

The Scots College - Reganville Campus - Emergency Response Plan (ERP)

453 Culburra Road, Wollumboola

Overview

- The purpose of this plan is to outline the actions taken in the event of serious accidents, incidents or other emergencies involving Scots College Reganville/ Bannockburn employees, participants, visitors, or property.
- The primary considerations of Scots College Reganville Campus's response to emergencies is prompt action to ensure that the problem is not compounded, that the patient receives a high level of care.
- This plan is a guide and must remain flexible. These procedures are not substitutes for common sense, compassion, and wisdom of those responsible for applying them.

Our response to emergencies will seek to:

- Contain the extent of injury or damage
- Notify appropriate people
- Prevent recurrences
- Demonstrate functional planning, preparation and execution of emergency response.

Time frames

- In any emergency situation or after discovering a missing student, staff must make contact with the Safety Officer or On Call staff member as soon as possible, using a radio, a phone or the Garmin Inreach system. The Head of Reganville/Bannockburn is to be notified if they are not on call.
- The Head of Reganville/Bannockburn needs to notify the Principal within **1 hour** of becoming aware of an emergency incident.
- NSW Police recommend that they are notified of any search and the details after **3 hours** in order for them to prepare resources.
- In medical emergencies or a missing student that continues for more than **5 hours** the police must be called in [Department of Education Guideline].

Emergency Action Plan Flow Chart

Flow charts have been developed to assist staff in dealing with emergencies.

1. The **On-Campus plan** is designed to assist the Safety Officer and on call staff in coordinating the emergency response
2. The **Field Response plan** is designed to assist staff in handling an emergency response in the field and deciding upon the assistance required.
3. The **Evacuation plan** is designed to assist staff in determining the most appropriate evacuation response in an emergency.

Evacuation Plan

- When at Reganville/ Bannockburn base an evacuation scenario will be managed by the Head of Bannockburn, the leadership team and the clinic staff. When in the field it will be the staff working with the student being supported by the safety officer, leadership and clinic at base.
- In this area of risk management more than any other, Bannockburn relies on the training and judgment of field staff.
- A staff member capable of handling medical emergencies must accompany student evacuations. Where possible this should be an experienced staff member with a minimum of remote area first aid qualification.
- Staff must use their judgment and training to decide whether to evacuate most injuries or illnesses.
- Please use the Bannockburn support network at base wherever possible.
- Refer to the **Evacuation Flow Chart** that is designed to assist staff in determining the most appropriate evacuation response in an emergency.

TSC Reganville - Flood Procedure

Situation A – Flood, Stay On Campus

Site Planning Level (m AHD) 2050 = 4.2 - from SCC Flood Certificate 20 September 2023
1% AEP Flood Level (m AHD) 2050 = 3.2

Levels of existing and proposed buildings on site (m AHD):

- Dormitories - Gr FI level: 8.6
- 'Red Shed' Admin & Refuge: 9.4
- Halloran House Gr FI level: 9.9
- Bell Tower base: 9.6
- Note: Dormitories and Halloran House have 1st floor levels above with sufficient area to accommodate all students and residents on site if necessary

The campus would become isolated in the following circumstance:

Culburra Rd to the west will be closed by inundation via Crookhaven Creek when flood water reaches 2m AHD preventing evacuation in that direction.

Flood free access to the township of Culburra Beach is available during a 1% AEP flood event – from Flood Impact Assessment Report - APS 02/12/24

Access to Culburra Beach township by vehicle via Culburra Rd may be possible subject to Emergency Services Directives.

Inundation is highly unlikely as the Probable Maximum Flood level is 6.1m AHD - *Projected 2100*, and the lowest ground floor level of any habitable building is 4.4m above the projected 2050 1% AEP Flood Planning Level and 2.6m above the Probable Maximum Flood level.

ON HEARING THE WARNING SIREN SAFELY WALK TO FLAGPOLE: (if adjacent building on fire, secondary muster point is the Bell Tower)

1. Floor Warden takes roll call and reports to Incident Coordinator
2. Incident Coordinator communicates with Emergency Services - SES to ascertain nature/ and seriousness of flood situation.

