

# Flood Emergency Response Plan

**Prepared to Support a Review of Environmental Factors (REF) for the  
Rebuild of Lismore South Public School (the activity)**

**Prepared for Department of Education / 10 Jun 2025**

231882

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Rev	Date	Prepared By	Approved By	Remarks
1	05/12/24	AV		Draft
2	13/02/25	AV		Draft
3	20/02/25	AV		Draft
4	10/06/25	AV	EC	Final

## Glossary and Abbreviations

Annual Exceedance Probability	AEP	The chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage
Australian Height Datum	AHD	A common national surface level datum often used as a referenced level for ground, flood and flood levels, approximately corresponding to mean sea level.
Average Recurrence Interval	ARI	The long-term average number of years between the occurrence of a flood equal to or larger in size than the selected event. ARI is the historical way of describing a flood event. AEP is generally the preferred terminology.
Bureau of Meteorology	BoM	An executive agency of the Australian Government responsible for providing weather services to Australia and surrounding areas.
Development Control Plan	DCP	A Development Control Plan is a document prepared by the Council which provides detailed guidelines which assist a person proposing to undertake a development. A DCP must be consistent with the provisions and objectives of a Local Environmental Plan (LEP).
Flood Emergency Response Plan	FERP	A step-by-step sequence of agreed roles, responsibilities, actions and management arrangements for the conduct of emergency operations. The objective is to ensure a coordinated response by all agencies having responsibilities and functions in emergencies.
Finished Floor Level	FFL	The level, or height, at which the floor of a building or structure (including alterations and additions) is proposed to be built.
Flood hazard		A source of potential harm or a situation with a potential to cause loss of life, injury and economic loss due to flooding. Flood hazard is defined as a function of the relationship between flood depth and velocity.
Flood Planning Level	FPL	The combination of the flood level from the defined flood event and freeboard selected for flood risk management purposes.
Freeboard		A factor of safety typically used in relation to the setting of floor levels or levee crest levels. Freeboard provides a factor of safety to compensate for uncertainties in the estimation of flood levels across the floodplain, such as wave action, localised hydraulic behaviour etc.
Local Environmental Plan	LEP	LEPs provide a framework that guides planning decisions for local government areas through zoning and development controls. Zoning determines how land can be used (for example, for housing, industry, or recreation).
New South Wales State Emergency Service	NSW SES	The NSW SES is an agency of the Government of New South Wales, is an emergency and rescue service dedicated to assisting the community in times of natural and man-made disasters.
Probable Maximum Flood	PMF	The largest flood that could conceivably occur at a particular location, usually estimated from probable maximum precipitation. Generally, it is not physically or economically possible to provide complete protection against this event. The PMF defines the extent of flood prone land, that is, the floodplain.

Representative Concentration Pathways	RCP	RCPs make predictions of how concentrations of greenhouse gases in the atmosphere will change in future as a result of human activities. The four RCPs range from very high (RCP8.5) through to very low (RCP2.6) future concentrations.
Severe Weather Warning		<p>The Bureau of Meteorology issues Severe Weather Warnings whenever severe weather is occurring in an area or is expected to develop or move into an area. Severe Weather Warnings are issued for:</p> <ul style="list-style-type: none"><li>• Sustained winds of gale force (63 km/h) or more</li><li>• Wind gusts of 90 km/h or more (100 km/h or more in Tasmania)</li><li>• Very heavy rain that may lead to flash flooding</li><li>• Widespread blizzards in Alpine areas</li><li>• Very large waves and high tides expected to cause unusually damaging or dangerous conditions on the coast</li></ul>

## Executive Summary

The Lismore South Public School Flood Emergency Response Plan (FERP) has been developed to ensure the safety of students, staff, and the wider school community during flood events. The plan aligns with local flood management strategies and supports the school's Flood Recovery Rebuild, ensuring preparedness for future flood risks.

Lismore South Public School (LSPS) is situated within a high flood-risk precinct, with significant inundation potential during both the 1% Annual Exceedance Probability (AEP) and Probable Maximum Flood (PMF) events. Hydraulic modelling indicates flood depths of up to 2.4 m and hazard levels reaching H5 during the 1% AEP event, increasing to depths of up to 5 m and hazard levels reaching H6 under the PMF scenario. Timely evacuation is critical, as roads become impassable approximately one hour after the South Lismore Levee overtops.

The primary response strategy is early evacuation, well before the levee overtops, to ensure the safe departure of students and staff ahead of rising floodwaters. Shelter-in-place is strongly discouraged and is not considered a viable option due to the high hazard levels and rapid onset of flooding and prolonged duration of flooding. It should only be considered as an absolute last resort—only when evacuation is no longer possible, such as when all evacuation routes are cut off, road conditions are unsafe, or there is insufficient time to evacuate. In such rare cases, sheltering-in-place must be conducted under direct coordination with emergency services to ensure necessary support is provided.

Liaison with the SES and Department of Education will be triggered when minor flooding is occurring with forecasts indicating escalation to moderate levels. If a BoM Flood Warning is issued or the Lismore gauge reaches 5.4 m with expected exceedance of the moderate flood level, the school will close or evacuate as required.

In the event of an evacuation, students and staff will assemble at the Main Hall before proceeding via designated routes (Elliot Rd, Wilson St, and Ballina Rd) to Southern Cross University, the designated refuge center. Parents and carers will be notified via SMS and email, and transport will be arranged for students unable to leave immediately. The school will also inform community groups using the facility about flood risks and evacuation constraints.

The BoM Flood Watch system, NSW SES Australian Warning System (AWS), and Lismore City Council's Flood Alert SMS service will serve as key notification sources, ensuring clear communication and timely decision-making.

Mitigation measures include flood risk awareness programs, signage installations, and depth markers to highlight past and predicted flood levels. The school will conduct at least two evacuation drills per year, maintain a fully stocked emergency kit, and review the FERP annually to align with the latest flood management strategies.

This Flood Emergency Response Plan ensures LSPS is well-prepared for flood events, with a structured approach to early warnings, timely evacuations, and robust safety measures. Through regular training, clear communication, and collaboration with NSW SES and local authorities, the school prioritizes the safety and well-being of its students, staff, and community members.

## 1.0 Introduction

This Flood Emergency Response Plan (FERP) has been prepared to support a Review of Environmental Factors (REF) for the rebuild of Lismore South Public School (the activity). The purpose of the REF is to assess the potential environmental impacts of the activity prescribed by State Environmental Planning Policy (Transport and Infrastructure) 2021 (T&I SEPP) as “development permitted without consent” on land carried out by, or on, behalf of a public authority under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act). The activity is to be undertaken pursuant to Chapter 3, Part 3.4, Section 3.37 of the T&I SEPP.

The activity will be carried out at Lismore South Public School (LSPS) located at 69-79 Kyogle Street, South Lismore (the site).

The purpose of this report is to summarise the flood risks within the site, identify preparation measures that should be undertaken to mitigate such risks, and provide an action plan with steps to be completed prior to and during a flood event. The currently adopted Emergency Response Plan for LSPS (updated October 2023, covering bushfire, grassfire and flood response) is attached in Appendix A.

### 1.1 Site Characteristics

The site, located at 69-79 Kyogle Street, South Lismore, consists of two separate land parcels situated on either side of Wilson Street. The proposed activity will be undertaken on the eastern parcel, where most of the school's existing structures are located. The western parcel contains sports fields and temporary learning facilities. Figure 1 outlines the school's boundary, covering approximately 2.5 hectares. Due to flood damage, the existing buildings on the eastern parcel are currently unused, and students are temporarily using facilities on the sports field and oval, located on the western side of Wilson Street, adjacent to the primary school.



Figure 1: LSPS site location. (Source: Nearmap)

### 1.2 Proposed Activity

The proposed activity comprises the rebuild of the LSPS on the eastern parcel of the existing site, in South Lismore, and will be delivered in a single stage. The western parcel is out of the scope of the activity. Any works required on the western parcel (such as removal of demountable classrooms) will be subject to separate approval (if required).

A detailed description of the proposal is as follows:

1. Retention of the existing play equipment, Building K and covered outdoor learning area (COLA) on the western parcel.

2. Bulk earthworks, comprising fill and excavation and other site preparation works on the eastern parcel.
3. Construction of a new building on the eastern parcel for LSPS including:
  - a. A one storey building (with undercroft areas below) fronting Kyogle Street containing a general learning space (GLS) hub, hall, library, support hub, administration, and pre-school.
  - b. Undercroft outdoor learning areas as well as amenities and storage located on ground level.
4. Landscaping and public domain works, including tree planting, a games court in the northeast corner and an outdoor playing area adjacent to the preschool.
5. A car park on the eastern side of the site, with access from Kyogle Street.
6. Waste collection area access from Kyogle Street.
7. Multiple entrance points, including:
  - a. Primary and secondary entries distributed on site frontages.
  - b. Vehicular access point to provide access to waste collection/delivery areas and car parking.
8. Ancillary public domain mitigation measures.

Figure 2 and Figure 3 show the proposed ground floor and level 1 layout of proposed development.

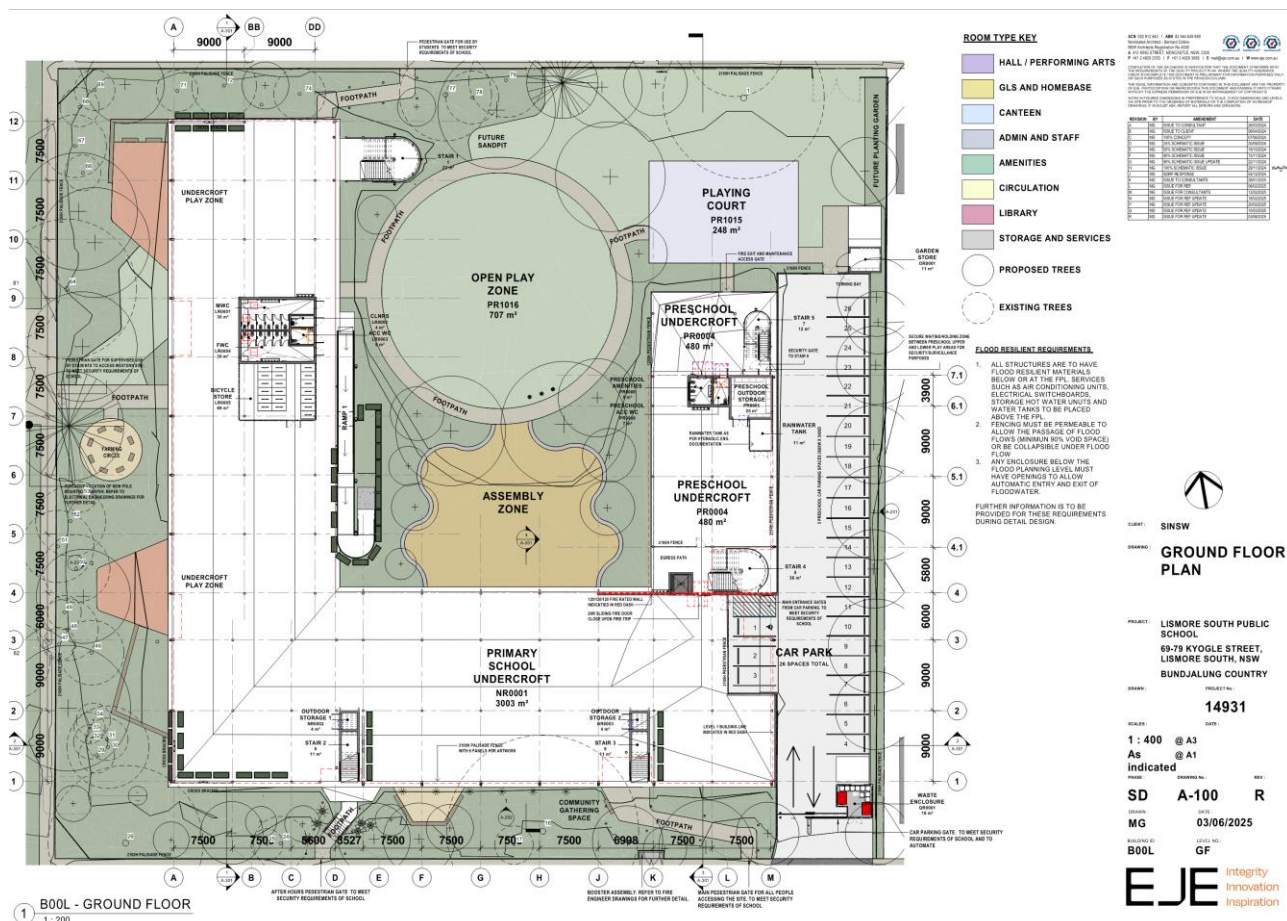


Figure 2: Proposed Ground Floor Layout (Source: EJE Architecture)

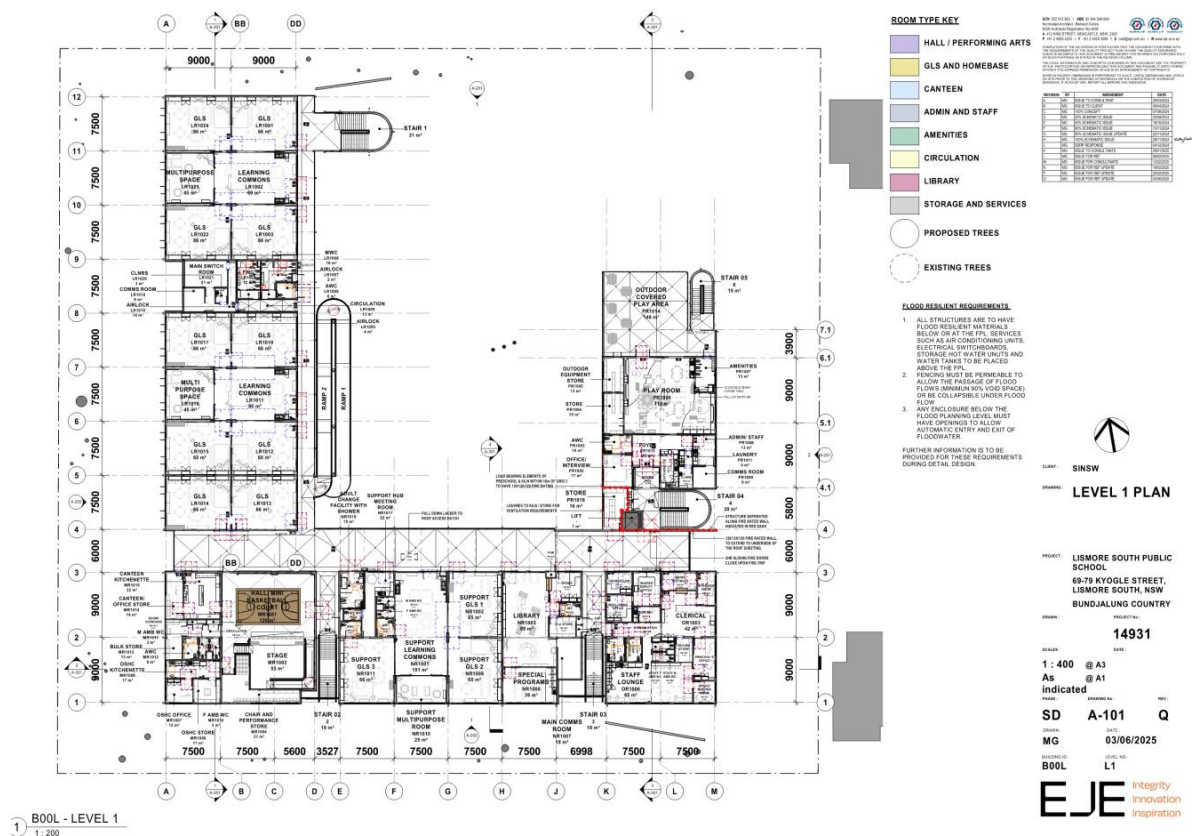


Figure 3- Proposed Level 1 Floor Layout (Source: EJE Architecture)

In the current 2012 Development Control Plan (DCP), the site is classed as within the Flood Fringe, which encompasses the remaining region within the 1% AEP flood extents, excluding designated flood ways or flood storage areas. These fringe areas are zones where development is unlikely to affect overall flood behaviour, as it avoids modifying flow conveyance and storage, as outlined in the Flood Risk Management Manual (2023). The Floodplain Risk Management Plan 2014 categorises it as within the South Lismore Flood Isolated Evacuation zone, which carries the potential for floodwaters to pose a danger to personal safety, cause damage to light structures, and create difficulties for physically capable adults to reach safety by wading.

More recently, Section 3.4 of the 2023 Draft Flood Prone Lands Chapter of the Lismore City Council DCP (Lismore City Council, 2023) places the site within the South Lismore Restricted Evacuation Precinct and within the High Risk Precinct, characterised by high flood depths and high hazard flood impacts.

### 1.3 Reference Documents

The FERP has been prepared with reference to the following:

- Australian Institute of Disaster Resilience (AIDR) Guideline 7-3: Flood Hazard (2017)
- NSW Department of Planning and Environment Flood Risk Management Manual (2023);
- NSW Government Floodplain Risk Management Guidelines;
- NSW State Emergency Service (SES) Guidelines;
- FloodSafe guidelines and the relative FloodSafe Tool Kits;
- Acor Consultants (2022) Lismore South Public School - Flood and Civil Engineering Assessment
- Bureau of Meteorology (BoM) Service Level Specification for Flood Forecasting and Warning Services for New South Wales and the Australian Capital Territory – Version 3.13.

- Considering Flooding in Land Use Planning Guideline DPE 2021.
- Engeny Water Management (2021) Lismore Floodplain Risk Management Study – Report, <https://flooddata.ses.nsw.gov.au/related-dataset/lismore-floodplain-risk-management-study-report>
- Engeny Water Management (2023) Lismore Floodplain Risk Management Plan – Land Use Planning and Development Control, Draft Interim Report May 2023.
- Gilmore, H. 'Anatomy of the Lismore Disaster', The Sydney Morning Herald. Available at: <https://www.smh.com.au/interactive/2022/lismore-flooding/>
- Lismore City Council (2012) Lismore Development Control Plan – Part A. Chapter 8 Flood Prone Lands. [https://lismore.nsw.gov.au/files/Part\\_A\\_Chapter\\_8\\_Flood\\_Prone\\_Lands\\_LEP\\_2012.pdf](https://lismore.nsw.gov.au/files/Part_A_Chapter_8_Flood_Prone_Lands_LEP_2012.pdf).
- Lismore City Council (2012) Local Environmental Plan (LEP) 2012: <https://mapping.lismore.nsw.gov.au/intramaps99/?project=LismorePublic>
- Lismore City Council (2014) Lismore Floodplain Risk Management Plan 2014, <https://flooddata.ses.nsw.gov.au/flood-projects/lismore-floodplain-risk-management-plan>
- Lismore City Council (2017). SOUTH LISMORE Flood & Floor Levels, 2017. <https://lismore.nsw.gov.au/files/Floor-and-Flood-Levels-South-Lismore.pdf>.
- Lismore City Council (2023) Draft Revised Flood Prone Lands DCP for exhibition, <https://yoursay.lismore.nsw.gov.au/flood-planning>
- NSW Department of Planning and Environment (2023) Flood Risk Management Manual <https://www.environment.nsw.gov.au/topics/water/floodplains/floodplain-manual>
- NSW SES (2018) Lismore City Local Flood Emergency Sub Plan <https://www.ses.nsw.gov.au/media/6509/lismore-city-lfp-august-2023-endorsed.pdf>
- WaterRIDE (2023) Lismore Flood Study Interactive Flood Maps, <https://waterride.net/flooddata/lismore/>
- WaterRIDE (2023) Flood Information Certificate for 77 Kyogle Street, South Lismore

## 2.0 Modelled Flood Behaviour

TTW obtained Rous County Council's TUFLOW model, developed by Engeny, alongside the Lismore Floodplain Risk Management Study (Engeny, 2021) for the purpose of this study. The existing model was updated with new survey data for the site. The flood behaviour and flood impact associated with the activity is described in detail in the Flood Impact Assessment Report prepared by TTW and submitted with this FERP.

The PMF event was simulated for the critical duration 36-hour storm, as well as the February 2022 flood event (that was based on recorded rainfall data). Results for peak flood levels obtained by this model were consistent with those determined by Engeny (2021).

A hazard assessment was conducted using the flood hazard vulnerability curves set out in 'Handbook 7 – Managing the Floodplain: A Guide to Best Practice in Flood Risk Management in Australia' of the Australian Disaster Resilience Handbook Collection (2017).

These curves assess the vulnerability of people, vehicles and buildings to flooding based on the velocity and depth of flood flows. The flood hazard categories are outlined in Figure 4, ranging from a level of H1 (generally safe for people, vehicles and buildings) to H6 (unsafe for vehicles and people, with all buildings considered vulnerable to failure).

