to services usually enjoyed by the community; or
d) harm to the environment, or to flora or fauna

'Emergency Control Organisation (ECO)' means a person or persons appointed by the Emergency Planning Committee (EPC) to direct and control the implementation of the facility's emergency response procedures.

'Emergency management plan' is a document that enables the hazards and risks associated with the management of emergencies in the workplace to be identified, managed, and mitigated. May also be referred to as "Handbook".

'Emergency Planning Committee (EPC)' refers to the persons responsible for the documentation and maintenance of an emergency plan.

'Emergency preparedness' means the arrangements made to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilized and deployed.

'Emergency Prevention' means that the measures taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure that emergencies are prevented.

'Emergency response exercise' means a site-specific exercise implemented to determine the effectiveness of the emergency response procedures. This may also be referred to as a fire drill or emergency drill or exercise.

'Emergency services' are key organisations that respond to and deal with emergencies when they occur. These include Police, Ambulance and Fire.

'Evacuation' means the orderly movement of people from a place of danger.

'Evacuation diagram' is a diagram displaying emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information.

'Incident' means an event that has the potential to harm or injure a person or the environment.

'Organisation' is a self-employed person, contractor, sub-contractor, company, firm, enterprise or institution, or other legal entity, whether incorporated or not.

'Worker' refers to all persons (including educators/teachers, employees, suppliers, service providers, contractors, sub-contractors, consultants, visitors, volunteers, and others) who are engaged by, or under the control of the Company at the workplace. For the purpose of this Emergency Management Plan, a worker may also be referred to as "staff" or "faculty".

'Workplace' means a place, whether or not in a building structure, where workers or self-employed persons work. For the purpose of this Emergency Management Plan, may also be referred to as "school".

3. DOCUMENT CONTROL

Whyalla Secondary College maintains an up-to-date version of this Emergency Management Plan ("Plan" or "EMP") and other related forms, checklist, registers, and emergency evacuation diagrams.

All documentation associated with **Whyalla Secondary College's** Emergency Management Plan will have version and revision details identified to indicate current documents from those that may be obsolete. In multi-paged documents, pages should be identifiable.

All documentation is designed to be regularly reviewed and adjusted according to the College's needs and context. Due to the on-site variables for the College during its start-up phase, increased revisions may be required.

All revisions must be approved by the Emergency Planning Committee (EPC).

3.1 DISTRIBUTION

The issue and control of this EMP and any related documentation is controlled by the EPC.

All holders of controlled copies of this EMP, and any other related documentation are to ensure they maintain their copy in accordance with amendments as issued by the EPC.

This EPC may be distributed to external bodies, either as extracts of the EMP or the complete EMP. These copies are "Uncontrolled" and as such, are not amended or included in the following Distribution Record.

All other copies are "Controlled", included in this Distribution Record, and amended accordingly.

Distribution Register

Version No.	Date of Issue	Name of Recipient	Organisation
1.0	April 2022	Emergency Planning Committee	Whyalla Secondary College

Register of Amendments

Date	Page/Form #	Version #	Description of Amendments	Prepared By
April 2022	All	1.0	Introduction of Emergency Management Plan	WSC
May 2023	6 12 13	1.1	Amendment advice Added Deputy Principal responsibilities to Staff Added responsibilities to Staff	WSC

4. EMERGENCY

Whyalla Secondary College is committed to providing and maintaining a safe work environment for all students, staff, and visitors.

Whyalla Secondary College promotes the active participation to report any faults or hazards that may affect safety in the school. Whyalla Secondary College is committed to an:

"OPEN DOOR POLICY ON EMERGENCY MANAGEMENT"

Staff are encouraged to report or discuss any issues or concerns with the EPC or a member of the Emergency Control Organisation (ECO).

4.1. ACTIVATION OF EMERGENCY MANAGEMENT PLAN

The first notification of any incident or emergency, either involving or with the potential to involve Whyalla Secondary College, will be directed to the Chief Warden.

Following activation of the corresponding emergency response, the Chief Warden will contact:

- Emergency Services (police, fire, ambulance)
- School Principal and/or Deputy Principal
- Education Director
- Any other relevant governing bodies

4.2. HAZARD IDENTIFICATION AND RISK ASSESSMENT

The following have been identified as potential on-site hazards due to their impact on the College's emergency management planning.

Hazard	Location

Using the Department for Education's WHS Risk Assessment documentation, **Whyalla Secondary College** has assessed the following risks and identified the following risks

Potential Emergency Situation	Risk Rating			
	Low	**Medium**	**High**	**Extreme**

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5. TRAINING

5.1 EMERGENCY TRAINING

All staff and relevant parties are inducted and trained in Whyalla Secondary College's emergency management.

Induction and training shall include, but is not limited to:
- Relevant emergency procedures
- Location of:
    - Evacuation routes
    - Emergency assembly point(s)
    - Emergency and first response equipment (e.g. fire extinguishers, first aid, etc)
    - Name and contact details of key personnel (e.g. chief fire warden, first aid officers, etc)

The following training schedule will be applied to key emergency personnel:

Emergency Personnel	Type of Training
EPC Members	- All new member(s) shall undertake initial building evacuation training to become familiar with the roles and responsibilities of the EPC, ECO, and emergency response procedures. - Members shall review the Emergency Management Plan (EMP) at least annually. - Shall meet following any emergency exit, exercise, or drill to undertake a debrief.
ECO Members	- All new member(s) shall undertake training and induction in the school's EMP, including the roles and responsibilities of each position within the ECO. - All members will undertake regular, at least annually, familiarisation training of the school's EMP. - Perform an emergency exercise, or drill, every 6 months. - Initiate a full school emergency exercise, or drill at least annually. - Shall meet following any emergency event, exercise, or drill, with the EPC Members, to undertake a debrief. As identified, additional training to be provided, including but not limited to chief warden training courses.
Workers	- All new staff are to receive a briefing on the EMP and specific emergency procedures. - All workers are to participate in an emergency event, exercise, or drill, as and when they occur/are arranged. Additional training to be provided as identified.
First Aid Officer(s)	- All new First Aid Officers to undertake specific First Aid training. - Training to be repeated every 3 years, with refresher CPR. - All Officer(s) are to participate in an emergency event, exercise, or drill, as and when they occur/are arranged. The College will ensure that the number of First Aid Officers available meets the Department for Education's ratios, based on the number of students and staff on-site.

5.2. EMERGENCY PREPAREDNESS

Whyalla Secondary College undertake regular emergency exercises to ensure staff are:

- Informed of their responsibilities and roles during an emergency
- Trained and competent
- Prepared for emergency situations

Emergency exercises may include, but are not limited to;

- Fire drills
- Evacuation drills
- Lockdown/Shelter in Place drills

Additional training and exercises may be undertaken if deemed necessary (e.g. when new staff start).

Such emergency exercises shall be scheduled, using the timing below, to ensure all staff are informed and competent in their respective roles during emergency situations.

Emergency Response Type	Simulation Scenario	Type of Training	Timing
Evacuation – whole of College	Fire	Practice Drill	Term 1
Lockdown – whole of College	Snake on site	Practice Drill	Term 2
Evacuation – whole of College	External Intruder on-site	Practice Drill	Term 3
Lockdown – whole of College	Bomb threat	Practice Drill	Term 4

Please note: The above schedule may be amended at the discretion of the Chief Warden, including the frequency of the exercises and types of simulated scenarios, based on the identified risks and hazards of the College.

Emergency response exercises will be observed and recorded via the relevant checklist.

Following each test emergency evacuation Whyalla Secondary College's Emergency Management Exercise Checklist is to be completed and submitted to the EPC for review. The outcomes of the test are discussed with emergency personnel and other key faculty and stakeholders to identify areas of improvement.

Supporting Documentation

Reference	Title
EMGC 001	Emergency Management Exercise Checklist

5.2.1 Emergency Supplies Plan

As part of the College's emergency preparedness, the following additional supplies are available/accessible:

WATER

Drinking water is available at drinking fountains throughout the College.

If additional drinking water is required, supplies can be sourced locally, and at short notice. Specifically, water can be sourced from:

- Coles (in Westland Shopping Centre – Mcdouall Stuart Avenue, Whyalla Norrie SA 5608)
- Woolworths (in Westland Shopping Centre – Mcdouall Stuart Avenue, Whyalla Norrie SA 5608)

Once procured the water will be distributed to relevant areas of the College by staff.

FOOD

Food stored in the various food technology and VET kitchen areas are to be used in the case of emergency.

Food will be collected from the various locations, pooled in a central location (ATRiUM) and then assessed by College staff. Food will be distributed to students and staff as appropriate.

5.2.2. Kitchen and Food Preparation Areas

- Kitchen areas pose high risk as heat or flames used in food preparation can cause fires. Special consideration are necessary, including but not limited to:
- All areas must be kept clean and grease free
- Oils/spirits/fats must be stored away from a possible ignition source
- All kitchen staff must be aware of the location and method of operation of fixed fire systems, alarms, extinguishers, and fire blankets

6. KEY RESPONSIBILITIES

Whyalla Secondary College appoints key personnel to direct and control the activation and implementation of the emergency response procedures.

The primary responsibility of these key personnel is to give top priority to the safety and security of students, other staff and/or visitors in the school during an emergency. Life safety shall take precedence over asset protection during an emergency.

6.1. EMERGENCY CONTACT NUMBERS
In the event of an emergency, the following contacts are to be used.

FOR LIFE THREATENING EMERGENCY (FIRE, POLICE, AMBULANCE)

DIAL 000

Whyalla Secondary College maintains specific emergency contacts and general emergency information. Information and contacts include, but is not limited to:

- Emergency Personnel, including Chief Warden and Leadership
- Communication Officer
- First Aid Officer(s)
- Any other relevant contacts
- Approximate response time of emergency services
- Nearest hospital(s)
- Nearest medical centre(s)
- Nearest police station(s)

Supporting Documentation

Reference	Title
CONT 001	Contact List

6.2. INCIDENT RESPONSE GROUP
Where required, **Whyalla Secondary College** may establish an Incident Response Group (IRG). The membership of the IRG shall consist of school management and school representatives.

The IRG shall be responsible for all aspects of the recovery phase of the College after an emergency. They are to work in collaboration with the EPC and EPO during any emergency.

6.3. EMERGENCY PLANNING COMMITTEE (EPC)

AS 3745 – Planning for emergencies in facilities specifies that an Emergency Planning Committee (EPC) shall be formed. The EPC shall be responsible for the development and implementation of this Emergency Management Plan and accompanying documentation.

Due to the context of the College, Whyalla Secondary College's EPC shall include representatives from, including but not limited to:

- TESA Education consortium
- Facilities management
- Department for Education
- School and teacher representatives
- Contractor representatives (e.g. catering)
- Community centre representatives

The members of the EPC are listed on **Whyalla Secondary College's** Contact List

Supporting Documentation

Reference	Title
CONT 001	Contact List

6.4. EMERGENCY CONTROL ORGANISATION (ECO)

During an emergency, the school will be under the control of the Emergency Control Organisation (ECO).

The ECO for Whyalla Secondary College includes, but is not limited to:

- Chief Warden
- Deputy Chief Warden
- Leadership
- Teachers
- First Aid Officer(s)
- Communications Officer

The members of the ECO are listed on the school's Contact List:

The ECO roles and responsibilities are defined below.

Supporting Documentation

Reference	Title
CONT 001	Contact List
EORG 001	Emergency Personnel Organisational Chart
ERES 001	Emergency Responsibilities Checklist

6.4.1. Chief Warden

The Chief Warden has the overall responsibility for making the decision to evacuate.

This role includes ensuring adherence to policies and procedures, escalation of emergencies and issues to the EPC, facilities management contractor, or Principal. They are responsible for ensuring that all students, staff, and visitors are safe during a response to an emergency.