Chief Warden decides:

- No Evacuation Required/Possible - Shelter on site in Dormitories above Flood Level 4.2m AHD
- Evacuation - See Situation B
- False Alarm - resume normal business

TSC Reganville - Flood Procedure

Situation B – Flood, Evacuate

**Incident Coordinator decides to evacuate & manually sets off siren
ON HEARING THE WARNING SIREN SAFELY WALK TO FLAGPOLE:**

1. Incident Coordinator takes roll call and reports to Chief Warden
2. Chief Warden delegates a driver to;
 - open front gate to Wollumboola Rd
 - keep driveway clear
 - ascertain road is open and safe to evacuate on (call police, SES to confirm)
3. Students to be escorted into vehicles at carpark - roll call to be taken again.
In the case vehicles are not available, all persons wait at the Bell Tower or in the Red Shed whilst available vehicles shuttle students.
4. Upon instruction from Emergency Services, SES; Evacuate East to nearest safe point - if safe to do so.
At least one staff member must be left at the drop-off point to supervise students who have been evacuated and to provide radio communication for those still on campus or transporting students.

Incident Coordinator to;

- Contact any staff residing on site and ensure they evacuate
- Inspect all sites ensuring all persons have left campus (or delegate someone to do so) before leaving campus.

TSC Reganville - Fire Alarm Procedure

Situation A - On Campus / Residential Fire

**ON HEARING THE WARNING SIREN SAFELY WALK TO FLAGPOLE:
(if adjacent building on fire, secondary muster point is the Bell Tower)**

1. Chief Warden will inspect Fire Panel for fire location
2. Floor Warden takes roll call and reports to Chief Warden
3. Chief Warden communicates with Warden to ascertain nature/seriousness of alarm

Chief Warden decides:

- No Evacuation Possible (Shelter on site in Red Shed) – See Situation B
- Evacuation (to Bannockburn Campus across Wollumboola Rd) - see Situation C
- False Alarm - reset panel and resume normal business

FIRE ALARM PROCEDURE BOX IS FOUND IN OFFICE CUPBOARD

CONTENTS INCLUDE:

- Roll Calls (both by Class and Dorm lists)
- Warden Hats (white = Chief, yellow = Floor warden, red = Warden)
- Water Bottles
- Everyday First Aid Kit

TSC Reganville - Bush Fire Procedure

Situation B - Bush Fire Stay on Campus (if evacuation is not possible)

Chief Warden confirms inability to evacuate - manually sets off siren

**ON HEARING THE SIREN ALL PERSONS SAFELY WALK TO
FLAGPOLE or BELLTOWER**

CHIEF WARDEN TO ADVISE RESIDENTS

Floor Warden takes roll call and reports to Chief Warden

WAIT UNTIL LOCAL AUTHORITIES ADVISE OF FURTHER STEPS

TSC Reganville - Bush Fire Procedure

Situation C - Bush Fire Evacuation

Chief Warden decides to evacuate & manually sets off siren
ON HEARING THE WARNING SIREN SAFELY WALK TO FLAGPOLE:
(if adjacent building on fire, secondary muster point is the Bell Tower)

1. Floor Warden takes roll call and reports to Chief Warden
2. Chief Warden delegates a driver to;
 - open front gate to Wollumboola Rd
 - keep driveway clear
 - ascertain road is open and safe to evacuate on (call police to confirm)
3. Students to be escorted into vehicles at carpark - roll call to be taken again.
 - *In the case vehicles are not available, all persons wait in the Red Shed whilst available vehicles shuttle students.*
4. Evacuate to Bannockburn Campus; 416 Culburra Rd, Wollumboola - if safe to do so.
 - At least one staff member must be left at the drop-off point to supervise students who have been evacuated and to provide radio communication for those still on campus or transporting students.
5. Alternatively - Evacuate East to Culburra Beach town - adjacent Medical Centre – or North West to Pyree Hall Greenwell Pt Rd - if safe to do so.
 - At least one staff member must be left at the drop-off point to supervise students who have been evacuated and to provide radio communication for those still on campus or transporting students.