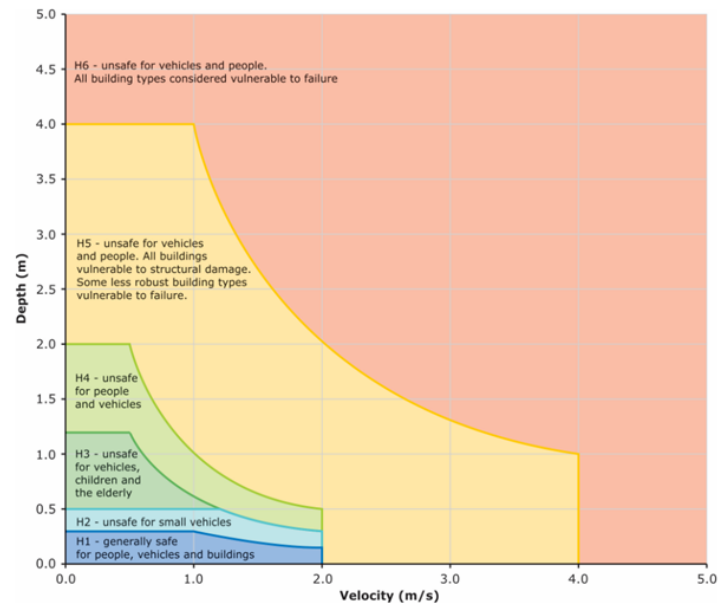


Figure 4: Flood hazard vulnerability curve (Source: Flood Risk Management Guide FB03 - Flood Hazard, NSW Department of Planning and Environment, 2022)

## 2.1 10% AEP Event

The flood modeling results show that the site and surrounding roads are impacted during a 10% AEP storm. Based on the council's flood modeling, the 48-hour storm has been identified as the most critical. The results indicate that the Lismore river bank overtopped 38 hours after the onset of the design storm, and the school became inundated 50 hours after the storm began. Hazard levels are generally low, categorized as H1 and H2 around the site.

Figure 5 and Figure 6 show the flood level and depth and flood hazard for 10% AEP storm.

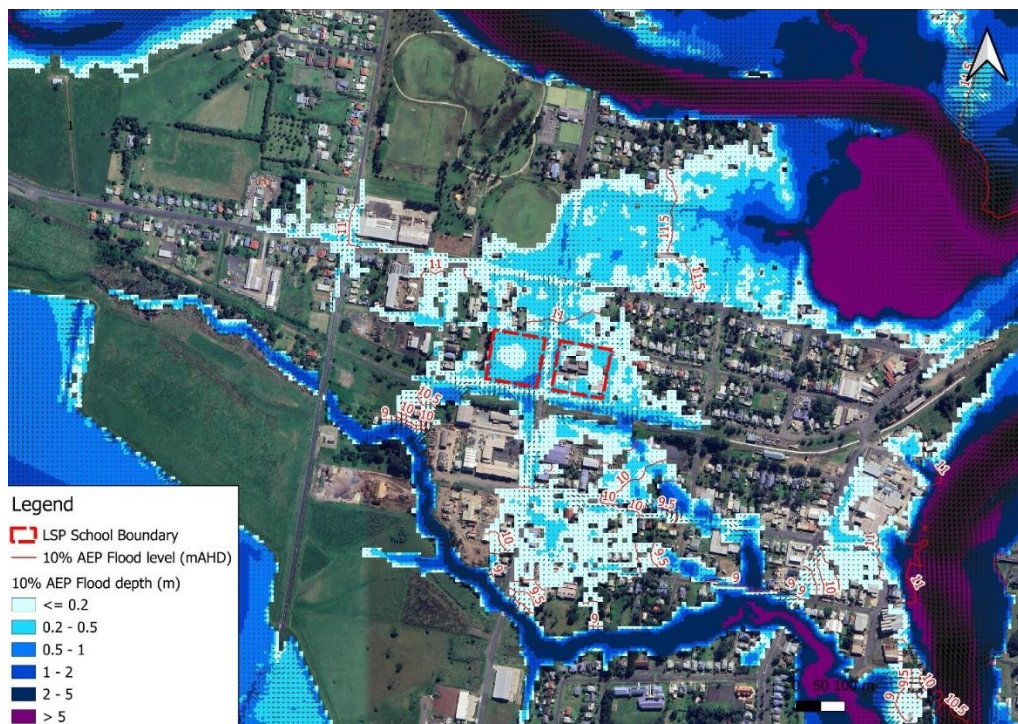


Figure 5- Peak flood depths and levels for the 10% AEP event, under post-development conditions.

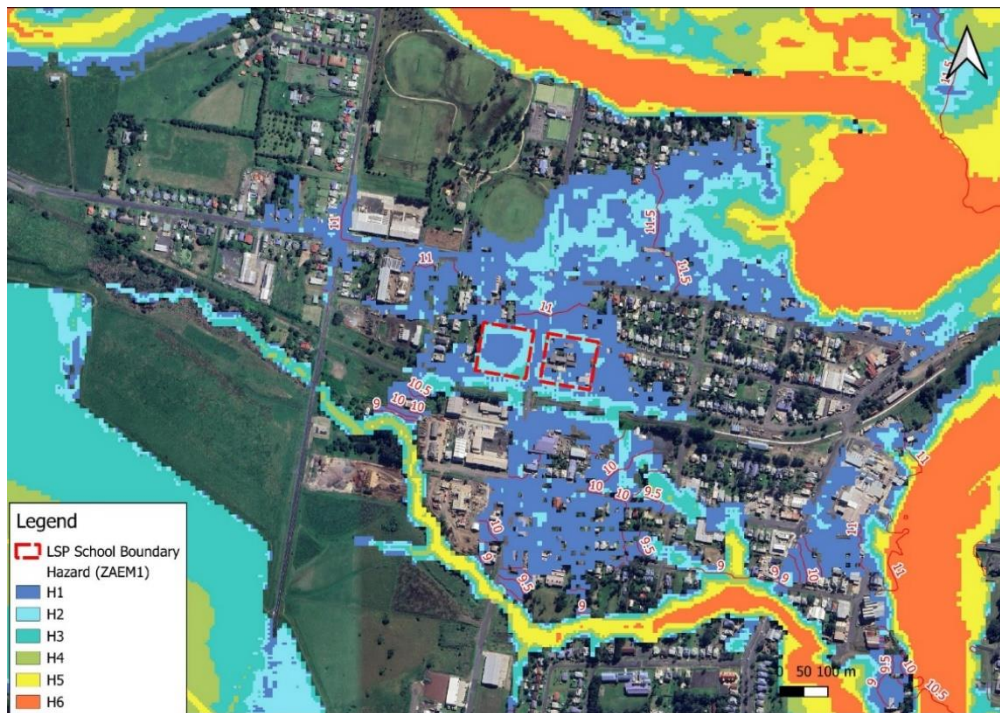


Figure 6- Flood Hazard map for 10% AEP event, under post-development conditions.

## 2.2 1% AEP event

Figure 7 presents the peak flood depths and levels surrounding the LSPS site under the 1% AEP storm. The site (east of Wilson St) reaches a maximum flood depth of approximately 2.4m, and a maximum flood level of 12.7m AHD. Peak flood depths at and around the site vary between 1.5 and 2.4m, with particularly severe flooding along Kyogle St and parts of Wilson St.

The site and surrounding roads reach a peak hazard level of H4 and H5, as defined by AIDR (2017). This hazard level is deemed unsafe for vehicles and people. At H5, all buildings are vulnerable to damage, with less robust structures at risk of structural failure. The flood depth, flood level, and hazard maps for the 1% AEP event are presented in

Figure 7 and Figure 8.

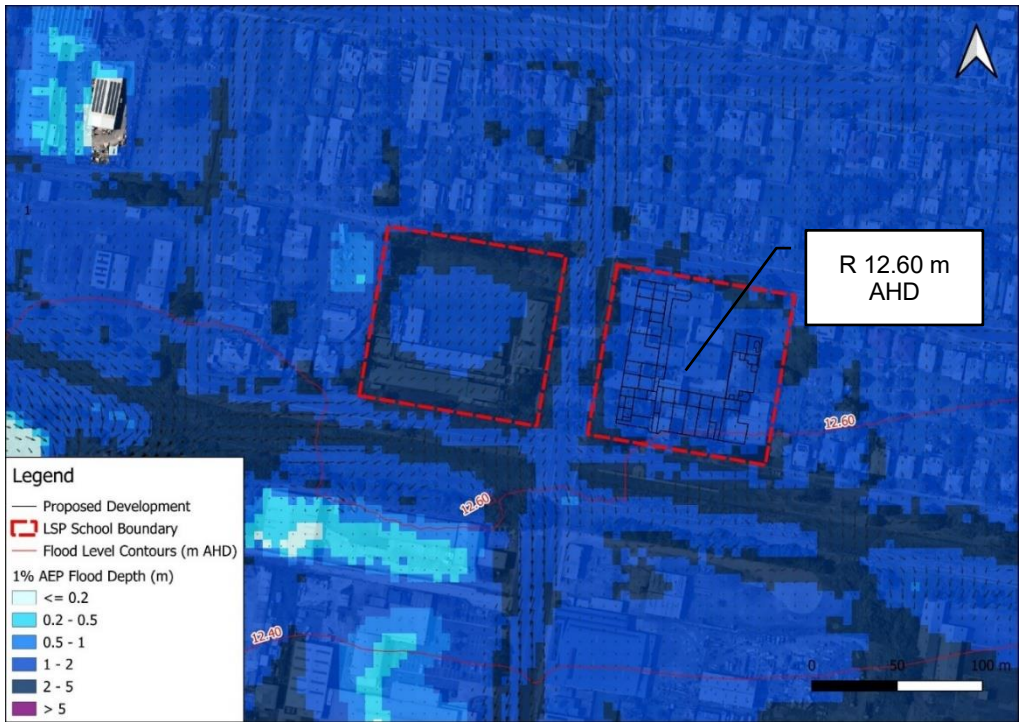


Figure 7: Peak flood depths and levels for the 1% AEP event, under post-development conditions.

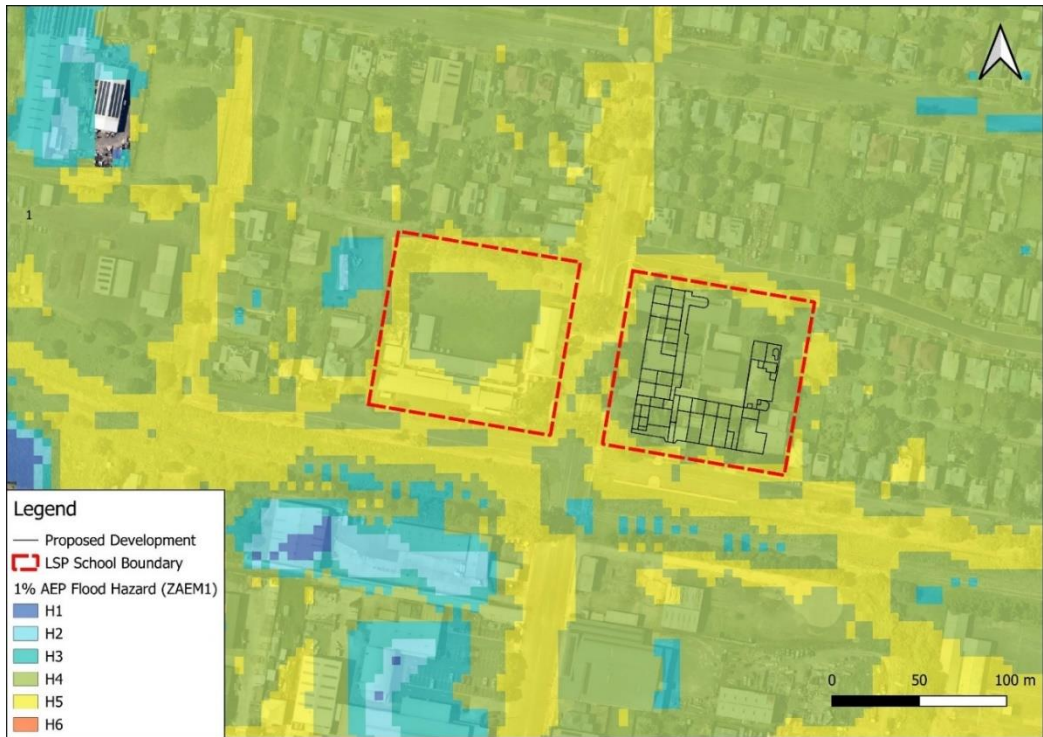


Figure 8- 1% AEP flood hazard categorisation at the LSPS site under post-development site conditions

## 2.3 Probable Maximum Flood Event

Peak flood levels for the PMF event are shown in Figure 9. Under post-development conditions, flood levels and flood depths peak at approximately 16.7m AHD and 6.3m, respectively. At peak flood levels, the site is completely inundated, along with all surrounding roads.

The entire site and all surrounding roads reach a peak hazard level of H6, as defined by AIDR (2017). This hazard level is deemed unsafe for vehicles and people, and all building types are considered vulnerable to failure. The flood depth, flood level, and hazard maps for the PMF event are presented in Figure 9 and Figure 10.



Figure 9: Peak flood depths and levels for the PMF event, under post-development conditions.

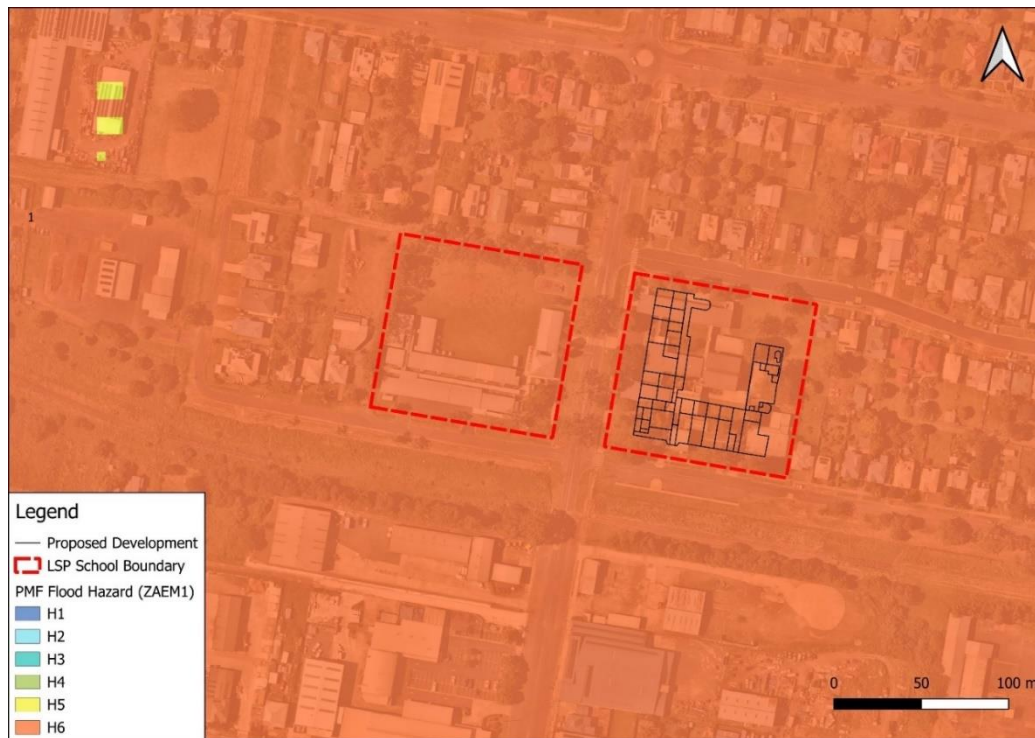


Figure 10- PMF hazard categorisation at the LSPS site under post-development site conditions

In the hydraulic model, the proposed structures are nulled out as part of a conservative approach that disregards possible flood storage underneath the site. Accordingly, flood levels are not shown within the nulled areas. More information about the hydraulic model, as well as flood hazard classification, is available in the FIA, issued alongside this FERP (TTW, 2024).

In both the PMF and more frequent flood events, the site and surrounding roads may become inundated or unsafe to travel through well before peak flood levels are reached.

## 2.4 Time to Inundation

As discussed in Engeny (2021), flooding in South Lismore is complex, and depends on the flooding behaviour of both Leicester Creek and Wilson River. Flooding can propagate primarily from either river, or from both at once, depending on the distribution of rainfall across the two catchments. This results in either a Leicester Creek flood, a Wilson River flood, or a combined flood. The design flood events do not account for this complexity, and instead consider a uniform distribution of rainfall. Sensitivity analysis by Engeny (2021) indicates that flood levels tend to be dominated by the magnitude of inflows in the Leicester River catchment. The PMF represents an upper bound for flooding (with the highest rate of rise compared to lesser, more frequent floods). Hence, for the purpose of this FERP, assessment of inundation and recession times at LSPS are based on the PMF, although it should be noted that the time to inundation is variable and depends on the rainfall characteristics (intensity, duration and spatial distribution) alongside catchment conditions. An evacuation response plan that can safely manage the PMF should be applicable in any severe flood, regardless of the exact factors that might govern its behaviour.

Based on the hydraulic model results, flooding in South and East Lismore remains minimal and fairly static for approximately 10 hours after the onset of the PMF event. During this time, floodwaters are mostly contained within the natural basin at Ostrom Street. Flooding in North Lismore progresses comparatively quickly; by 10 hours much of the region is already flooded to hazard level H6, as shown in Figure 11.

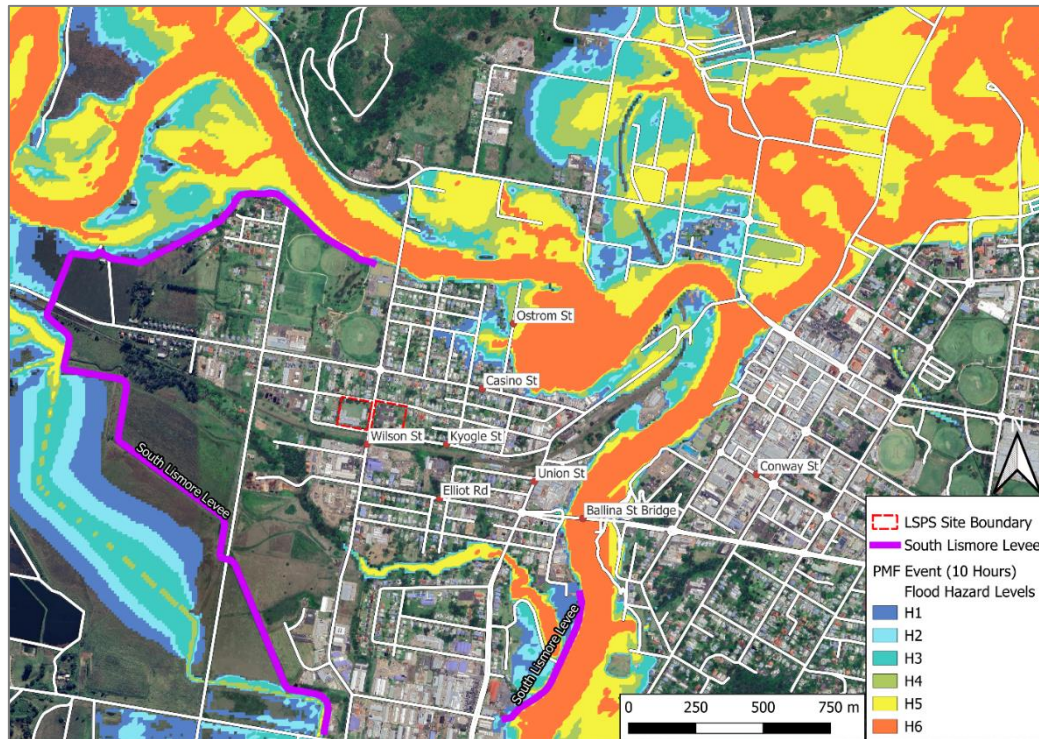


Figure 11: Flood hazard levels 10 hours after the onset of the PMF event.

Between 10-11 hours after the onset of the storm, the South Lismore Levee is overtopped. Following this, the floodwaters reach the school site within less than an hour, making evacuation prior to the overtopping of the levee essential. 11 hours after the onset of the storm, some areas around the Wilson St – Phyllis St intersection are flooded up to hazard level H3 (unsafe for vehicles, children and the elderly). Up to this point, egress via Kyogle St and southern Wilson St remains clear of floodwater. However, northern Wilson St, alongside the entire region north of Casino St, is flooded at and above hazard level H3, making it unsafe for students to evacuate towards the north.

Hazard levels at 12 hours are shown in Figure 12. At this point, the LSPS site and surrounding roads become completely inundated to hazard levels H3 and H4. It is no longer possible for students or staff to evacuate from the site. Any evacuees that have not yet crossed the Ballina St Bridge are at risk of being caught or stranded by rising floodwaters, which reach up to hazard level H5 along Elliot Rd.

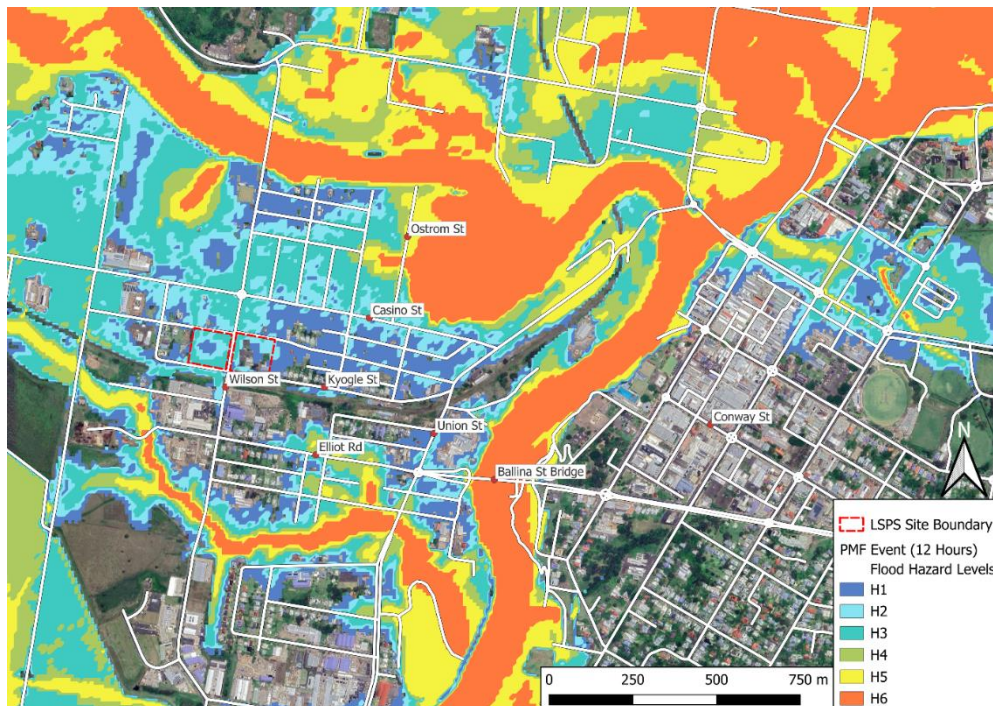


Figure 12: Hazard levels 12 hrs after the onset of the PMF event.