Key responsibilities are:

PREPARATION FOR EMERGENCIES

- Oversee and regularly review Whyalla Secondary College's Emergency Management Plan and associated documentation
- Attend meetings, training, and emergency exercises as required

DURING EMERGENCIES

- Collect available communication equipment
- Identify the type, scope, and location of the emergency
- Assess the emergency and enact the appropriate response
- Proceed to the designated point and create the Emergency Control Point
- If required, re-allocate Emergency Control Point to a safer location if the emergency requires
- Establish communication with other emergency personnel
- Allocate specific tasks to emergency personnel, as needed
- Notify, handover, and liaise with Emergency Services throughout the emergency
- Direct all personnel to the Emergency Assembly Point/Safe Refuge Point(s)
- Confirm everyone is accounted for, by consulting with the Deputy Principal
- After consultation with Emergency Services, declaring the workplace "All Clear"

AFTER EMERGENCIES

- Conducting any briefings to Principal/Committees, as required
- Oversee and coordinate any post-incident recovery
- Evaluate the emergency and completing relevant reports
- Assess the implementing improvements
- Conduct any post-emergency training

Only the Chief Warden can declare the school "All Clear" after consultation with Emergency Services

6.4.2. Deputy Chief Warden

The Chief Warden may nominate the Deputy Chief Warden to take control of an urgent emergency response where the Chief Warden is not available.

Where the Chief Warden is not available, the Deputy Chief Warden will assume the above listed key responsibilities of the Chief Warden.

Where the Chief Warden is available, the Deputy Chief Warden will assume any specific tasks assigned by the Chief Warden to assist during an emergency.

6.4.3. Deputy Principal and Staff

Deputy Principal and Staff are responsible for enacting the emergency response as directed by the Chief Warden. They are responsible for communicating to their assign areas the applicable response/action that is to be taken during the emergency.

Key responsibilities include:

PREPARATION FOR EMERGENCIES

- Inspect and report deficiencies in emergency equipment
- Report any missing or damaged emergency equipment in their classroom
- Inspect and report obstructions, including along egress paths and around emergency equipment
- Clear any obstructions if able to
- Attend meetings, training, and emergency exercises, as required

DURING EMERGENCIES
Deputy Principal

- Collect the following:
    - Attendance records of students and staff from IT staff

- Tablet and any other information from Reception that contains the attendance/sign in details for visitors and contractors
- Available communication equipment
- Megaphone
- the emergency response procedures for their assigned area, including:
- Ensure staff, students and visitors are aware and prepared to evacuate
- Move people away from danger
- Commence response to the emergency, as directed by the Chief Warden
- In the event of an evacuation, direct others to the safest, nearest emergency exit
- In the event of an lockdown/shelter in place, direct others to the safest, nearest refuge point
- Only collect personal belongings if they are:
  - IMMEDIATELY nearby and;
  - SAFETLY accessible
- Sweep/check their assigned area, including:
  - Classrooms
  - Offices/faculty facilities
  - Meeting rooms
  - Kitchen facilities
  - Toilets
- Report to Emergency Control Point and communicate the status of their assigned area
- Wait for further instructions from the Chief Warden
- Assist any staff, students or visitors experiencing difficulty with the evacuation
- Pass out class roll lists to relevant staff members to identify all students are present
- Remain at the Emergency Assembly Point/Safe Refuge Point until given the "All Clear" by the Chief Warden

Staff

- Collect available communication equipment
- Initiate the emergency response procedures for their assigned area, including:
- Ensure staff, students and visitors are aware and prepared to evacuate
- Move people away from danger
- Commence response to the emergency, as directed by the Chief Warden
- In the event of an evacuation, direct others to the safest, nearest emergency exit
- In the event of an lockdown/shelter in place, direct others to the safest, nearest refuge point
- Only collect personal belongings if they are:
  - IMMEDIATELY nearby and;
  - SAFETLY accessible
- Sweep/check their assigned area, including:
  - Classrooms
  - Offices/faculty facilities
  - Meeting rooms
  - Kitchen facilities
  - Toilets
- Report to Emergency Control Point and communicate the status of their assigned area
- Teachers with classes during incident/emergency to account for students on class roll.
- Wait for further instructions from the Chief Warden
- Assist any staff, students or visitors experiencing difficulty with the evacuation
- Remain at the Emergency Assembly Point/Safe Refuge Point until given the "All Clear" by the Chief Warden

AFTER EMERGENCIES
- Document any important information and provide to the Chief Warden to help compile a report of the actions taken during the emergency
- Participate in a post-emergency debrief of training
- Perform a head count of the class, based on attendance records. And submit to the Deputy Principal
- Upon completion of the head count, instruct students are to sit down and wait
- Wait for further instructions from the Chief Warden
- Monitor students from their assigned class to ensure they DO NOT leave the Emergency Assembly Point/Safe Refuge Point
- Remain at the Emergency Assembly Point/Safe Refuge Point until given the "All Clear" by the Chief Warden

6.4.4 Communications Officer / Business Leader
The Communications Officer / Business Leader will be responsible for documenting details of incident communications and coordinating information to the Chief Warden, Deputy Chief Warden, and specialists.

Key responsibilities include:

PREPARATION FOR EMERGENCIES
- Collect available communication equipment
- Ensure emergency personnel are proficient in the use of all relevant communication equipment
- Ensure emergency personnel contact details are up to date
- Attend meetings, training, and emergency exercises, as required

DURING EMERGENCIES
-
- Proceed to the Emergency Control Point
- Maintain clear and accurate records/logbooks and make them available for emergency response
- Record a chronological order of the actions of **Whyalla Secondary College** during the incident
- Transmit instructions and information to emergency personnel, as directed by the Chief Warden
- Collect head counts from Teacher Wardens, and check to ensure all staff, students and visitors have been accounted for
- Operate communications systems as required in the most effective way possible
- Act as directed by the Chief Warden

AFTER EMERGENCIES
- Collect records of events during the emergency for post-emergency debriefing
- Secure all records for future reference
- Participate in a post-emergency debrief and training

6.4.5. First Aid Officers
The First Aid Officers have the responsibility to provide first aid treatment and support for injured evacuees until Emergency Services arrive.

Key responsibilities include:

PREPARATION FOR EMERGENCIES
- Ensure first aid equipment is in-date and available, in accordance with SafeWorkSA's Code of Practice for First aid in the workplace
- Undertaken relevant training in First Aid, including any refresher courses

DURING EMERGENCIES
- Collecting First Aid equipment
- Report to the Deputy Principal at the Emergency Control Point
- Await any request for first aid treatment
- If first aid treatment is required:

- Apply first aid treatment in accordance with training
- Remain with injured person until Emergency Services arrive
- Provide hand over of patient to Emergency Services
- Follow all directions from Emergency Services
- Report to Chief Warden once any patient has been handed over to Emergency Services
- If first aid treatment is NOT required:
  - Proceed to the Emergency Assembly Point or nearest Safe Refuge Point
  - Monitor evacuees for any medical conditions
- Unless assigned emergency responsibilities, remain at the Emergency Assembly Point or Safe Refuge Point
- Assist any students, staff or visitors experiencing difficulty with the evacuation
- Remain at the Emergency Assembly Point/Safe Refuge Point until given the "All Clear" by the Chief Warden

AFTER EMERGENCIES
- Restock any used first aid equipment
- Record the use of any first aid equipment as per the school's incident reporting procedures
- Participate in a post-emergency debrief and training

6.5. SWEEPING/CHECKING THE SCHOOL

If a member of the ECO is assigned to sweep/check key areas or facilities in the school (either as a result of their position on the ECO, or as directed by the Chief Warden), follow the procedure below:

- Check **ALL** facilities such as classrooms, kitchens, toilets, meeting rooms, offices, hallways, and study nooks.
- **BE CAREFUL** when opening doors
  - Touch the door handle with the back of your hand to check if it is hot
  - Look for smoke
- DO NOT open a door if the handle is hot to the touch, or smoke coming out
  - REPORT THIS IMMEDIATLEY to the Chief Warden
- Close doors of the areas/facilities you have checked
  - DO NOT LOCK DOORS
- Report back to the Chief Warden upon completion of the sweep

7. EMERGENCY INFORMATION

7.1 EMERGENCY ASSEMBLY POINTS
For all emergency evacuation situations, the primary assembly point will be identified on **Whyalla Secondary College's** Emergency Evacuation Diagrams.

Example of How Assembly Points are Identified on Emergency Evacuation Diagrams

EMERGENCY ASSEMBLY POINT

Emergency Assembly Point(s)	Description
On-site Assembly Points	
Location A	Back of Soccer pitches
Location B	Oval
Shelter In Place/Lockdown Points	
Location C	Classrooms Lockable common areas
Location D	
Off-site Assembly Points	
Location E	Edward John Eyre High School

Where it is unsafe to proceed to, or remain at, the allocated Emergency Point, assemble as far away from the emergency as reasonably practical.

The Chief Warden and/or an authorised Emergency Personnel will undertake a head count to confirm all students, staff and visitors are present at the Emergency Assembly Point.

When assembling at the allocated Emergency Assembly Point, remain together **IF SAFE TO DO SO**. Await further instructions from Emergency Services.

Care must be taken when crossing any roads by checking in both directions for traffic before crossing.

NO ONE is to leave the Emergency Assembly Point until the "All Clear" has been given by the Chief Fire Warden.

Ground floor
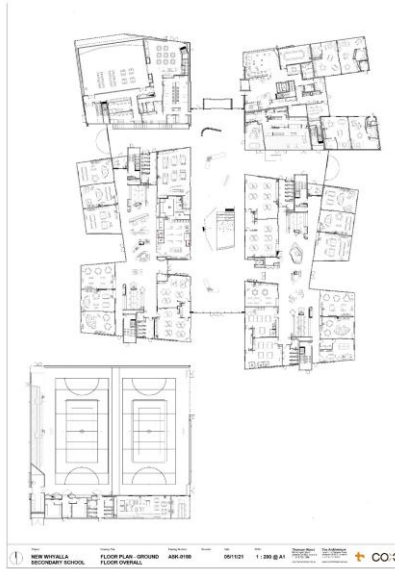
First Floor

Second Floor
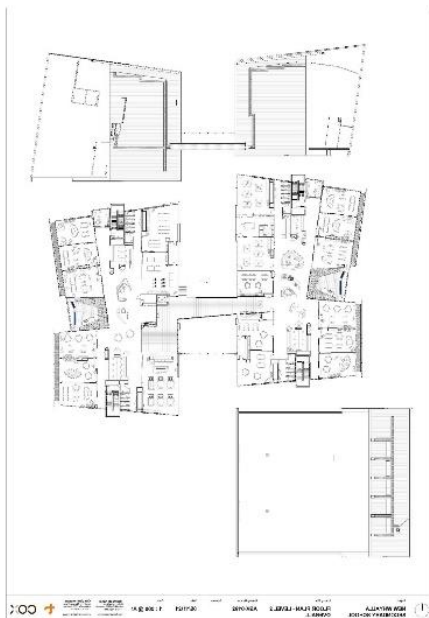
Offsite evacuation areas

Edward John Eyre High School Oval

7.2. EMERGENCY CONTROL POINT

For all emergency situations, the Emergency Control Point will be located at the Entrance to Soccer Pitches

Where it is unsafe to proceed to, or remain at, the allocated Emergency Control Point, it will be relocated to the next assigned Emergency Assembly Point.

7.3. EMERGENCY SIGNAGE

7.3.1. Exit and Emergency Lighting

Exit and Emergency lights are installed throughout **Whyalla Secondary College's** premises to aid in identifying the nearest emergency exists in the event if an evacuation.

Exit and Emergency lights illuminate during an evacuation and have a back-up battery to ensure they still operate during a black out/power outage.

A red light on exit and emergency lights should always be illuminated. Whilst these lights are to be maintained in accordance with *AS/NZS 2293.2 – Emergency evacuation lighting for buildings (inspection and maintenance),* staff are expected to report to the EPC immediately if they notice any exit and/or emergency lights that are:

- Damaged
- Not illuminated
- Flickering
- Missing components

7.3.2. Emergency Evacuation Diagrams

Emergency Evacuation Diagrams are displayed throughout the buildings.

