

Emergency Management Plan

Coffs Harbour Education Campus

Address: 363 Hogbin Drive, Coffs Harbour, 2450
Cross Street: Hogbin Drive & Stadium Drive, Coffs Harbour
Phone: 02 6659 3000

EMERGENCY CONTACT NUMBERS <small>Dial 0 to get a line from internal VOIP phone</small>	
Fire, Ambulance, Police	0-000
Campus Emergency Phone	1800 004 359
Security	83091 (internal) 1800 004 359 (external) This number diverts to the security officer on site at the time.
SES (Storms/Floods)	132 500
Poisons Information Line	131 126
Bushfire Information Line	1800 679 737
Water	02 66484000 (CHCC) 24 hours a day
Electricity	133 466
Live Traffic NSW	132 701
Local Emergency Management Officer (for Emergency Student/Staff Transport)	6659 4206
Manager, Learning Infrastructure	6659 3062 / 0437 366 244

Date: September 2017
Review: September 2018
Hard Copies to: All Emergency Control Organisation Personnel
 WHS Committee Chair
 Partner's Students Services

Electronic Document Location:
www.chec.scu.edu.au/tbc

*The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, the plan should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.*

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1 Emergency Control Organisation (ECO)

ECO are responsible for evacuation and emergency response until emergency services arrive at which time they will then assume control and responsibility for managing the emergency. During emergencies, instructions given by the ECO personnel shall take precedence over the usual management structure.

Chief Warden		
Name	Position	Contact phone numbers
Derek Klenk	Facilities Officer	0427 001 913
Deputy Chief Wardens		
Name	Position	Contact phone numbers
Security	Security	02 6659 3091 or 1800 004 357
Wardens		
Name	Position	Contact phone numbers
Security	Security	02 6659 3091 or 1800 004 357
Warren Sheargold	General Assistant/Storeman	
Geoff Haskew	Technical Assistant	0448884790
First Aid Officers		
Name	Position	Contact phone numbers
Security	Security	02 6659 3091 or 1800 004 357
Emergency Control Point (ECP) Location		
A Block		
ECO Nominal Hours		
8.00 am to 11.00 pm		

It should be clearly understood that the primary duty of the ECO and Wardens is not to combat emergencies but to ensure, as far as practicable, the safety of staff, students, contractors and visitors and their orderly evacuation from buildings.

Life safety shall take precedence over asset protection during an emergency.

2 Process for Notifying, Alerting and Reporting Emergencies

2.1 Notifying emergencies

- Contact emergency services immediately where required by calling Triple Zero '000'
- To manually activate the alarm in event of an imminent and serious threat or other emergency requiring building evacuation, use the *Break Glass Panels* where available
- Notify the Chief Warden or their Deputy immediately in the event of an emergency
- Notify police and security if the incident involves violence, weapons, illegal drugs or major criminal activity
- Use personal duress alarms where available

2.2 Alerting workplace to emergencies e.g. preparing for evacuation or lockdown

- Chief Warden will take appropriate action to alert the workplace of the emergency including commencement of evacuation or lockdown procedures, where required
- Communications to alert the campus will be either by alarm, phone, two-way radio or runner depending on the situation
- Deputy Chief Warden to take responsibility when Chief Warden is absent from the workplace
- If both the Chief Warden and Deputy Chief Warden are unavailable, any member of the ECO may take responsibility

2.3 Communications during an emergency

Stages (e.g. initial alert, evacuation, return to workplace)	List forms of communication (e.g. PA system, agreed alarm signal)
Lockdown	Alarm (single stage – woop WOOP) Wardens and Two way radios
Evacuation	Alarm (single stage – ringing bell), Wardens and Two way radios
Return to workplace	Wardens and Two way radios
Lockdown (Refer to 5.11)	Allarm

- If the emergency is ongoing and impacting campus operations, the Chief Warden or nominated warden must alert the respective CHEC Partner's Call Centre or Student Enquires Centre.
- Information provided should be of a level that will assist the CHEC Partner's respective Call Centre or Student Enquires Centre staff with answering any enquiries from the public.
- For emergencies that are of a critical incident nature and where there is likely to be media interest, the Critical Incident Management Plan will be initiated and communications to the CHEC Partner's Call Centre or Student Enquires Centre will be managed by the Critical Incident Management Team.

2.4 Reporting emergencies

- Contact the Manager, Learning Infrastructure to notify of the emergency and current situation
- Contact the CHEC Partner's respective People & Safety team and Head of Campus in the event of a death, serious injury or dangerous occurrence at the workplace
- Report all incidents to the respective partners Incident Notification services as soon as reasonably practicable (but within 24 hours)
 - TAFE NSW via 1800 316 600 or WH&S Incident Notification Report Form
 - SCU Incident, Accident & Hazard report form
 - DoE via 1800 811 523

Commented [BT1]: Should Coffs Senior Campus also be contacting the DoE Incident Report & Support Hotline as a priority for any serious incident? Call hotline and press option 1 for Police Assistance?????

Commented [BT2]: WHS Incident Report & Support hotline

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3 Emergency Response

3.1 Process for Making Decisions

Once an emergency is reported, the Chief Warden will assess:

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

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

3.2 Immediate Response Actions

- Implement emergency evacuation or lockdown procedures where required
- Contact and liaise with relevant emergency services
- Ensure first aid is administered and medical treatment provided as soon as possible.
- Secure the area, remove people from the area if possible and make it as safe as possible while maintaining personal safety
- Do neighbours need to be notified? (See contacts below)
- Establish the facts: assess the situation, plan who to contact, who will do what, what assistance is needed
- Contact any injured person's family as appropriate
- Report the emergency to the Incident Notification Hotline as soon as reasonably practicable (but within 24 hours)
- Report incidents to the relevant combat agency as per the below:

Incident	Combat Agency
Fire / Bush Fire	Fire Brigade, Rural Fire Brigade
Bomb Threat (written & telephone)	Police
Chemical Spillage (laboratory, bulk chemical store)	Fire Brigade, HAZMAT
Critical Power Failure (water, airconditioning services failure)	Managed internally
Vehicle Accident	Police
Student Demonstrations	Police
Hostage Siege	Police
Environmental Accident (bulk fuel and chemicals)	Fire Brigade, HAZMAT
Flooding (nature or defect)	FM+S
Severe Storm	SES, Fire Brigade
Robbery / Assault	Police
Weapons, illegal drugs or criminal activity	Police
Chemical / Biological Incident	Fire Brigade, HAZMAT

Name of Neighbour	Contact Details
Coffs Harbour Regional Airport	02 6648 4767
Cex International Stadium	02 6648 4950

3.3 Evacuation Procedures (Summary)

Response Procedures for Specific Emergencies are in Section 5

- Chief Warden decides on the need to evacuate, in consultation with emergency services if required
- Chief Warden to activate emergency evacuation alarm
- Staff and contractors must ensure (if safe to do so) that their area is secured in all aspects before evacuations (e.g. naked flames, plant, equipment, machinery, gas and electrical appliances are switched off)
- Teaching staff to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the designated assembly area unless Wardens advise of an alternative evacuation assembly area
- Teaching staff to account for all of their students and notify warden at evacuation assembly area of any students unaccounted for
- Office and support staff to evacuate to designated assembly area or alternative location.
- Person in charge of canteen to account for all persons
- Floor Wardens to check that all areas are clear
- When whole campus is assembled, wardens to account for everyone and notify Chief Warden
- Chief Warden to check buildings if needed
- Chief Warden or delegate to brief staff on emergency and await arrival of emergency services or take other appropriate action
- Chief Warden or delegate to give all clear and direction for classes to resume in consultation with emergency services
- Chief Warden or delegate to document report of evacuation or lockdown and emergency and update in ICE

Commented [BT3]: And safe to do so.