More frequent flood events allow for much more time before inundation of the site occurs. For instance, floodwaters first reach the site at 21 hours following the onset of the 1% AEP design flood event. As shown in Figure 7, this initial inundation is associated with flood hazard levels from H1 to H3, as defined by AIDR (2017). This may make it difficult for students to evacuate. At 22 hours after onset, the site and surrounding roads are fully inundated to hazard levels H3 and H4, making evacuation impossible.

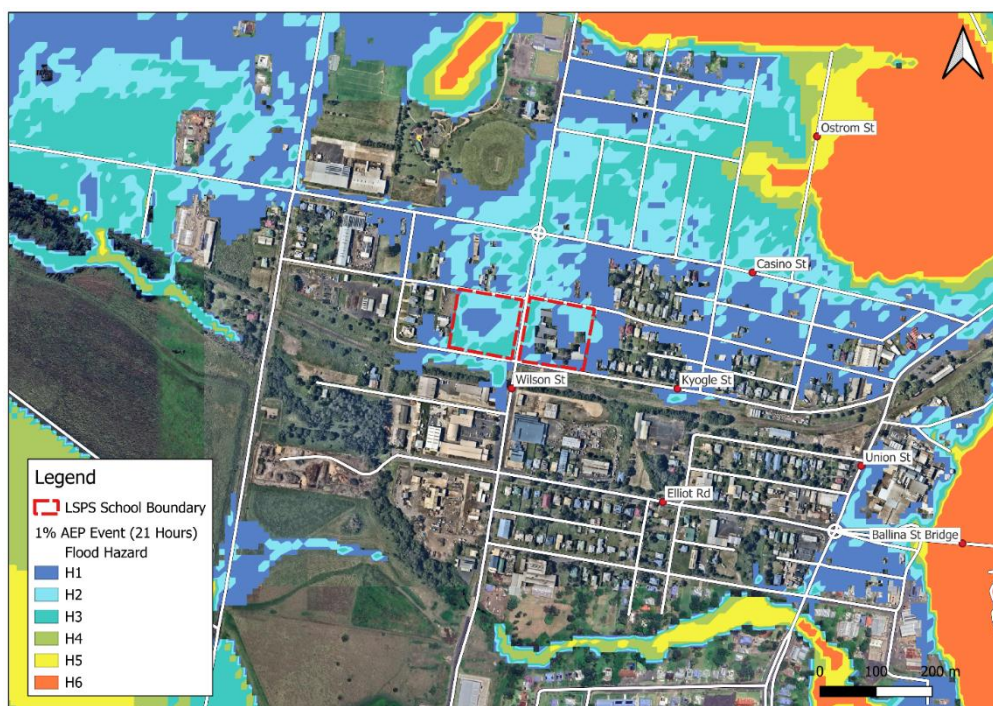


Figure 13: Hazard levels 21 hours after the onset of the 1% AEP event.

## 2.5 Recession Time

During the PMF event, the site is impacted by flooding approximately 11-12 hours after the onset of the storm, and floodwaters recede slowly. 48 hours following the first impact at the school, the site remains inundated with hazard levels of H5. Recession times remain long even for more frequent flood events. For example, in the 1% AEP event, the site remains flooded up to level H3 at over 24 hours following initial inundation.

Given the prolonged nature of flooding at the site, shelter in place is not a viable emergency response strategy for the school and it should only be considered as a last resort when evacuation is not an option.

## 2.6 Egress Routes

The exact sequence in which egress routes are flooded is dependent on the which of the two waterways flood (i.e. if the flood is a Leycester Creek flood, a Wilson River flood, or both).

Hydraulic modelling conducted for the 1% AEP design flood and the February 2022 flood event indicates that flooding typically spreads from the north, reaching Kyogle St before Elliot Rd. As seen in Figure 14, the simulated February 2022 event sees Kyogle St flooded to hazard level H3 at the same time that parts of Elliot Rd reach level H2. Flooding behaviour is very similar for the 1% AEP event, albeit with lower hazard levels.

However, although Elliot Rd remains trafficable for slightly longer, it later experiences more severe peak flooding due to its proximity to Hollingworth Creek.

In the simulated February 2022 event, floodwaters in the southern side of Leycester Creek were mostly confined to natural basins at Ostrom St, before rapidly inundating the entire region north of Casino St within 2 hours, and completely flooding the LSPS site and surrounding roads in the hour after that. This pattern of flooding behaviour (common to all simulated flood events) indicates that the timing of the evacuation is much more important than the exact evacuation route. Most routes remain viable up until the overtopping of the South Lismore Levee; rapid and widespread inundation of the entire South Lismore region then follows which renders most routes dangerous within a short timeframe.

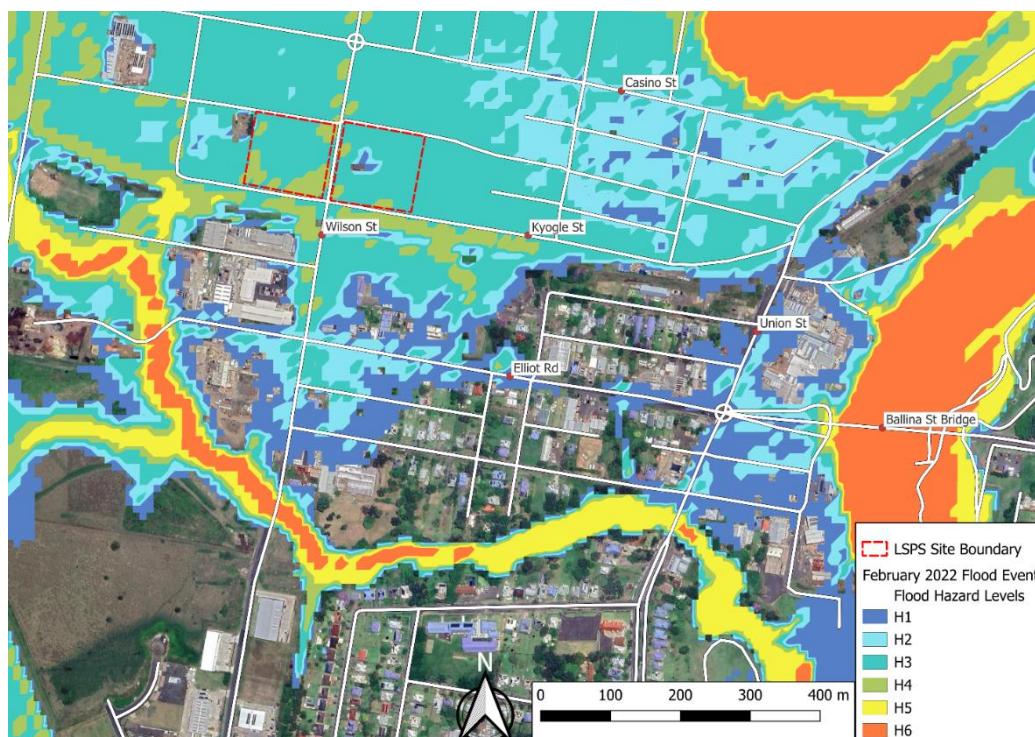


Figure 14: Flooding of Kyogle St and Elliot Rd during the simulated February 2022 Event, prior to peak flood levels.

## 2.7 Consultation With SES

A meeting was held on Thursday, 20 February 2025, between the NSW Department of Education and NS SES (North-Eastern Zone) to discuss evacuation planning for the site. The following key points were agreed:

- Rising road access dictates evacuation before sites are flood-affected.
- Evacuation will be triggered by one or both of the following: Evacuation will be triggered by one or both of the following:
  - A Watch and Act warning issued for Lismore CBD or Lismore South, typically when the Lismore gauge (Rowing Club – BOM 58176, AWRC 203904) reaches 5.4 m with a forecast to exceed the moderate flood level.
  - The Lismore gauge reaching 5.4 m, accompanied by a forecast indicating exceedance of the moderate flood level.
- Road access begins to be impacted at around 7.2 m, at which point both schools are captured within existing SES evacuation polygons.
- This scenario allows a 2–4 hour evacuation window; however, significant pressure on bus service availability is expected during this time.
- The evacuation triggers also account for the wide geographic catchments of the schools.

A copy of the email correspondence is attached as Appendix B:

## 3.0 Flood Emergency Response Strategy

### 3.1 Flood Response Strategy

Due to the significant and lasting effects of flooding around the LSPS site, the preferred response strategy is early evacuation to ensure students and staff leave before floodwaters pose a risk. The site is classified as a 'Rising Road Access Area,' meaning roads elevate gradually away from flood zones, allowing for a phased evacuation from lower-lying areas under PMF conditions, as long as there are no delays (DPE, 2023).

Sheltering in place is strongly discouraged and should only be considered as a last resort when evacuation is not an option, such as when routes are impassable, road conditions are unsafe, or there isn't enough time for a safe departure. In these situations, coordination with emergency services is essential to ensure adequate support. Prioritizing early evacuation minimizes risk, while sheltering-in-place remains a contingency plan for extreme circumstances.

### 3.2 Flood Warning Time

Consultation with the LSPS Principal Larissa Polak confirmed that no students or staff were onsite during the 2017 and 2022 floods. However, two flash flood events in 2020 indicate that 2-4 hours lead time is required to safely evacuate the school site. In one event, all children were collected within 1.5 hours. However, evacuation during the second flash flood event that year was delayed due to substantial traffic congestion. Most children were picked up in the first hour, although some children and staff remained onsite for 4 hours.

The Bureau of Meteorology's (BoM) Service Level Specification Report (2013) recommends a target warning lead time of 12 hours to safely evacuate Lismore residents (approximately 1,500 people). Consultation with Council confirmed that during the February 2022 floods, there was technically an adequate lead time of over 12 hours. However, the severity of the forecast changed three times on the Sunday preceding the event, including a late evening update, leaving the community with limited notice as many were sleeping when the levee was overtopped. Hydraulic modelling of the PMF indicates there is 11–12 hours between the onset of the storm and inundation at the school. Assuming 4 hours for the safe evacuation of all students and staff, this leaves 7–8 hours for evacuation of the wider Lismore community under optimal conditions.

In addition, Flood Watch notifications issued by the BoM prior to the onset of such a significant storm event would serve as a trigger for enhanced monitoring by the school. However, effective response remains reliant on the timely and accurate dissemination of public information and warning packages. These measures collectively help ensure that the recommended lead times can be met.

### 3.3 Closure and Evacuation

#### 3.3.1 Outside of School Hours – Site Closure

Liaison with the SES and Department of Education (DoE) should be initiated when minor flooding is occurring with a forecast to escalate to moderate levels, or when a BoM Flood Warning indicates likely exceedance of the moderate flood level at the Lismore gauge (58176).

If the BoM issues a Flood Warning for an approaching moderate or major flood event at the Lismore gauge, or if no warning is issued but the gauge reaches 5.4 m with forecasts indicating exceedance of the moderate flood level, or as directed by NSW SES, the school should be closed for the expected duration of the flood event.

Flood Watches issued by the BoM should be communicated clearly to staff, students, and parents via SMS and email, advising them of the potential for school closure depending on the evolving flood situation. During an active Flood Watch, the Chief Warden (the individual responsible for coordinating the school's flood response – see Section 5.1) may decide to close the school early, prior to a Flood Warning, if flood risks are deemed high based on the agreed triggers.

Notifications of school closures should be sent immediately via SMS and email. Once floodwaters have receded and alerts have been downgraded or rescinded, the decision to re-open the school will rest with the Chief Warden, in consultation with NEZ SES where necessary.

### 3.3.2 During School Hours – Evacuation of School

Consistent with the approach used outside of school hours, liaison with the SES and Department of Education (DoE) should be initiated when minor flooding is occurring with a forecast to escalate to moderate levels, or when a BoM Flood Warning indicates likely exceedance of the moderate flood level at the Lismore gauge (58176).

If the BoM issues a Flood Warning for an approaching moderate or major flood event, or if no warning is issued but the Lismore gauge reaches 5.4 m with forecasts indicating exceedance of the moderate flood level, or as directed by NSW SES, the following actions must be undertaken:

- Staff are to gather students at the designated assembly point.
- Parents and carers are to be notified via email and SMS to collect students as soon as possible.
- Transport is to be arranged for any remaining students who are not picked up promptly.

Considering the delayed flooding behaviour discussed in Section 2.6, a wide range of routes should be available for onward travel of students, parents and guardians into East, West and South Lismore, before the levee overtops and flash flooding of South Lismore occurs. Due to the comparatively rapid flooding of North Lismore, travel to the north is not recommended, but still possible if evacuation proceeds early.

Alternatively, evacuation can proceed via the route identified in Section 7.2 to a evacuation centre. This may be necessary in cases where the safe, early return of all students and staff isn't possible, such as if evacuation is delayed, inundation is projected to occur earlier than expected, or if some students are unable to be collected from school on time. Staff and students taking this route are to travel south to Elliot Rd via Wilson St, past the Ballina St Bridge and then east into Southern Cross University (SCU), LSPS' designated refuge centre.

## 3.4 Triggers

River heights in Lismore are monitored at the Rowing Club gauge (Station Number: 058176). In Lismore, a Minor flood is classified by a level of 4.2m AHD at the Rowing Club gauge, whilst Moderate and Major floods are classified by a level of 7.2 and 9.7m AHD, respectively (BoM).

The overtopping of South Lismore Levee is ultimately dependant on flows within Leycester Creek. However, the complex interaction between Leycester Creek and Wilsons River creates a broad range of 'trigger' levels at the Rowing Club gauge.

If only Leycester Creek is in flood, the level at the Rowing Club gauge is low (7.6–8.6m AHD) when the levee overtops. By contrast, when both Leycester Creek and Wilsons River are in flood, the potential for flow diversion up Wilsons River is reduced, and the South Lismore Levee overtops at a greater height (10.0–10.2m AHD) (NSW SES, 2018). Therefore, the South Lismore Levee may overtop in either a moderate or major flood event.

The level at the Rowing Club Gauge (Station Number: 058176) can be monitored on the BoM website at <http://www.bom.gov.au/fwo/IDN60231/IDN60231.058176.plt.shtml>. However, given the significant influence of Wilsons River and the consequently wide range of trigger heights, it is recommended that both Bureau of Meteorology (BoM) Flood Warnings and NSW SES alerts (see Section 4) are monitored and used as the primary trigger for timely closure of the school well in advance of the overtopping of the South Lismore Levee, allowing parents the opportunity to collect their children directly from the school prior to any hazardous road conditions.

BoM monitor gauge levels and provide estimated timings for the overtopping of the South Lismore Levee, so

it is not considered necessary for the Chief Warden to do so as well.

## 4.0 Flood Warnings and Notifications

### 4.1 Bureau of Meteorology

Severe weather and thunderstorm warnings are issued by the Bureau of Meteorology (BoM). These warnings are continually updated with descriptions of the likely conditions, including predicted extreme rainfall depths.

Flood warnings are issued by the BoM when flooding is occurring or is expected to occur in an area. Warnings may include specific predictions of flood depths dependent on real-time rainfall and river level data. These warnings are distributed to Councils, Police and the relevant local SES, as well as being available on the BoM website.

- A **Flood Watch** is issued by the BoM up to four days prior to a flood event. A Flood Watch is generally updated daily and may be issued before, during, or after rainfall has occurred.
- **Flood Warnings** are issued by the BoM when flooding is occurring or expected to occur in a particular area. Warnings may include specific predictions of river heights at specific gauges that are dependent on real-time rainfall and river level data. These warnings are distributed to Council, Police and the relevant local SES, as well as being available on the BoM website, through telephone weather warnings and radio broadcasts.

### 4.2 Australian Warning System

NSW SES has recently implemented the Australian Warning System (AWS) which replaces their previous evacuation orders and warnings system. The AWS is a new national approach to information and 'Calls to Actions' for hazards including flooding. The AWS uses a nationally consistent set of icons, with three warning levels: Advice, Watch and Act, and Emergency Warning. The warning levels are described in Figure 15.



Figure 15 - Australian Warning System - Three Warning Levels

The NSW SES utilises a range of sources to build detailed flood intelligence within local communities – including information from flood studies and historical flood data. As part of the transition to the Australian Warning System, the NSW SES has increased flexibility to tailor warnings at the community level, based on the expected consequences of severe weather events.

## Accessing NSW SES warnings

The Chief Warden is responsible for monitoring information from the AWS. Impacted communities will continue to receive flood warnings through the NSW SES website, NSW SES social media channels and by listening to local ABC radio stations.

SES warnings are also available through the web platform Hazard Watch (at [hazardwatch.gov.au](https://hazardwatch.gov.au)) and the free mobile app “Hazards Near Me NSW”. These platforms act as additional channels for communities and individuals to access important warning information.

Each warning has three components:

- **Location and hazard:** The location and the type of hazard impacting the community.
- **Action statement:** For each warning level there are a range of action statements to guide protective action by the community. These statements evolve as the warning levels increase in severity. Statements range from ‘stay informed’ at the Advice level, to ‘prepare to evacuate’ at the Watch and Act level, to ‘evacuate now’ in the Emergency Warning level. As the situation changes and the threat is reduced, the level of warning will decrease accordingly.
- **The warning level:** The severity of the natural hazard event based on the consequence to the community.

## 4.3 Lismore City Council

Lismore City Council offer a free Flood Alert SMS service. An SMS is sent to all subscribers once Lismore City Council have been informed that Lismore will reach the minor flood level of 4.2m AHD. Additional alerts are sent every 6-8 hours or when river heights are rising and continue until the flood reaches its peak.

It is recommended that the Chief Warden and all flood emergency support staff subscribe to this free service, available via the LCC website (<https://forms.lismore.nsw.gov.au/forms/17082>).

## 4.4 Early Warning Network and Hazard Near me

Early Warning Network (EWN) is a subscription service that consolidates publicly available information, such as rainfall and water level telemetry, into a centralized monitoring and alerting platform. SMS alerts or push notifications can be sent to the school admin team (including the Chief Warden) when Minor, Moderate, or Major flood levels are predicted at the Lismore gauge.

As noted, evacuation triggers are based on BoM warnings, and a subscription to EWN is not a requirement. Similar functionality can be achieved by setting watch zones in the free BoM app and Hazards Near Me app. However, EWN may provide additional convenience by streamlining information to assist with planning and preparation.

The Hazards Near Me app is a free application that provides real-time information about local emergencies, including floods, bushfires, and tsunamis, along with advice on how to stay safe. The app allows users to set watch zones and sends push notifications when new incidents occur or when information updates

## 4.5 Co-ordination of Regional Flood Evacuation Orders and Warnings

The overall coordination of the regional road evacuation routes will be conducted from the Evacuation Coordination Desk at the NSW SES.

The Incident Controller (“Evacuation Coordination Desk”) will distribute these warnings to other NSW SES control centres; metropolitan media outlets for immediate broadcast; and the Joint Media Information Centre.

The Incident Controller will also advise Police and the NSW Transport Management Centre to begin traffic management procedures on regional evacuation routes. The Incident Controller will distribute an evacuation warning through the following systems (when available): internet, fax, email, text message, and automatic telephone dialling with pre-recorded messages.

## 5.0 Flood Response

### 5.1 Staff Responsibilities

In the event of a severe flood, various staff members (detailed in Table 1) will be responsible for specific tasks as outlined in

Table 2. Before the school is in operation, these roles must be delegated to specific staff members.

*Table 1 - Flood response roles and the staff responsible for these*

Role	Responsibility	Name	Contact Number
<b>Chief Warden</b>	Principal	Larissa Polak	0403 203 249
<b>Deputy Chief Warden</b>	Supports the Chief Warden	Lauren Golding	0413 297 917
<b>Communications Officer</b>	Supports the Chief Warden	Larissa Polak	0403 203 249
<b>Floor Warden</b>	Supports the Chief Warden	TBC	TBC
<b>First Aid Officer</b>	Flood Emergency Kit	Michelle McMahon	0416 077 272

*Table 2 - Staff Flood Response Responsibilities*

Role	Location	Responsibilities
<b>Department of Education</b>	N/A	<ul style="list-style-type: none"> <li>- Prepare Emergency Management Plan that addresses the recommendations of this report</li> <li>- Liaise with NSW SES for the early release of students whose travel arrangements may be disrupted by flooding</li> <li>- Liaise with NSW SES for temporary closure of school potential impacted by flooding</li> <li>- Assist with evacuation coordination</li> </ul>
<b>Chief Warden</b>	Within school	<ul style="list-style-type: none"> <li>- Inform Staff of flood risk</li> <li>- Coordinate flood evacuation drills</li> <li>- Decide when evacuation is required based on triggers</li> <li>- Liaise with NSW SES</li> <li>- If school requires buses to evacuate contact Northern Rivers Busline or Busways.</li> </ul>
<b>First Aid Officer</b>	Within school	<ul style="list-style-type: none"> <li>- Coordinate assistance for less able students and staff during evacuation</li> <li>- Prepare a Flood Emergency Kit that includes a portable radio, torch, spare batteries, first aid materials, emergency contact numbers, candles, waterproof matches, waterproof bags and required medications.</li> </ul>
<b>Floor Wardens</b>	Within school	<ul style="list-style-type: none"> <li>- Coordinate evacuation of their designated floor and assist in evacuation</li> </ul>
<b>Staff</b>	Within school	<ul style="list-style-type: none"> <li>- Assist Floor Wardens in evacuation of students</li> <li>- Report missing students to Floor Wardens</li> </ul>

## 5.2 Key Contact Details

In the event of a severe flood, key telephone numbers have been listed in Table 3 below.