Emergency Evacuation Diagrams identify:

- Where emergency equipment is located
- Location of Emergency Assembly Point
- Emergency evacuation procedure
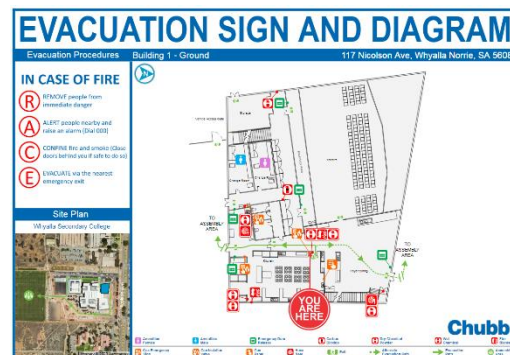
7.4. HOUSEKEEPING

Housekeeping is an important component of emergency management. Whyalla Secondary College maintain a clean, safe, and tidy school with the aim the mitigate risks and aid in providing clear and safe access and egress in the case of an emergency.

Whyalla Secondary College regularly inspect the school for any identifiable hazards, assess the risks associated and eliminate or implement control measures to manage hazards.

All staff are responsible for:

- Undertaking regular visual inspections of the school
- Maintaining the cleanliness and tidiness of the school, including
    - Ensuring exits are clear and unobstructed
    - Items, including rubbish, are not stored, or learnt against doors
    - Hallways and doors have clear access
    - Nothing is stored near, on or against emergency equipment
- Considering the safety of themselves, all other students, staff and visitors

Any faults, hazards, issues, or concerns must be reported to the EPC immediately.

7.5. EMERGENCY EQUIPMENT

Whyalla Secondary College maintains emergency facilities in the school. Facilities may include, but are not limited to:

- Extinguishers
- Hose reels
- Exit and emergency lights
- Smoke detectors
- First aid kits

Emergency facilities will be clearly identified by signage and emergency evacuation diagrams.

7.5.1. Emergency Communication Equipment
Whyalla Secondary College may utilise the following types of communication and equipment in the event of an emergency:

- Messages and instructions between emergency personnel may be passed via:
  - 2-way radio, if available
  - Phones in classrooms
  - Personal mobile phones in the event of a power outage
  - Public address system, where applicable
  - Any other suitable communication equipment available at the time of the emergency

Mobile phones will be used as a back-up method of communication and must only be used for emergency purposes only.

IMPORTANT: Mobile phones **must not** be used for personal calls or social media during the emergency.

7.6. EMERGENCY ALARMS
Whyalla Secondary College premises is fitted with safety devices including:

- Fire indication panel
- Smoke detector/alarms
- Evacuation alarms

In the event of an emergency, staff will be notified of an evacuation via:

- Automated alarm tones and pre-recorded instructions
- Smoke detectors/alarms if a fire, or other emergency emitting smoke
- Verbal evacuation commands from the Chief Warden, Deputy Chief Warden and/or Leadership

7.7 EMERGENCY TONES
The Emergency Alarms consists of the following tones:

Type of Emergency	Description of the Tone
Evacuation	Attention, Attention. Leave now via your nearest emergency exit
Lockdown	Attention, Attention all staff, code black alert. I repeat all staff, code black alert
Shelter in Place	Attention, Attention, take shelter immediately in your nearest safe zone
All Clear	All clear, all clear, the emergency incident has been resolved. All staff, code green resumed

All other emergencies can be identified using their assigned colour code, refer to the Emergency Procedures section of the Handbook, and announced via the College's public address system.

7.8. DURESS ALARMS

Whyalla Secondary College provides workers with a duress alarm to provide protection in confrontational or threating situations. The duress alarms are located in Reception, the Library and the main Student Services Office.

Duress alarms are a silent alarm system used to request assistance from emergency services, without alerting the offender(s), or in the event where urgent assistance is required.

All workers, not involved in the confrontational situation, are to assemble and remain in an area of the building away from the confrontation and be prepared for an evacuation, if necessary.

In a confrontational or threating situation:

- Discretely press the duress alarm
    - Notification will go straight to the Police Security
- Continue interaction in a non-threatening way, as per the "Personal Threat, Violence, Drug and/or Confrontational Emergency" section

8. POST EMERGENCY

8.1 DEBRIEF

A debrief is to be conducted as soon as practical after the emergency/incident to evacuate the:

- Appropriateness of the emergency management plan
- Roles of personnel
- Areas of improvement

The debrief must not be used as a tool for ascribing blame.

Whyalla Secondary College's debrief process may include, but is not limited to:

- Determine the time and venue for debrief to take place
- Ensure key personnel are notified to attend, and an invitation issued to senior Emergency Service personnel, as appropriate
- Assign a Chair to administer the debrief
- From information received, ensure that appropriate amendments to the Emergency Management Plan are affected
- Attend any SA Police and Emergency Services de-brief
- Submit a written report on the debrief activities to the Principal, as necessary

Where required, **Whyalla Secondary College's** emergency personnel may be required to attend a meeting with the Principal/Deputy Principal to further present the findings from the debrief.

8.2. RECOVERY PHASE

Where necessary, Whyalla Secondary College's emergency personnel and Principal will convene a secondary meeting to activate and manage the school's recovery phase after an emergency.

Whyalla Secondary College's recovery phase process may include, but is not limited to:

- Attend a recovery phase meeting at an appropriate time and venue
- Call for reports from relevant personnel on costs involved in the response and requirements for restoration of both human and physical resources
- Arrange a collation of reports for submission to the Principal
- Attend meeting as appropriate and submit the report
- Provide all necessary assistance to the principal in decision making for the institution of all restoration measures

- Convene meetings of their respective departments to receive reports on costs involved in the response of their group and the requirements for restoration of both human and physical resources and for event(s) and/or work activities to resume
- Collate these reports for submission to the Principal
- Carry out any other duties as requested by the Principal

9. EMERGENCY PROCEDURES

During an emergency event, the ECO has control of the school. They will relinquish control of the school to either:

- Emergency Services
- Principal/Senior Management when the emergency has been contained/resolved

Whyalla Secondary College use the following codes to alert emergency personnel of the nature of emergencies:

Colour	Code Call Sign	Description
Red	Code Red – Fire and/or Smoke	Fire or smoke emergency
Purple	Code Purple – Bomb Threat	Bomb threat or suspicious item/mail
Blue	Code Blue – Medical Emergency	Medical emergency, such as cardiac arrest
Black	Code Black – Personal Threat	Person threatening or attempting to harm self or others, including but not limited to: • Hostage situation • Armed intruders/active shooter • Terrorist incident • Invacuation/Lock Down Emergency This emergency incident may require staff, students, and visitors to take shelter in the nearest safe building/area
Yellow	Code Yellow – Internal Emergency	Any internal emergency that affects work activities, or safety of public and/or workers, including but not limited to: • Electricity supply disruption • Gas leak • Structural failure or building collapse
Brown	Code Brown – External Emergency	A multi-casualty incident that impacts of overwhelms the available state emergency services, including but not limited to Extreme weather event
Orange	Code Orange – Evacuation	Requirement to evacuate workers, clients, or public to a designated assembly area(s) due to an emergency, including but not limited to: • Fire • Bomb threat

In addition to the key responsibilities of each ECO Member as outlined in Section 6 of this Emergency Management Plan, the following procedures include additional roles and responsibilities specific to each emergency response.

The following procedures have been developed as a guide for each type of emergency that may occur at Whyalla Secondary College. The Chief Warden has discretion to action the steps in varying order depending on their assessment of the individual emergency situation.

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If an emergent event occurs outside of normal business hours, all staff are to follow the below steps:

- Remove people in danger
- Alert others and assess the situation
- Contain the risk and contact Emergency Services
- Evacuate the school, if required
- **DO NOT** return to the workplace until advised by Emergency Services, or the risk has been eliminated
- Report the incident

For staff or students with mobility impairments or special needs, which limit their ability to enact the emergency procedures, specific Personal Emergency Evacuation Plans (PEEP) will be developed.

9.1 CODE RED – FIRE/SMOKE

FIRST RESPONSE: Fire Brigade by dialling 000

1
- REMAIN CALM AND RAISE THE ALARM
  - Make others aware of the situation

2
- ENSURE THE SAFETY OF OTHERS
  - Assist others to move away from the immediate danger

3
- SEND FOR HELP
  - Call 000 for the Fire Brigade

4
- CONTAIN DANGEROUS SITUATION IF POSSIBLE
  - Only IF SAFE TO DO SO, and confident in the use of emergency equipment

5
- EVACUATE
  - Evacuate the are and proceed to the safest Evacuation Assembly Point
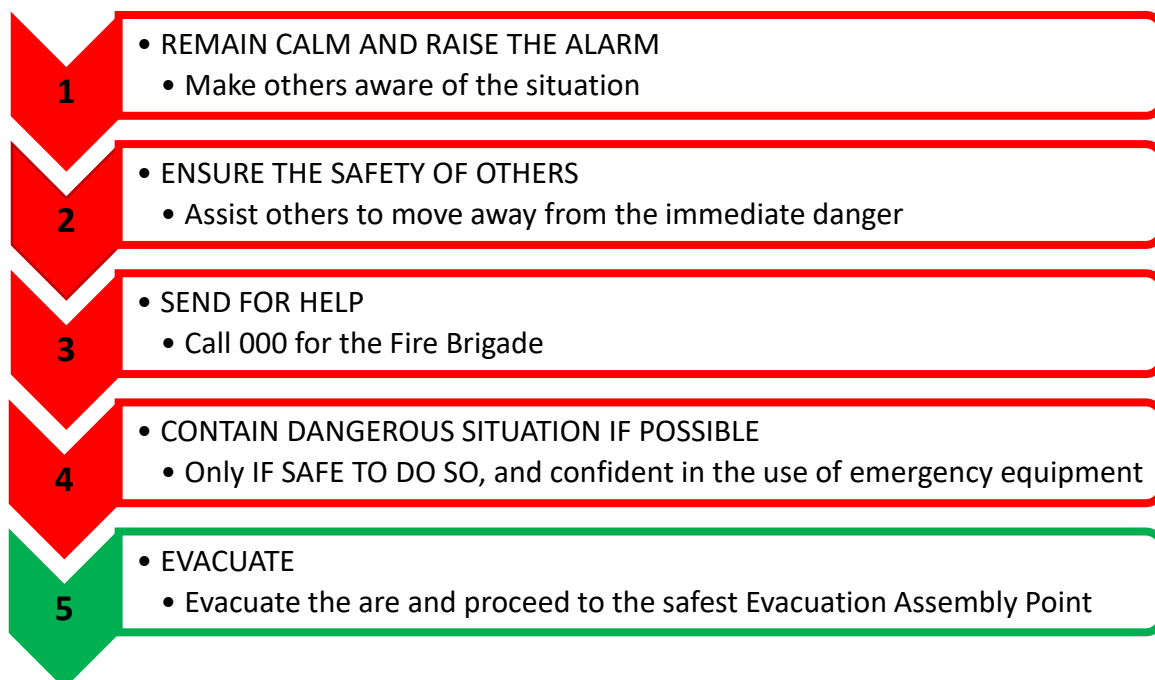
On discovering a fire, or smoke, the following actions shall be taken by any staff:

- Remove others from immediate risk area
- Alert the Chief Warden or activate an Emergency Break Glass call point
- Alert others in the immediate area
- **IF SAFE TO DO SO:**
  - Contain the fire and smoke by closing doors and windows
  - Use fire-fighting equipment to suppress the fire/smoke, if trained and confident

CHIEF WARDEN/DEPUTY CHIEF WARDEN
The key responsibility of the chief warden is to initiate, coordinate and manage the emergency and any subsequent evacuation.