3.4 Vehicle Control during Emergencies

Gates to Campus need to be kept clear for emergency services.

Who: Warden
How: Station in vicinity of gates and access points wearing high-vis vest
When: Upon emergency services being contacted

No vehicles, other than emergency vehicles, will be permitted to enter or leave the campus grounds during an emergency evacuation.

3.5 Emergency Assembly Areas

Assembly Area: Corner of Doug Knight Drive and Village Green Roads On grassed area in between Hogbin Drive & the CHEC

3.6 Offsite Assembly Area

The emergency coordination centre and recovery premises are for major emergencies where it is necessary to evacuate campus and normal assembly areas are not appropriate.

C.ex International Stadium, Hogbin Drive Coffs Harbour (cnr of Hogbin Drive & Stadium Dr)

3.7 Essential Services

Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan or on its own plan (See Appendix 7.2).

Location of water main Also show on attached site plan	Water main isolation is K Block
Location of electricity main	Main switchboard is in E.LG.3
Location of gas main Also show on attached site plan	LPG Gas isolation is at the supply tank near K Block
Solar power main Also show on attached site plan	Solar isolation is at the Distribution board in the E.LG.3

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4 Recovery

4.1 Return workplace to normal

Once Emergency Services have concluded their involvement, control of the affected area will be handed back to the Chief Warden and an “All Clear” announcement given.

In determining the suitability of the area to be re-occupied and to resume normal operations, the Chief Warden in consultation with the Manager, Learning Infrastructure should consider:

- Any residual/lingering hazards
- Any structural or process weaknesses caused by the original event which could initiate a subsequent emergency if operations are reinstated
- The need to preserve the scene if there is to be a subsequent investigation
- Occupant safety
- Industrial relations ramifications

Where applicable, the decision to re-commence operations will be taken in consultation with specialist staff.

4.2 Preservation of the Incident Scene

In any emergency situation, where there is the possibility of a subsequent statutory investigation or coronial inquiry, the Chief Warden must ensure that all evidence relating to the incident including documents, machinery, equipment, computer information and materials are preserved.

The Chief Warden must ensure that there is no interference with evidence and that any cleaning up, movement of items, repairs and so on, apart from that necessary to bring the emergency under control, does not occur without approval of investigating officers.

4.3 Counselling

Who	How	Contact
Students	Campus Counsellors should be used in the first instance when providing support to students	Senior Counsellors Jannelle Geraghty Sth Mob: 0418 462 206
Staff	Employee Assistance Programme (EAP) Providers are contracted to provide counselling for staff immediately following the emergency or other incident.	SCU TAFE NSW 1300 360 364 DoE 1300 360 364

Commented [BT4]: Reference SafeWork NSW Notifiable Incidents Reporting

4.4 Media

All enquiries from the media should be referred immediately to the Institute Director or the nominated delegate, who will assist in managing enquiries from the media for the necessary period.

When the media first contacts the workplace take details of the enquiry, name and contact number of the journalist, and advise that someone will get back to the caller shortly.

Each serious incident is unique and the dynamics of each situation will have to be assessed when it occurs. It is important that a structured approach to media management is followed to ensure the most positive and supportive response from the media.

Contact:

SCU

DoE

TAFE NSW: 02 6586 2315

Commented [BT5]: DoE Media Unit 9561 8501

4.5 Debrief

Within 7 days of the conclusion of the emergency, the Emergency Planning Committee will conduct a review of the events and processes affecting the emergency to ensure that the Campus Emergency Management Plan and organisational preparedness remain appropriate and competent. This review should be documented and updated in ICE.

Where deficiencies or weaknesses are identified, a strategy will be developed to rectify these, together with a time frame. This review will involve debriefing relevant personnel and compiling an appropriate report under the authority of the Manager, Learning Infrastructure & Emergency Planning Committee.

5 Warden Checklists – Response to Specific Emergencies

5.1 Armed Hold-Up

A

Persons Involved

- Try to remain calm
- Do exactly as asked – Don't argue
- Avoid eye contact
- Be deliberate in your actions – No sudden movements
- Observe:
 - physical appearance
 - clothing worn
 - distinguishing features including voice, hair, tattoos
 - any weapons
 - anything touched, or taken
 - escape route, vehicle

After the offender has left

- Help any person who has been injured
- Call **Triple '0-000'**, **activate the duress alarm** and then notify **Chief Warden and Security (Ext 83091)** and state 'armed hold-up' giving exact location and details of events
- Request all witnesses to remain
- Lock doors or restrict entry to the area until chief warden, security or the police arrive.
- Do not touch anything within the scene
- Write down all you observe

Chief Warden and/or Security

- Confirm offender/s have left and obtain brief description
- Confirm that emergency services have been contacted
- Confirm if any persons injured and ensure appropriate medical treatment is provided
- Secure area where incident occurred and don't allow anyone into the area. Police may want to check for fingerprints
- Inform Manager, Learning Infrastructure who will contact respective CHEC Partner's People & Safety team
- Obtain names, addresses and phone numbers from all persons involved together with brief details of the incident
- Ask them to remain until the police arrive
- Provide a quiet place for them to sit down and offer them a drink of water or cup of tea
- Obtain names of the attending police (and station) and prepare a brief incident report before leaving the campus
- Notify the respective CHEC Partner's Incident Notification services

5.2 Bomb Threat

Bomb threats are usually received by telephone but may be received by mail. Threats must always be treated seriously. The response to a bomb threat is often different to other emergencies. The Chief Warden will work with the NSW Police to decide the best course of action. If a search or evacuation is deemed necessary, the ECO may be asked to assist the process.

If the threat is by phone:

- Keep calm, and if possible attract the attention of a fellow worker.
- Keep the caller on the line as long as possible to gather information and ask:
 - Location of bomb
 - Time set to explode
 - Record exact information – see [Phone Bomb - Threat Checklist](#) [link]
- Listen for any background noises, speech mannerisms, accents or any other details.
- DO NOT replace the handset or hang-up (this enables the call to be traced)
- Complete [Phone Bomb - Threat Checklist](#)

Commented [BT6]: https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/emergency-planning-and-incident-response/FORM001_BOMBTHREATREPORT_V1.pdf

If an object is found:

- Do not touch it
- Report the find to Security and the Chief Warden
- Keep areas clear

Do not use mobile phones, two way radios or other electronic equipment that may trigger a device – TURN OFF mobile phones and two way radios.

Wardens – If instructed to evacuate:

- **Prior to moving staff and students to a safe area, check area to ensure there is no suspicious vehicle or other object which might contain a second device**
- Staff and students should take personal belongings **in their immediate possession** with them and proceed to the evacuation assembly area
- Do not delay evacuation by collecting other personal belongings NOT in possession
- Prior to evacuation, and where time allows, staff should undertake a quick, visual search of the area in which they work for any unusual or suspicious objects (the aim of the search is to identify any object which is not normally to be found in the area- e.g. suspiciously labelled, similar to that described in the threat, unusual size shape or sound, presence of pieces of tape, wire, string or explosive wrappings, or other unfamiliar materials). **The object should not be touched**
- DO NOT lock doors or close windows
- Do final check of all rooms including toilets. If any bags or packages are not identifiable, **DO NOT OPEN OR MOVE THESE ITEMS**, record their location
- Be the last to exit and report to the Chief Warden:
 - Advise Chief Warden which area has been evacuated
 - Advise Chief Warden of the location of any bags or packages that could not be identified or any unusual or suspicious object that is observed
- Go to assembly area and ensure all staff and students are accounted for

Chief Warden

- Notify the NSW Police on **Triple '000'**
- Work with the police to assess the threat and decide on best course of action
- If evacuation is required, ensure that the assembly area and exit paths are free of suspicious items
- Evacuation should be initiated no longer than 30 minutes prior to any detonation deadline
- Notify the CHEC Partner's respective Call Centre or Student Enquires Centre
- Notify the CHEC Partner's respective Incident Notification service

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5.3 Chemical Spill (Hazardous) - Major

C

WARNING

CONFIRM AREA SAFE TO APPROACH

Do not enter any confined area where there is a risk of being exposed to toxic atmospheres

IMPORTANT

The Fire Service is to be notified immediately for any hazardous chemical spill.