*Table 3 - Key Contact Numbers*

<b><u>IMPORTANT TELEPHONE NUMBERS</u></b>	
Administration Office	tba
Principal	0403 203 249
Stores Office	tba
Chief Warden	0403 203 249
Floor Warden	tba
Deputy Principal	0427 322 379
Deputy Principal	0423 169 208
Counsellor	tba
First Aid Officer	0416 077 272
 <b><u>OUTSIDE SCHOOL CONTACTS</u></b>	
NSW SES	132 500
NSW SES South Lismore Warden (John Habib)	02 6621 6940
Dept Education – State Office	9836 9000
Dept Education – District Office	4724 8799
Dept Education – Incident Report & Support	1800 811 523
Director, Educational Leadership	0427 807 108
Northern Rivers Buslines	02 6626 1499
Busways	1300 692 929
Transport Infoline	131 500
Lismore Base Hospital	02 6624 0200
Lismore Police Station	02 6626 0599
2NR ABC Regional Radio 94.5 FM	02 6627 2011

## 6.0 Preparation for Flood Response

### 6.1 Education

Community awareness of flooding is a significant issue within the floodplain due to the severity of flooding within Lismore and the anticipated flood depths of these events. The following flood response measures should be taken in preparing the community for a flood event.

As part of the preparation for a flood event, staff with responsibilities within this Plan should review and be familiar with their roles. Inductions should be held to educate staff on their role during a flood event.

To increase awareness within the school, it is recommended that students be educated on the potential flood risk and actions that will be undertaken during a flood event. As part of this education, evacuation drills should be conducted regularly to ensure students are aware of the procedures for evacuation. Lessons should also be held that address flood risks and highlight dangerous behaviours during a flood event. These lessons could be based on materials available on the NSW SES website which have been tailored for students of various ages.

A copy of a detailed FERP which includes emergency response procedures will be made available at communal areas within the school as well as the main hall and main office.

Additionally, the school must notify community members who use the facility of potential flooding risks and evacuation constraints to ensure they can take appropriate precautions.

## 6.2 Signage

It is important that the site has adequate signage for evacuation and flood warning, similar to those in Figure 16. Evacuation direction signs will be in place around the school corridors indicating the route to be taken to assembly points onsite or evacuation routes in the event of a flood. Evacuation signage will also be in place in any car parking areas and bus pick up areas to indicate the direction that vehicles should exit the site.

There is no requirement for a gauge at the site to be installed and used as a trigger for evacuation, as early evacuation prior to inundation is necessary at the LSPS site.



Figure 16 - Signage

## 6.3 Evacuation Drills

Schools are required to conduct two evacuation drills per year, and in flood-prone areas, it is likely that at least one of these drills will focus specifically on flood evacuation procedures. It is the responsibility of the Chief Warden to ensure that evacuation drills are organised and that any issues with these drills be attended to, and if necessary, rerun. The Chief Warden must highlight changes that should be made to the response procedure and this plan should be reviewed and updated. The Chief Warden will also ensure that all site drills are recorded in an appropriate records book and any non-conformities reported and responded to.



## 6.4 Flood Emergency Kit

A Flood Emergency Kit should be prepared prior to a flood event taking place and regularly checked to ensure that supplies within the kit are sufficient and in working condition. This check could occur after the evacuation drill takes place to provide a regular schedule. The Kit should include:

- Radio with spare batteries;
- Torch with spare batteries;
- First aid kit and other medicines;
- Candles and waterproof matches;
- Waterproof bags;
- A copy of the Site Emergency Management Plan; and
- Emergency contact numbers.

This Emergency Kit should be stored in a waterproof container and it is the responsibility of the First Aid Officer to make sure that this kit is maintained and available during an emergency.

## 7.0 Flood Response Actions

Flood Emergency Response Plan	
Flood Warning and Notification Procedures	Evacuation Protocols
<p>1) A Bom flood warning indicates that moderate flooding is likely or that minor flooding is occurring with a forecast to reach the moderate flood level ( at Lismore Gauge 58176)</p> <p>or BoM issues a</p> <p><b>FLOOD WATCH</b></p> <p>or NSW SES issue a yellow “<b>ADVICE</b>” warning</p> 	<p>The following actions must be undertaken:</p> <ol style="list-style-type: none"> <li>1) Ensure the emergency kit is ready to use.</li> <li>2) Listen to the local radio station for updates on forecasted flood heights and timings, particularly if/when the South Lismore Levee will be overtopped. Monitor updates on NSW SES platform Hazard Watch.</li> <li>3) Call NSW SES or local police for an update and advice.</li> <li>4) Contact bus companies to confirm availability of transport resources.</li> <li>5) Notify all staff and students of the flood watch and confirm availability of staff to assist with emergency actions if required.</li> <li>6) Ensure staff are familiar with the flood emergency strategy.</li> </ol> <p>The school is to be closed if BoM issues a Flood Warning, or if the NSW SES issues an Advice alert for a flood event of 10% AEP or greater.</p>
<p>2) Flash flooding is reported in the media</p> <p>or BoM issues a <b>FLOOD WARNING</b></p> <p>or NSW SES issue an amber “<b>WATCH AND ACT</b>”- Lismore gauge (58176) reaches 5.4 m with a forecast or likelihood of exceeding the moderate flood level.</p> <p>or NSW SES issue an red “<b>ACT NOW</b>” warning</p>  <p>or no formal warning, but Lismore gauge (58176) reaches 5.4 m with a forecast or likelihood of exceeding the moderate flood level</p>	<p>If the flood event is not anticipated to impact the site, the <b>Chief Warden</b> is to continue hourly check-ins and postpone high risk activities (e.g. outdoor activities).</p> <p>If flood event is anticipated to impact the site/South Lismore Levee is expected to be overtopped, the <b>Chief Warden</b> must undertake the following actions:</p> <p><b>During School Hours:</b></p> <ul style="list-style-type: none"> <li>• Contact <b>JOHN HABIB</b>, SES South Lismore Warden (on <b>02 6621 6940</b>) or NSW SES on 132500 to confirm response strategy.</li> <li>• Contact <b>NICKIE BARTLETT</b>, Director, Educational Leadership (<b>0427 807 108</b>) and the Incident Report and Support Hotline (<b>1800 811 523</b>).</li> <li>• <b>Send SMS and Email to parents or Sentral Parent Advise App</b> confirming evacuation of school and requesting that students are picked up from school. all remaining students will be safely transported to the evacuation centre at SCU.</li> <li>• An alert and warning message should be broadcast over the PA system, notifying all students and staff to <b>gather in the Assembly Point</b> in the Main Hall (Section 7.1). Students should be grouped according to class.</li> <li>• Conduct headcount to ensure all students and staff are accounted for.</li> <li>• Teachers are to bring a hard copy of the student list and record student release.</li> <li>• Call <b>Northern Rivers Buslines</b> (02 6626 1499) / <b>Busways</b> (1300 692 929) / <b>Transport Infoline</b> (131 500) and coordinate transport resources for evacuation of any remaining students/staff to SCU.</li> <li>• If there is no bus available to pick up the remaining children and staff at the school, contact SES or dial 000 to assist with the evacuation.</li> <li>• If time permits, the Chief Warden and General Assistant are to coordinate asset protection, including power shutdown and <b>relocation of assets</b>.</li> <li>• Evacuate students and staff.</li> </ul> <p><b>NOTE: Avoid driving or walking through floodwaters. These are the main causes of death during flooding.</b></p>

or Evacuation  
directed by NSW  
SES, based on  
operational judgment  
or emerging flood  
condition

### Outside of School Hours:

- Close the school. If the flood is expected to continue into school hours, notify students and staff of the temporary closure of the school.

- 3) The alert has been rescinded or downgraded and any flood event that occurred has passed.

The **Chief Warden** is to confirm floodwater has subsided below the ground level and that there is no ponding within the site.

Flooded areas are to remain off limits until ponding has cleared. Site is to be inspected by the **Chief Warden** if required. Following completion of these checks, the school may reopen.

## 7.1 Assembly Point

As shown in Figure 14, the Main Hall on Level 1 of the proposed development has been designated as the assembly point. In the event of an evacuation order, staff are instructed to gather all students and personnel at the assembly point and conduct a headcount. Following this, everyone will proceed to the Kyogle Street school entrance, where students will be picked up by their parents.

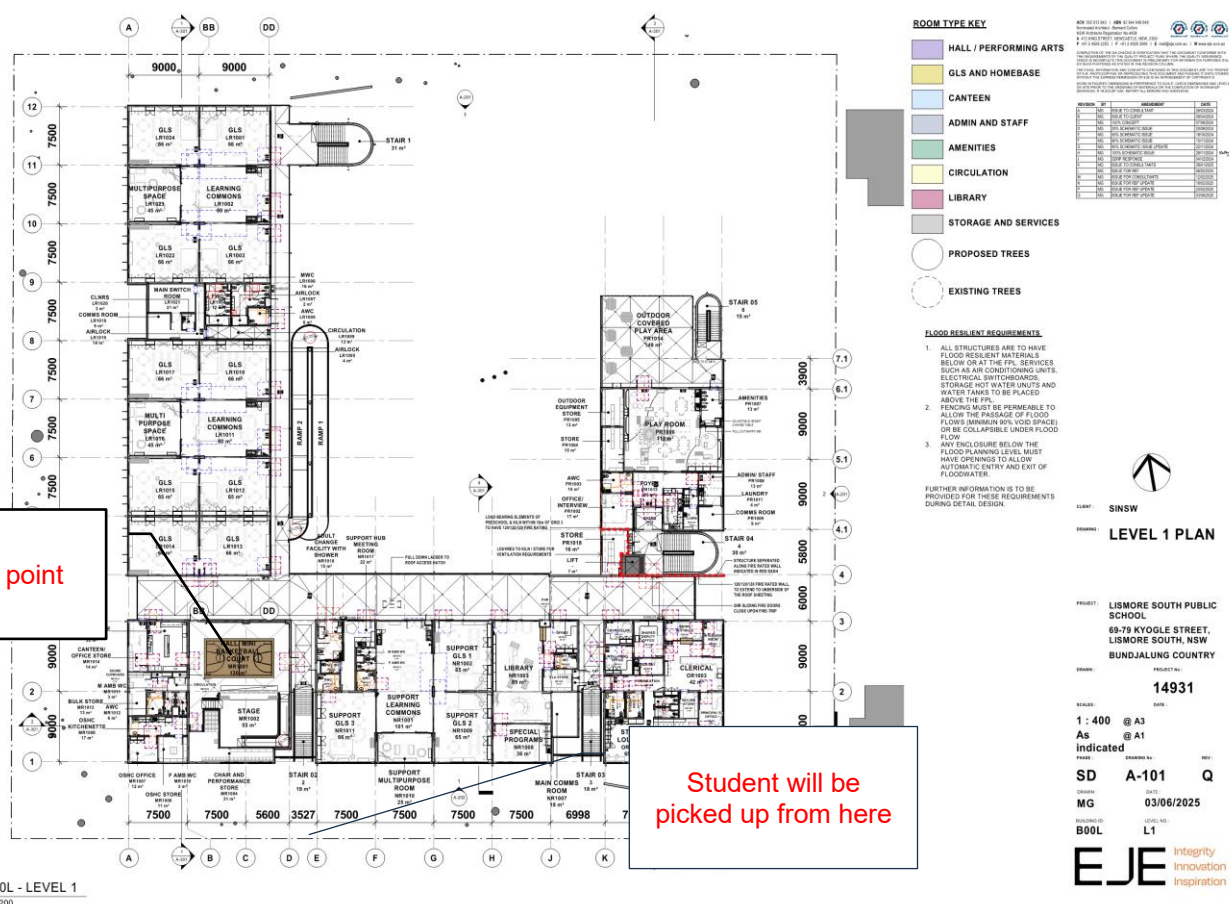


Figure 17: Nominated assembly point, on Level 1 of the site. Source: LSPS Architectural Master Plan

## 7.2 Evacuation Route

Though early closure of the school well in advance of flooding is preferred to allow parents to pick up their children, a recommended evacuation route is presented in Figure 18 in the event that students and staff cannot safely return home, or get to a safe area outside the floodplain.

The evacuation route has been selected running east through Elliot Rd via Wilson St, across the Ballina St Bridge and then east along Ballina Rd. This route leads outside of the Probable Maximum Flood area to Southern Cross University (SCU), a flood evacuation centre designated by the Lismore City Local Flood Emergency Sub Plan (2018), endorsed by the NSW SES in 2023. This specific route has been selected as it is the last to flood, based on the analysis in Section 2.5.

As noted earlier, any evacuation to this centre must occur at the earliest opportunity, as the surrounding roads become rapidly inundated—typically within one hour of the South Lismore Levee overtopping, which occurs approximately 11- 12 hours after the onset of the storm.

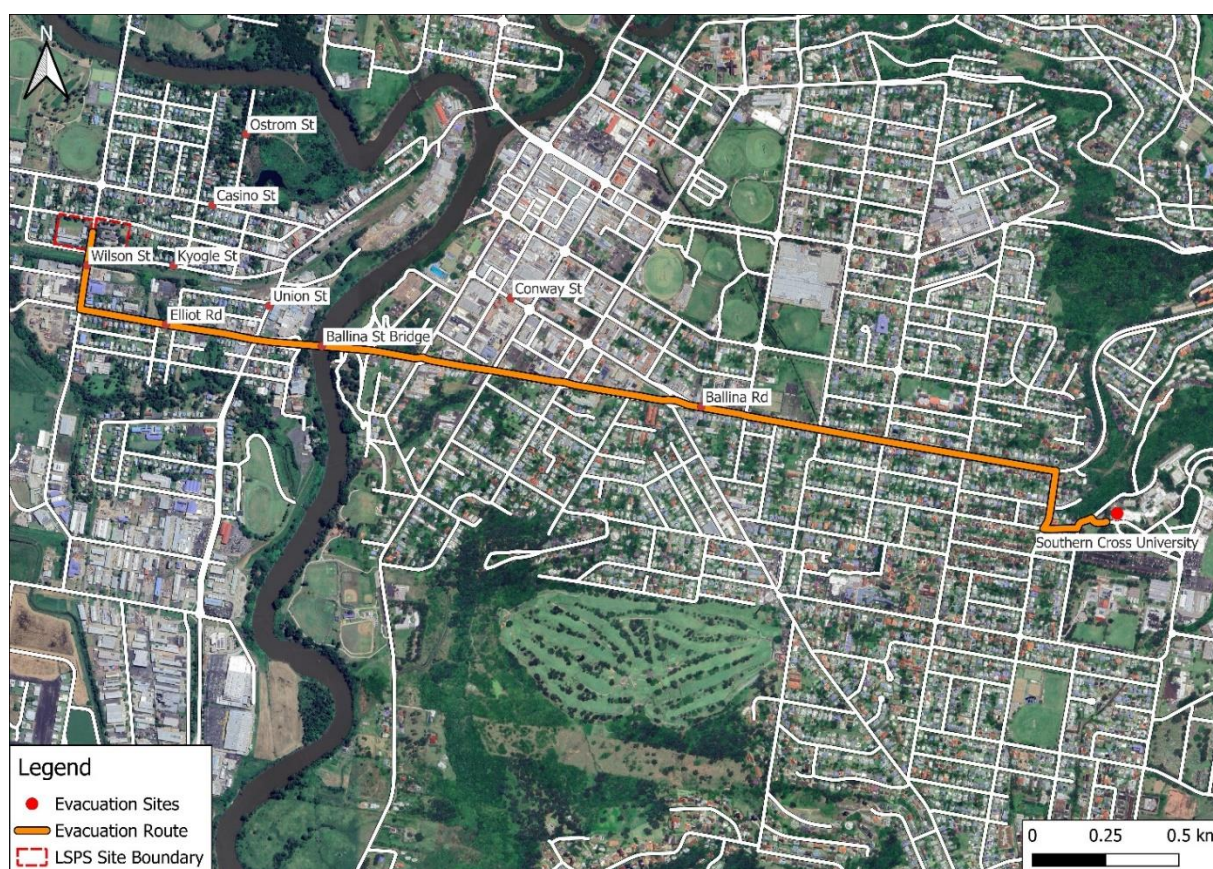


Figure 18: Selected evaluation route.

## 8.0 Limitations and Revision of the Flood Emergency Response Plan

This FERP only addresses the evacuation strategies during extreme flooding events for students and staff within the school site and is considered a guide only. It does not cover students and staff individual safe travel arrangements to the site or when their safe travel arrangements may be disrupted by flooding and/or road closures.

It is the NSW Department of Education & Communities' responsibility to ensure this FERP is current and updated as necessary to be in line with relevant standards, directorate, legislation, and the Regional's State Emergency Management Plan to ensure the health, safety and welfare of all staff, students and others.

## 9.0 Mitigation Measures

Mitigation measures identified as necessary are outlined in Table 4.

Table 4-Mitigation Measures

Mitigation Number/Name	Aspect/Section	Mitigation Measure	Reason for Mitigation Measure
<b>Review and Update of the FERP</b>	Flooding	The FERP is developed based on the 100% Schematic Design of the proposed site. It must be reviewed and updated at the detailed design stage before the site becomes operational.	To ensure the FERP reflects the latest design updates and site conditions.
<b>Flood Risk Awareness and Signage</b>	Flooding / Education	<ul style="list-style-type: none"> <li>- Implement clear signage and educational materials to ensure all staff and students are aware of flood risks, emergency protocols, and evacuation procedures.</li> <li>- Install depth markers on piers in the undercroft of the proposed building to indicate estimated 1% AEP and FEB 2022 flood depths, raising awareness of potential flood hazards.</li> </ul>	To enhance flood risk awareness and preparedness among students and staff.
<b>Flood Evacuation Drills</b>	Flooding	Conduct regular flood evacuation drills to familiarize staff and students with flood alerts and ensure they understand the appropriate emergency response procedures. (Twice per year)	To reduce response time and minimize risks during a flood event.
<b>Flood Emergency Kit Maintenance</b>	Flooding	Ensure a fully equipped and regularly inspected flood emergency kit, with all necessary supplies in working condition.	To maintain readiness and ensure availability of essential resources during an evacuation.

## 10.0 Recommendations

- 1) Update the Important Telephone Numbers in Section 5.0 of this report prior to school being operational.
- 2) Flood-educate staff and residents through Education, Signage and Evacuation Drills as detailed in the Section 6.0 of this FERP.
- 3) DoE to review and update this FERP as necessary once a year.
- 4) All staff to be familiar with Flood Response Actions as detailed in the Section 7.0 of this FERP.

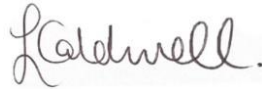
Prepared by  
**TTW (NSW) PTY LTD**



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**DANIEL JIANG**  
Cadet Engineer

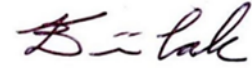
Prepared and reviewed by  
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**ALI VAHIDI**  
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Prepared by  
**TTW (NSW) PTY LTD**

# Appendix A: Current LSPS Emergency Management Plan

## Re: EMAIL - 250203 - Lismore South PS - Updated REF Documentation

TTW (NSW) PTY LTD  
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Call Triple Zero – 000 in the event of an emergency requiring Police, Fire or Ambulance.

# Emergency Management Plan

## LISMORE SOUTH PUBLIC SCHOOL

Plan established date	10/10/2023	Next review date	10/10/2024
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This Emergency Management Plan template is developed in accordance with the department's Emergency Management Procedure and is designed to ensure that workplaces have effective planning, response and recovery measures in the event of an emergency.

