updated - 2 March 2025

livingsch∞l

EMERGENCY MANAGEMENT PLAN

NSW SES Emergency Business Continuity Plan

BUSINESS NAME: Living School Lismore

PREPARE

Get ready for natural disasters with these five simple steps:

- 1) KNOW YOUR RISK
 - a. Think about the area you live in and how natural disasters could affect you and your business.
- 2) PLAN NOW FOR WHAT YOU WILL DO
 - a. Make an Emergency Business Continuity Plan.
- 3) PREPARE YOUR BUSINESS
 - a. Clean your gutters, trim trees, store loose items, maintain your business premises, check your insurance policy and ensure you have an Emergency Kit prepared.
- 4) BE AWARE
 - a. Stay informed on how to prepare and what to do if there is a natural disaster in your area.
- 5) LOOK OUT FOR EACH OTHER
 - a. Share information with employees. Delegate tasks appropriately to staff members in the event of a natural disaster. Practise your plan.

IDENTIFIED RISKS

You have identified you are at risk of:

- ➤ Storm
- > Flash floods
- > Floods

These hazards can have devastating impact on people, property and possessions.

Even if you are not directly impacted upon, you may still be affected by these events as roads may be damaged, access to areas may be restricted, services may be lost, you may become isolated, areas you are planning to travel to may be impacted and family, friends or employees may be affected.

WARNINGS AND INFORMATION

For information on weather warnings visit the Bureau of Meteorology at <u>www.bom.gov.au</u>.

For information on Flood, Storm and Tsunami visit NSW State Emergency Services at <u>www.ses.nsw.gov.au</u>.

Visit Lismore City Council website web: <u>http://www.lismore.nsw.gov.au</u> for flood plans and other information.

Listen to your Local Radio stations for weather warnings.

ABC NORTH COAST 738 FM, 720 FM, 94.5 FM 2NCR 92.96 FM 2ZZZ 100.9 FM BAY FM 99.9 FM NTH COAST 900 AM RADIO 104.1 & 103.5 104.1 FM, 103.5 FM RADIO 97 97 AM

KNOW YOUR RISK

Know your storm risk

Storms can happen anywhere, at any time of the year. During storms it is important to protect your business from the major impacts such as strong winds, hail and rising water levels (flash flooding).

- Damaging winds can bring down trees, branches, and power lines, remove roofs and blow around outdoor items
- > Hail can injure people and damage property
- > Heavy rainfall can cause water to
 - Damage exposed buildings and property
 - Rise rapidly, flooding businesses, property and roads
 - Drain rapidly making floodwaters, drains and other watercourses a safety hazard
- > Damaging surf can be unsafe and flood premises and properties in coastal areas
- You may also be indirectly affected by storms; access roads may be blocked or you have no power, utilities or telephone connection
- Visit the NSW SES StormSafe website <u>www.stormsafe.com.au</u> for StormSafe information and read the StormSafe Guide
- Talk with other business owner and people who have worked in the area for a while about the local storm history

Know your flood risk

Floods can affect areas across the country although some areas are more susceptible than others. Flood histories can be indicative of the likelihood of flood in your area. Knowing the history of floods where your business is located can assist in preparing and planning for flood – it could indicate levels, frequency and drainage patterns. Talk with other business owners and people who have worked in the area for a while about the local flood history or contact your local council for flood plans for your area and associated histories.

- Find out about your local flood history and visit the NSW SES FloodSafe website www.floodsafe.com.au and read the FloodSafe Guides relevant to your area
- Talk with other business owners and people who have worked in the area for a while about the local flood history
- Know the heights your area is affected by floods. Lismore City Council may be able to provide you with specific information on how floods affect your property
- > Be aware of the natural signs of flooding such as heavy rainfall and rushing or pooling water

HISTORICAL RECORDS OF RAIN EVENTS FOR FLOODING - HERE

Know your Structural flood risk

Lismore CBD - flood and floor heights - HERE

Brown and Jolly

- Carrington Lane height near Star Court Arcade is 10.2m
- Woodlark Street floor level Brown and Jolly 10.3m

Primary School at Conway

- 67 Conway St ground floor is at 9.81m and the 100 year level allocated to 67 Conway St (Floor and Flood Levels 2017 Lismore) is 12.3.
 - The height of the second level is 3.0m above ground floor, giving a height of 12.81.
- The road height at the basketball court in Little Dawson is 9.3m
- 9 Little Dawson Street floor level is 11.32 (where we are storing items) but road level is 9.23m
- Keeps Building ground floor height is at 9.79 so first floor is around 12m

FYI - the 2022 Historic Flood peaked at 14.4m - and was approximately 1.6m above the second floor height.

There are also two locations in the ceiling lofts where a flood emergency kit will be stored – accessed via a dorma style ladder.