- Proceed to the designated Emergency Control Point
- Establish communication with the affected area
- Assess the nature and extent of the emergency and determine appropriate action, including but not limited to:
  - Notifying emergency services

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- - Evacuate the affected classroom/ building/ area
  - If required, evacuate adjoining classrooms/ buildings/ areas/ school as a whole
- Assign a safe Emergency Assembly Point an inform the ECO
- Authorise the sounding of the relevant emergency tone
- Ensure a Warden is dispatched to meet the emergency services at the designated entry point and direct them to the affected building/area
- Assume authority over the school until the arrival of Emergency Services
- Continually communicate with ECO members via WIP phones, PA, and the communications officer, including:
  - The current status of the incident
  - Any persons unaccounted for
  - Any mobility impaired persons, and their location
  - Checking the actions taken by the ECO have been completed
- Confirm when the school has been evacuated and all evacuees accounted for.
- Liaise with Emergency Services, including providing information such as:
  - Location of the fire/smoke source
  - Anyone with mobility impairments/injury who have sheltered in a safe place
  - Any missing staff, students or visitors
  - Hazards in the vicinity of the fire/ smoke (e.g. chemicals/Hazardous substances)
- In consultation with Emergency Services determine when the emergency is over and issue appropriate instructions

In the event of a false alarm, or if the incident has been controlled, notify all areas and give the "All Clear".

COMMUNICATIONS OFFICER
- Proceed to the Emergency Control Point
- Report to the Chief Warden
- Record the event(s) as they occur including:
  - Times
  - Names
  - Content of messages received by the Chief warden
  - Instructions given
- Contact the Emergency Services on behalf of the Chief Warden
- Communicate with the other members of the ECO as required by the Chief Warden

TEACHERS
- Assume management authority over your class
- Raise the alarm if this has not already happened
- Ensure that the Chief Warden is aware of the situation using appropriate communication equipment/methods
- Direct other workers to assist, if necessary
- Demonstrate calmness and efficiency in leading everyone to safety
- Order an immediate evacuation upon hearing the evacuation tone
- Undertake a sweep and check of their assigned area to confirm that all occupants have been evacuated
  - If an occupant(s) refuse to leave, record their name, description and location
  - Report details to the Chief Warden/Communications Officer
  - Close doors after areas/rooms are checked
- Ensure the safety of the mobility impaired
  - **IF SAFE TO DO SO** do not leave a mobility impaired person to refuge in a safe place alone
  - Always ensure they:
    o Are partnered with another person
    o Have a form of communication, such as a mobile phone/radio

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- Ensure you have their contact number
- Any mobility impaired people sheltering in a place must be reported to the Chief Warden
- **IF SAFE TO DO SO**, extinguish any fires
  - Report the status of their area/zone to the Chief Warden, including:
  - That area has been successfully evacuated
  - Any mobility impaired persons, and their locations
  - Any injured or unresponsive persons, and their location
  - Any uncooperative person refusing to evacuate
  - Any other pertinent information about the area/zone
- Proceed to the Emergency Assembly Point
  - Assemble quickly and orderly to your assigned class row
- Report any injured or mobility impaired person to the Chief Warden
- Conduct a head count of the class, accounting for students listed on paper class rolls
  - Instruct students to be seated once their name has been checked off
- Monitor students to ensure they do not leave the Emergency Assembly Point until authorised to do so
- Await instructions from the Chief Warden

FIRST AID OFFICERS
- Render first aid treatment as and when required, in accordance with their training
- Report to the Chief Warden and wait further instructions

ALL OTHER STAFF/STUDENTS
On sounding of the evacuation alarm all other staff, and students shall:
- Remain calm
- Leave their area immediately
  - Shut down computers, plant, or equipment that pose a further risk to others or the school if left unattended
  - Do not collect unnecessary personal belongings
- Proceed to via the nearest exit to the Emergency Assembly Point
- Follow the instruction if the ECO members
- **DO NOT** re-enter the school until advised by the Chief Warden

9.1.1. Fire Equipment
Whyalla Secondary College will maintain fire equipment, in-line with AS 1851. The location of fire equipment will be clearly identified via the use of Fire Equipment Signage.

 These will be serviced **every six (6) months** in accordance with regulations, inspected and tested by a suitably qualified person and the tag punched. The person testing any fire equipment will provide Whyalla Secondary College with the following:
- Licence or nationally recognised certification (as a minimum, certificate ll Fire Protection Inspection and Testing)
- Membership to the Fire Protection Association of Australia (FPA Australia)
- Accreditation under the FPA Australia 'Fire Protection Accreditation Scheme' (FPAS)
- Public/Product Liability Insurance Certificate of Currency if an independent contractor
- A Fire Equipment Register documenting all tested fire equipment

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9.1.2. Types of Fire Equipment
IMPORTANT NOTES:

- When using fire equipment on Class E (electrically energised equipment)
  - If possible **turn the power off first**
  - **Never** use water, foam or wet chemical extinguishers on electrical fires

	A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Energised Electrical Equipment	F Cooking Oils & Fats	Notes / Comments
Powder ABE	☺	☺	☺	☺	☹	Special Powders are available specific various types of metal fires. Seek exper
Powder BE	☹	☺	☺	☺	☺	Special Powders are available specific various types of metal fires. Seek exper
Carbon Dioxide (CO₂)	☺	☺	☹	☺	☹	Generally not suitable for outdoor fires. Suitable only for small fires.
Water	☺	☹	☹	☹	☹	Dangerous if used on flammable liquid energized electrical equipment and cooking oil/fat fires.
Foam	☺	☺	☹	☹	☺	Dangerous if used on energized electric equipment.
Wet Chemical	☺	☹	☹	☹	☺	Dangerous if used on energized electric equipment.
Fire Blanket	☹	☹	☹	☹	☺	Use blanket to wrap around a human torc you replace the blanket with a new one a
Fire Hose Reel	☺	☹	☹	☹	☹	Ensure you maintain a path of egress b you and the nearest exit.

9.1.3. Use of a Fire Extinguisher
A fire extinguisher is a first attack tool for use in the early stages of a fire.

Portable fire extinguishers are located throughout the school in easily accessible locations. Ensure you use the correct fire extinguisher for the type of fire you are fighting / trying to contain (refer to the Types of Fire Equipment section above).

Whyalla Secondary College is responsible for the proper maintenance of all fire extinguishers. Any maintenance of extinguishers is to be carried out by a qualified service agent.

Only use a fire extinguisher (or other firefighting equipment) if <u>IT IS SAFE TO DO SO</u>, and you are confident and trained in the use of the emergency equipment.

P • PULL THE PIN

A • AIM THE EXTINGUISHER NOZZLE AT THE BASE OF THE FLAMES

S • SQUEEZE THE TRIGGER WHILE HOLDING THE EXTINGUISHER UPRIGHT

S • SWEEP THE EXTINGUISHER NOZZLE FROM SIDE TO SIDE, COVERING THE BASE OF THE FIRE
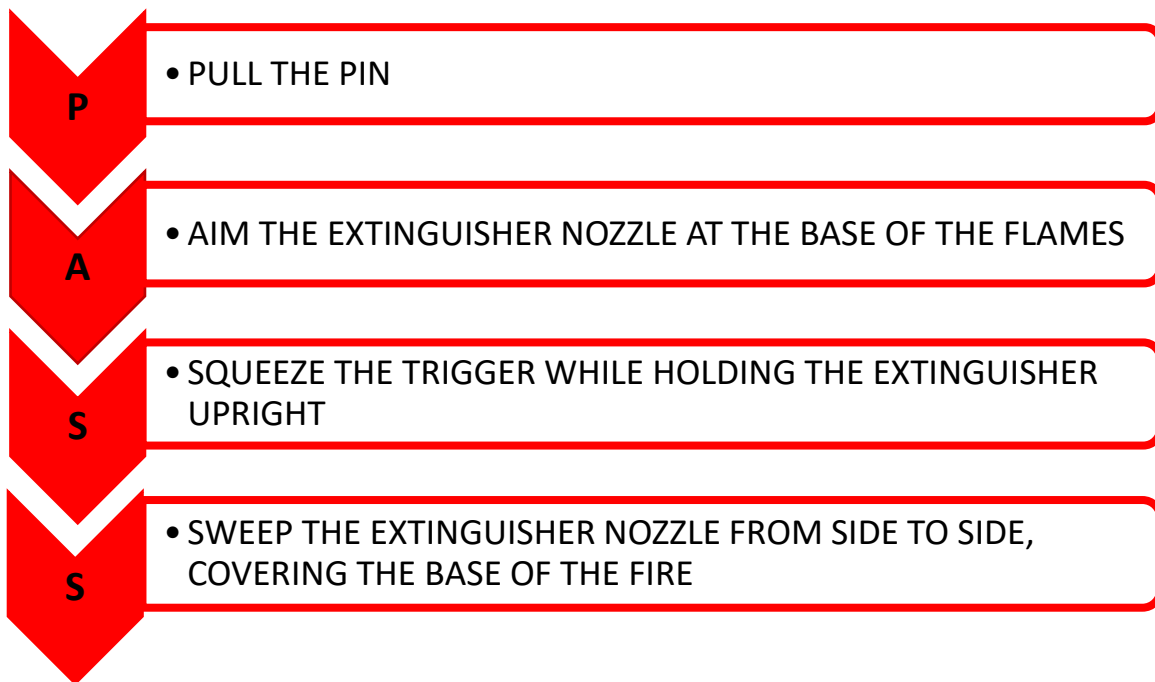
9.1.4. Use of a Fire Hose
Do not use on electrical fires – REMEMBER water will conduct electricity.

- Whenever possible, two people should be used to unroll a hose from the fire hose reel
  - One to control the nozzle
  - One to ensure the hose runs off the reel freely and is not caught around doors or corners
- Before using the fire hose reel, ensure that the tap is **TURNED ON** before proceeding to the fire
  - There is a tap at the base of the fire hose reel, some hose reels will not release the nozzle out until its done
- Check the water is capable of being turned on and off at the nozzle
- Direct stream at the base of the fire and apply in a sweeping motion

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Only use fire hose if **IT IS SAFE TO DO SO,** and you are confident and trained in the use of emergency equipment

9.1.5. Use of a Fire Blanket

Fire blankets may be used on fires involving flammable liquids in cooking containers or containers such as deep fat fryers.

- Remain calm and warn persons of the immediate vicinity
- Raise the alarm to the Chief Warden
- Ring 000 if necessary
- Grasp the blankets by the tabs
- Roll the blanket over your hands
- Keeping the blanket out in front, carefully and slowly cover the burning object with the blanket
  - **DO NOT** throw the blanket over the fire
- Turn off heat source and leave the blanket in place until cool

9.1.6. Operating a Manual Call Point

A Manual Call Point (MCP) is a device that is connected to the Fire Indicator Panel (FIP). When engaged it sends a signal via the sites alarm monitoring facility to alert the fire service to attend.

MCPs have a breakable face. This breakable face is made of thin plastic cover. They are operated by applying pressure to the face of the device.

9.1.7. Operating a Warden Intercom Point (WIP) Phones

Warden Intercom Point Phones, otherwise known as WIP Phones, are red phones used by Emergency Personnel to communicate with the Chief Warden at the Fire Indication Panel (FIP).

To operate:

- Lift the handset. The phone at the FIP will automatically ring and connect the Warden to the Chief Warden
- When the Chief Warden calls to communicate with the Warden, the call tone will send through the body of the phone. Lift the handset.

WIP Phones should only be used in the event of an emergency.

9.1.8. Frequency of Fire Equipment Servicing

Type of Equipment	Intervals Between Fire Equipment Servicing (AS/NZS 1851 & AS 2293 Servicing and Inspection Requirements)			
	Monthly	6-Monthly	Yearly	5-Yearly
Fire Protection and Alarm Systems (Fire Panels)	✓			
Portable Fire Equipment, including Fire Blankets		✓		
Fire Hose Reel		✓	✓	
Emergency and Exit lighting		✓	✓	

9.2 CODE PURPLE- BOMB THREAT

FIRST RESPONSE: Police by dialling 000

Bomb threats may be received via several forms, including but not limited to:
Mail (e.g. parcel or letter)

- Electronic (E.g. email, web chat, social media, text message)
- Verbally

All threats are to be treated seriously.

Due to the varying circumstances and motives of bomb threats, each threat will be different.

The Chief Warden and ECO members must assess each threat on an individual basis and respond accordingly. The following information outlines general procedures to be followed however, it will be up to the Chief Warden's discretion to action the steps based on the threat and circumstances at the time of the emergency.