This call should be made via Triple '000'

The Fire Service should also be informed via a '000' call if the spillage has caused evacuation, entered drainage systems or is of a size or nature that the emergency response team has no resources or training to safely and effectively manage.

Person discovering spill

- Simultaneously contact the emergency services and ensure the affected area has been evacuated
- Staff and students should take personal belongings in their immediate possession with them and proceed to the evacuation assembly area
- Ensure persons assemble in a **safe area** well ventilated and/or up wind from the spill
- Notify Chief Warden

Wardens

- Evacuate
- Turn off all equipment, e.g. electrical equipment, air handling system and gas supply
- Close all doors (do not lock)
- Do final check of all rooms including toilets
- Be the last to exit and report to the chief warden
- Go to assembly area and ensure all staff and students are accounted for
- Advise chief warden which area has been evacuated and provide any information about the spill that you have

Chief Warden

- Commence evacuation procedure
- Cordon off area using barrier tape and prevent unauthorised access.
- Persons should remain clear of the area until it is declared safe to re-enter
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill
- All waste should be removed in accordance with regulatory requirements
- Traffic control - only essential vehicles and personnel permitted on campus
- Do not re-enter building/area until approval is given by emergency services personnel
- Notify the CHEC Partner's respective Incident Notification service.

5.4 Earthquake or Collapse of Building/Structural Failure

E

If you are inside when the earthquake starts:

- Remain there and take cover under a desk, table, door arch or against an inside wall.
- Keep well away from glass and external walls.

If you are outside when the earthquake starts:

- Move well away from buildings, high walls and electrical wires.
- The greatest risk from falling debris is immediately outside doorways and near external walls.

After the tremor has passed:

- Prepare for possible after-shocks.
- Evacuate as soon as possible.
- Depending on the severity of the earthquake normal evacuation procedures may not be possible, and designated assembly points may be changed.

However, the role of wardens will still be to organise the evacuation, keeping calm and acting on their own initiative where necessary to minimise injury to building occupants.

Wardens - Evacuate without instructions if they are not received immediately:

- Check exit to ensure that the area is still structurally sound and the exit is safe to use. If not, identify alternative exit - **DO NOT USE LIFTS**
- Walk quickly and calmly around the floor/area to ensure that all persons are evacuating through the correct exit
- Assist persons who require special assistance (follow the PEEP if one is available)
- Do final check of all rooms including toilets
- Be the last to exit and report to the chief warden:
 - Advise chief warden which area has been evacuated
- Go to assembly area and ensure all staff and students are accounted for

If evacuation is not possible, assemble all persons in what appears the most structurally sound area of the building. Contact the Chief Warden to provide your location.

Because of the risk of ruptured gas pipes, do not use candles, matches, lighters or other naked flames during or immediately after the event.

Chief Warden

- Ensure first aid is given to those injured
- Notify emergency services
- Check utilities (water, gas, electricity) for damage, but do not turn on
- Conduct search of the area if safe to do so
- If buildings are evacuated no-one is to re-enter any building unless cleared by Emergency Services or it has been inspected for structural integrity
- Monitor local radio for information and official instructions
- Contact the CHEC Manager, Learning Infrastructure – CHEC Partnership or the TAFE NSW Leader, Learning Infrastructure to initiate the Critical Incident Management Plan

5.5 Electric Shock/Electrocution

E

CAUTION

Avoid direct contact with the affected person while they are in contact with the current

Domestic

Person discovering the incident

- IF SAFE TO DO SO, break the contact by switching off the current.
- Do not cut the power cable
- If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or a leg
- Delegate a person to contact the emergency services – Call **Triple '000'**
- Inform nearest First Aid Officer

Warden

- Keep onlookers away from live or energised equipment.
- Once the current has been turned off – act immediately to arrange First Aid
- Notify Chief Warden
- Confirm that emergency services have been called
-

Commented [BT7]: preserve site for regulatory requirements as per SafeWork NSW Notifiable incident requirements

High Voltage (eg. Fallen Powerlines)

Person Discovering the Incident

- Ensure you and bystanders are safe and keep onlookers away from live or energised equipment
- Contact Emergency Services by calling **Triple '000'** then the Chief Warden

Chief Warden

- Ensure you and bystanders are safe and keep onlookers away from live or energised equipment
- Wait until the current is disconnected by the appropriate authority
- Do not touch the person or any conducting material which is also in contact until the current is disconnected
- Act immediately to arrange First Aid
- Notify the CHEC Partner's respective Incident Notification service.
- Notify the Manager, Learning Infrastructure – CHEC Partnership

5.6 Explosion

E

Chief Warden Checklist

- Contact Emergency Services on Triple '000' immediately
- Ensure seriously injured persons are treated at the scene by First Aid Officers
- Ensure persons suffering minor injuries are treated at the Assembly Area
- Do not move those that are obviously deceased
- Evacuate persons not engaged in on-scene response efforts to the designated assembly area (or other location as determined by Chief Warden)
- Emergency Services will normally perform search and rescue. However, steps should be taken to attempt to quickly account for all persons in the affected area at the time of the explosion
- Unaccounted persons should be brought to the attention of Emergency Services
- Deploy appropriate staff to isolate/shut down hazardous processes or equipment that could pose additional hazards to rescue and recovery operations
- Only permit essential vehicles and personnel on site
- Inform appropriate senior management as soon as possible and the **Critical Incident Management Plan** to be invoked
- Create a 'no-go' zone around the scene. Only permit authorised persons inside this restricted area. This reduces the risk of evidence being destroyed or interfered with, or persons being unwittingly exposed to danger, or sightseers hampering rescue efforts
- Ensure all efforts are made to preserve the physical and legal integrity of all evidence
- Ensure nothing is touched without the permission of the senior Emergency Services officer present
- Take action to quickly survey the building/s for any sign of structural damage and, if suspect, place off-limits
- Refer media enquiries to the Institute Director or their delegate. Refer to **Media in Section 4.4.**
- The Switchboard may quickly become inundated with enquiries from media and concerned relatives and friends. Consideration should be given to determining who will handle the calls and what they will say. Refer to **Media in Section 4.4.**
- Ensure that an accurate list is prepared and maintained of those injured in the incident.
 - Name, brief description of injuries and present disposition (e.g. taken to hospital, treated at the scene and released).
 - Details only to be released with the permission of the Senior Manager/s in consultation with the senior Emergency Services officer present.
- Document details of witnesses
- Provide comfort, counselling, communications and transport as required to those affected by the event

Refer to Critical Incident Management Plan –[Summary for more detailed information](#)

5.7 Fire

F

What can I do if I am caught in a fire?

If you are caught in a fire, and it is SAFE TO DO SO:

- Close any open windows or doors
- Leave the building by the shortest possible route; and do **NOT** use the lifts or escalators
- Notify the warden or chief warden or break glass fire alarm if there is one nearby



If there is smoke or fire visible:

- Stay low to the floor, as smoke and heat rises; and
- Check doors before opening them - if they feel hot (use the back of your hand to touch the handle) there may be fire on the other side
- Follow the directions of the Warden, Security or Fire Brigade
- Proceed to the Assembly Area
- Do not re-enter the building until given the all-clear by the Chief Warden
- Never enter a building if a fire alarm is sounding

Please note: Fire extinguishers and reels should only be used in the case of entrapment or potential entrapment. The use of fire blankets on small fires should only occur if the risk of injury to staff and students is not increased.