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

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## Workplace specific information

<b>Street address</b>	Corner of Wilson Street and Kyogle Street, WEST SITE (temporary), South Lismore NSW 2480				
<b>Nearest cross street</b>	Bannister Street				
<b>School main phone number</b>	02 6621 3433				
<b>Access points for emergency services</b>	Emergency access via gate at Block K/Cola				
<b>Emergency kit location</b>	Emergency Kit is located in Room 5, School Office				
<b>Bushfire Category</b>	Category 3 - Not in a Bushfire Prone Area but may be impacted by grass fires, smoke or road closure				
<b>Chief Warden</b>	Larissa Polak	0403 203 249	<b>Alternate (if assigned: Deputy Chief Warden)</b>	Lauren Golding	0413 297 917
<b>General description of the workplace</b>					
<p>Our school has 167 students, including 20 pre-school students. The school is situated on the corner of Kyogle Street and Wilson Street and is currently operating out of a temporary site on the school ovals on the Western side of Wilson Street across from the main site which is non-operational and isolated due to flood damage.</p> <p>Wilson Street incurs local and arterial traffic as it is a main road both into town and out of town. Lismore South Public School incorporates the Lismore South Public School Ngulliboo Jarjums Preschool and is close to local sporting fields. The school has 40 staff including the principal, 3 assistant principals, 18 classroom teachers, 3 administration, 13 support staff and a general assistant.</p> <p>The school's bus bay and some visitor parking is located across the road from the temporary site and can be accessed by the pedestrian crossing. The school operates as a venue for after school care from 3:00pm to 6:30pm.</p>					
<b>People with disability and sensory considerations</b>	<p>This workplace has three (3) students with disability and/or sensory considerations. See <a href="#">People with disability and sensory considerations</a> for specific details.</p>				
<b>Preschool onsite</b>	<p>This workplace has a preschool onsite with 20 students that require additional support in an emergency. See <a href="#">Preschool onsite</a> for specific details.</p>				

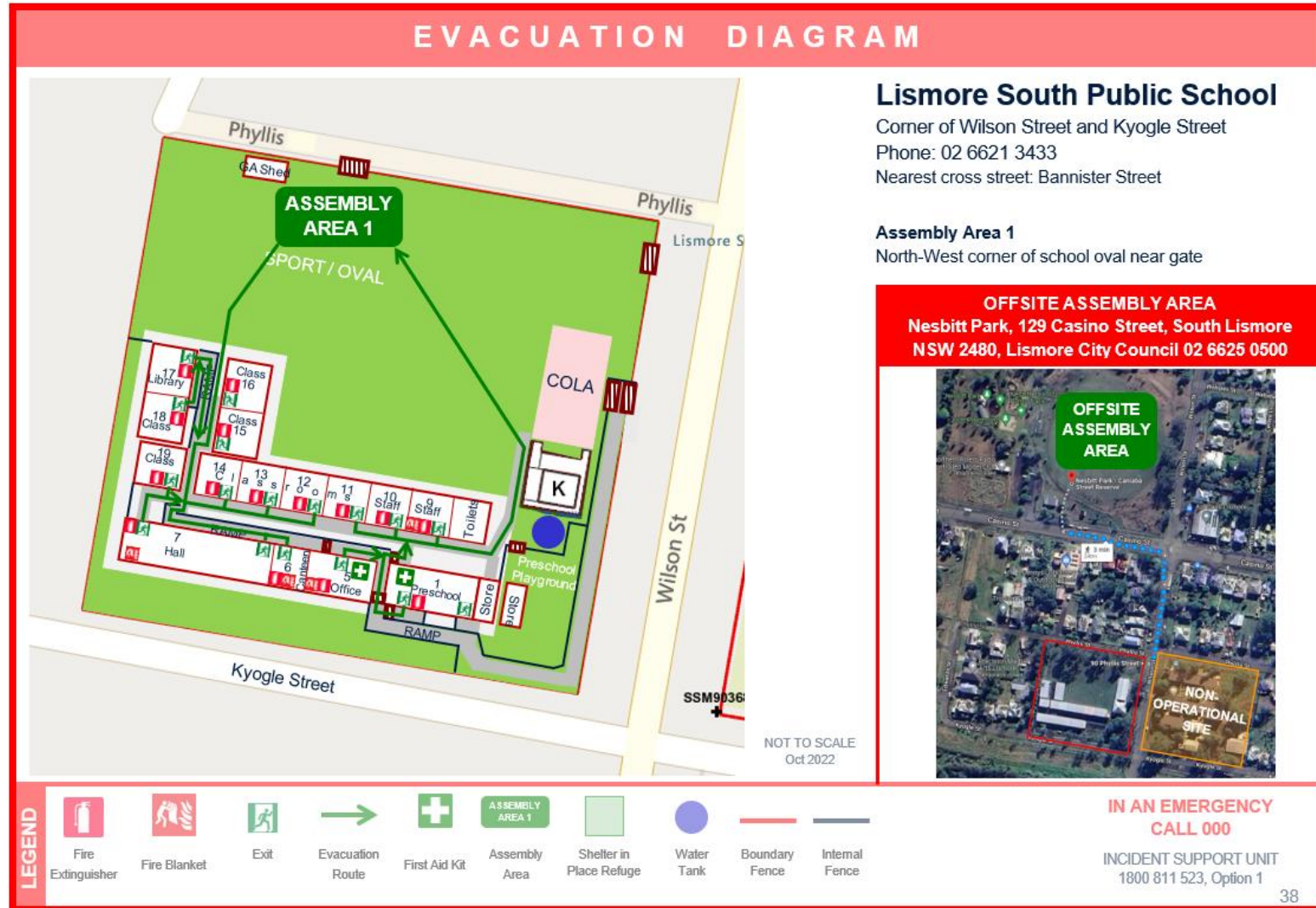
## Emergency response team

Emergency response role	Responsibility	Responsible person's name	Responsible person's mobile number
<b>Chief Warden Communications Officer</b>	Entire workplace	Larissa Polak, Principal	0403 203 249
<b>Deputy Chief Warden</b>	Supports the Chief Warden	Lauren Golding	0413 297 917
<b>Warden</b>	Rooms 5 (admin), 6 (canteen), 1 (alert preschool)	Arneeka Gill, SAM	0435 917 441
<b>Warden</b>	Rooms 9, 10, 11, toilets (including K Block)	Karen Newton, Assistant Principal	0427 322 379
<b>Warden</b>	Rooms 12, 13, 14, 7, 8 (hall)		
<b>Warden</b>	Rooms 15, 16, 17, 18,19	Gaye Titcume, Assistant Principal	0423 169 208
<b>Warden</b>	Room 1 (Pre-School)	Anna Clemesha-Botham, Preschool teacher Maree Guy, Preschool teacher	0417 795 139 0402 336 422
<b>First Aid Officer</b>	Located in the administration office	Michelle McMahon, School Administration Assistant	0416 077 272

## Emergency signals (or alerts)

Evacuation signal	Lockdown signal	Secure Alert (Lockout)	Shelter-in-place (bushfire response)
Continual bell	Repeated short bell	Verbal or message instruction/announcement via mobile phones	Verbal or message instruction/announcement via mobile phones
Temporarily signalled using loud hailer.  (Activated using the electronic school bell system by the Chief Warden or delegate. School bell system activated from the administration office.)	Temporarily signalled using loud hailer.  (Activated using the electronic school bell system by the Chief Warden or delegate. School bell system activated from the administration office.)	Activated using mobile phones by the Chief Warden or delegate from the administration office.	Chief Warden or delegate to use the mobile phones or face to face instructions.
All Clear: verbal announcement at assembly area.	All Clear: verbal announcement or message to all staff.	All Clear: verbal announcement or message to all staff.	All Clear: verbal announcement at shelter in place.

# Assembly areas and evacuation locations



## People with disability and sensory considerations

Disability	Notes
Blind and low vision	N/A
Deaf and hard of hearing	Two students (1x Preschool; 1x Year2) hard of hearing, both have 1:1 support during an emergency response.
Physical disability	One student with arthritis, may require support to evacuation assembly area.
Cognitive disability and sensory considerations	N/A
Health conditions	Medication for health conditions such as, asthma, anaphylaxis, epilepsy or other complex health conditions is collected with the evacuation kit by the SAO and preschool educator.

## Disability Register

Full name (student)	Nature of disability	Usual location	Strategies in place to respond to emergencies	Responsible person/s
<b>Ebony Duff</b>	Arthritis	18	Classroom Teacher and SLSO to support student to assembly area if required.	Classroom teacher Gaye Titcume / Bodhi)
<b>Yakiey Sawtell</b>	Hearing impairment, ADHD	11	Change in routine explained and student supported. Classroom Teacher and SLSO to support student to assembly area if required.	<i>Class teacher Cassie Uretir / SLSO Bec B / Beck A</i>
<b>Elaina Pearce</b>	Hearing impairment	14	Change in routine explained and student supported. Classroom Teacher and SLSO to support student to assembly area if required.	<i>Class teacher Lauren Golding, SLSO Lisa Gaudron</i>
<b>Ronan Hill</b>	Acquired brain injury, seizures, scoliosis, ADD	19	Change in routine explained and student supported. Classroom Teacher and SLSO to support student to assembly area if required.	<i>Class teacher Emma Coleman, SLSO Bx Squires</i>

Full name (student)	Nature of disability	Usual location	Strategies in place to respond to emergencies	Responsible person/s
Jett Vidler	Hemiplegia – Fatigue, poor balance, wobbly muscular movements	19	Classroom Teacher and SLSO to support student to assembly area if required.	<i>Class teacher Emma Coleman, SLSO Bx Squires</i>
Other Health Needs				
Children requiring medication at school	<i>Thomas White (Jingrrd Jingrrd)</i> <i>Harlan Higgins (Binging)</i> <i>Elaina Pearce (Binging)</i> <i>Ronan Hill (Wajung)</i> <i>Lahiyton Martin (Wajung)</i> <i>Tyler Chaffey (Mulayum)</i> <i>Liam McLean (Mulayum)</i>			

Full name (student)	Nature of disability	Usual location	Strategies in place to respond to emergencies	Responsible person/s
Children with Asthma	<i>Lexi Somerville-Nixon (Health Care Plan) (Junbung)</i>			
	<i>Alyssia Rapmund (Gargoos)</i>			
	<i>Nevaeh Cloos (Wajung)</i>			
	<i>Cypress Rhodes-James (Binging)</i>			
	<i>Cyrus Quinnell (Binging)</i>			
	<i>Jensen Smith (Jingrrd Jingrrd)</i>			
	<i>Savannah Foraita (Gargoos)</i>			
	<i>Elaina Pearce (Binging)</i>			
	<i>Sierra Smith (Binging)</i>			
	<i>Cooper Hannigan (Wajung)</i>			
	<i>Myla Mills (Junbung)</i>			
	<i>Willow Keaton-Barton (Junbung)</i>			

## Preschool onsite

Number of students	Notes
20	<ul style="list-style-type: none"> <li>In an evacuation, students will walk to the appropriate evacuation point, supervised by two educators. The emergency backpack will be carried by the SLSO with all contact details of families. Students age from 3-5 years.</li> <li>Students with special needs will require an additional supervisor from the main school school to support with ratios. There are students with behaviour management plans identified.</li> <li>2022 / 2023 - Preschool educators to be supported by additional staff member Karen Newton during evacuations.</li> </ul>

Full name (student)	Nature of disability	Usual location	Strategies in place to respond to emergencies	Responsible person/s
<b>Caidence Chaffey</b>	Hearing loss, global development delay, significant speech delay	1	Echidna Preschool Educators Teacher and SLSO to support student to assembly area if required	<i>Anna Clemesha / Beck Bryant</i>
<b>Arlo Foraita</b>	Asthma	1	Echidna Preschool Educators Teacher and SLSO to support student to assembly area if required. Asthma plan and ventolin carried in emergency backpack.	<i>Anna Clemesha / Beck Bryant</i>
<b>Theodore Harrower</b>	Autism (level 2), Sensory considerations (loud noises), ADHD, Asthma	1	Goanna Preschool Educators Teacher and SLSO to support student to assembly area if required. Will need support with loud noises and break in routine. Asthma plan and ventolin carried in emergency backpack.	<i>Maree Guy / Bec Armstrong</i>
<b>Mia Clayworth</b>	Autism (level 2), Sensory considerations (loud noises), AD	1	Goanna Preschool Educators Teacher and SLSO to support student to assembly area if required. Will need support with loud noises and break in routine. Absconding risk.	<i>Maree Guy / Bec Armstrong</i>

# Emergency contact list: department, suppliers and community

## Department of Education

Unit	Contact number	Unit	Contact number
<b>Incident Report and Support Hotline</b>	1800 811 523	<b>Assisted School Transport Program</b>	1300 338 278
<b>Director, Educational Leadership</b>	Nickie Bartlett 0427 807 108	<b>Learning and Wellbeing staff</b>	Janine Russell 0418 845 250
<b>AMU</b>	Scott Callander – 0499 797 029 Asset Services Officer Michael Trenear - 0460 010 511 Asset Management Group Leader	<b>Media Unit</b>	02 7814 1559
<b>School Security</b>	1300 880 021	<b>WHS Advisor</b>	Yvonne Sacco 0477 742 960
<b>Preschool Reporting Hotline</b>	1300 083 698 If an emergency service is called to attend an emergency within the preschool, a notification must be made to Early Learning within 24 hours.		

## School Support / Services / User Groups

Service	Provider Name	Emergency Contact
<b>Local police</b>	Lismore Police Station	02 6626 0599
<b>Local fire control centre</b>	Northern Rivers Fire Control Centre	02 6663 0000
<b>Local SES</b>	SES South Lismore Warden	John Habib 02 6621 6940; 0412 666 902 (Greg Swindells Zone Commander)
<b>Flood Contacts</b>	2NR ABC Regional Radio 94.5 FM	02 6627 2011

Service	Provider Name	Emergency Contact
	2LM 900 AM and ZZZ 100.9 2NCR 92.9 FM	02 6624 2434 02 6622 7939
<b>Local council</b>	Lismore City Council	02 6625 0500
<b>Bus company</b>	Northern Rivers Buslines Group	02 6626 1499
<b>Crossing supervisor</b>	Transport for NSW	Insert contact name and emergency phone number (in progress)
<b>Cleaners</b>	Richard Walsh Mark Riley Warren Parrish - Supervisor Kelly McPaul - Supervisor	0458 761 429 0432 568 240 0429 127974 0428 493 056
<b>Canteen/Food</b>	Kelly Lewis (Wed & Fri only)	0414 227 296
<b>Local medical centre</b>	Lismore Base Hospital	02 6624 0200
<b>Early childhood education onsite (OHSC &amp; Vacation Care)</b>	Myra Virtue Paula Zanuso	0414 230 536 6621 6437 or direct 6626 9030 or mobile 0401 517 419

## Utilities and suppliers

Utility/supplies	Location of mains/isolation point/shutdown point	Supplier name and contact number
<b>Water (Mains)</b>	Phyllis Street boundary (approx. halfway along oval fence line)	FMS Contractor
<b>Power (mains)</b>	Block K (Upstairs outside Comms Room)	FMS Contractor
<b>Fuel</b>	Fuel used for ride-on mower is stored in the GA Shed/Container (Oval)	N/A
<b>Gas (bottled)</b>	1 x 9kg LPG cylinder (BBQ) – Block K storeroom	N/A
<b>Chemicals (SDS / Chemical Register)</b>	Hazardous chemicals are stored in the GA Shed/Container (Oval) Chemical Register is located in the Administration Office	N/A
<b>Sewerage (mains)</b>	Outside Block K (Wilson Street side)	FMS Contractor
<b>Pump/s (water)</b>	Mains (nil pump)	N/A
<b>Pump/s (septic tanks/sewerage)</b>	2 pumps (Adjacent to Rooms 10 & 15)	FMS Contractor

## Workplace employee contact list

A printed copy of the employee contact list is held with the Chief Warden with copy of this plan in a secure location.

# Emergency Response Procedures

# Evacuation Procedures

Warning Signal - **CONTINUAL BELL**

**ALL CLEAR** signal **VERBAL ANNOUNCEMENT AT ASSEMBLY AREA**

Refer to *EVACUATION DIAGRAM* for Evacuation Route and Assembly Areas

EXECUTIVE		SASS	TEACHERS / SLSO's / PRESCHOOL	
CHIEF WARDEN		GENERAL ASSISTANT (GA/APC&I)	ALL STAFF	
<ol style="list-style-type: none"> <li>Alert emergency services '000' or delegate to SASS</li> <li>Inform wardens of emergency and decision to evacuate</li> <li>Sound evacuation signal / text alert or delegate to SASS</li> <li>Oversee evacuation as you proceed to Assembly Area One</li> <li>Check in with Deputy Chief Wardens and report any missing students to emergency services</li> <li>Determine if offsite evacuation is required and initiate</li> <li>Maintain communication with all wardens</li> <li>Follow the directions of emergency services and give the "all clear" as directed</li> <li>Report to DEL and Incident Report and Support Hotline 1800 811 523 (or delegate)</li> </ol>		<ol style="list-style-type: none"> <li>Turn off gas /electricity if safe to do so</li> <li>Move to front gate and direct emergency services</li> <li>Report to Chief Warden</li> <li>When directed evacuate to Assembly Area One</li> </ol>	<ol style="list-style-type: none"> <li>Close, but <b>DO NOT</b> lock, all windows and doors (checking storerooms and classroom toilets if applicable)</li> <li>Students to leave all bags and belongings in classroom unless otherwise advised by Chief Warden</li> <li>SLSO's to assist persons with a disability to evacuate</li> <li>Evacuate students via the safest route in a <b>quiet, calm and orderly manner</b> to Assembly Area One</li> </ol>	
DEPUTY CHIEF WARDENS		SCHOOL ADMIN MANAGER (SAM)	ASSEMBLY AREA ONE	OFFSITE ASSEMBLY AREA
<p>The Deputy Chief Warden will assume the above duties of the Chief Warden if he/she is absent, otherwise:</p> <ol style="list-style-type: none"> <li>Follow the <b>Teachers/SLSO's/Preschool</b> steps overseeing the evacuation as you proceed to Assembly Area One</li> <li>At Assembly Area, confirm all teachers and students are accounted for and report any missing persons to the Chief Warden</li> <li>Await further instructions from the Chief Warden until given the "all clear"</li> </ol>		<ol style="list-style-type: none"> <li>If directed by Chief Warden, call emergency services '000'</li> <li>Ensure Preschool has been contacted and evacuate to Assembly Area One</li> <li>Alert any groups on excursion / offsite activities</li> <li>Check Rooms 5 (admin), 6 (canteen).</li> <li>Advise visitors and canteen staff to move to the assembly area</li> <li>List reported injuries and coordinate first aid as necessary</li> <li>Coordinate action with ambulance</li> </ol>	<p>North-West corner of school oval</p>	<p>Nesbitt Park, 129 Casino Street, South Lismore</p>
WARDENS		SCHOOL ADMIN OFFICERS (SAO)	IF EVACUATING DURING BREAKTIME or OUTDOOR ACTIVITIES	
<ol style="list-style-type: none"> <li>Wardens provide direction to staff and students in your area</li> <li>Check allocated blocks, storerooms and toilets are all evacuated, closing windows and doors as you go (if practicable, <b>DO NOT</b> lock)</li> <li>Proceed to Assembly Area One and report to Chief Warden</li> </ol> <p>Rooms 5, 6 (ensure Preschool aware) Arneeka Gill, SAM            Rooms 9, 10, 11, Toilets, K Block + 12,13,14 Karen Newton, AP            Rooms 12, 13, 14, 7, 8 (hall) APCNI, TBA            Rooms 15, 16, 17, 18, 19 +7,8 Gaye Titcume, AP            Room 1 (Preschool): Anna Clemesha-Botham / Maree Guy</p>		<ol style="list-style-type: none"> <li>If directed by Chief Warden sound the Evacuation Signal</li> <li>Complete SAM duties if absent</li> <li>Collect Evacuation Folder, Visitor's Book and Student Info Cards.</li> <li>Check sick bay</li> <li>Collect Evacuation Kit including First Aid Kit, mediations and Health Plans required</li> <li>Evacuate to Assembly Area One</li> </ol>	<ol style="list-style-type: none"> <li>Staff on playground duty or supervising outdoor activities to supervise the immediate evacuation of students to Assembly Area One</li> <li>All other staff, assist with evacuation of students and follow procedures above</li> </ol>	
		CANTEEN, CLEANING, CONTRACTORS, VISITORS	PRESCHOOL STAFF	
		<ol style="list-style-type: none"> <li><b>Canteen Staff Only:</b> Lock up money drawer</li> <li>Close, but <b>DO NOT</b> lock, windows and doors, and turn off electrical items.</li> <li>Evacuate to Assembly Area One</li> <li>Account for your staff, students, volunteers etc. and report any missing persons to the SAM</li> </ol>	<ol style="list-style-type: none"> <li>Follow procedures above</li> <li>Bring class roll/list when evacuating and report any missing students/staff to the Chief Warden</li> </ol>	
			STUDENTS	
			<ol style="list-style-type: none"> <li>Collect bags (if instructed to do so) and exit the classroom or playground moving to Assembly Area One under the direction of your teacher in a calm, quiet and orderly manner</li> <li>If evacuating from playground, do not take play equipment</li> <li>Assemble in your class group</li> <li>Listen for directions and information from your teacher</li> </ol>	

# Lockdown Procedures

## Warning Signal – **REPEATED SHORT BELL or REPEATED SIREN**

**ALL CLEAR** signal **ANNOUNCEMENT via MOBILE PHONE 0476 027 557 (Exec ph)** text class name, student numbers and adult names present

Lockdown is a procedure used when there is an immediate threat to the school e.g., school intruders, unauthorised persons or general threat outside the school property. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by the principal or police officer.

The only entry to the school for the period of the lockdown will be via the main gates. Staff appointed to monitor gates (those without the responsibility for a class) will ensure that access is monitored and that only authorised personnel have access. Staff to monitor gates may include AP's, staff on RFF, SLSOs or GA.