9.2.1 Bomb threats via Writing (Mail or Electronically)
On receiving a bomb threat in writing:

VIA MAIL

- Keep both the written note and any envelope/container that it may have been in
    - Avoid unnecessary handling of the note and envelope. Consider placing it in a plastic sleeve or other protective container for further examination by police/forensics
- Advise the chief and/or Emergency Personnel
- **DO NOT** photocopy the letter or note
- Save an electronic copy of the email, including any attachments
- Print a hard copy of the email for referencing the details of the threat
- Notify Chief Warden and/or Emergency Personnel

9.2.2 Suspicious Package/Object
On identifying a suspect package:

- Cordon off area so that no one is put in danger
- Advise the Chief Warden and/or Emergency personnel

DO NOT TOUCH ANY SUSPICIOUS PACKAGE/OBJECT

9.2.3 Bomb Threats via verbal/Telephone
On receiving a bomb threat by telephone:

- Keep the person on the phone for as long as possible to obtain as much information as possible
- Record information onto the Bomb Threat Checklist
- **DO NOT** hang up the phone
- Advise the chief Warden and/or Emergency Personnel

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1	• REMAIN ALM AND RAISE THE ALARM • If possible, get another worker to call 000 (eg pass on a note)
2	• ENSURE THE SAFETY OF OTHERS • Assist others to move away from the immediate danger
3	• SEND FOR HELP • Call 000 for the fire brigade
4	• CONTAIN DANGEROUS SITUATION IF POSSIBLE • Only IF SAFE TO DO SO, and confident in the use of emergency equipment
5	• EVACUATE • Evacuate the are and proceed to the safest Evacuation Assembly Point

Supporting Documentation

Reference	Title
BOMB 001	Bomb Threat Checklist

9.2.4 Evaluation

The Chief Warden with other members of the ECO, if required, shall evaluate the bomb threat to determine what type of action is required. Options include, but are not limited to:

- Take no further action:
  - Only ever disregard a threat if the chief Warden is absolutely sure it is a prank/false alarm. If there is the slightest doubt, adopt one of the other options
- Search and only evacuate if a suspicious object is found:
  - This option may reduce panic, as the college may continue to operate normally while the search is being undertaken
  - However, it means that students and others are in the buildings for a longer period of time while the search progresses
  - If nothing is found and there are no other significant factors, the building may be able to be declared safe
  - Only consider this option if the threat level is Low
- Search with partial evacuation
  - This option allows the Chief Warden to evacuate the portion of the building(s) that are most at risk
  - All essential staff are retained to search in teams
  - Consider this option if the threat level is Moderate
- Evacuate immediately without searching
  - Where there is an immediate imminent threat or initiation of a bomb, evacuate as quickly as possible
  - If a deadline has been disclosed in the threat, terminate any search procedures well before the deadline, even if a device has not been found
  - Where a threat stipulates a time for the initiation of a bomb, a **minimum of 20 minutes** should elapse before reoccupying the building/area and continuing with the search
  - This option is for when the threat level is High

NOTE: Where an evacuation was ordered without a search, a search **MUST** be undertaken before anyone is permitted back to the College's Buildings.

If the Chief Warden decides to undertake a search, a detailed search may take a considerable amount of time. The ECO must take into consideration the welfare of students and others in the area/at the College. It will be at the discretion of the Chief Warden to authorise:

- Moving persons to a more comfortable location
- Providing refreshments (e.g. food and water)
- If able to, and there is no risk to students, allowing students and non-essential staff to evacuate and leave the college until further notice.

9.2.5 Search Procedures
When undertaking a search **DO NOT** use hand-held radios, mobile phones, or similar transmitting devices. Under certain conditions, such devices can trigger detonation of a bomb. Follow all directions of the Police/Emergency Services.

Search in the following sequence:

- Outside areas including the emergency assembly point
- Building exits and entry points
- Public areas
- Individual rooms, including:
  - Listening for unusual sounds
  - Looking without touching
  - Progressing clockwise and checking areas as follows:
    o Floor to waist level
    o Waist to head level
    o Head to ceiling level

Search for objects which may:

- Look out of place/shouldn't be there
- Be suspiciously labelled
- Be something similar to the threat
- Be something that is an unusual size, shape or sound
- Have pieces of tape, wire, string, explosive wrappings, or other unfamiliar materials

If the area is clear, mark it as clear using chalk, post-it notes, or similar.

If a suspect object(s) is identified:

- **DO NOT** touch any identified suspect object
- Cordon off a minimum area of 25 metres from the device
- Evacuate people in the immediate area
- Report suspect object to Chief Warden
- Continue searching

9.2.6 Evacuation
An evacuation can be full evacuation, part evacuation or silent evacuation depending on the circumstances.

Before initiating an evacuation, the college's emergency assembly points need to be assessed for safety. Any proposed emergency assembly point **MUST** be:

- Well away from buildings
- Out of the line of site
- Well clear of windows
- Searched by Wardens to ensure it is safe and doesn't pose a further threat to evacuees

Additionally, for biological threats, the emergency assembly point needs to be:

- Upwind/upslope from a building
- A minimum of 150 metres away from the threat

CHIEF WARDEN/ DEPUTY CHIEF WARDEN
- Proceed to the designated Emergency Control Point
- Notifying the Emergency Services
- Assign a safe Emergency Assembly Point and inform the ECO
- This may include an inspection of the Emergency Assembly Point to ensure no additional hazards are present
- Notify ECO members of the emergency using CODE PURPLE. This can be done via:
  - Public address system
  - WIP Phones
  - Telephone cascade system, where the Chief Warden contacts the Area Wardens, and the Area Wardens contact the Teacher Wardens, until all appropriate staff are notified
- Initiate, coordinate, and manage the evacuation
- Assume authority over the school until the arrival of Emergency services
- Continually communicate with ECO members via the communications officer
- Confirm when the school has been evacuated and all evacuees accounted for
- Liaise with Emergency Services, including providing information such as:
  - Location of the bomb / suspicious package
  - Anyone with mobility impairments / injury who have sheltered in a safe place
  - Any missing staff, students or visitors
  - Hazards in the vicinity of the bomb/suspicious package (e.g. chemicals/hazardous substances)
- In consultation with Emergency Services determine when the emergency is over and issue appropriate instructions

COMMUNICATIONS OFFICER
- Proceed to Emergency Control Point
- Report to the Chief Warden
- Record the event(s) as they occur including:
  - Times
  - Names
  - Content of messages received by the Chief Warden
  - Instructions given
- Contact the Emergency Services on behalf of the Chief Warden
- Communicate with the other members of the ECO as required by the Chief Warden

TEACHER
- Assume management authority over your class
- Raise the alarm is this has not already happened
  - ***NOTE:*** During a silent alarm, a member of the ECO may have to individually instruct each classroom to evacuate
- Direct other workers to assist, if necessary
- Demonstrate calmness and efficacy in leading everyone to safety
- Instruct everyone to assemble at an exit in preparation for an evacuation
- Undertake a sweep and check off area to confirm that all occupants have been evacuated
  - If an occupant(s) refuse to leave, record their name, description, and location
  - Report details to the Chief Warden/Communications Officer
  - Close doors after/rooms are checked

- Ensure the safety of the mobility impaired
    - DO not leave a mobility impaired person to refuge in a safe place alone.
    - Always ensure they:
        - Are partnered with another person
        - Have a form of communication, such as a mobile phone/CB radio
    - Ensure you have their contact number
    - Any mobility impaired people sheltering in place must be reported to the Chief Warden
- Leave all doors open
- Proceed to the Emergency Assembly Point:
    - Assemble quickly and orderly to your assigned row
    - Conduct a head count of the class
    - Instruct students to be seated once their name has been checked off
- Report any injured or mobility impaired person to the Chief Warden
- Confirm the Chief Warden is aware of any uncooperative persons or people with mobility impairments that may be sheltering in place
- Await instructions from Chief Warden

FIRST AID OFFICERS
- Render first aid treatment as and when required, in accordance with their training
- Report to the Chief Warden and wait further instructions

ALL OTHER STAFF/STUDENTS
On sounding of the evacuation tone or being verbally advised to evacuate by members of the ECO, all other staff, and students shall:

- Remain calm
- Leave their area immediately
    - Shut down computers, plant, or equipment that pose a further risk to others or the school if left unattended
    - Do not collect unnecessary personal or business effects
- Proceed via the nearest exit to the Emergency Assembly Point
- Follow instruction of the ECO members
- DO NOT re-enter the school until advised by the Chief Warden

9.2.7 Threats Outside of School Hours
Should a threat be received outside of normal school hours, including during school holidays, the recipient should:
- Report the matter to the police
- If able to, notify the Chief Warden
- Alert other persons in the area
- Evacuate the building using the designated emergency exits

DO NOT re-enter the school until advised by police.

9.2.8 Decision to Reoccupy
Once an evacuation has been completed, the Chief Warden will decide when to reoccupy the building.

If a suspicious object has been found, police will assume control of the College until the object/building is declared safe. After this time, the Chief Warden will reassume control.

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First Response: Ambulance by dialling 000

First Aid is the initial care of the ill or injured. Whyalla Secondary College has a duty of care to provide a safe work environment for its workers, including provide first aid services to students, staff, and visitors.

To minimise the negative effects of an incident or injury, Whyalla Secondary College provide first aid resources and trained First Aid Officers.

Whyalla Secondary College will supply first aid kits and facilities, in-line with current regulations. The location of first aid kits and first aid rooms will be clearly identified via the use of First Aid Signage.

All kits and facilities will be checked re-stocked **every 12 months, or after each use,** to ensure they comply with current regulations. Whyalla Secondary School may engage in a third-party contractor to undertake the inspection and re-stocking of first aid kits

Only trained and qualified First Aid Officers will facilitate first aid treatment will be documented in line with the College's Incident Reporting Procedures.

Supporting Documentation

Reference	Title
FAID 001	First Aid Equipment Checklist

On becoming aware of an injured person, the following actions shall be taken:

- Make the person comfortable and safe
- Apply first aid **IF TRAINED TO DO SO**
- Alert a First Aid Officer(s)
- Advise the Chief Warden and other members of the ECO
- Restrict access to the injured person and the location where the injury occurred

9.3.1 First Aid Action Plan
The following outlines the basic life support steps:

D
- DANGER
  - Ensure the area is safe

R
- RESPONSE
  - Check for response. If responsive, reassure. If non-responsive send for help

S
- SEND FOR HELP
  - Call 000 for an ambulance, or ask another person to make the call

A
- AIRWAY
  - Open and clear airway

B
- BREATHING
  - Check for breathing. If breathing, place in recovery position. If not, start CPR

C
- CPR
  - 30 chest compressions : 2 breaths, aim for 100-120 compressions per minute

D
- DEFIBRILLATE
  - If available, apply defibrillator and follow the voice prompts

FIRST AID OFFICERS

- Render first aid treatment as and when required, in accordance with their training
- Notify the Chief Warden of the incident and actions taken
- If deemed necessary, contact Emergency Services by dialling 000 and advise of the following :
    - Location, including address and building number/location within the College
    - Your contact number. It is recommended you stay on the call to Emergency Services for as long as possible
    - What the injury is, if known
    - If the injured person is conscious and breathing
    - Injured person's:
        - Age
        - Sex
        - Symptoms and signs
        - Any other known prior medical illness
        - Any knows medications
- Demonstrate calmness

First Aid Officers are to continue providing first aid, including performing CPR, until Emergency Services arrive, or signs of life return.

Never leave an injured person alone. **DO NOT** move an injured person unless they are exposed to a life threating situation.