Chief Warden

- Contact emergency services on **Triple '000' – Fire Services** and commence evacuation procedures
- Ensure staff and students are evacuated without delay to a safe place
- Ensure fire brigade has access to the site - entry gates are open and vehicles are not blocking access

Wardens

- Ensure that all persons are evacuating through the correct exit
- Assist persons who require special assistance (follow the PEEP if one is available)
- Do final check of all rooms including toilets
- As much as possible, close doors and windows as you check rooms to minimise possible spread of fire
- Be the last to exit and report to the chief warden which area has been evacuated
- Go to assembly area
- Notify the CHEC Partner's respective Incident Notification service

5.8 Fire – Bush Fire Response Plan

5.8.1 Bush Fire Response Plan

Bush Fire Risks

In the event of a bush fire, be alert for:

1. Wind: Strong winds resulting from severe bush fires will drive embers into vulnerable areas of a building, preheat and dry fuel ahead of a fire, lift roofing and extend flames along a more horizontal plan closer to building elements
2. Smoke: While smoke will cause minimal damage to property, it can severely affect the health of residents. Smoke is a significant factor in at risk developments, particularly when residents are susceptible to respiratory disorders. Smoke can also reduce visibility during evacuation or shelter situations
3. Embers: Ember attack is responsible for most bush fire related building fires. Embers can also cause spotting in advance of the bush fire and ignite building elements
4. Radiant Heat: Radiant heat can severely impair the health of residents and the integrity of building elements. Radiant heat can prevent emergency services personnel assisting occupants of at risk developments
5. Flame: Flame attack will severely restrict fire-fighting operations, resulting in the ignition of building elements and a threat to the health of residents and their capacity to evacuate the area

Monitoring

Bush fires can be monitored by the following means:

- Visual – an individual noticing a nearby bush fire
- Building alarms – being activated in the event of a bush fire
- Fires Near Me – RFS mobile phone application
- State Emergency Operations Centre – the SEOC may notify the Campus
- Emergency Services – RFS or the fire brigade may notify the Campus

Bush Fire Response

Depending on the emergency, the Campus may:

1. Shelter in place – only recommended in an event where people cannot safely evacuate the Campus
2. Evacuate – only recommended in an event where people can safely evacuate the Campus.
For evacuations:-
 - o 1. Evacuate to the Primary Evacuation Assembly area, only if safe to do so; or
 - o 2. Evacuate to the Off-Site Evacuation Assembly area, only if safe to do so; or

- 3. Evacuate to the nearest Neighbourhood Safer Place

In responding to an imminent bush fire threat:

- The Chief Warden will liaise with Emergency Services and advise students, staff, visitors and contractors if a response is required (this may be done via building alarms, email, telephone or warden runners)
- Close all doors and windows, only if safe to do so
- Alert as many people as possible, only if safe to do so
- Assist all persons to evacuate (including disabled and injured persons), only if safe to do so
- Do not delay to collect belongings
- Stay low to the ground as toxic smoke will rise
- Cover your nose and mouth (you can use a shirt or wet rag)
- Test doors for smoke (visually) and heat (with the back of your hand)
- Contain the spread of fire by closing doors (do not lock), only if safe to do so
- If your clothes catch fire – stop, drop and roll. If assisting – smother any flames
- Extinguish – only attempt to extinguish the fire if you are trained, it is safe to do so and you have access to the correct type of extinguisher
- For evacuation – make your way to a designated evacuation location as long as it is safe to do so, or evacuate the site completely (either to a safe location at a distance from the fire or to a Neighbourhood Safe Place)
- At an evacuation assembly point – contact 000, report to your teacher or warden and notify any injuries or missing persons
- Chief Warden to arrange for communication to families and transportation if unable to return to the Campus
- Do not return to the site until provided the “all-clear” by Campus Management, Chief Warden, emergency services or local radio broadcast

Remember – “always preserve life over property”

Communication

In the event of a bush fire, you will receive advice/notification from either the Chief Warden or an authorised person within the Campus management hierarchy.

During the bush fire period or any imminent bush fire threat, the Campus may also liaise with the State Emergency Operations Centre (SEOC – established to control emergency operations) and WHS Directorates for respective partners – depending on the nature of the emergency.

Commented [BT8]: Just Health & Safety Directorate now.

In the event of a bush fire, the Chief Warden will make contact with the following:

- **Emergency Services** (to notify and liaise in relation to bush fire response);
- **all students, staff, visitors and contractors** (to notify of actions in the event of a bush fire); wardens (to coordinate bush fire responses);
- **Manager, Learning Infrastructure – CHEC Partnership** (to notify and to receive guidance);
- **Leader Learning Infrastructure** (to notify of a bush fire and response);
- **Neighbours** (to notify of a bush fire and Campus response, only if safe to do so); **and**
- **On-site third parties** EG: canteen operators, security (to notify of a bush fire and response).

Bush Fire Danger Period

The bush fire danger period generally runs from 1 September until 31 March annually in the Coffs Harbour Local Government Area.

Site Bush Fire Classification

Coffs Harbour Campus is not listed on the Bush Fire Register, however is located in an identified bush fire prone area. On this basis, we are at risk due to nearby bushland vegetation and we need to plan and prepare for bush fires as well as remain vigilant and aware.

Fire Danger Rating (FDR)

During the bush fire danger period, Fire Danger Ratings (FDR) are issued by the Bureau of Meteorology each afternoon for the following day within a specific [NSW Fire Area](#). A FDR gives you an indication of the consequence of a fire, if a fire was to start. The rating is based on predicted weather conditions, including forecast temperature, dryness, humidity and wind. The higher the FDR, the more dangerous the conditions.

During periods of increased fire danger and when there is local bush fire activity, it is important to stay up-to-date on the FDR for their NSW Fire Area. Further information on FDR's is available from [NSW FDR website](#).

Bush Fire Alert Levels

Where there is a risk from bush fire, the NSW RFS uses Bush Fire Alert Levels to give an indication of the level of threat from a fire. The Bush Fire Alert Level will give information about the severity of the fire, its location and what you should do.

During periods of increased fire danger and when there is local bushfire activity, it is important to stay up-to-date with Bush Fire Alert Levels. Further information on Alert Levels is available from [NSW RFS website](#).

Neighbourhood Safer Places (NSP)

Neighbourhood Safer Places are a place of last resort. They may include buildings or open spaces that are away from bushland and can provide some protection from the immediate threat of fire. Neighbourhood Safer Places do not guarantee safety and should only be used as a place of last resort during a bush fire.

Not all areas will have a Neighbourhood Safer Place. Where this is the case, a safer location that is away from the bushland should be identified where required. Further information on Neighbourhood Safer Places is available from the [NSW RFS website](#).

The closest NSP to Coffs Harbour Campus is:

Title	Type	Location	LGA
Ayrshire Park Reserve	Open Space	Ayrshire Park Drive, Boambee	Coffs Harbour

Where can I obtain information on bush fire conditions or activity during the bush fire season?

Knowing the FDR for your NSW Fire Area (especially on hot, dry and windy days) and actively monitor information on fire activity through TV, radio and the NSW RFS (www.rfs.nsw.gov.au)

Call the RFS Bush fire Information Line on 1800 NSW RFS (1800 679737) or download the free NSW RFS [Fires Near Me - Mobile App](#) www.livetraffic.com for information on road closures or traffic generated congestion.