<b>EXECUTIVE</b>	<b>SASS</b>	<b>TEACHERS / SLSO's / PRESCHOOL</b>
<b>CHIEF WARDEN</b>	<b>SCHOOL ADMIN MANAGER (SAM)</b>	<b>ALL STAFF</b>
<ol style="list-style-type: none"> <li>1. Direct SAM to phone emergency services '000'</li> <li>2. Direct the sounding of the Lockdown Signal</li> <li>3. Coordinate all staff to lock and secure all exterior doors and entrances.</li> <li>4. If safe to do so, meet emergency services at main entrance</li> <li>5. Only emergency services personnel should be allowed access to the school premises</li> <li>6. Report any missing students to emergency services</li> <li>7. Follow the directions of emergency services and give the "all clear" as directed</li> <li>8. Report to DEL and Incident Report and Support Hotline 1800 811 523</li> <li>9. Where the Lockdown lasts for an extended period of time, or beyond normal school hours, notify parents/carers</li> <li>10. Liaise with local police for parents/carers to collect students from a designated safe area</li> <li>11. Follow the directions of emergency services and give the "all clear" as directed</li> </ol>	<ol style="list-style-type: none"> <li>1. When directed, call emergency services '000'</li> <li>2. Ensure phone lines remain free of unnecessary calls</li> <li>3. Alert any groups on excursion / offsite activities</li> <li>4. Stay out of sight and follow directions of the Chief Warden until "all clear"</li> </ol>	<ol style="list-style-type: none"> <li>1. Immediately stop all work</li> <li>2. Staff should secure doors &amp; windows and move students out of line of sight of doors &amp; windows, &amp; blinds are down.</li> <li>3. Staff should stay calm and assist children to remain calm and quiet.</li> <li>4. Staff should check outside their classrooms for nearby students and direct them into their classroom. Staff should not leave the classroom to get students. The door should then be locked.</li> <li>5. <i>Staff should record the names of all the students/staff who are in the room (mark a manual roll) and then send a text message to the school mobile phone acknowledging numbers present and who is missing.</i></li> <li>6. Stay in rooms until advised to leave. The Chief Warden or delegate will give an "all clear" signal by alerting staff that the lockdown has ended via their mobile phone.</li> </ol>
	<b>SCHOOL ADMIN OFFICERS (SAO)</b>	
	<ol style="list-style-type: none"> <li>1. If directed by Chief Warden sound the Lockdown Signal</li> <li>2. Liaise with SAM to ensure all doors and windows to Room 5 (admin) are locked and blinds are down</li> <li>3. Ensure the phones remain free of unnecessary calls</li> <li>4. Provide the AP on office duty with the attendance numbers for each class to cross check that everyone is accounted for</li> <li>5. Run Emergency Evacuation List from School Check-In and Passtab systems and account for all visitors</li> <li>6. Stay out of sight and follow directions of the Chief Warden until "all clear"</li> </ol>	
	<b>GENERAL ASSISTANT (GA), CANTEEN, CLEANING, CONTRACTORS, VISITORS</b>	<b>IN THE EVENT OF A LOCKDOWN DURING BREAKTIME or OUTDOOR ACTIVITIES</b>
	<ol style="list-style-type: none"> <li>1. Immediately stop all work, if outdoors go to nearest safe area or building</li> <li>2. <b>Canteen Staff Only:</b> Support students that may seek safety in the canteen and text message names of students in your care to the school mobile phone.</li> <li>3. Close and lock all access doors and windows</li> <li>4. Turn off lights, all electrical equipment and all devices including mobile phones</li> <li>5. Stay out of sight and follow directions of the Chief Warden until "all clear"</li> </ol>	<ol style="list-style-type: none"> <li>1. Students are to be directed to the Hall or safest nearby area / securable building</li> <li>2. Follow the procedures above</li> </ol>
<b>DEPUTY CHIEF WARDENS</b>		<b>STUDENTS</b>
The Deputy Chief Warden will assume the above duties of the Chief Warden if he/she is absent, otherwise assist the Chief Warden		<ol style="list-style-type: none"> <li>1. Immediately stop all work</li> <li>2. Listen for directions and information from your teacher, move out of sight from doors and windows to the safest part of the room</li> <li>3. Ensure all devices are turned off</li> <li>4. Remain calm and quiet until the "All Clear" is given by your teacher</li> </ol>
<b>WARDENS</b>		
<ol style="list-style-type: none"> <li>1. If safe to do so, check immediately outside your building for students not in classrooms and lock the external doors</li> <li>2. Follow <b>Teachers / SLSO's / Preschool</b></li> </ol>		

# Secure Alert (Lockout) Procedures

## Warning signal

### VERBAL ANNOUNCEMENT VIA MOBILE PHONE SYSTEM

**ALL CLEAR** signal **ANNOUNCEMENT** via **MOBILE PHONE SYSTEM - 0476 027 557** (Exec phone) text class name, student numbers and adult names

**Secure Alert (Lockout)** is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal (as possible) during the outside disruption.

EXECUTIVE	SASS	TEACHERS / SLSO's / PRESCHOOL
<b>CHIEF WARDEN</b>	<b>GENERAL ASSISTANT (GA/APC&amp;I)</b>	<b>ALL STAFF</b>
<ol style="list-style-type: none"> <li>1. Direct SAM to phone emergency services '000</li> <li>2. Direct the sounding of the Secure Alert (Lockout) Signal (SASS)</li> <li>3. Delegate staff to secure all perimeter gates</li> <li>4. The only entry to the school for the period of the lockout should be through the main entrance</li> <li>5. The location of the entrance point must be conveyed to police or other emergency services if they are required to respond</li> <li>6. Report any missing students to emergency services</li> <li>7. Ensure that access is monitored and only authorised persons enter the school</li> <li>8. Report to DEL and Incident Support Unit 1800 811 523</li> <li>9. Liaise with police to develop and implement a plan for students to depart at the end of the school day if the incident is ongoing</li> <li>10. Follow the directions of emergency services and give the "all clear" as directed</li> </ol>	<ol style="list-style-type: none"> <li>1. When directed by Chief Warden secure all perimeter gates</li> <li>2. Report to Chief Warden</li> <li>3. Monitor access at safe distance and allow entrance to authorised persons only</li> <li>4. Remain in safe location within school premises until given the "all clear"</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay in rooms and continue as normal</li> <li>2. Check class roll and report any missing students (not absentee's) to the SAM</li> <li>3. It is <b>not</b> necessary to lock windows, doors or buildings during a lockout</li> <li>4. Remain in safe location within school premises until given the "all clear"</li> </ol>
	<b>SCHOOL ADMIN MANAGER (SAM)</b>	<b>IN THE EVENT OF A LOCKOUT DURING BREAKTIME or OUTDOOR ACTIVITIES</b>
	<ol style="list-style-type: none"> <li>1. If directed by Chief Warden, call emergency services '000'</li> <li>2. Ensure phone lines remain free of unnecessary calls</li> <li>3. Stay in building and continue as normal</li> <li>4. Follow directions of the Chief Warden and remain in safe location within school premises until given the "all clear"</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep students away from perimeter fencing</li> <li>2. If there is an immediate risk external to the school, move students directly to the closest building</li> <li>3. Follow All Staff procedures above</li> <li>4. Staff should record the names of students who are in the room and provide details to the SAM when possible</li> </ol>
	<b>SCHOOL ADMIN OFFICERS (SAO)</b>	<b>STAFF OFFSITE / ON EXCURSION</b>
	<ol style="list-style-type: none"> <li>1. Ensure phone lines remain free of unnecessary calls</li> <li>2. Alert any groups on excursion / offsite activities</li> <li>3. Inform Chief Warden of any classes returning from offsite activities</li> <li>4. Remain in safe location within school premises and continue as normal until given the "all clear"</li> </ol>	<ol style="list-style-type: none"> <li>1. SASS will contact you if there is a lockout in progress on school premises</li> <li>2. If there is an immediate risk external to the school classes should not return</li> <li>3. If there is no immediate risk classes to return and advise when at the gates to gain access to school premises</li> <li>4. Follow All Staff procedures above</li> </ol>
	<b>CANTEEN, CLEANING, CONTRACTORS, VISITORS</b>	<b>STUDENTS</b>
	<ol style="list-style-type: none"> <li>1. If outdoors go to nearest safe building or area (away from perimeter fence)</li> <li>2. Inform SAM that you are in a safe building / area</li> <li>3. Remain in safe location within school premises and continue as normal until given the "all clear"</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep a safe distance from the school perimeter and out of bounds areas</li> <li>2. Listen carefully for directions and information from the teachers</li> <li>3. Do not leave school premises until the "all clear" is given</li> </ol>
<b>DEPUTY CHIEF WARDENS</b>		
The Deputy Chief Warden will assume the above duties of the Chief Warden if he/she is absent, otherwise assist the Chief Warden, and:		
<ol style="list-style-type: none"> <li>1. Follow <b>Teachers / SLSO's / Preschool</b> until given the "all clear"</li> </ol>		
<b>WARDENS</b>		
<ol style="list-style-type: none"> <li>1. Assist the Chief Warden as directed</li> <li>2. Follow <b>Teachers / SLSO's / Preschool</b> until given the "all clear"</li> </ol>		

## Recovery

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

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

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

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

## Prevention

Preventative actions	Responsibility	Last review
Conduct and then review the workplace risk assessment at least annually	Principal, Health and Safety Committee	At time of EMP review
Monitor and review risk assessment (at least annually and or following an incident)	Principal, Health and Safety Committee	At time of EMP review

### Review frequency

Reviews will be conducted at least annually or when:

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

## Preparation

Preparation actions	Responsibility	Last review
Review the EMP	Health and Safety Committee, Principal / Executive	Reviewed at time of EMP review
Cross reference risk assessment and risk register to list of reasonably foreseeable emergencies (see <a href="#">Appendix B – Reasonably foreseeable emergencies</a> )	Health and Safety Committee, Principal / Executive	Reviewed at time of EMP review
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Health and Safety Committee, Principal / Executive	Scheduled on WHS Management Action Plan
Ensure that consultation to prepare persons with a disability for emergencies also considers making reasonable adjustments to support access to information and physical spaces	Principal or Student Wellbeing Team	At enrolment and on review of Individual Health Care Plan
Develop draft communication strategy for known emergencies (for example, severe weather events)	Health and Safety Committee, Principal / Executive	Reviewed at time of EMP review

Specific preparation actions	
Training against the Emergency Management Plan	
Training and skill maintenance	Warden training including initial training for staff newly appointed to an emergency response role, and skills maintenance training for staff already trained in emergency response roles minimum every 6 months
Briefings and consultation	Inductions and orientations of staff, students, contractors; WHS/Emergency Committee minutes; staff meeting awareness sessions and meeting minutes; training and practice drills; information displayed.
Emergency drill frequency	
Evacuation drill	School - at least every 6 months Preschool – every 3 months

### Specific preparation actions

Lockdown/Secure Alert (Lockout) drill	School – based on risk assessment Preschool – every 3 months
Bushfire response drill (Evacuation and a shelter-in-place)	School – at least once per year (consider inviting your local RFS; consider changing roles so each staff member knows each other's role)
<b>Other</b>	
Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	AMU Contract (every 6 months)
<a href="#">Emergency Kit/s</a> and <a href="#">First Aid Kit/s</a>	Check kit contents before each scheduled emergency drill (evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

## Version control

Version	Effective date	Approver	Comments
1.0	10/10/2022	Larissa Polak, Principal	Initial transition to new Emergency Management Plan template. Initial transition to Bushfire-Grassfire Response Plan. Updated to new First Aid Plan and Defibrillator Management Plan template. Next review is due 18/10/2023
2.0	August 2022	Larissa Polak, Principal	Updated contact details
3.0	13/02/2023	Larissa Polak, Principal	Update contact details and student disability/health conditions

## Document location

Version	Comments
<b>In Case of Emergency (ICE) system</b>	An electronic version of plan is lodged in ICE for use by the department, DEL and emergency services
<b>Workplace manager and/or chief warden</b>	Electronic version: Teams WHS Group (Planning Process Folder) Printed copy onsite: Principal's office Printed copy offsite: Located at Principal residence.
<b>Emergency evacuation kit</b>	Printed copy included in Evacuation Kit.
<b>School staff</b>	Printed summary has been printed and place on the staff WHS noticeboard.

## Appendix A – Checklist: Supporting resources

Resources	(✓)
<a href="#">Bushfire and Grassfire Response Plan</a>	✓
<b>Flood Response Plan</b>	✓
<a href="#">First Aid Plan</a>	✓
<a href="#">Defibrillator Management Plan</a>	N/A or ✓
<a href="#">Floor plan</a>	✓

## Appendix B – Reasonably foreseeable emergencies

Emergency	Type	Response
<b>Fire</b>	Structure fire	Evacuation (offsite assembly area)
	Car fire	
	Chemical fire	
	Bush/grass fire	Temporarily Proactively Cease Operations if possible or Chief Warden to decide to Evacuate (offsite assembly area) or Shelter in Place.
<b>Bomb threat</b>	Bomb threat	Evacuation (offsite assembly area)
	Suspicious item	Move people away from the area of the suspicious item. Secure the area until emergency services arrive
<b>Physical site / environmental emergency</b>	Burst/leaking pipes (water/sewerage/gas)	Follow the advice of emergency services, implement required emergency response
	Loss of utilities (water/power/sewerage)	Discuss with DEL and local ASO, implement required emergency response
	Loss of ICT	Contact EDConnect or contracted telecommunications company
	Chemical spill on site	Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
	Structural failure/collapse	
	Electrical hazard	
	Explosion	
	Vehicle collision with workplace	
<b>Security/physical threat to people</b>	Intruder	Implement Lockdown Procedures
	Aggressive person/s	
	Violent person/s	
	Armed person/s	
	Attempted/actual self-harm or self-harm ideation	
<b>Medical emergency</b>	Injury to person requiring first aid	First Aid provided by trained person
	Injury to person requiring emergency services	Call or arrange for someone to call Triple Zero (000)
	Infectious diseases	Notify the Incident Report and Support Hotline on 1800 811 523

Emergency	Type	Response
External emergency	Fatality (person) on premises or offsite activity	Call or arrange for someone to call Triple Zero (000)
	Injury to animal requiring veterinary response	Contact veterinarian, notify Animal Welfare Officer (02) 7814 2631
	Flood	Notify DEL and local ASO, implement flood response plan
	Earthquake	Follow the advice of emergency services, implement required emergency response
	Severe weather (wind, hail, dust, snow)	Implement Lockdown Procedures
	Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Consider the potential impacts on school activities, especially outdoors.
	Vehicle accident at/in department workplace	Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
	Accidents or emergencies near the workplace	Follow the advice of emergency services, implement required emergency response
	Traffic accident impacting access to / from the workplace	
	Police event external to the workplace	
	Electrical hazard (downed powerlines)	
	Chemical spill offsite	

## Appendix C – Checklist: Chief Warden briefing of emergency services

Checklist: Chief Warden briefing of emergency services upon arrival (✓)	
<b>Outline the emergency:</b> What? Where? When? Who is involved?	
<b>Describe the potential consequences:</b> Safety (risk to the safety of others, including animals onsite) What buildings/assets are damaged? Are there any utilities or hazardous materials <b>at</b> the scene?	
<b>Describe what has been done to manage the emergency</b> What has been done? (For example, evacuation commenced, first aiders attended injured people, building secured, school is in lockdown) What is the status of the response? (For example, underway, complete) Respond to questions <b>TIP:</b> State the facts. State “I am unsure” if unsure of any answer to a question.	
If applicable – <b>Safety of people:</b> Do any people need <b>urgent</b> assistance? Where are they?	
If applicable – <b>Safety of animals:</b> Do any animals need <b>urgent</b> assistance? Where are they?	
If applicable – <b>Injuries:</b> Where are the injured people?	
If applicable – <b>People with disability:</b> Do any people with disability need assistance? Where are they?	
If applicable – <b>Utilities and hazardous materials:</b> Which utilities or hazardous materials are <b>near</b> the emergency scene?	
<b>Tip:</b> Use the site diagram to assist briefing. Specific detail is in <a href="#">Utilities and suppliers</a> .	

## Appendix D – Risk assessment for emergencies

Fact Sheets for specific hazards listed in the table below can be found at [Health, Safety and Staff Wellbeing Directorate website> Emergency planning and incident response> Emergency management> Emergency management planning> Support and resources](#)

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Bomb Threat	<ul style="list-style-type: none"> <li>History of bomb threats for workplace.</li> <li>Person seeking to cause disruption to workplace.</li> <li>Examinations or other significant events in the workplace.</li> </ul>	3	<ul style="list-style-type: none"> <li><a href="#">Bomb Threat Report</a> available in accessible locations i.e., staff room, administration office.</li> <li>Processes in place for taking details of bomb threats using Bomb Threat Report to assist emergency services in assessing the threat.</li> <li>Response procedure in place for bomb threats that includes offsite evacuation location and train/communicate to staff.</li> </ul>	Principal, Executive or WHS Committee.	<p>Bomb Threat Reports are checked as part of annual workplace inspections.</p> <p>Response procedures reviewed annually.</p>
Fatality at the Workplace or During a Department Activity	<ul style="list-style-type: none"> <li>Major accident during Department activities (e.g. excursions) due to inadequate risk controls.</li> <li>Lack of emergency planning.</li> <li>Insufficient follow up of incidents including near misses.</li> </ul>	2	<ul style="list-style-type: none"> <li>WHS Management Program (WHSMP) in place.</li> <li>Staff aware of WHS responsibilities.</li> <li>Communication and consultation.</li> <li>WHS risk assessment and risk management programs in place.</li> <li>Emergency planning complete.</li> <li>Incident management and investigation processes in place.</li> <li>Emergency contact details for students and staff are updated at least annually.</li> <li>Student Individual Health Care Plans are</li> </ul>	Principal, Executive or WHS Committee. Staff member in charge of excursion or activity.	<p>Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.</p> <p>WHSMP actioned throughout 12 month period with outcomes communicated to all staff.</p>

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			reviewed at least annually.		
Earthquake	<ul style="list-style-type: none"> <li>Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures.</li> </ul>	5	<ul style="list-style-type: none"> <li>Know your area's earthquake history</li> <li>Identify the age of buildings. Large historic artefacts and monuments over entrances that may fall during an earthquake must be avoided during an earthquake and alternative evacuation routes selected.</li> </ul>	Principal, Executive or WHS Committee.	Response procedures reviewed annually.
Electrical Hazard	<ul style="list-style-type: none"> <li>Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault.</li> <li>Use of high-risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances).</li> </ul>	2	<ul style="list-style-type: none"> <li>Ensure testing of electrical equipment.</li> <li>Encourage reporting of all electrical faults.</li> <li>Consider electrical safety as part of WHS risk assessment and risk management programs.</li> <li>Encourage general safety precautions.</li> <li>Repair, renovation, or construction is performed by qualified trades through Asset Management and precautions taken to prevent electrical hazards.</li> <li>Safe operating procedures are displayed and used for all electrical based learning.</li> </ul>	Principal, Executive or WHS Committee. Schools Infrastructure NSW / Local ASO	<p>Response procedures and First Aid Plan reviewed annually.</p> <p>Tag and testing conducted annually by Schools Infrastructure NSW.</p> <p>Workplace Inspections completed regularly.</p>
Emergencies Occurring at Off-site Activities and Excursions	<ul style="list-style-type: none"> <li>Emergencies can occur during transportation, at the location, near the venue or location or at accommodation used for the activity or excursion.</li> </ul>	2	<ul style="list-style-type: none"> <li>Determine the roles and responsibilities of any service provider/s, venue staff and department staff in an emergency.</li> <li>WHS risk assessment and management plan in place which includes emergency planning, first aid requirements, incident management and staff training.</li> </ul>	Principal, Executive or WHS Committee. Staff member in charge of excursion or activity.	Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Explosion	<ul style="list-style-type: none"> <li>Insufficient maintenance of facilities.</li> <li>Damage to gas pipes or gas outlet.</li> <li>Faulty portable LPG gas tanks.</li> <li>Fire in the workplace.</li> <li>Spill of flammable substance.</li> <li>Proximity to industrial areas or major transport links (eg road, railway).</li> </ul>	3	<ul style="list-style-type: none"> <li>Ensure all persons understand the potential risks associated with gas and are trained to use gas in a safe way as part of their training/learning activities.</li> <li>Ensure proper maintenance of gas facilities.</li> <li>Ensure fire precautions in place.</li> <li>Emergency planning identifies potential risk of explosion in nearby facilities.</li> <li>Chemicals are stored in accordance with Safety Data Sheet.</li> </ul>	Principal, Executive, GA or WHS Committee.  Schools Infrastructure NSW.	<p>Portable LPG gas have been inspected and tested within the past 12 months.</p> <p>Gas facilities checked annually by Schools Infrastructure NSW.</p> <p>Chemical Register is reviewed and updated annually.</p>
Fire – Structural	<ul style="list-style-type: none"> <li>Evacuation plans not communicated clearly or not regularly tested.</li> <li>Staff and students are not aware of, or unclear on, procedures/warden responsibilities in case of fire.</li> <li>Staff are unsure of their responsibilities under evacuation plans if a fire occurs.</li> <li>Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.</li> </ul>	2	<ul style="list-style-type: none"> <li>Educate staff and students about workplace fire prevention and safety.</li> <li>Conduct fire drills.</li> <li>Risk assessment are developed for fire related activities.</li> <li>Corrective actions are addressed following Annual Fire Safety Statement inspection.</li> <li>Annual maintenance activities are scheduled by Schools Infrastructure NSW and completed i.e., test and tag, gutter cleaning.</li> <li>Staff are familiar with the emergency equipment in school buildings.</li> </ul>	Principal, all staff  Schools Infrastructure NSW	<p>Drills conducted twice annually</p> <p>Workplace inspections conducted each semester</p> <p>Annual Fire Safety Statement inspection conducted annually.</p> <p>Risk Assessment and Management Plans are developed / reviewed prior to fire related activities.</p>
Flood	<ul style="list-style-type: none"> <li>Floods are a natural occurrence on low-lying land close to rivers and creeks. While the pattern of flooding</li> </ul>	2	<ul style="list-style-type: none"> <li>Prepare a flood response plan covering actions needing to be undertaken when a flood is likely, during a flood and after a</li> </ul>	Principal, Executive or WHS	Flood response plan reviewed annually.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
	<p>varies, there are few communities that do not have some flood risk.</p> <ul style="list-style-type: none"> <li>The State Emergency Service (SES) is responsible for responding to floods in NSW.</li> </ul>		<p>flood.</p> <ul style="list-style-type: none"> <li>Prepare an emergency kit consisting of at least a portable radio with spare batteries, a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes.</li> <li>Inform staff and students of the flood risk.</li> </ul>	Committee	
Hazardous Substances	<ul style="list-style-type: none"> <li>Proximity to industrial areas or major transport routes.</li> <li>Procedures for safe management of chemicals at workplaces not clearly implemented.</li> <li>Audit of chemicals at the workplace not sufficient for compliance with relevant legislation.</li> </ul>	4	<ul style="list-style-type: none"> <li>Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill.</li> <li>Ensure safety data sheets (SDS) for all hazardous substances used are at hand.</li> <li>Use Department's Chemical Safety In Schools Manual</li> <li>Chemical Register is reviewed and updated annually.</li> </ul>	Principal, Executive or WHS Committee	Chemical stocktake conducted annually
Gas Leak	<ul style="list-style-type: none"> <li>Insufficient maintenance of gas facilities.</li> <li>Damage to gas pipes or gas outlet.</li> <li>Faulty portable LPG tanks.</li> </ul>	3	<ul style="list-style-type: none"> <li>Ensure gas is used in a safe way in all workplaces.</li> <li>Ensure persons using gas facilities understand the potential risks associated with gas and are trained to use gas in a safe way as part of their training/learning activities.</li> <li>Ensure proper maintenance of gas facilities.</li> </ul>	Principal, Executive or WHS Committee Schools Infrastructure NSW.	Gas facilities checked annually by Schools Infrastructure NSW. Safety Management Plans for practical learning situations are reviewed regularly.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			<ul style="list-style-type: none"> <li>Fire extinguishers are maintained.</li> <li>Access to gas storage is controlled.</li> </ul>		
Medical Emergency	<ul style="list-style-type: none"> <li>Staff and students at the workplace with sudden medical conditions that may require emergency response.</li> <li>Distance from emergency services or other medical assistance.</li> <li>Individual health care plans for student not in place or updated.</li> <li>Environmental risks that may trigger health condition (e.g. anaphylaxis).</li> </ul>	1	<ul style="list-style-type: none"> <li>Implement individual health care plans for students and communicate to relevant staff.</li> <li>Ensure effective emergency and first aid response plans are in place.</li> <li>Educate staff on how to respond in an emergency (first aid).</li> <li>Implement policies and procedures to support the health and wellbeing of staff and students.</li> <li>Manage health risks in the workplace environment.</li> <li>Develop effective emergency response strategies in consultation with relevant groups (e.g. parents and carers, emergency services).</li> <li>Risk assessments for offsite activities or excursions include medical emergencies.</li> </ul>	Principal, Executive, Student Learning Support Team, Student Wellbeing or WHS Committee Staff member in charge of excursion or activity.	<p>Individual health care plans reviewed every 12-18 months or when students' needs change.</p> <p>First Aid Plan is reviewed annually and communicated to all staff.</p> <p>Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.</p>
Outbreak of Infectious Diseases	<ul style="list-style-type: none"> <li>Lack of awareness of standard precautions for infection control at the workplace.</li> <li>Shared facilities increase risk of infectious diseases.</li> <li>Difficulty of reliably identifying all persons carrying infectious diseases.</li> </ul>	2	<ul style="list-style-type: none"> <li>Consistently apply standard precautions for infection control, incorporating them into daily practice and use specific controls for particular situations.</li> <li>Ensure all staff understand and apply the Department's Infection Control and reporting guidelines and procedures</li> <li>Consultation with relevant persons and</li> </ul>	Principal, all staff	<p>Infection control procedures and incident reporting procedures are communicated to all staff; reviewed annually and on an as required basis.</p>