CHIEF WARDEN/DEPUTY CHIEF WARDEN

- Alert other members of the ECO
- Advise all other people of unaffected areas to remain at their locations
- Proceed to the Safe Refuge Point in the **STAFF LUNCHROOM**
- Assess the nature of the emergency and determine appropriate action
- Assign other First Aid Officers to the medical emergency to provide support
- Notify Senior Management, as necessary

COMMUNICATIONS OFFICER

- Proceed to the Safe Refuge Point in the **STAFF LUNCHROOM**
- Report to the Chief Warden
- Record the event(s) as they occur including:
    - Times
    - Names
    - Content of messages received by the Chief Warden
    - Instructions given
- Contact the Emergency Services on behalf of the Chief Warden, if required
- Confirm with the First Aid Officer if Emergency Services have already been contacted

ALL OTHER STAFF/STUDENTS

- Remain calm
- Reassure students and others
- Remain in their classroom/work area
- Wait further instructions from ECO members

9.3.2 Unconscious Persons
In the event that a person becomes unconscious during an emergency, First Aid Officers are to act on "implied consent".

IF SAFE TO DO SO:
- Move the unconscious person away from the immediate danger
- Administer relevant first aid
- Place in the recovery position
- Notify Chief Warden of the unconscious person
- Where possible, assign a staff member to monitor the unconscious person until help arrives

Where it is unsafe to move an unconscious person, the Chief Warden is to be notified **IMMEDIATELY** of the location of the unconscious person. The Chief Warden will then liaise with Emergency Services.

9.3.3 Use of an Automated External Defibrillator (AED)
If an AED is used within the first **3-5 minutes** of a person suffering a sudden cardiac arrest it can dramatically increase their chance of survival. AEDs are designed to be used by almost anyone with little or no experience.

An AED will automatically analyse the heart rhythm of a pulse-less patient. If the person is in ventricular fibrillation or ventricular tachycardia it will shock the person's heart in an attempt to restore its normal rhythm. AEDs will not deliver a shock to a person whose heart does not require it.

When a heart is in ventricular fibrillation it is still receiving nerve impulses from the brain. These impulses are firing erratically so that the heart cannot produce a 'beat' and will not pump enough blood to keep the circulatory system flowing through the body. Brain cells will begin to die after **4-6 minutes** without oxygen.

The heart will continue an uncoordinated twitching or fluttering until it no longer receives electrical impulses from the brain at which point it will totally stop. This finality can only be interrupted if the heart is shocked back into a normal rhythm. An AED stops the heart from its spasm by shocking it. This allows the nerve impulses a chance to recommence their normal pattern, which in turn, allows the heart to take up beating at its normal pace.

The **only** decisive treatment for ventricular fibrillation is **defibrillation.**

Follow the below safety points when operating an AED:

DO NOT:
- Operate an AED if you are under the effect of alcohol or drugs
- Use an AED on a child under 8 years old, or under 40kg, unless using paediatric (child) electrode pads
- Use an AED on a child under 1 years old
- Use an AED on conductive surfaces such as water, fluids or metal
- Use an AED in an explosive environment
- Touch the person when shock therapy is being delivered

If the AED indicates a shock is required, tell everyone assisting or any by standers to **stay clear of the person,** as well as the person administrating the shock. When everyone is clear, press the shock button on the AED. The AED will administer the shock automatically and give an audible warning prior to delivering it.

HOW TO USE AN AED
The AED will guide you through the entire process until help arrives by providing visual and audio prompts.
- Follow the DRSABCD First Aid Action Plan
- Call 000
- Alert the Chief Warden

Utilise any nearby Wardens or other people to contact 000 and relay information about the situation. This decreases confusion about who should do what and ensures that the emergency called is made.
- Locate an AED
- If there is an AED nearby, ask a bystander to retrieve the AED
- The Chief Warden is to assign other First Aid Officers to medical emergency for assistance
- Ask these First Aid Officers to take over CPR while applying the AED chest electrode pads to the person

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- **NOTE**: uninterrupted CPR is an important factor in the recovery rate of a person who is suffering cardiac arrest
- ALWAYS ensure someone is providing CPR for the person, unless the AED is actively analysing or delivering a shock to the person
- Turn on the AED
- Follow the visual and audio prompts of the AED
- First ensure that the adhesive AED pads are attached to a cable which is plugged into the AED
- Bare the patient's chest (including a female) and attach the adhesive AED pads as shown on the diagram generally on the pads themselves
- Attach the electrode pads to the persons bare chest
- Always follow the instructions of the AED.

Where possible, ask a Warden or other bystanders to control any crowds and provide the patient with some privacy.

CPR should be interrupted while adhesive electrode pads are being applied

9.4 CODE BLACK - PERSONAL THREAT, VIOLENCE, DRUG AND/OR CONFRONTATIONAL EMERGENCY

FIRST RESPONSE: Police by dialling 000

Personal threats, drug and/or confrontational emergencies can pose a high risk to Whyalla Secondary College Staff, students, and visitors due to their unpredictable nature.

These emergencies can arise from the following sources:
- Public and/or displaced persons
- People under the influence of drugs(s) or alcohol
- Disgruntled worker
- General confrontational behaviour

All workers have the right to notify the Chief Warden and/or Emergency Personnel immediately if they feel unsafe or threatened in anyway.

During a confrontational emergency observe **CODE A**

C
- **CALM**
  - Stay calm
  - Leave the area **IF SAFE TO DO SO**

O
- **OBEY THEIR DEMANDS**
  - Check for response. If responsive, reassure. If non-responsive send for help

D
- **SEND FOR HELP**
  - Call 000 for an ambulance, or ask another person to make the call

E
- **EVIDENCE**
  - Avoid touching anything

A
- **AIRWAY**
  - Open and clear airway
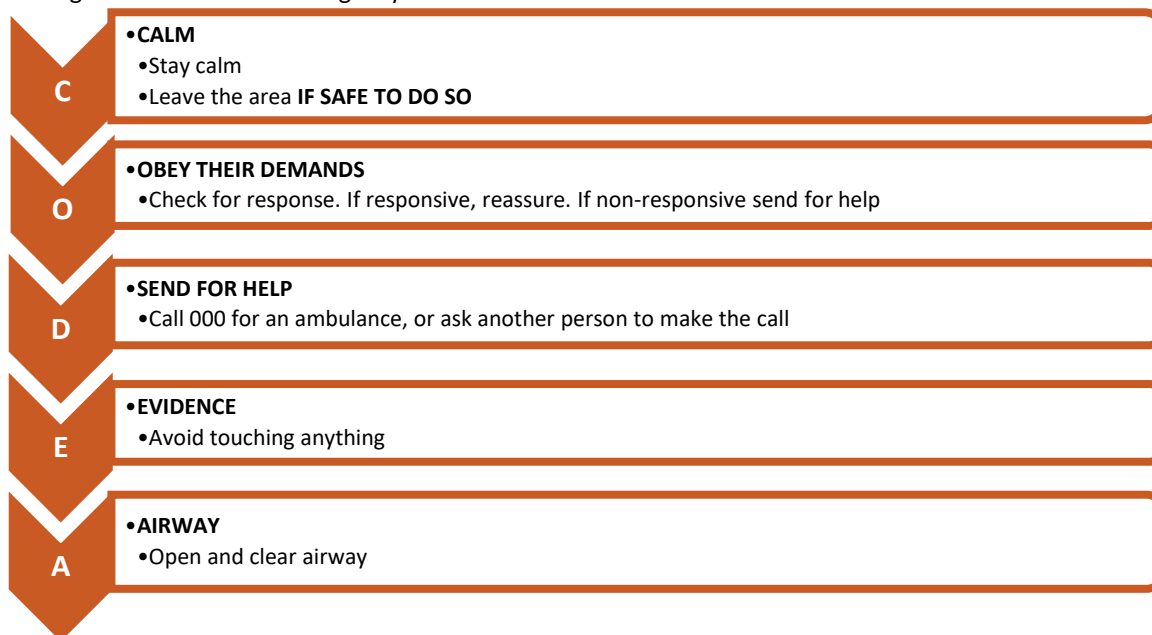
It may be necessary to evacuate the college but only **IF SAFE TO DO SO.**

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9.4.1 Lockdown and/or Shelter in Place Emergency
In the event of an emergency, it may be necessary for a Lockdown, or for the persons to Shelter In Place.

Lockdown will be initiated where there is a risk to students, staff, and visitors safety due to a dangerous situation outside.

R
- **REMAIN CALM**
  - Make others aware of the situation
  - Act calmly and discretely to avoid escalating the situation

E
- **ENSURE SAFETY OF OTHERS**
  - Assist others to move away from the immediate danger
  - Lock front and rear door immediately
  - Leave the area **IF SAFE TO DO SO**

S
- **SEND FOR HELP**
  - Call 000
  - Follow the advice from Emergency Services

T
- **TRANSFER WORKERS AWAY FROM THE SITUATION**
  - **Only IF SAFE TO DO SO**, move all workers away from doors and windows
  - Confine in a quiet area or room and close surrounding doors

On becoming aware of a dangerous situation outside of the college, the following actions shall be taken:
- Advise the Chief Warden and other members of the ECO
- Restrict access to the school/classrooms by locking doors

A Lockdown and/or Shelter in Place must only be deactivated upon receiving the "All Clear" from the Chief Warden. Only then are doors allowed to be unlocked.

CHIEF WARDEN/DEPUTY CHIEF WARDEN
- Notify the Emergency Services
- Ensure a telephone line is kept free, unless it is being used to maintain contact with Emergency Services
- Alert other members of the ECO
- Advise ECO members and staff in unaffected areas to remain in their classrooms
- Proceed to the Safe Refuge Point in the STAFF LUNCHROOM
- Authorise the sounding of the Lockdown or Shelter in Place tone, or communicate the Lockdown or Shelter in Place via other communication methods
- Initiate, coordinate, and manage the Lockdown or Shelter in Place
  - Notify ECO members to move occupants away from windows and doors
- Continue to assess the nature of the Emergency Services and determine appropriate action
- Continually communicate with ECO members via the Communications Officer
- Liaise with Emergency Services
- In consultation with Emergency Services, determine when the emergency is over and issue appropriate instructions

COMMUNICATIONS OFFICER
- Proceed to the Safe Refuge Point in the STAFF LUNCHROOM
- Report to the Chief Warden
- Record the event(s) as they occur including:
  - Times
  - Names
  - Content of messages received by the Chief Warden

- Instructions given
- Contact the Emergency Services on behalf of Chief Warden
- Communicate with the other members of the ECO as required by the Chief Warden

TEACHER

- Assume management authority over your class
- Raise the alarm if this has not already happened
  - NOTE: during a silent alarm, the Area Warden may have to individually instruct each classroom to evacuate
- Direct other workers to assist, if necessary
- Demonstrate calmness and efficiency in leading everyone to safety
- **IF SAFE TO DO SO** lock any external doors and windows in the immediate vicinity of their classroom
- Conduct a head count of the class
- Instruct students to:
  - Move away from windows and doors
  - Sit down behind furniture/under desks so they are not visible from the outside of the building
- Report any injured person to the Area Warden
- Monitor students and keep them calm and await instructions from the chief Warden

FIRST AID OFFICERS

- **IF SAFE TO DO SO:**
  - Render first aid treatment as and when required, in accordance with their training
  - Lock any external doors and windows in their immediate area
- Stay away from windows and doors
- Await instructions from the Chief Warden

ALL OTHER STAFF/STUDENTS

On sounding of the Lockdown or Shelter in Place tone or being verbally advised to evacuate by members of the ECO, all other staff, and students shall:

- Remain calm
- Remain in their area
- Shutdown all non-critical computers, plant or equipment
- Remain away from doors and windows
- Wait further instructions from ECO members

AFTER SHELTER IN PLACE/LOCKDOWN

Once the "All Clear" is received:

- Ensure any students, staff, and visitors receive medical assistance as needed
- Contact emergency contacts and/or guardians as required

9.4.2 Hold-up/Robbery
NO AMOUNT OF MONEY IS WORTH A LIFE

In the event of a hold up and/or robbery, workers must:

- Obey all requests or demands of the intruder
- Always remain calm
- If available, discreetly activate a duress alarm
- Be courteous and speak only if asked by the intruder
- Always move slowly. Only do this with safety in mind. Advise the intruder(s) of any sudden or unexpected movements that you may have to make
- Try to identify the type of weapon(s) carried by intruder(s)
- Unless ordered otherwise, continually watch the intruder(s)

- Make mental notes of personal characteristics of the intruder(s) such as:
  - Hair colour
  - Weight
  - Build
  - Height
  - Eye colour, etc.
- Note the conversation including indecent language, accent, nicknames or speech impediments
- When the intruder(s) depart, record all the details of the vehicle used, route taken, and all points recalled from the above prompts
- Remain in the school and notify the Chief Warden immediately
- Call the police immediately after the departure of the intruder(s)

REMEMBER: S.T.O.P.