Chief Warden to;

- Contact any staff residents and ensure they evacuate
- Inspect all sites ensuring all persons have left campus (or delegate someone to do so) before leaving campus.

TSC Reganville Catastrophic Fire Procedure

Situation D - Catastrophic Warning Evacuation (direct to Bellevue Hill Campus)

Emergency Services / Local Authorities will advise Reganville/Bannockburn if region is determined to be in Catastrophic zone.

On announcement, Administration Team to book coaches to pick up students and deliver to Scots College Bellevue Hill.

Chief Warden advises School Principal, Bellevue Hill (Marcom) issues Urgent Communications to parents advising them to collect their sons.

WAIT UNTIL LOCAL AUTHORITIES ADVISE OF FURTHER STEPS

TSC Reganville - Emergency Fire Procedures

In the event of a fire emergency or catastrophic weather warning that requires the evacuation of the entire campus (e.g. bushfires), follow the Emergency Situation Procedures below.

The following steps should be overseen by one individual (The Chief Warden - Head of Campus or designated On-Call staff member in the absence of the Head of Campus) who will act as the incident coordinator so that all actions are coordinated both amongst Reganville / Bannockburn staff and with outside Emergency Services units (SES, RFS, Fire Brigade etc.).

There are Four Emergency Situations:

All determined based on situational assessment;

Situation A - On Campus/Residential Fire

Situation B - Bush Fire Stay on Campus (if evacuation is not possible)

Situation C - Bush Fire Evacuation

Situation D - Catastrophic Warning Evacuation (direct to Bellevue Hill Campus)

Situation A

If Fire/Danger is presented on campus via fire alarm Chief Warden is to assess the situation and determine action. See Situations B, C, D for procedures.

If the alarm activates, all staff and residents on-site are to turn on two-way radio for updates.

Head of Campus or On-Call Staff (5:30pm onwards) takes control of the situation:

- 1. Calls all students and dorm staff to Flagpole*
- 2. Goes to administration*
- 3. Deactivates siren*
- 4. Locates area of alarm*
- 5. Nominates staff member for student coordination*
- 6. Works with available staff to identify/locate emergency situation and resolve if possible*

Situation B

If fire/danger restricts ability to evacuate then all staff, students, residents etc should shelter in place in the Reganville Red Shed. Doors & windows are to be closed and the emergency A/C system is to be activated.

Reasons for inability to evacuate: smoke, fast approaching fire, unsafe road to leave etc

Situation C

If fire/danger allows for a safe evacuation

the Chief Warden should direct staff members to begin driving students off campus to a safe drop-off point eg Bannockburn Campus - 416 Culburra Rd, Culburra Beach township or Pyree Hall

Radio communication must be maintained between vehicles and base.

Situation D

Emergency Services declare a Catastrophic Zone - then School Administration books coaches to evacuate all students to Bellevue Hill Campus as soon as possible. Advise Residents to evacuate.

During an Evacuation

- Once staff members have dropped students at the drop-off point they should return to campus until all students, staff, families and visitors have been evacuated (unless otherwise directed).
- Staff families with their own transport should self-evacuate to the agreed upon location. If they are willing & able to return to campus to help with further evacuations this will speed the overall process. These vehicles/drivers should be equipped with handheld radios to aid communication.
- The Incident Coordinator should maintain regular contact with Fire Control on 4424 4424 to keep track of changing conditions and adjust plans accordingly.
- Once all personnel have been evacuated a final roll should be taken at the drop off point to ensure that all boys and staff are accounted for. A final sweep of campus should be completed (if safety allows) to make sure no one is left behind.
- The Incident Coordinator should be the last person to leave campus.

No person is to re-enter the Campus until it has been cleared by the Chief Warden and the Fire Brigade.