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
	<ul style="list-style-type: none"> <li>Food preparation with insufficient controls.</li> </ul>		<ul style="list-style-type: none"> <li>organisations e.g. local Public Health Units, parents/carers, cleaners, etc.</li> <li>Monitor the health of staff and students where practicable.</li> <li>Communicate to staff, students, and parents/carers in advance of seasonal illness.</li> <li>Maintain stock of hygiene related products (soaps) and first aid kits.</li> </ul>		
Pedestrian Incident	<ul style="list-style-type: none"> <li>Proximity to major roads.</li> <li>Insufficient pedestrian safety awareness training for students or staff.</li> <li>Insufficient traffic controls in place.</li> </ul>	2	<ul style="list-style-type: none"> <li>Traffic controls (pedestrian crossings, traffic controllers, etc.).</li> <li>Liaison with local council and Roads and Traffic Authority.</li> <li>Issue rules in writing to parents regarding safe drop off and pick up of students e.g. no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc.</li> </ul>	Principal, Executive or WHS Committee Consultation with local Road Safety Education Officer.	Response procedures reviewed annually. Risk Assessment and Management Plans are developed / reviewed annually for traffic management.
Staff or Student Lost on Excursion	<ul style="list-style-type: none"> <li>Department's Excursions Policy not followed.</li> <li>Risk assessments not conducted.</li> <li>Untested assumptions about the safety or the safety requirements of staff and students.</li> <li>Unanticipated events whilst on excursions</li> </ul>	2	<ul style="list-style-type: none"> <li>Undertake full planning and risk assessment for excursion in accordance with the Department's Excursions Policy.</li> <li>Ensure risk assessment is implemented and communicated.</li> <li>Conduct regular headcounts and roll calls.</li> <li>Use a buddy system.</li> <li>Specific instructions are provided on what actions to take should an</li> </ul>	Principal, Executive or WHS Committee. Staff member in charge of excursion or activity.	Risk Assessment and Management Plans are developed / reviewed prior to each excursion / activity.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
			individual become lost i.e., identify safe meeting point.		
Storm	<ul style="list-style-type: none"> <li>• Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed.</li> <li>• Electrocution from fallen wires.</li> <li>• Roofs in need of repair.</li> <li>• Excursion activities undertaken without risk assessment.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Ensure gutters and downpipes are cleaned regularly.</li> <li>• Ensure overhanging branches are trimmed.</li> <li>• Ensure roofs are in good repair.</li> <li>• Prepare an emergency kit.</li> <li>• Prepare a storm plan covering actions needing to be undertaken.</li> <li>• Consider items that may need to be secured or put away in strong winds.</li> <li>• Consider animal welfare activities to undertake before a storm.</li> <li>• Plan to isolate/shutdown utilities or plan should power outage occur.</li> </ul>	Principal, Executive or WHS Committee Seek assistance from local ASO if required.	Gutters and downpipes cleaned as part of maintenance schedule twice annually by Schools Infrastructure NSW.  Respond as required during and following storm activity.
Suspicious Items and Substances	<ul style="list-style-type: none"> <li>• Person wishing to inflict injury upon individuals in a workplace using an anonymous method.</li> <li>• Receipt of high volumes of mail.</li> <li>• Current security climate relating to terrorism.</li> </ul>	5	<ul style="list-style-type: none"> <li>• Training staff who receive and open mail and deliveries to respond to an unexpected, suspicious discovery (e.g., bomb threat, suspicious item) or exposure to a powder or suspicious substance.</li> <li>• Inform staff to immediately alert the principal of suspicious items in and around the school.</li> <li>• Encourage students to immediately report suspicious items in or around the school to the nearest staff member.</li> </ul>	Principal, Executive or WHS Committee	Response procedures reviewed annually.

Hazard	Risk associated with hazard	Risk rating	Control measure/s	Responsibility	Review
Threat or Violence	<ul style="list-style-type: none"> <li>The incidence of violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, e.g. if:</li> <li>There is no way of knowing whether people apart from staff and students are authorised to be on-site</li> <li>Clear standards for students' behaviour and communication are not in place.</li> </ul>	3	<ul style="list-style-type: none"> <li>Check security strategies e.g. access to premises and signs.</li> <li>Crime prevention workshops.</li> <li>Monitoring of incidents.</li> <li>Development, practice and review of lockdown and lockout procedures.</li> <li>Relevant policies and guidelines are reviewed and communicated to all staff, students and parents/carers.</li> <li>Student Behavior Support Plans are in place.</li> </ul>	Principal, Executive or WHS Committee Consultation with School Security Unit, Schools Infrastructure NSW and Student Wellbeing Unit.	Response procedures reviewed annually. Student Behaviour Support Plans reviewed and updated regularly.

## Appendix E – School emergency kit checklist

Evacuation kit	(✓)	Lockdown kit	(✓)
<a href="#">First aid kit</a>	✓	Water and cups	✓
Clipboard, log forms and pens		Bucket with a lid	✓
Whistle or bell or loud hailer	✓	Blanket/screen	✓
Torch with spare batteries	✓	Toilet paper	✓
<b>FOR FLOOD:</b> Waterproof bags, gum boots and cleaning products	✓	Waterless hand sanitiser	✓
Copy of school Emergency Management Plan (EMP)	✓	Blankets	✓
Radio with spare batteries	✓		
Emergency blanket/s	✓		
First aid summary cards for staff and students with medical conditions and list of required medications	✓		
Optional: Bottled water, disposable cups, long-life drinks, food bars and additional blankets to create shelter or shade			

# Appendix F - Bushfire and grassfire response plan

## 1. Key information

### 1.1 Bushfire contact information

In case of emergency or fire spotted, call 000	
Service / position	Name / phone number
Local Fire Control Centre	Northern Rivers Fire Control Centre / 02 6663 0000
Police Area Command/District	Lismore Police Station / 02 6626 0599
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Nickie Bartlett / 0427 807 108
Bush Fire Information Line	1800 679 737
AMU	Scott Callander – 0499 797 029 - Asset Services Officer Michael Trenear - 0460 010 511 - Asset Management Group Leader
School Community	Sentral Parent app, Class Dojo (Preschool only), RFS, Local Radio
Cleaners/Supervisors	Cleaners - Richard Walsh 0458 761429 Supervisors -Warren Parrish 0429 127974 Kelly McPaul 0428 493 056
OSHC	To be advsed
Assisted School Travel Program	1300 338 278
Early Learning (if applicable)	1300 083 698 or earlylearning@det.nsw.edu.au
Transport company	Northern Rivers Buslines / 02 66261499
Vehicles required	n/a in 2022 Assisted School Travel Program vehicles (students with disability) and other vehicle requirements for people with disability

### 1.2 Stay up to date



'Fires Near Me' Free Smart-phone App	Local radio, TV, newspaper, local ABC/emergency broadcaster	Fire Danger Ratings at <a href="https://rfs.nsw.gov.au/fdr">rfs.nsw.gov.au/fdr</a> Fire Activity and Alert Levels at <a href="https://rfs.nsw.gov.au">rfs.nsw.gov.au</a> <a href="https://www.livetraffic.com">Livetraffic.com</a>	Email or text message communication from the department to the principal or workplace manager	<a href="https://facebook.com/nswrfs">facebook.com/nswrfs</a> <a href="https://twitter.com/nswrfs">twitter.com/nswrfs</a>
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## 2. Proactive temporarily cease school operations

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




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

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

## 3. Bushfire Emergency Response

### 3.1 Seek information (decision making toolkit)

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

<input type="checkbox"/>	 <p>Alert Level – Advice: A fire has started. There is no immediate danger. Stay up to date in case the situation changes.</p> <p>Action: Contact the Northern Rivers Fire Control Centre (02 6663 0000) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Action: Contact the Northern Rivers Fire Control Centre (02 6663 0000) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school. If advised or if considered appropriate, initiate evacuation action.</p>
<input type="checkbox"/>	 <p>Alert Level – Emergency Warning: An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts life at risk.</p> <p>Action: Initiate Evacuation action or Shelter in Place. Contact the Northern Rivers Fire Control Centre (02 6663 0000) and seek advice on bushfire(s) in the surrounding area and any potential threat to the school site or access routes to and from the school.</p>
<input type="checkbox"/>	Consider road closures and detours that may be in place and impact evacuation.
<input type="checkbox"/>	Consider the time it will take to mobilise staff, students and visitors to both the onsite assembly area and offsite evacuation locations (see below at <a href="#">3.2</a> ).
<input type="checkbox"/>	Check local transport availability for evacuation, if required.
<input type="checkbox"/>	Based on the information above, the Chief Warden will make a decision to evacuate offsite if there is enough time to complete it safely; otherwise shelter in place arrangements should be actioned unless otherwise advised by emergency services.

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

## 3.2 Evacuate

Evacuation location	Details
<b>Onsite assembly area</b>	Room 7, Hall
<b>Offsite evacuation location 1</b>	Lismore Public School (Category 4) 10A Pound St, Lismore NSW 2480, 02 6621 5366. Travel via Elliott Road and Bruxner Highway. Estimated 45 minutes to evacuate all persons to this location.
<b>Offsite evacuation location 2</b>	Determined on the day in consultation with emergency services i.e., local evacuation centre or Neighbourhood Safer Place
<b>In circumstances where both offsite evacuation locations are not available, an alternative location will be determined in consultation with emergency services i.e., local evacuation centre or Neighbourhood Safer Place</b>	
<input type="checkbox"/>	When an evacuation order has been given or a decision has been made to evacuate, the Chief Warden liaises with Northern Rivers Fire Control Centre (02 6663 0000) to provide them with the number of persons evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify their Director, Education Leadership (DEL), and the Incident Report and Support Hotline on 1800 811 523, that the school is evacuating.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users using Skoolbag and/or Class Dojo, that the school is evacuating.
<input type="checkbox"/>	Arrange for transport vehicles to meet at the onsite evacuation assembly area.
<input type="checkbox"/>	Contact the offsite evacuation location and inform them of estimated arrival.
<input type="checkbox"/>	Raise the alarm (verbal announcement/instruction).
<input type="checkbox"/>	Move all persons to the <b>onsite assembly area</b> unless otherwise advised by the Chief Warden. <b>Note:</b> Office staff to collect evacuation kit and medications. Students to bring school bags with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to evacuate. If unable to support relocation, the nominated staff member must: <ul style="list-style-type: none"> <li>relocate the person to a safe area on the same floor, close to an evacuation stairwell or route</li> <li>report your location to the Chief Warden, and remain with the person.</li> </ul>
<input type="checkbox"/>	Account for all persons and report missing persons to Chief Warden, before departure.
<input type="checkbox"/>	If safe to do so, close all doors and windows of all buildings and switch off gas mains, before leaving the school.
<input type="checkbox"/>	At the offsite evacuation location, account for all persons and report missing persons to Chief Warden.
<input type="checkbox"/>	To the extent it can practicably be done, support and attend to: <ul style="list-style-type: none"> <li>students, staff, and/or visitors with healthcare needs and/or who require first aid.</li> <li>individualised needs of a person with a disability as outlined in the school's Disability Register.</li> </ul>
<input type="checkbox"/>	Chief Warden to advise the Northern Rivers Fire Control Centre (02 6663 0000) that all persons have been evacuated and are accounted for and safe at the offsite evacuation location.
<input type="checkbox"/>	Chief Warden to provide regular updates to the DEL and Incident Report and Support Hotline on 1800 811 523.
<input type="checkbox"/>	Chief Warden or delegate to notify Early Learning (1300 083 698) and Cleaner Supervisor (Richard Walsh 0458 7614 29 / Mark Riley 0432 568 240/ Warren Parrish 0429 127 974/ Kelly McPaul 0428 493 056) that the school is evacuating.

<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the offsite evacuation location. Record students released to parent/carer ensuring an authorised person is picking them up. <b>Note:</b> Make sure parents/carers do not block access to the site for emergency vehicles.
<input type="checkbox"/>	Maintain situational awareness and <a href="#">stay up to date</a> through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs

### 3.3 Shelter in place

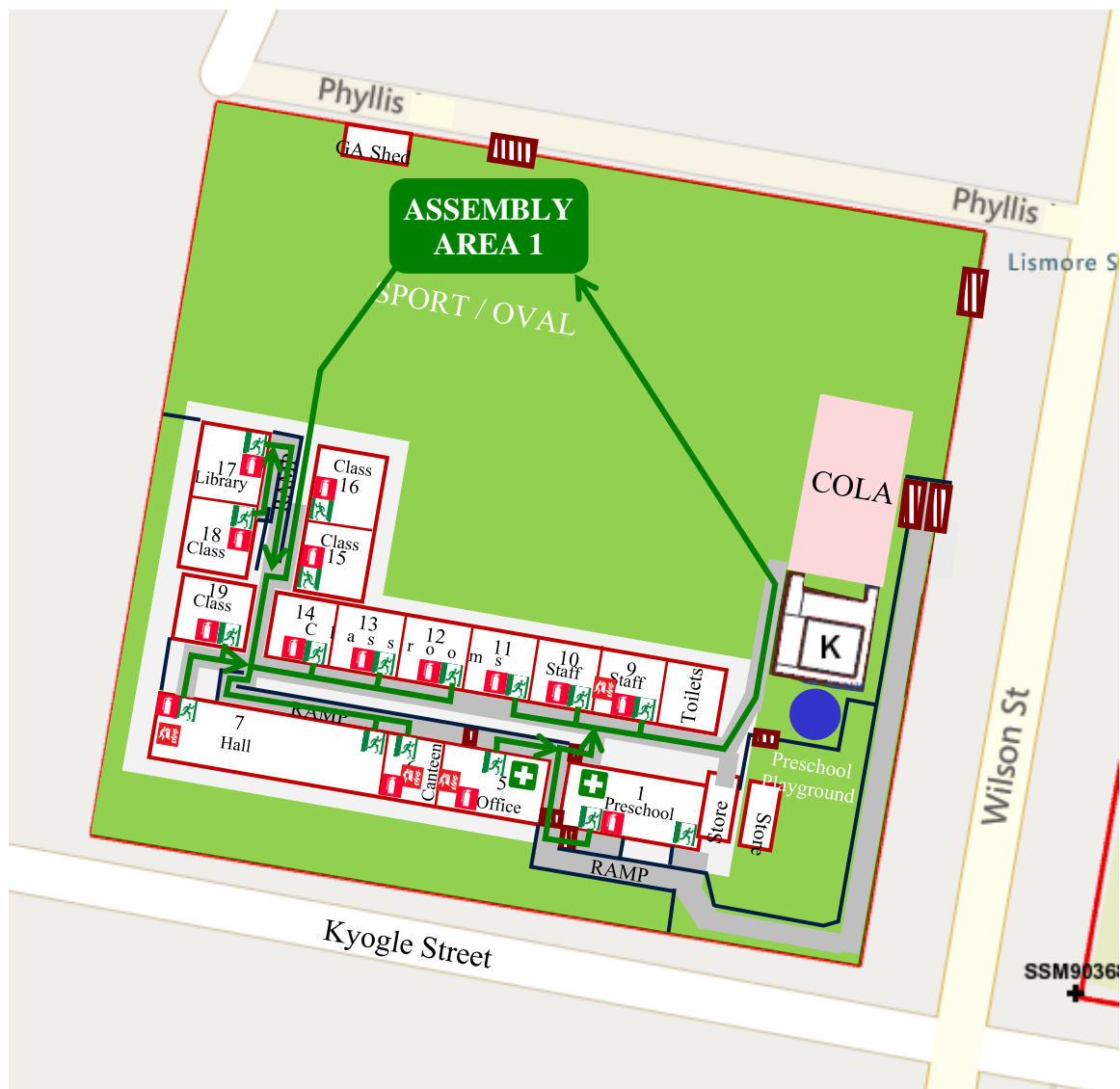
**Shelter in place should only be actioned when it is unsafe to evacuate.**

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

Shelter in place arrangements	Details
<b>Shelter in place refuge 1</b>	Room 7, Multit-purpose school hall
<input type="checkbox"/>	Raise the alarm (verbal announcement/instruction).
<input type="checkbox"/>	Wardens to check all buildings are empty, all doors and windows are closed, and any door mats are placed indoors.
<input type="checkbox"/>	All persons must report to the nominated <b>shelter in place refuge</b> unless otherwise advised by the Chief Warden. <b>Note:</b> Office staff to collect evacuation kit and medications. Students to bring school bags with them.
<input type="checkbox"/>	Assist persons with a disability, in accordance with Disability Register, to the refuge site. If unable to support relocation, the nominated staff member should: <ul style="list-style-type: none"> <li>relocate the person to a safe area on the same floor, close to an evacuation stairwell or route</li> <li>report the location to the Chief Warden, and remain with the person, where practicable.</li> </ul>
<input type="checkbox"/>	Account for all persons and report missing persons to the Chief Warden.
<input type="checkbox"/>	<b>Call triple zero (000)</b> for immediate assistance. Advise that the school is sheltering in place, the location of the shelter in place refuge on site, and how many people there are.
<input type="checkbox"/>	Support and attend to: <ul style="list-style-type: none"> <li>students, staff, and/or visitors with healthcare needs and/or who require first aid.</li> <li>individualised needs of a person with a disability as outlined in the school's disabilities register.</li> </ul>
<input type="checkbox"/>	Chief Warden or delegate notify DEL and the Incident Report and Support Hotline on 1800 811 523, that the school is sheltering in place.
<input type="checkbox"/>	Chief Warden or delegate notify parents/carers and community users of the situation using Skoolbag and/or Class Dojo. Continue to provide regular updates as the situation changes.
<input type="checkbox"/>	Chief Warden or delegate to notify Early Learning (1300 083 698) and Cleaner Richard Walsh 0458 761 429/ Mark Riley 0432 568 240/ Warren Parrish 0429 127 974/ Kelly McPaul 0428 493 056 that the school is sheltering in place. Also call OSHC supervisor Paula Zanuzo 0401 517 419/ Myra Virtue 0414 230 536
<input type="checkbox"/>	Maintain situational awareness and <a href="#">stay up to date</a> through <i>Fires Near Me</i> mobile application, local radio, TV, ABC/emergency broadcaster, facebook.com/nswrfs, twitter.com/nswrfs
<input type="checkbox"/>	Undertake a visual inspection for embers from inside the building of refuge. Update emergency services of any identified risks.
<input type="checkbox"/>	Chief Warden confirmation from Northern Rivers Fire Control Centre (02 6663 0000) on next steps.
<input type="checkbox"/>	Chief Warden or delegate notify parents with instructions for pick up from the evacuation assembly area/shelter in place. Record students released to parent/carer ensuring an authorised person is picking them up. <b>Note:</b> Make sure parents/carers do not block access to the site for emergency vehicles.