S • STAY CALM

T • THINK AND ASSESS THE SITUATION

O • OBEY THE INTRUDER

P • PROTECT YOURSELF AND OTHERS

AFTER A HOLD UP/ROBBERY
- Immediately call the police on 000 giving the following details:
  - Name and the address of the building, and area location quoting nearest cross streets
  - Number of the offenders and description
  - Description of vehicle and direction of travel

This information is important as should be provided after the offenders have left the premises. Do not hang up until told to do so by the Police operator.

- Close the school to any further public and keep out any unauthorised persons. Students, staff and visitors who witnessed the hold-up should be asked to remain behind to give a statement to the Police. If they are unable to do so, obtain their name, address and phone number
- Do not disturb the crime scene. Isolate the area for any forensic examination or police investigation
- Ensure that no person interferes in any way with:
  - The area where the hold-up occurred
  - Where the intruder(s) may have been present, or
  - Any articles which may have been left behind

- Workers are to immediately complete the Offender Description form. It is important that this is done immediately as first impressions are usually the most accurate. A complete description and words used are very helpful to Police
- Supply all details to Police, however insignificant they may appear
- Do not make any statements to the media – Management is to make the decision to release any statement

THE CIRCUMSTANCES OF EVERY ARMED ROBBERY WILL BE DIFFERENT

Supporting documentation

Reference	Title
EMOD 001	Offender/ Person of Interest Description Form

9.4.3 Suspicious Behaviour
Whyalla Secondary College expects all workers to be on the look out for any suspicious behaviour.

If a worker notices any suspicious behaviour, observe as many details as possible, report to the Chief Warden **IMMEDIATELY** and complete an Offender/Person of Interest description form. The Chief Warden will notify Emergency Services and/or the National Security Hotline at their discretion.

Suspicious behaviour includes, but is not limited to:

- Unusual filming or photography of the building
- Suspicious vehicles near the building
- False or multiple identities
- Unattended bags or suspicious packages

Supporting documentation

Reference	Title
EMOD 001	Offender/ Person of Interest Description Form

9.4.4 Missing Person
Where a missing person is reported to Whyalla Secondary College, the school's Missing person Checklist is to be completed, detailing as much information as available.

Missing person(s) **MUST** be reported to Police **IMMEDIATELY**

Supporting documentation

Reference	Title
EMMP 001	Missing Person Checklist

9.4.5 Precautions
Below outlines some steps that Whyalla Secondary College encourages all staff to follow for their safety:

- Comply with the College's security and access protocols an polices
- Be aware of your surroundings, including but not limited to:
    - People loitering for extended periods
    - People who appear agitated
    - People who you may be holding bulky items
- Advise your Manager, or a member of the ECO, if you see anyone acting strangely or suspiciously
- Always keep rear and side doors locked from external access
    - Minimise the points of entry to lessen the chance of unauthorised persons gaining access to the college's buildings
- In areas where cash is held on site, keep cash in any till drawer, safe or similar, to a minimum

- **NEVER** discuss cash transactions or procedures involving the holding or moving of cash with any person, other than staff who has a direct need to know
- Till drawers, safes, or other cash storage **MUST** be locked when not in use and the key must be in your control at all times
- Do not discuss security procedures with anyone other than staff members who have a direct need to know
- Record the telephone numbers of your security company and the Police near the telephone
- Keep Offender/Person of Interest Description forms where they are easily accessible and learn how to complete them correctly
- Be knowledgeable about the location and operation off all security duress alarms

9.5.1 Black Out/Power Out
FIRST RESPONSE: SA Power Networks by dialling 13 13 66 from a mobile phone

DURING DAY LIGHT HOURS
It may be possible to keep operating without power, depending on the:

- Amount of natural lighting
- Air circulation
- Water quality
- Battery appliances

In the case of a blackout/power failure, the Chief Warden will contact the Electrical Supplier to report the power failure and to ascertain the expected delay.

The Chief Warden will notify the Principal of the situation and any expected delays. At this point, the Principal will determine whether to continue operating, or to evacuate and shut-down the school until the power returns.

Once power in restored normal school activities will be able to recommence.

EARLY MORNING/DUSK/EVENING
Regardless of the quality of the emergency lighting, and **IF SAFE TO DO SO,** an evacuation of the workplace should be initiated as soon as reasonably practical.

Torches and/or other similar battery powered light may be used to aid the evacuation.

The Chief Warden will conduct the Electrical Supplier, the Chief Warden will notify the Principal of the situation and any expected delays. At this point, the principal will determine whether to continue operating, or shut-down the school until the power returns.

Once power is restored normal school activates will recommence.

LIFTS/ELEVATORS
If equipped, lifts may feature a lowering system that is activated when the power is lost. When the lift reaches the nearby floor or ground floor the doors will open, but the lift will remain out of service until the power is restored.

During a power outage if students, staff and visitors are in the lift:

- Remain calm
- Press the Emergency button, if installed
    - If no Emergency button is installed and if reception allows, use a mobile phone to call for help
- Follow instructions from the helpline or Emergency Services
- Wait for assistance

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9.5.2 Gas Leakage
FIRST RESPONSE: Fire Brigade by dialling 000

1
- **REMAIN CALM AND RAISE THE ALARM**
  - Notify Management

2
- **ISOLATE**
  - Shut off gas and electricity at the source, IF SAFE TO DO SO
  - Remove all ignition sources, IF SAFE TO DO SO

3
- **SHUT DOWN**
  - Where applicable, shut down any air conditioning or fans to prevent the spread of any flammable and/or toxic gases
  - Move to a well ventilated area

4
- **REPORT**
  - Notify Management of any actions taken
  - AVOID using all mobile phones near the gas leak and move away to a well ventilated area

5
- **EVACUATE**
  - Evacuate the area and proceed to the safest Evacuation Assembly

Only re-enter the school upon receiving the "All Clear" the Chief Warden.

9.5.3 Hazardous Materials/Chemical Spill/Fuel Storage

FIRST RESPONSE: Fire Brigade by dialling 000

Where hazardous chemicals are used on the work site the chemical/substance will be recorded on the SDS Register and the relevant SDS accessible and current.

SDS' include:
- The ingredients of a products
- The health effects of the product and first aid instructions
- Precautions to follow when you use the product
- Environmental considerations
- Safe handling and storage information
- SDS issue date (can be no older than five years)

In the event of an emergency or chemical spill, refer to the relevant SDS for correct handling and precautions.

Whyalla Secondary College will provide chemical spill kits as a required and defined in the SDS.

Appropriate PPE will be made available in the event of a hazardous material and/or chemical spill.

Whyalla Secondary College

1	• **REMAIN CALM AND RAISE THE ALARM** • Make others aware of the situation
2	• **ENSURE SAFETY OF OTHERS** • Assist others to move away from the immediate danger
3	• **SEND FOR HELP** • Call 000 for the Emergency Services
4	• **CONTAIN THE SPILL** • Only IF SAFE TO DO SO, Prevent run off by using a spill kit
5	• **EVACUATE** • Evacuate the area and proceed to the safest Evacuation Assembly
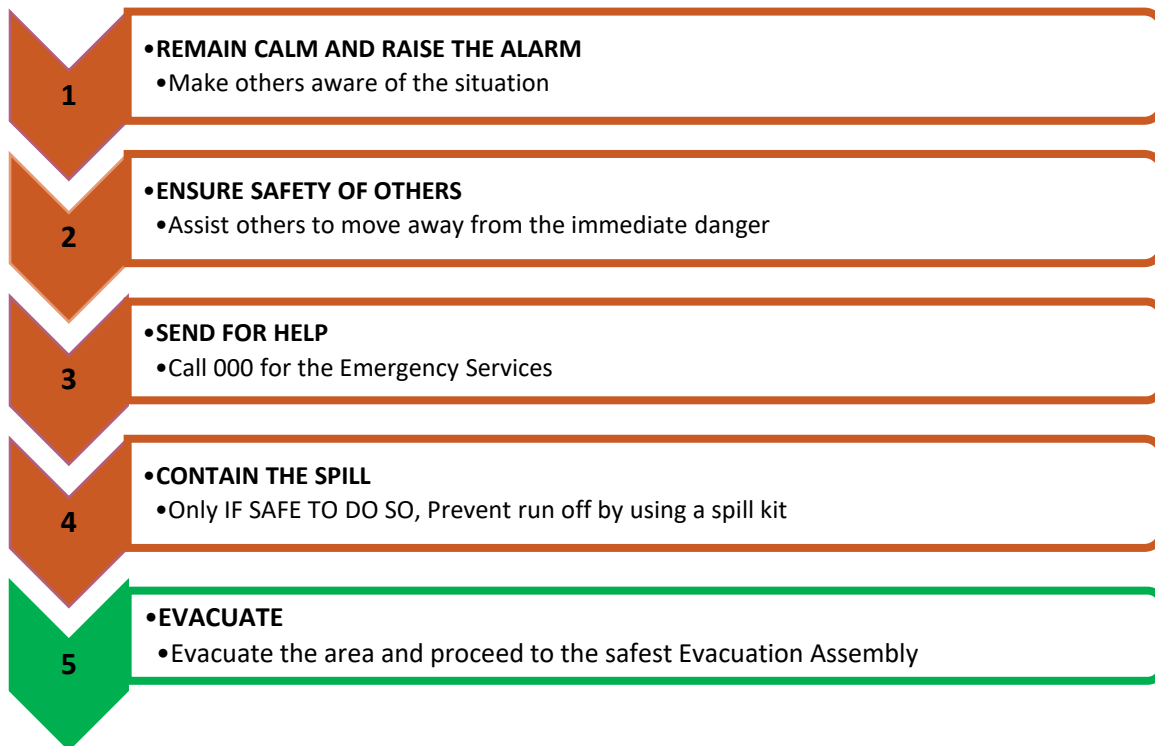
Only re-enter the school upon receiving the "All Clear" the Chief Warden.

TOXIC OR NOXIOUS SPILLS

If the spill may give off toxic or noxious fumes:

- Notify the Chief Warden immediately
- Turn off conditioning and recirculation fans, ventilate to the open air if possible
- Ensure Emergency Assembly point is upwind

FLAMMABLE MATERIAL

If the spill is a suspected flammable material:

- Notify the Chief Warden immediately
- Remove any ignition sources
- Evacuate all persons in immediate danger under instruction from the Chief Warden and/or Wardens
- Ensure the Emergency Assembly Point is at least 200 meters clear of the building
- Do not attempt to re-enter the affected area
- Remain at the Emergency Assembly Point until advised by emergency services

SPILL KITS

Whyalla Secondary College use spill kits to control, contain and clean up spill.

Spill kit components will be as required and defined in the applicable SDS(s) and will be large enough to ensure that all spills can be held safely until cleaned up.

Spill kits will ensure the separation of different hazardous chemicals in the event of a spill or leak. This will reduce the hazard of bringing together different hazardous chemicals that are not compatible, or that may react together.