5.8.2 CHEC Bush Fire Checklist

Bushfire Season Checklist

The Emergency Planning Committee, Chief Warden & Manager, Learning Infrastructure – CHEC Partnership are responsible to ensure completion of the following actions for CHEC

Action

Manager, Learning Infrastructure and Chief Warden to call a meeting of the Emergency Planning Committee (EPC) to discuss campus bushfire preparedness including discussion of the following:

- the campus Emergency Management Plan (EMP) and section 5.7 Fire Response
- if campus is located near trees and/or grassland areas ie. Any potential risk of bushfire and any unique attributes of the campus eg. livestock on site
- the definition of the [fire danger ratings](#) and different [alert levels](#) issued by the RFS
- establish a process to monitor local conditions, especially on hot, dry & windy days
- ensure contacts are current in the campus EMP and that EMP is located on campus intranet as well as hard copy in Student Central
- all members of the EPC to input RFS number into phone **1800 679 737**, save RFS details onto computer and download the RFS app "*Fires Near Me*" onto phone
- ensure physical site prepared by organising gutters to be cleared, trees trimmed and rubbish removed etc
- ensure all EPC understand the correct process for campus closure – in EMP section 7
- ensure campus EMP is updated to include a campus Bushfire Response Plan This has been developed but has not yet been uploaded to EMP's

5.9 Flood

F

Manager, Learning Infrastructure or Chief Warden in consultation with the **Manager, Learning Infrastructure**:

When a flood warning is issued **predicting** that a workplace will be flooded the following actions should be undertaken:

- Listen to the local radio station for further information and advice

Protecting students and staff:

- Notify all staff and students of the flood warning
- Notify the CHEC [Partner's respective Call Centre or Student Enquires Centre](#)
- **During campus hours** – coordinate the safe exit of staff and students in consultation with emergency services. Note: in some cases this may be difficult because student's homes may also be affected or isolated by flooding. Refer to ***Cancellation of Classes in Appendix 7.8***
- **Outside of campus hours** – close down the campus and notify students and staff of the temporary closure of the campus following the ***Closure of Campus in Appendix 7.8***
- Direct all staff and students to evacuate via a safe evacuation route before the property is flooded
- Avoid driving or walking through floodwaters (these are the main causes of death during flooding)

Protecting property – implement procedures to minimise damage:

- Secure items that are likely to float
- Move as much plant, equipment, fittings and furniture as practical to a location above the forecast flood level
- Protect critical records
- Relocate chemicals and waste containers well above floor level
- Turn off electricity, gas and water where they enter the campus and lock all buildings

During a flood event, if a campus is not going to be flooded, but the safe travel arrangements for staff and students to go home is likely to be disrupted by flooding and/or road closures arrange for the early release of affected students before flooding occurs in consultation with the SES. If you require information or assistance during floods, phone the SES on **132 500**. For life-threatening emergencies phone **Triple '000'** immediately.

Recovery Actions and Restoring Operations:

- Decide when to re-open the workplace, in consultation with local emergency services
- Keep the CHEC Partner's respective Call Centre or Student Enquires Centre notified of the status of campus operations (closed/re-open)
- Clean up in accordance with WHS procedures e.g. wear protective clothing including enclosed, waterproof, non-slip footwear and waterproof, puncture resistant gloves
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan
- For further information contact your local SES or [NSW State Emergency Services](#)
- Notify the CHEC Partner's respective Incident Notification service

5.10 Gas Leak

G

WARNING

Confirm area safe to approach

Do not enter any confined area where there is a risk of being overcome by gas.

IMPORTANT

The Fire Service is to be notified IMMEDIATELY for any hazardous Gas Leakage.

This call should be made via Triple '000'

The Fire Brigade should also be informed via a '000' if the leakage has caused evacuation, or is of a size or nature that the emergency response team has no resources or training to safely and effectively manage.

Person discovering the gas leak

- Simultaneously contact the emergency services and ensure the affected area has been evacuated
- Staff and students should take personal belongings in their immediate possession with them and proceed to the emergency assembly area or a safe area away from further risk
- Notify warden or chief warden

Chief Warden

- Notify emergency services on **Triple '000' – Fire Service**, if they haven't already been called and then notify the Manager, Learning Infrastructure
- Where applicable, evacuate persons from the affected area and assemble them in a well-ventilated area where they are not exposed to further risk
- Do final check of all rooms including toilets
- IF SAFE TO DO SO, Isolate gas supply if not already done
- Shut down the air conditioning to prevent the spread of any flammable and/or toxic gasses
- Remove all ignition sources (if safe to do so) turn off electrical supply. Ensure no naked flames in area
- Turn off all equipment, e.g. electrical equipment
- Ventilate the affected area. As much as possible, open doors and windows as you check rooms to dissipate the spread of the gas (do not open doors that are normally closed for security reasons)
- Designate a staff member to meet the Fire Service and direct them to the incident location
- Notify neighbouring premises down wind or downhill, where necessary
- Decide when to re-open the workplace, in consultation with local emergency services
- Notify the CHEC Partner's respective Incident Notification service

5.11 Hostage/Siege Situation

H

Also refer to *Lockdown Procedures* (Next Page 5.12)

Person notifying incident

- Contact emergency services on **Triple '000' - Police**
- Notify Chief Warden
- Provide sufficient details regarding location and people involved
- Keep persons away and out of sight

Chief Warden

- Notify Police on **Triple '000'**
- Confirm exact location of incident
- Keep persons away and out of sight
- If practicable, ascertain from witnesses any information concerning hostage/s (name/s, condition) and offender (name, description, type of weapon)
- Depending on the situation, and after consultation with the Police, it may be necessary to evacuate or 'Shelter-in-Place' all or part of the campus
- Quickly appraise staff on campus of the situation and precautions
- Notify Manager, Learning Infrastructure or Member of Executive
- Determine, in consultation with Police, Manager, Learning Infrastructure and Manager Work Health & Safety, strategy for informing next of kin of hostage/s
- Manager, Learning Infrastructure or Member of Executive to work with Leader Learning Infrastructure to initiate Critical Incident Management Plan

5.12 Lockdown



Lockdown should be used when there is an imminent and serious threat to the safety of staff and students, e.g. violent or armed intruder on the campus.

Alert the Chief Warden or Deputy Chief Warden by dialling 83091 or 83072 from any internal phone and provide information about concern, room number and building and then:

- **Contact Police on Triple '000'**
- In the event of an incident, the Chief Warden, Deputy Chief Warden or Manager, Learning Infrastructure will decide if a lockdown is required.
- Communicate Lockdown Procedure via appropriate method:
 - Email (See draft email over)
 - 2 way radio (see announcement over)
 - Telephone all extensions
 - Use of wardens only if safe
- Staff should follow the Lockdown Procedure located in classrooms and prominent location around campus
- The primary goal in a lockdown is to remain silent and out of sight.
- Provide updates on situation to Contact Centre, staff and students where possible
- Police will take control of the site when they arrive and remain in control until the threat is over.
- Remain with the Police at all times to provide campus information.
- Police to indicate ALL CLEAR and hand back responsibility to Chief Warden.
- Advise campus that lockdown is over and communicate ALL CLEAR via the communication methods above.
- Phone Manager, Learning Infrastructure or TAFE NSW Leader Learning Infrastructure and provide details.
- Debrief with the ECO
- Notify the respective partner's Incident Notification service.

Email: Copy and paste into an email and save in your DRAFTS Folder

All staff,

This is a LOCKDOWN. This is NOT a drill.

[Briefly describe what is occurring – if it relates to an individual, provide description available]. Please ensure any people present are safe in a locked room and people are not visible from outside. Emergency services have been contacted and will arrive soon.