# EVACUATION DIAGRAM



# Lismore South Public School

Corner of Wilson Street and Phyllis Street

Phone: 02 6621 3433

Nearest cross street: Bannister Street

## Assembly Area 1

North-West corner of school oval near gate

## OFFSITE ASSEMBLY AREA

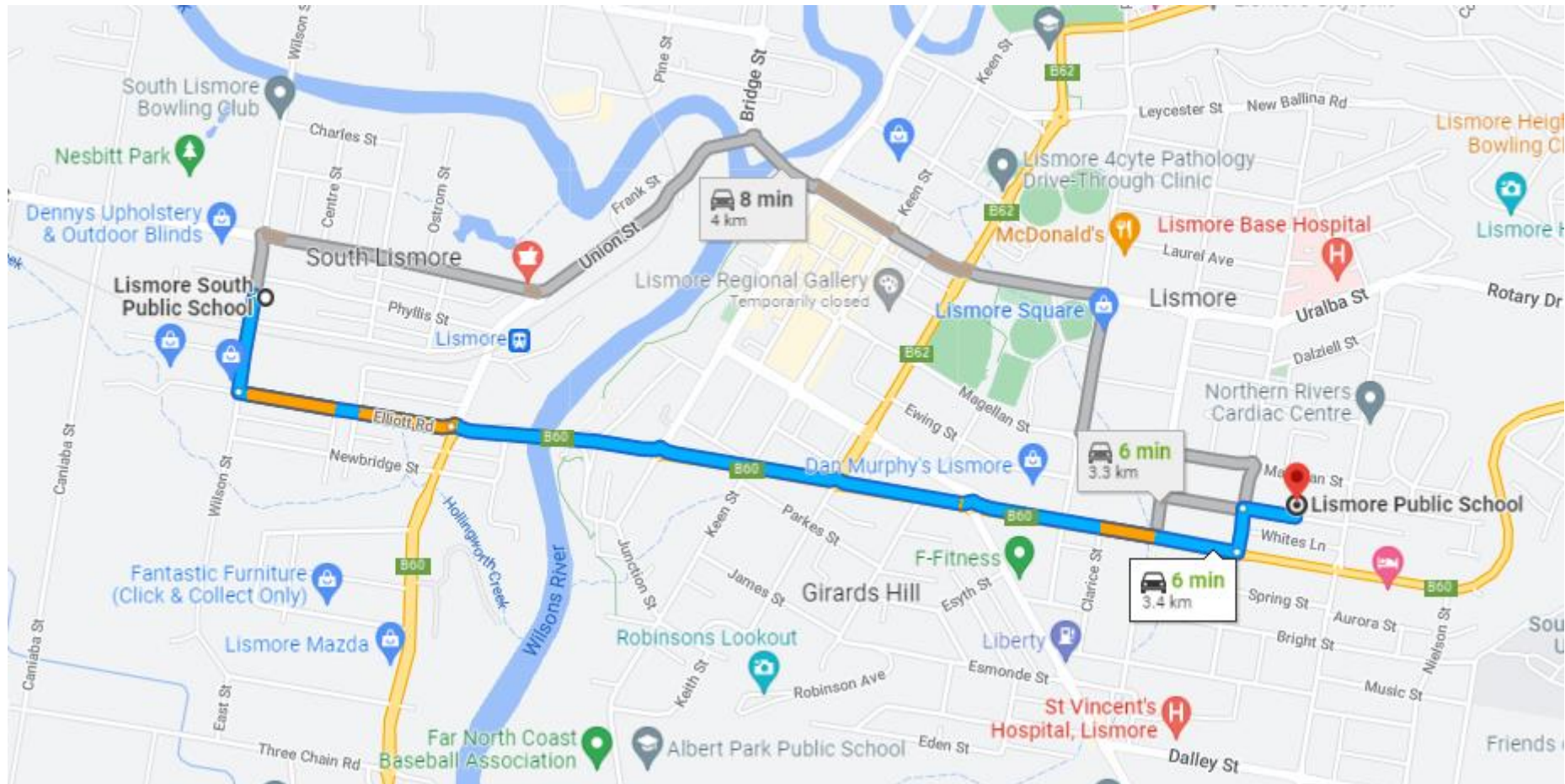
**Nesbitt Park, 129 Casino Street, South Lismore  
NSW 2480, Lismore City Council 02 6625 0500**



## Lismore South Public School Offsite Bushfire Evacuation Location 1

Lismore Public School, 10A Pound St, Lismore NSW 2480

Phone: 02 6621 5366



# Appendix F - Flood response plan

At all times, the safety and wellbeing of students and staff is our highest priority

## 1. Flood contact information

In case of emergency call 000	
Service / position	Name / phone number
Local SES	John Habib
Police Area Command/District	Lismore Police Station / 02 6626 0599
Incident Report and Support Hotline	1800 811 523, option 1
Director, Educational Leadership	Nickie Bartlett / 0427 807 108
AMU	Scott Callander – 0499 797 029 - Asset Services Officer Michael Trenear - 0460 010 511 - Asset Management Group Leader
School Community	Sentral Parent App, Text alert, Class Dojo (Preschool only) RFS, Local Radio
Cleaners/Supervisors	Cleaners - Richard Walsh 0458 761 429 Supervisors - Warren Parrish 0429 127 974 Kelly McPaul 0428 493 056
OSHC	To be advsed
Assisted School Travel Program	1300 338 278
Early Learning (if applicable)	1300 083 698 or earlylearning@det.nsw.edu.au
School Buses	<u>Northern Rivers Buslines</u> 02 6626 1499 <u>Simes Bros (Caniaba/Rock Valley)</u> 02 6621 5416 Paul 0402 856416 Mark 0417 068524

## In case of emergency call 000

<u>Sodhi (Bentley/Meerschaum Vale)</u>	02 6621 2279	Alex 0401 072606
<u>Halls Bus Service (Leycester/Numulgi)</u>	0419 653902	
<u>Koonorigan Bus (Bruno)</u>	02 6621 5729	0428 215729
<u>Michael Williams (Rosebank)</u>	0419 010567	

## 2. Flood Evacuation

Evacuation location	Details
<b>Onsite</b> assembly area	Room 7, Hall
<b>Offsite</b> evacuation location	Southern Cross University is the Evacuation Centre for Lismore in times of natural disaster. The SES and other emergency services will direct affected residents to the University when the Evacuation Centre is operational.
<input type="checkbox"/>	Classroom teacher to complete a hard copy class roll, if the weather forecast is unfavourable. <i>Please advise the office of any students who arrive late.</i>
<input type="checkbox"/>	After the Chief Warden has made the decision to evacuate the following calls need to be made: <ul style="list-style-type: none"> <li>Primary Evacuation Refuge – Southern Cross University</li> <li>Nickie Bartlett, Director Educational Leadership</li> <li>Incident Report and Support Hotline 1800 811 523 (option 1)</li> <li>Other local schools i.e. neighbouring schools or feeder schools – RRHS and LPS</li> </ul>
<input type="checkbox"/>	Office staff to send Skoolbag and SMS message to all parents <ul style="list-style-type: none"> <li><b>NAME OF SCHOOL</b> is evacuating today due to heavy rain (or evacuation warning / evacuation order). Local students to be collected from school by Parents/Carers, students that are unable to be collected will be safely transported to <b>REFUGE NAME</b> at approximately <b>INSERT TIME</b> and we will provided instructions for coordinated pick up.</li> </ul>
<input type="checkbox"/>	Sound alarm and enact evacuation plan
<input type="checkbox"/>	Take evacuation kit
<input type="checkbox"/>	Students (with their school bags) are to assemble in their designated classroom ready for evacuation
<input type="checkbox"/>	When the bus arrives students to walk to the bus accompanied by a teacher

Evacuation location	Details
<input type="checkbox"/>	Staff can either follow the bus to town or travel on the bus with students. Staff to carry student lists, emergency contact and flood information.
<input type="checkbox"/>	If time permits, Principal and General Assistant to coordinate asset protection – power shutdown, relocation of assets in accordance with <b>Asset Protection Priority List</b> .
<input type="checkbox"/>	<b>Monitor</b> Local ABC radio, Live Traffic NSW app, <b><u>BOM Flood Warnings</u></b> and <b><u>BOM Rain and River Data</u></b> for water levels (Wilsons River at East Gundurimba), evacuation alerts and road closures
<input type="checkbox"/>	At refuge, account for staff, students, visitors, contractors
<input type="checkbox"/>	Await and follow advice of Emergency Services / SES
<input type="checkbox"/>	Student release to parents/carers recorded
<input type="checkbox"/>	<b>Notify</b> the following contacts to advise that the school has evacuated: <ul style="list-style-type: none"> <li>• School Bus list</li> <li>• Incident Report and Support Hotline 1800 811 523 (option 1)</li> <li>• Nickie Bartlett, Director Educational Leadership</li> <li>• Asset Services Officer</li> <li>• John Habib, Local SES (Greg Swindells – Zone Commander)</li> <li>• Local radio station/s of temporary closure of school</li> </ul>
<input type="checkbox"/>	All staff have a duty of care to ensure that all students have returned home safely after the school has evacuated
<input type="checkbox"/>	Do not re-enter site and or buildings until advised safe to do (this may include advice from emergency services and SINSW, including a <b>clearance certificate</b> )

## Asset Protection Priority List

Relocate onsite consideration: Using resources immediately available to the school, if it is reasonably practicable to safely remove the asset from its usual location and relocate it securely do so.

Asset	Location of asset	Estimated time to protect	Who will protect the asset	Protection procedures	Ideal protection strategy (time permitting and if safe to do so)
<b>Safety:</b> School staff and students should only attempt to protect if safe to do so. If training is required to protect an asset, staff should perform tasks to the level of training provided. <b>Resources or equipment:</b> Include details of any specific support or equipment required to implement the recovery strategy in the 'Protection procedures' column.					<b>Flood</b>
1. School farm animals			School Executive	Arrange for staff carpark to be cleared. Relocate animals to staff carpark. Notify SES of the location of the animals and seek their directions.	
2. Library books	Library			Preschool books raised upstairs	Raise in current location
3. Printers/copiers					Abandon
4. Preschool equipment	Preschool			All furniture moved to hall and library	Relocate upstairs
5. Historical artefacts				All stored upstairs	Relocate offsite
6. School maintenance equipment (mowers etc)	GA Shed		GA	Moved to toilet block	Abandon
7. Physical education equipment	3-6 oval storeroom		GA & staff	High jump mats moved to 3-6 toilet block	Abandon
8. Staff vehicles			School Executive	All staff to move cars out of school carpark	Relocate offsite
9. Electricity - mains					
10. Gas					
11. Chemicals			GA	Moved	
12. Critical non-electronic documents				All stored upstairs	Relocate offsite

## Appendix H - First aid plan

To ensure legislative requirements are met, the first aid plan is developed using a risk management approach to meet the needs of the individual workplace. This plan details the strategies in place to ensure appropriate provision of first aid arrangements relative to our workplace requirements, as per the First Aid Procedures.

### Details of school / workplace

School / workplace

Lismore South Public School

Date of this review

10/10/2023

Date of next review  
(due within 12  
months)

10/10/2024

### List of emergency contacts and other key contacts

**Medical Emergency 000 | Poison Info Centre 131 126**

Medical Centre

Medical Centre Keen St Clinic, 22 Keen Street Lismore, 02 6621 2371

Hospital

Lismore Base Hospital, 60 Uralba Street Lismore, 02 6624 0200

Other (please  
specify)

### First aid plan sign off

Name of principal or  
workplace manager

Larissa Polak

Signature



Date

10/10/2023

## Overview of workplace

Note: this information must align with the workplace Emergency Management Plan, where relevant.

### Type of work and activities conducted

Teaching in the key learning areas  
Conducting and supervising playground activities  
Conducting office duties  
General maintenance and related duties  
Supervising school excursions  
Supervising sport

### The size and layout of workplace

The school is situated on the corner of Kyogle Street and Wilson Street and is currently operating out of a temporary site on the school ovals on the Western side of Wilson Street across from the main site which is non-operational and isolated due to flood damage. This site includes a Preschool and COLA.

### The location of workplace

The school is located near a main road approximately 5km from Lismore Base Hospital.  
Vehicle access to the school is available through the gates at Block K (COLA).

### List of the number and distribution of people on site

167 students, 20 preschool students, 40 staff including the principal, 3 assistant principals, 18 classroom teachers, 3 administration, 13 support staff and a general assistant.

### Workplace hours of operation

8:30 am to 3:55 pm during school terms.  
OSHC until 6.00pm Mon-Fri.

## Steps 1 and 2: Identify and assess hazards or potential causes of workplace injury or illness

When completing these steps, consider information about past incidents, injuries/illnesses, and health needs of staff, visitors and students.  
Add more rows as required.

Identify and list hazards and other potential sources of injury or illness.	How the hazard could cause harm, injury or illness.	Potential severity and likelihood of the injury risk by the hazard.	Strategies to be put in place to mitigate the risk
Cooking equipment e.g. stoves, ovens, portable oven and barbeque	Burns	3 (Unlikely, High)	<ul style="list-style-type: none"> <li>Equipment used in accordance with Equipment Safety in Schools, User Manuals and Safe Operating Procedures</li> <li>Maintenance schedule in place and service records completed</li> <li>Inspections scheduled and completed regularly</li> <li>Incident reporting procedures provided at induction and communicated to all staff, contractors and visitors</li> </ul>
Portable equipment e.g. ride on lawn mower, ladders, power tools	Cuts, abrasions, fractures, superficial injuries, burns	2 (Unlikely, Extreme)	
Playground surfaces, PE equipment, sporting equipment, gym equipment	Cuts, abrasions, fractures, superficial injuries, sprains, strains	2 (Very Likely, Medium)	
Concussion	Bump or blow to the head or body that causes a jarring of the head or neck	2 (Unlikely, Extreme)	<ul style="list-style-type: none"> <li>Staff have completed Schools Sports Unit e-Learning for concussion (two courses)</li> <li><a href="#">School Sport Unit – Concussion Management Tool and other concussion resources</a> reviewed and implemented</li> <li><a href="#">Westmead Children's Hospital concussion resources</a> reviewed and implemented</li> </ul>
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	2 (Unlikely, Extreme)	<ul style="list-style-type: none"> <li>Individual Health Care Plans and ASCIA Action Plans in place</li> <li>Prescribed Adrenaline Auto Injectors available and in date</li> <li>Staff are informed of students diagnosed with anaphylaxis and training completed</li> </ul>
Health/illness	Asthma	4 (Unlikely, Medium)	<ul style="list-style-type: none"> <li>Individual Health Care Plans and supporting documents in place</li> <li>Staff are informed of support requirements for students with complex health care needs.</li> </ul>
Chemicals for grounds maintenance and cleaning	Spills, accidental ingestion, exposure	4 (Unlikely, Medium)	<ul style="list-style-type: none"> <li>Chemical Register is reviewed annually and Safety Data Sheets readily available to all staff.</li> <li>Incident reporting procedures provided at induction and communicated to all staff, contractors and visitors.</li> </ul>

## Step 3 – First aid arrangements required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
<b>Appoint First Aid Officer(s).</b>	One First Aid Officer appointed and hold a valid qualification from an nationally recognised first aid course	Principal has responsibility for oversight	Appointment is confirmed at the start of each year and training is checked for validity
<b>List staff training requirements and schedule annual practical or online training</b>	The school trains substantial numbers of staff each year in face to face CPR and anaphylaxis. Ongoing mandatory online training in Anaphylaxis and E-Emergency care is maintained for all staff	Principal	Scheduled in accordance with training register and/or SCOUT Staff Compliance report
<b>List number of first aid kits and their location.</b>	One first aid kit in Room 5 School Office, no further than 100m from each classroom. A portable first aid kit is stocked and ready for the teacher in charge of playground duty to take. Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all excursions, including an EpiPen and asthma-reliever inhaler. First aid facilities at offsite venues are identified on the excursion risk assessment including local hospital or medical centre. At least one staff member trained in face to face CPR attends swimming or water activities and overnight excursions. A sign indicating where the sick bay, first aid officer and main first aid kit is located and where other first aid kits are kept is displayed in the staff rooms and in every classroom. The first aid officer maintains the first aid kit and its backup supplies.	Principal works with First Aid Officer to ensure first aid arrangements are in place. All teaching staff are aware of first aid and are trained  All staff aware of first aid requirements for excursions	First Aid Kit stocktake is completed annually and replenishment of used or out of date items is completed after each use or on an as required basis.
<b>Identify first aid room requirements</b>	One sick bay with appropriate signage and a first aid kit in the main office building. The sick bay is in direct line of sight of the First Aid Officer to	First Aid Officer	Sick bay facilities are cleaned daily and supplies are included in annual stocktake or restocked on an as required basis

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>ensure persons receiving first aid treatment are monitored.</p> <p>The first aid officer maintains the sick bay requirements, supplies and maintenance arrangements.</p>		
<b>Document the management of prescribed medications, and general use asthma inhalers, spacers, masks and EpiPens®.</b>	<p>No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.</p> <p>The school reviews Individual Health Care Plans, ASCIA Actions Plans and Asthma Plans every 12 to 18 months or, in accordance with treating doctors recommended review period, in consultation with the parent/student.</p> <p>The school has register in place to check the currency of EpiPens, asthma-reliever inhalers and prescribed medications.</p> <p>Storage arrangements are agreed upon with the parent/student and communicated to all staff i.e. an arrangement may be in place for a student to carry their own epiPen.</p>	Principal / School Administration Manager / Student Wellbeing Officer	<p>Expiry dates of medication is recorded and managed in the EBS system.</p> <p>Spot checks are conducted for students that carry their own EpiPens.</p> <p>All medication is stored securely in accordance with medication instructions.</p>
<b>Document first aid response procedures (steps to be taken in the event of injury/illness) and local first aid protocols</b>	<p>Staff should respond to the situation to render assistance. All staff have a responsibility in accordance with their duty of care to administer aid immediately as required, commensurate with their level of training and experience. For example, <b>contacting an ambulance immediately for any serious incident or injury</b>, where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma. <b><u>This includes any staff member immediately contacting emergency services if considered necessary.</u></b></p> <p>The first aid officer is called immediately after an accident or incident has occurred. Supervising staff are to remain with the injured person and send for or call the First Aid Officer to their location. For minor injuries, injured person can be sent or escorted</p>	<p>All staff</p> <p>All staff</p>	<p>All staff are advised of first aid response procedures at induction and annually on review of this Plan.</p> <p>At time of incident</p>

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>to the front office for treatment.</p> <p>The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.</p> <p>Where required, Department infection control procedures are followed to ensure measures are taken to eliminate the risk of infection.</p> <p>The principal or delegate notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees.</p> <p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	<p>First Aid Officer</p> <p>All staff / First Aid Officer</p> <p>Principal or delegate</p> <p>All staff</p>	<p>Ongoing</p> <p>As required</p> <p>As required</p> <p>As required</p>
<b>Describe how workplace first aid arrangements will be communicated within the workplace</b>	<p>This Plan is displayed on the WHS Noticeboard in the staff common room and in the first aid room.</p> <p>This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff.</p> <p>This Plan is included in induction processes for new staff (including casual staff)</p> <p>Visitors and contractors to the school are informed of the First Aid arrangements in the school/workplace.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal / School Administration Staff</p>	<p>Reviewed and displayed annually</p> <p>At time of review</p> <p>At induction</p> <p>On arrival / sign in</p>

## Step 4 – Ongoing monitoring and review of first aid plan

Describe the processes to monitor and review first aid arrangements.

Key points	List key points and actions required	Responsibility	Due date / frequency
<b>First aid plan</b>	Monitored and updated annually and on an as required basis (after a major incident in the workplace)	Principal	10/10/2023 / Annually
<b>First aid kits</b>	Stocktake of first aid kits Restock of first aid kit items Restock of EpiPen and asthma reliever inhaler	First Aid Officer	Stocktake completed annually and replenishment of used or out of date items is completed after each use or on an as required basis.
<b>First aid facilities</b>	Arrangements in place for laundering and cleaning soiled bed covers and pillows (if disposable covers are not in use). Facilities are cleaned daily by school/workplace cleaner Infection control guidelines are followed after each use and process for disposal of first aid waste is followed.	Principal / First Aid Officer  Cleaner First Aid Officer / Supervising staff	As required  Daily As required
<b>Currency of staff training</b>	SCOUT Compliance Report reviewed for currency of mandatory training	Principal	Twice annually

## Reporting and documentation

Key points	List key points and actions required	Responsibility	Due date / frequency
<b>Describe steps the workplace will take to:</b> <ul style="list-style-type: none"> <li>Report incidents and injuries.</li> </ul>	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures to the Incident Report and Support Hotline 1800 811 523. 2) Register of injuries is located in the main administrative office 3) Record of first aid treatment is located in the first aid room and maintained by the First Aid	All staff  All Staff First Aid Officer	Ongoing  Ongoing Ongoing

Key points	List key points and actions required	Responsibility	Due date / frequency
<ul style="list-style-type: none"> <li>Maintain <a href="#">register of injuries</a>.</li> <li>Record first aid treatment.</li> <li>Other?</li> </ul>	<p>Officer.</p> <p>4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications.</p> <p>5) Preschool have first aid procedures in place and complete the Incident, Injury, trauma or illness form, report to <a href="mailto:earlylearning@det.nsw.edu.au">earlylearning@det.nsw.edu.au</a> and phone 1300 083 698 for support or information.</p> <p>All records are retained in accordance with the State Records Act 1998 (NSW) and the General Retention and Disposal Authority GA28-14.05.05.</p>	<p>First Aid Officer</p> <p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

End of Emergency Management Plan for Lismore South Public School