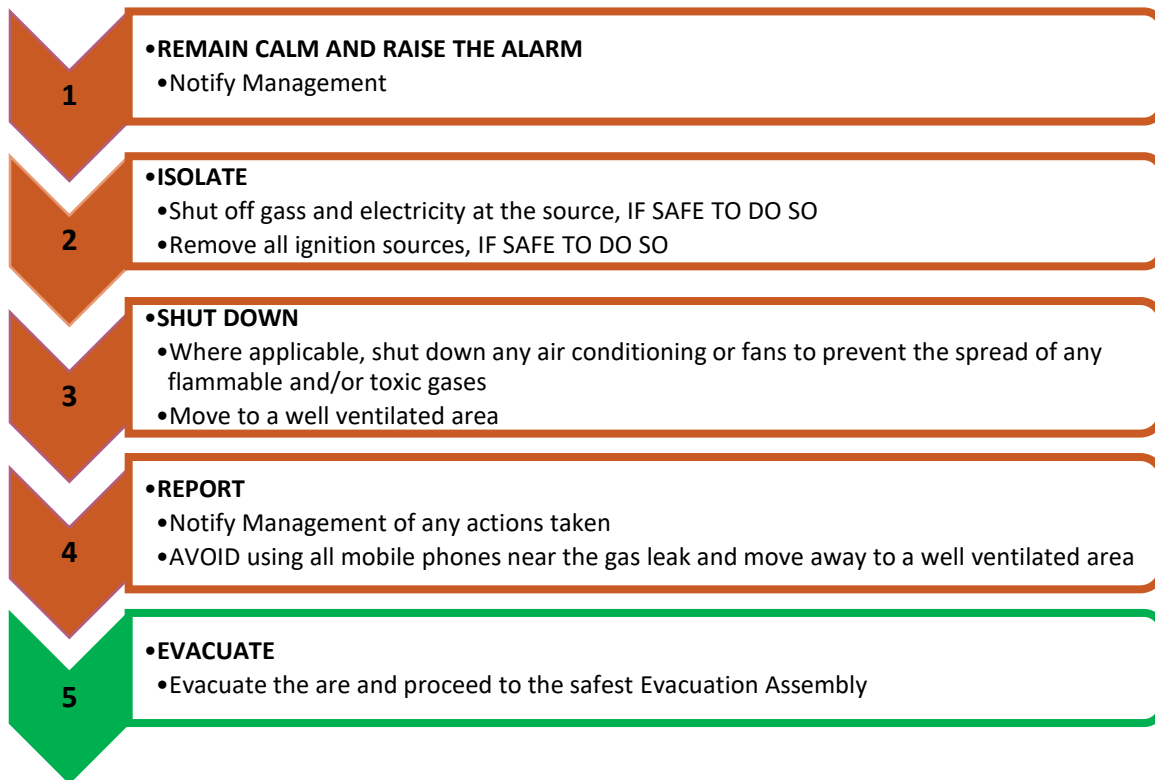Spill kits will contain, including but not limited to:

- Absorbent materials for the containment of spills, suitable for the chemical likely to be spilled
- Neutralising agents, where applicable
- Tools for the clean-up of spills
- Protective equipment and clothing

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The used components will be replaced after each use.

Workers involved in the handling, use and storage of chemicals or substances that may spill, will be trained and competent in the use of spill kits.

9.5.4 Structural Failure/building collapse
FIRST RESPONSE: Fire brigade by dialling 000

1
- **REMAIN CALM AND RAISE THE ALARM**
  - Notify Management

2
- **ISOLATE**
  - Shut off gas and electricity at the source, IF SAFE TO DO SO
  - Remove all ignition sources, IF SAFE TO DO SO

3
- **SHUT DOWN**
  - Where applicable, shut down any air conditioning or fans to prevent the spread of any flammable and/or toxic gases
  - Move to a well ventilated area

4
- **REPORT**
  - Notify Management of any actions taken
  - AVOID using all mobile phones near the gas leak and move away to a well ventilated area

5
- **EVACUATE**
  - Evacuate the are and proceed to the safest Evacuation Assembly

If there is danger or further collapse, it may be necessary to evacuate the entire workplace. Only re-enter the school upon receiving the "All Clear" from the Chief Warden.

9.6 CODE BROWN- EXTERNAL EMERGENCY

9.6.1 Earthquake
FIRST RESPONSE: Police by dialling 000

SECOND RESPONSE: State Emergency Services by dialling 13 25 00

In the event of an earthquake or tremor, workers are to follow **DROP, COVER AND HOLD**

DROP to the ground where you can avoid injury from flying debris, no more than a few steps of less than two metres away

Take **COVER** under something strong, like a study table

HOLD on to it until the shaking stops

IF INDOORS:
Stay there and wait until the shaking stops and it is safe to exit.

- Drop to the ground
- Take cover under a sturdy table or other piece of furniture
  - If there is no furniture nearby, cover face and head with arm and crouch inside a corner of the building
- Hold on until the shaking stops

- Keep away from windows, glass, outside doors and walls
- Stay inside until the shaking stops
- **DON'T** run outside or to other rooms

IF OUTDOORS

- Stay outside
- Move away from buildings, utility wires, trees and streetlights
- Stay outside, in a clear area until the shaking stops

AFTER AN EARTHQUAKE

The Chief Warden should:

1
- **EVALUATE**
- If controlled fires, gas leaks or strutural damage has occurred, evaluate to the safest Evacuation Assembly Point

2
- **ASSESS**
- Check if the Evacuation Assembly Point is clear of trees, power lines, buildings etc
- Check for any damage in the workplace

3
- **ISOLATE**
- Shut off electricity, water and/or gas service if necessary

4
- **MEDICAL ASSISTANCE**
- Provide medical assistance when required

5
- **COMMUNICATE**
- Tune into radios and/or contact emergency services and follow any emergency instructions

Only re-enter the school upon receiving the "All Clear" from the Chief Warden

Whyalla Secondary College

9.6.2 Flood/High Winds/Severe Weather Event
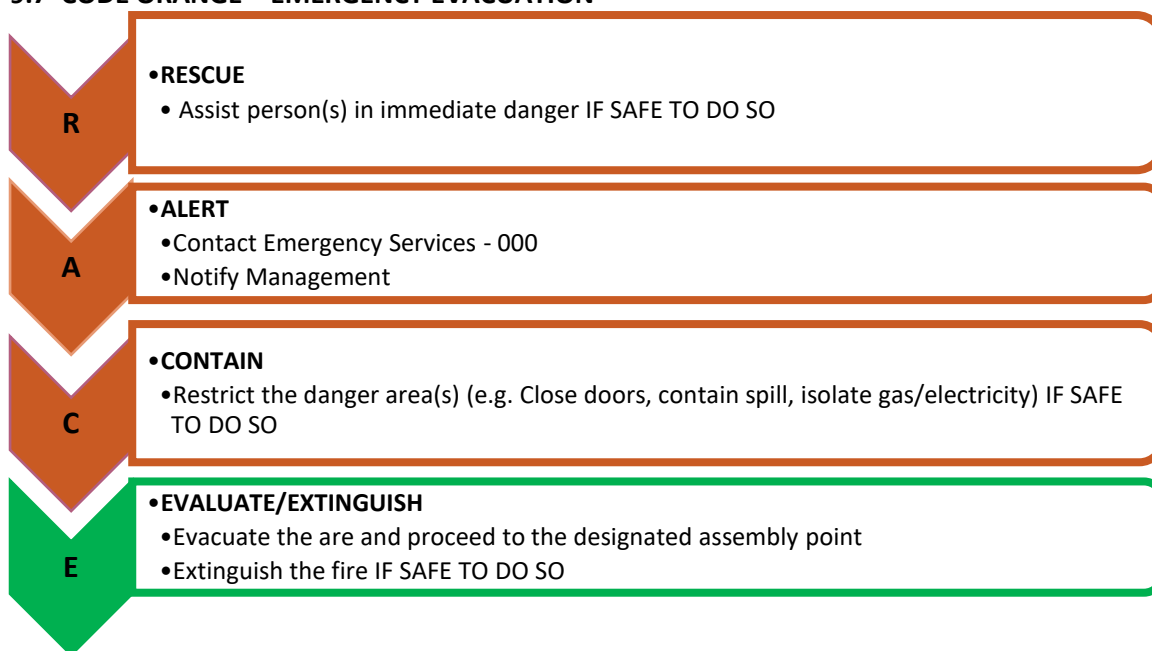**FIRST RESPONSE:** Emergency Services by dialling 000

SECOND RESPONSE: State Emergency Services by dialling 13 25 00

1
•**SECURE**
• Secure all windows (eg closing curtains/blinds) and external doors
•If easily accessible, tape windows and glass entrances and protect them with boards and sand bags (if necessary)

2
•**ISOLATE**
•Shut off electricity, water and/or gas service if necessary

3
•**PROTECT**
•Disconnect electrical appliances and, if possible, move valuables away from windows
•Keep occupants away from windows

4
•**EVALUATE**
•If uncontrolled fires, gas leaks or structural damaged has occurred, evacuate to the safest Evacuation Assembly Point

5
•**REPORT**
•Notify Management regarding the status of the occupant's safety
•Contact Emergency Services if necessary

9.7 CODE ORANGE – EMERGENCY EVACUATION

R
•**RESCUE**
• Assist person(s) in immediate danger IF SAFE TO DO SO

A
•**ALERT**
•Contact Emergency Services - 000
•Notify Management

C
•**CONTAIN**
•Restrict the danger area(s) (e.g. Close doors, contain spill, isolate gas/electricity) IF SAFE TO DO SO

E
•**EVALUATE/EXTINGUISH**
•Evacuate the are and proceed to the designated assembly point
•Extinguish the fire IF SAFE TO DO SO

IMPORTANT

Lifts should not be relied upon as a means of evacuation from the building, especially when evacuating from a fire.

Only re-enter the school upon receiving the "All Clear" from the Chief Warden.

10. OTHER CONSIDERATIONS

10.1. CONSIDERATIONS FOR ASSISTING PEOPLE WITH DISABILITIES

In the case of an emergency evacuation, any person in the workplace that requires special assistance should be accompanied to the Emergency Assembly Point by an available worker, or their carer.

Where there are sufficient workers to do so, workers are to:

- Maintain contact with the client/visitor with disabilities throughout the evacuation
- Liaise with them to ensure they receive the assistance they

Where sufficient workers are not available, the Chief Warden must contact Emergency Services and liaise with them regarding the special requirements of any person requiring assistance.

10.1.1. Specific Disabilities or Impairments

MOBILITY

- Keep hallways clear of obstructions
- If unsafe to do so, or you are unable to evacuate a person immediately a safely, seek assistance
- The Chief Warden is to notify the Emergency Services of any mobility impaired person in the work place
- Do not assume that lifting techniques will be similar for all disabled persons

VISON

- During an emergency, have them take your elbow and guide them from the workplace
- Maintain a dialogue describing the exit and obstacles in their path

HEARING

- Ensure that the person is personally informed of the situation, and accompanied to the Emergency Assembly Point

INTELLECTUAL

- Ensure the person is personally informed of the situation and accompanied to the Emergency Assembly Point.
- Where available, a staff member will be delegated to stay with the person, so they are not left alone, as they may have become frightened and refuse to leave what they consider to be a safe place.

All staff and students requiring additional support in the event of an emergency will have an individual PEEP prepared from them. PEEPS will be the responsibility of the College to maintain and keep up-to-date. The ECO is to receive copies of PEEPs.

10.1.2. People with Language Barriers

Where English is not a person's primary language, or a person may have limited literacy skills, understanding instructions may present a barrier between workers and others in an emergency.

As part of Whyalla Secondary College emergency management planning, literacy skills and language barriers are considered and factored into the companies' procedures. To assist workers who may have limited literacy skills or where English is a second language. Whyalla Secondary College may include, but not limited to:

- Use images and diagrams to help with comprehension
- Perform literacy and language testing during training to ensure workers con understand instructions being given
- Ensure instructions are simple, succinct, and easy to understand
- Limit the number of attendees in training sessions

In the event of an emergency, Emergency Personnel are to:

- Give clear and concise instructions

- Use plain language
- Consider using hand signals for directions
- Where available, delegate a worker to accompany and assist any person experiencing difficulties, and stay with them at the Emergency Assembly Point for the duration of the emergency

10.1.3. Young Children

Young children and their capacities will vary. It is important to ensure all students are supervised during an emergency to minimise the risk of harm and distress.

In the event of an emergency:

- Give clear and simple instructions
- When evacuating to the Emergency Assembly Point, have children:
  - Hold hands or a rope; or
  - Walk in lines; or
  - Walk in pairs
- Teacher Wardens are to accompany their classroom of children to the Emergency Assembly Point and stay with their students for the duration of the emergency