- Close and lock doors & windows
- Close blinds & turn off lights and monitors
- Barricade door with furniture if necessary
- Gather together out of sight
- All mobile phones to be on silent
- KEEP QUIET & REMAIN CALM
- Do not open the door
- Await instructions of lockdown completion and the ALL CLEAR from Police

A communication will be sent out when the issue is resolved and the area is safe. If you are not at a campus, please stay away from the campus until further advised.

Two Way Radio:

- ATTENTION ALL STAFF. LOCKDOWN. LOCKDOWN.
- THIS IS NOT A DRILL
- GATHER ALL PEOPLE IN YOUR VICINITY AND LOCK YOURSELVES IN A SAFE AREA
- AWAIT INSTRUCTION OR ALL CLEAR FROM POLICE

Repeat

Commented [BT9]: I am assuming that all CHEC doors are able to be locked by this instruction?

Commented [BT10]: May be worth checking with someone whether it is appropriate to barricade doors? Happy to chat to AMU about this if you like?

5.13 Medical Emergency

M

General Guidelines

- If the person's condition is uncertain or possibly life threatening, then the person making that judgement (whether first aid qualified or not) should ring for an ambulance. (Advise Chief Warden, First Aid Officer or Security if this action is undertaken at first reasonable opportunity)
- When in doubt ring for an ambulance
- In the case of a minor injuries e.g. cuts, abrasions, sprains, burns, insect/spider bites, heat exhaustion and dehydration contact a First Aid Officer or security
- Transportation of injured person/s in corporate or private vehicles should only occur in extreme circumstances
-

Commented [BT11]: Next point- NOTIFY CHEC partners Incident reporting

Serious Injury

- Immediately notify emergency services on **Triple '000' - Ambulance**
- Contact the Chief Warden or security
- Ensure the emergency vehicle has access to the area
- Notify the **Incident Notification service**

Minor Injury

- Apply First Aid
- Complete Record of First Aid Treatment
- Notify the **Incident Notification service**

5.14 Power Failure

Day Time

If it is light enough to continue working and no other instructions have been received:

- Check that all staff and students are calm and safe
- Check lifts (if it is safe to do so) to see if anyone is stuck in the lift.
- Reassure the persons in the lift that they are safe and will need to remain there until assistance arrives.

Emergency systems may not be able to be operated without power.

Warden or Security

If instructed to evacuate or if it is safe to evacuate and this is the best course of action:

- Walk calmly around the floor/area to ensure that all persons are evacuating through the correct exit
- Assist persons who require special assistance (follow the Personal Emergency Evacuation Process if the person has one)
- Do final check of all rooms including toilets
- Be the last to exit and report to the Chief Warden which area has been evacuated and if anyone is stuck in the lift
- If you are aware of any important equipment that will be adversely affected by the power failure, e.g. fridges in hospitality, report these to the Chief Warden
- Go to assembly area

Night Time

If it is very dark and unsafe to walk around, remain in your immediate area until further instructions are received. Emergency systems may not be able to be operated without power but it is possible that power may be restored in a short time or back systems will be engaged. If evacuation is not possible and no instructions are received after 30 minutes, contact Security or a member of the Facilities Team - you may need to use a mobile phone if land lines are affected by the power failure.

Warden or Security - If instructed to evacuate:

- Walk calmly around the floor/area to ensure that all persons are evacuating through the correct exit
- Assist persons who require special assistance (follow the Personal Emergency Evacuation Process if the person has one)
- Do final check of all rooms including toilets
- Be the last to exit and report to the building warden - advise Chief Warden which area has been evacuated and if anyone is stuck in the lift
- If you are aware of any important equipment that will be adversely affected by the power failure, e.g. fridges in hospitality, report these to the Chief Warden
- Go to assembly area

Chief Warden

- Check with wardens if all staff and students are evacuated or safe
- Contact emergency services if required on 0-000
- Contact a member of the Facilities Team and the respective Partner's Contact Centre or Student Enquiry/Services Centre if ongoing

5.15 Storm / High Wind

S

Chief Warden

Before the storm:

- Listen to the local radio station for information and advice and monitor the Bureau of Meteorology (BOM) site for weather warnings
- Direct all persons to assemble indoors
- Secure loose objects in open areas, e.g. garbage bins
- Stay well clear of windows
- Unplug non-critical electrical devices

During the storm:

- Listen to the local radio station for further information and advice
- Direct students and workers to stay indoors and stay well clear of windows
- Check that all staff and students are calm and safe
- Avoid using fixed line telephones

Persons caught outdoors, seek shelter in a building or vehicle, but not under a tree

- If unable to find shelter, crouch down, preferably in a hollow, with feet together and remove metal objects from head and body
- Do not lie down but avoid being the highest object in the vicinity
- If your hair stands on end or you hear buzzing from nearby rocks, fences etc., move away to a new position immediately

Recovery Actions and Restoring Operations:

- Ensure first aid is provided to those who have sustained injuries and call emergency services on **Triple '000'** if required
- **During campus hours** – coordinate the safe exit of staff and students in consultation with emergency services. Note: in some cases this may be difficult because student's homes may also be affected or isolated by the storm. Refer to ***Cancellation of Classes in Appendix 7.8***
- **Outside of campus hours** – close down the campus and notify students, staff and the respective Partner's Contact Centre or Student Enquiry/Services Centre of the temporary closure of the campus following the ***Closure of Campus in Appendix 7.8***
- Decide when to re-open the workplace, in consultation with local emergency services
- Clean up in accordance with WHS procedures e.g. wear protective clothing including enclosed, waterproof, non-slip footwear and waterproof, puncture resistant gloves
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan
- For further information contact your local SES or [NSW State Emergency Services](#)
- Notify the **Incident Notification service**

5.16 Suspicious Package or Letter

Recognition Points

Origin

- Unusual postmark
- Unknown source

Labelling

- Poor handwriting or typing
- Misspelling of common words
- Restrictive markings

Physical Characteristics

- Unusual size, shape, weight, feel, sound or smell
- Excessive tape
- Excessive postage
- Discolouration, stains or powdery deposits
- Perforations or protruding objects

Person discovering suspicious item

- Do not move, open, smell, touch or taste
- Isolate the area
- Move/keep people away from suspect article
- Inform Chief Warden. Include the following information:
 - Exact location in building
 - Description of the suspicious article
 - Initial actions on discovery
 - Number of persons in affected area

Chief Warden

- Notify emergency services on **Triple '000'**
- Advise persons **NOT TO** handle the letter or parcel or attempt to clean up the suspicious substance
- Isolate the persons who may have been contaminated
- Turn off fans and isolate air conditioning
- Evacuate staff and students to assembly area or safe place
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the letter or parcel
- Do not re-enter building/area until approval is given by emergency services personnel.
- Notify the **Incident Notification service**

5.17 Violent / Threatening Person

V

Person receiving the threat

- Do not argue with or provoke the person
- Do not attempt to physically subdue the person
- Back away and alert others to move away also
- Make it easy for the person to leave the building/area
- Avoid sudden moves
- Do not surround the person
- Notify Police on **Triple '000' immediately or as soon as it is safe to do so**
- Notify Chief Warden and campus security
- Remember that ensuring your physical safety is the primary goal
- If physically attacked by a person, you may use no more force than is reasonable in the circumstances to protect yourself

Observe carefully:

- Any articles touched by the person
- Physical details and attire
- Points which may aid description (including mannerisms)
- Direction that the person took when they left the area
- Record information for Police

Chief Warden

- Confirm that emergency services have been contacted
- Ascertain the following information from the informant:
 - Exact location of the incident
 - Is the person armed
 - Does the person appear to be affected by drugs or alcohol
 - Are there other persons in the vicinity
 - What are the other persons doing at the moment (e.g. evacuating, hiding, confronting the person etc.)
- Does the informant know the identity of the violent/threatening person
- If not, can the informant provide a brief description of the violent/threatening person
- Name and location/contact number of the informant
- Remind the informant to:
 - Keep person away from the incident area
 - Do not argue with the violent/threatening person
 - Do not attempt to physically subdue or contain the person
- Debrief with team members afterwards
- **Notify the Incident Notification service on and Manager, Learning Infrastructure.**

6 Overview of Emergency Management Plan

6.1 Description of Workplace

The campus is situated 5.4km east of the centre of Coffs Harbour and is a short 8 minutes drive from the city centre. The campus is bordered on the North, east & southern side by Newports Creek, Hogbin Drive to the west, which is the main road linking Coffs Harbour & Toormina.

6.2 Relationship with other plans

This plan is part of CHEC's Emergency Preparedness and Response Procedure. This plan is subject to the actions and operations of emergency services in the event of a large scale emergency impacting on the community e.g. evacuation in the event of chemical spill, flood, bushfire.

This Emergency Procedures Plan (EPP) is a subordinate plan to the Critical Incident Management Plan (CIMP) and provides key guidance for the CHEC in the event of an emergency or crisis category incident originating from, or impacting on the CHEC.

Other related plans: (e.g. flood, bushfire, animal safety management)

- **Critical Incident Management Plan** – The Critical Incident Management Plan should be invoked by contacting any member of the Executive Team. A critical incident is an event or escalating series of events which *exceeds the capability, resources or authority of the local campus Emergency Control Organisation (ECO)* to effectively manage. A critical incident may negatively impact on:
 - Safety and well-being of persons on or near the campus/site
 - Delivery of services
 - Reputation or community perception
 - Statutory obligations
 - Legal exposure
 - Political consequences

6.3 Emergency Planning and Preparation

Risk Assessment

The Emergency Planning Committee (EPC) should undertake a review of the plan and risk assessment annually or following an emergency or emergency response exercise. The EPC should also consult with the following groups/person as part of the review and risk assessment of emergencies for the campus. Persons consulted should also be provided with a copy of the EMP either electronically or in hard copy.

Emergency Planning Committee (EPC)		
Name	Position	Contact phone numbers
Peter Cairns	Manager, Learning Infrastructure	6659 3062
Derek Klenk	Facilitates Officer	6659 3072
Dianne Marshall	Director, Coffs Harbour Senior College & Chair of the CHEC Executive Committee	
	SCU	
Risk assessment consultation		
Person or group	Contact and phone number	
State Emergency Services	132 500	
Local Council	02 6648 4000	
Fire & Rescue NSW	02 6651 6891	
Ambulance Service	13 1233	
Counselling	02 669 3263	
NSW Police – Crime Prevention Officer	02 6642 0222	
Review dates		
Risk assessment completed on	Key changes introduced	

Training

Emergency Warden Training – Once every 12 months

Frequency of Emergency Response Drills

Building evacuation - Every 6 months
 Lockdown - Every 12 months

Arrangements for Persons with Disabilities

Strategy	Person responsible for action
Nominated person to assist disabled person in event of emergency See PEEP guidelines	Class Support
PEEP's may be arranged by the section head for students or line managers for staff	Section Head or Line Manager

Emergency services to be notified of disabled person's whereabouts where necessary	Warden
--	--------

Testing of Equipment

Type of equipment	Frequency of testing
Firefighting equipment (including fire extinguishers, fire blankets)	Every 6 months
Emergency lighting	Every 6 months
Fire Alarm system	Monthly
Duress Alarms	Every 6 months

First Aid Requirements

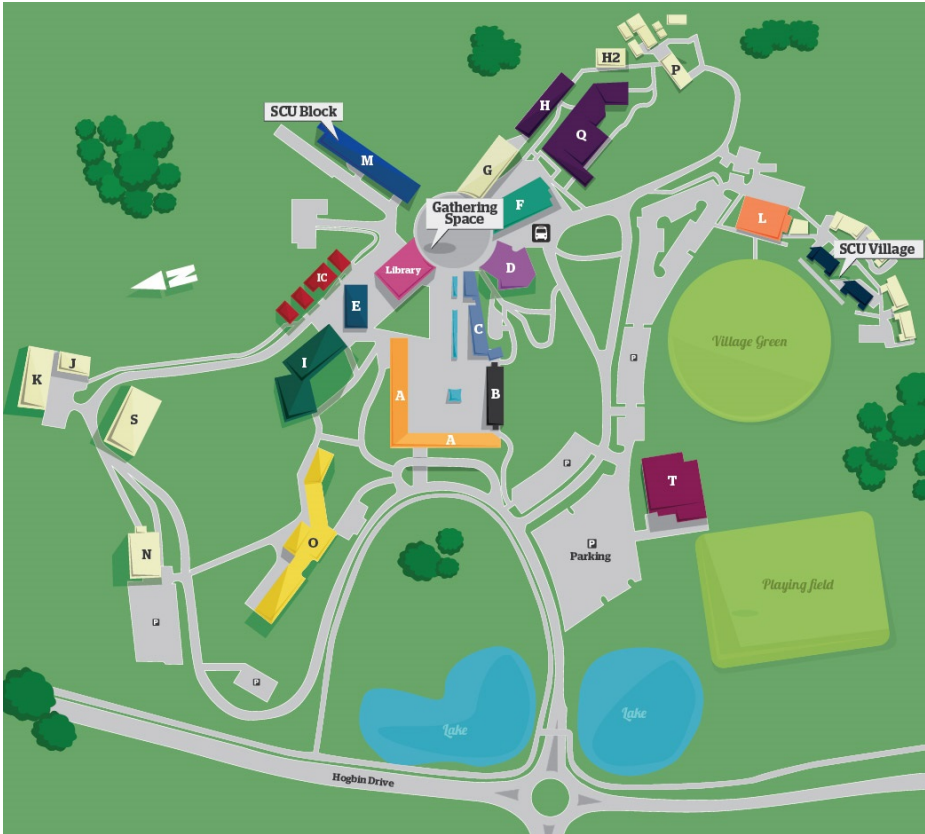
Requirement	Action completed
First Aid Officers identified and trained	Yes
Occupational First Aid Officer appointed	Yes
First aid officers participate in emergency drill	Yes
Portable first aid kits available	Yes

Strategy for Communicating the Plan

- The plan will be emailed to all staff
- A hard copy of the Plan will be retained in the Administration office
- The plan will be tabled with the campus Health and Safety Committee (if there is one) and a hard copy given to ECO members and the Health and Safety Representative
- The plan will be electronically placed on the intranet documents centre **under** **Emergency at**
- The plan will be discussed at a staff meeting at least annually

7 Appendix

7.1 Site Plan



7.3 Essential Services

tbc

DRAFT

7.4 Emergency Contacts

**EMERGENCY
CONTACTS**

FOR EMERGENCY DIAL 0_(FOR LINE OUT)-000

FIRE	0-000
AMBULANCE	0-000
POLICE	0-000

CAMPUS SECURITY	02 6659 3091
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CHIEF WARDEN	Derek Klenk 02 6659 3072
---------------------	---------------------------------

First Aid Officers	Location	Telephone Number
Security		1800 004 357 or 6659 3091
Tbc		

DRAFT

7.6 Two Way Radio Protocols

- Chief Warden or Communications Officer will initiate contact with wardens.
- When you hear your area called and it has been evacuated and checked, respond as follows:
 - **Joe Bloggs, A Block - CLEARED or advise otherwise if there are any issues i.e. refusals, injuries etc.**
- Repeat entire message once, then say **OVER** to indicate you have finished communicating.
- Chief Warden or Comms Officer to confirm:
 - **CONFIRMED – A Block Cleared - OVER**

*** If there is an emergency – interrupt communications as follows:**

Joe Bloggs – I have an emergency (Repeat Once)

All other users are to stop communications immediately until Chief Warden or Comms Officer resumes the Building calls.

- Chief Warden or Comms Officer to indicate **ALL CLEAR** when emergency is over.

Equipment Use

- Radios to be left on at all times (on charger).
- Channel set on _____
- Volume set so that it is clearly heard in the event of an emergency.
- Hold the radio to the side of your face about 10cm from your mouth.
- Press and hold the talk button on the side whilst you are speaking (Wait a second before you speak & following transmission end).
- After speaking release the button to hear other messages.
- You cannot transmit and receive at the same time.
- Confirm routine testing of radio – weekly

7.7 Recovery Time Line

Immediately	<ul style="list-style-type: none"> • assess the situation; and • ensure the safety and welfare of staff and students and arrange first aid • Contact emergency services if needed.
During the first 24 hours	<ul style="list-style-type: none"> • notify the Manager, Learning Infrastructure and Leader Learning Infrastructure; • notify the incident on the respective partners Incident Notification Service; • where appropriate, ensure the equipment and area where the serious incident has taken place is not further disturbed; • organise a meeting with all relevant persons for the purpose of updating them on the incident situation and for discussion of personal issues and concerns • arrange counselling as needed; • keep staff and students informed • arrange for the incident investigation to take place • notify Manager Safety & Welfare in the event of a serious incident
Within 24 - 72 hours	<ul style="list-style-type: none"> • provide opportunities for staff and students to talk about the incident with counsellors; • provide support to staff; • ensure all relevant persons are kept up to date with information; • restore normal functioning and service delivery and • keep relatives and community informed in need
Within the first month	<ul style="list-style-type: none"> • arrange a memorial service, if appropriate; • identify ongoing behavioural change which may indicate the necessity for counselling or referral, and where appropriate refer students to the CHEC student counsellors. Staff should be referred to the EAP provider. NSW Area Health contacts can also provide assistance; • continue to ascertain the progress of hospitalised staff or students; • provide, where appropriate, activities in class to help students to reach understanding and acceptance of an event; and • be aware that the physical and mental health of relatives may be affected and provide appropriate support. • Review incident investigation and corrective actions
In the longer term	<ul style="list-style-type: none"> • identify ongoing behavioural change which may indicated the necessity for counselling or referral, and where appropriate, refer students to the student counsellor. Staff should be referred to the EAP provider; • provide support if needed; • consider including grief and/or loss as a topic of study or discussion in appropriate courses or class sessions; and • plan for and be sensitive to the disturbing influences of anniversaries, inquests and legal proceedings.

7.8 Emergency Exercise – Self Assessment Checklist

Emergency Evacuation Exercise - Self Assessment Check List (Informative)

DATE:		
ADDRESS:		
FLOOR OR AREA:		
EVACUATION SEQUENCE	TIME	
	HOURS	MINUTES
		;
Alarm sounded		;
Warden(s) respond		;
Wardens check floor or area		;
Evacuation commenced		;
Wardens report floor or area clear		;
Persons with disabilities accounted for		;
Arrive at assembly area, safe place		;
Wardens check personnel present (where appropriate)		;
Evacuation completed		;
Exercise terminated		;
COMMENTS:		
<i>(include observations such as – did all wardens report in, did everyone evacuate premises, were mobility impaired individuals supported, did all equipment function correctly, no one re-entered until all clear provided, corrective actions etc)</i>		
OBSERVER:		
SIGNED:		

Emergency Lockdown Exercise - Self Assessment Check List (Informative)

DATE:

ADDRESS:

Procedure/Action	Satisfactor y YES/NO	Need to Improve – How?
1. Staff and students were informed about the drill prior to its implementation.		
2. Scenario was reviewed with ECO staff prior to the event and advised of their responsibilities during a Lockdown Drill.		
3. Canteen, Cleaning and Security personnel were included in the drill.		
4. Police and any neighbouring businesses were advised a Lockdown Drill would be occurring on the scheduled date / time.		
5. Students received preparedness instruction prior to the Lockdown Drill event		
6. The Lockdown Alerting / Announcement procedure was clearly communicated and understood.		
7. Students / staff were secured and followed procedures and protocols according to the Emergency Lockdown Procedure: <i>(doors and windows closed and locked, shades / blinds drawn, seated on floor in corner, lights off, keep quiet, etc.)</i>		
8. Roll call / attendance was taken for students and staff members.		
9. Teachers /classrooms have a means / method to communicate with the main office.		
10. Hallways, bathrooms *and open areas were cleared, and students directed to closest safe classroom or room. <i>(*In a real lockdown situation if a threat is present student/staff remain in bathrooms)</i>		

Comments

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OBSERVER:

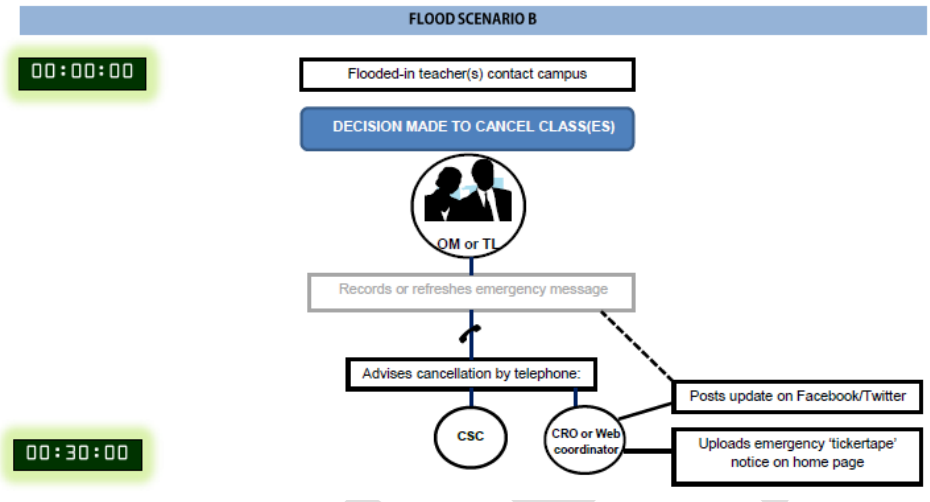
SIGNED:

7.9 Closing the Campus or Cancelling Classes

AUTHORITY TO EVACUATE	
Partial Evacuation	Emergency Response Officer/Building Warden/Area Warden
General Evacuation	<p>The decision to close the campus in the event of Imminent Danger would be referred to the SCU Vice Chancellor, TAFE NSW Regional General Manager (North) and the DEC Regional Director.</p> <p>The decision to close the campus in the event of an Immediate Emergency situation is given to the Chief Warden on referral to the Manager, Learning Infrastructure.</p> <p>IF ONE CHEC PARTNER HAS MADE THE DECISION TO EVACUATE THE CAMPUS THE REMAINING PARTNERS WILL ALSO EVACUATE.</p>
Evacuation Triggers	Activation of fire alarm bells
	Evacuation directive issued by warden or emergency services personnel.
	If evacuation becomes an obvious necessity for personal safety.

Flood Scenario A – Decision Made to Close Campus 100%

FLOOD EMERGENCY COMMUNICATIONS - CLASSES CANCELLED



Flood Scenario 2 - Decision Made to Cancel Classes

FLOOD EMERGENCY COMMUNICATIONS