FLOOD EMERGENCY RESPONSE PLAN (FERP)

TRIGGERS AND ACTIONS TO TAKE

Triggers	Your Business Action		
Storms/Cyclones/Coastal Inundation Severe Weather or Thunderstorm Warning (BoM) with: • High winds • Heavy rainfall • Flash flood • Hail	 Ensure outside items are brought inside or tied down Avoid drains or waterways Avoid low-lying areas Move vehicles undercover 		
Structural Fires Smoke Alarm Sounds See a fire (which is manageable) www.fire.nsw.gov.au Floods Flood Watch or Flood Warnings	 Evacuate using the routes shown – see building evacuation routes Use appropriate equipment to put out if it is safe to do so and the person is trained Rain event forecast to be above 250mm Flood Management meeting called by Warden to assess Stock-take of all items Flood Emergency Kit checked and stored in Loft areas: torches - head torch and waterproof torch rainjackets/ponchos battery/solar charger/and phone connector radio siren water 		
	 blankets/pillows/sleeping bag first-aid kit high-vis jackets Tape - waterproof Drill and charged battery hammer and socket set Flood cleanup kits checked and prepared (gloves, buckets, WD40, Squidgees, mops, bleach, anti-mold, masks, sponges) Flood cleanup equipment checked and ready - gernies, generators, fuel/diesel, sirens, tape, drill bits - including small square head Lighting fittings considered for movement if MAJOR flood warning issued - and the panels disconnected Taping up all powerpoints of ground floor Drone flight to check gutters - at heights work safe requirements for designated staff to clear any blockages Start Raising stock from floor to appropriate height		

	 Warden to notify parents via email, social media and SMS group message.
Your Identified Triggers 4.2m	 Your Identified Business Action Warden informs staff and community via email and social media/WhatsApp group Umbrellas and rain jackets are checked to ensure available. Warden administers the checking of Flood Evacuation kit – torch/battery/siren/water/blankets/pillows/food/first-aid kit/high-vis jackets. Warden notifies parents of minor flooding and for any community member, under threat of impact, to come and collect children. For staff, to consider returning to their property if safe by checking with SES
During a MINOR flood 4.2m to 7.2m you should stay alert, keep informed and monitor the following:	 Warden will take over the management of the situation. Playground areas are closed – if wet weather Warden receives SMS alerts to mobile phone from SES Focus will be for all to stay alert, keep informed and monitor the following: http://bom.gov.au https://disaster.lismore.nsw.gov.au/ https://www.facebook.com/NSW.SES.Lismore.City Warden will inform all students/staff and community. Warden will ensure phone is charged Transport updates will be coordinated with Bus Manager WHS Safety Committee to meet to discuss emergency transport and relocation plan
During a MODERATE flood 7.2m to 9.7m you should:	 Once levels are predicted to rise to 8m, prepare for lifting (or removing) stock to a safe flood height (or place). Warden and staff wear high-vis vests. Buses brought to Conway Street and Carrington Lane Playgrounds closed Flood rolls are printed and stored in Upper Office Warden will manage the situation and communication via social media, SMS and phone tree. Prepare for truck and trailers to be used to assist removing stock/resources/files/books CarPark managed by Maintenance - supervision in high vis vest and wand Parents impacted can collect students from SCU Z block - Students will be transported by school buses Warden will inform teachers on duty to manage collection the management plan will be implemented. Primary Students will assembly in the Z block Library area Middle School in the Lake Rooms

	1
	 Academy in Upper Rooms Primary (Conway) and Middle School (BandJ) closes for any flood predicted to rise above 9.7m – parents are notified and evacuation plan is executed. SCU is open if needed to sustain our viability. Jabay closes - Jabay Manager overseas all perishables to be stored and moved to SCU Z Block Student Lounge Area Maintenance Manager organises the movement of all white goods into trailers and moved to SCU Z Block Student lounge area Ovens are moved to SCU Z Block Student Lounge Area
During a MAJOR flood 9.7m and above you should:	 Warden manages the situation All Schools close Electricity turned off - Maintenance Manager Lift raised and secured - Maintenance Manager All rolls are checked and signed off Class rolls are collected from Office upstairs. Any students remaining are taken to upstair marshalling area to await collection. Staff are delegated responsibility to check specific areas and report back to Warden: Learning Neighbourhood Director – all areas of the centre, including the garden spaces. Back gates are closed to ensure no one enters. Staff 1 – all lower classroom areas, canteen, toilets, store areas, carpark and under house property. Warden – checks all upper classroom areas, including toilets Amin - All rolls are double checked. Maintenance - Carpark is closed, electricity is checked, lift preparation for raising is checked If safe, staff are utilised for any final lifting of resources – once all students/parents are offsite safely.
	 If there is the need to collect students and safety is assured the community collection location is at the Southern Cross University carpark – by travelling along Wyrallah Road Where not required, vehicles are removed from site to higher ground – along Conway St to Wyrallah Road and onto golf course carpark.
	 onto golf course carpark Initiate the lifting of all lower level resources and stock Removal of stock/resources by truck initiated Avoid going down to the levee to check the river levels

Between 10.2 and 10.6m AHD	Warden takes responsibility to prepare to evacuate!		
(situation pending) the CBD	Staff are delegated responsibility to check specific areas and		
levee may overtop.	report back to Warden:		
	Learning Neighbourhood Director – all areas of the		
	school, including the garden spaces. Back gates are closed to		
	ensure no one enters.		
	Staff 1 – all lower classroom areas, canteen, toilets, store		
	areas, carpark and under house property. Carpark is closed.		
	Warden – all upper classroom areas, including toilets.		
	Warden ensures lift is raised to first floor. Sign is placed on lift		
	entry to show out of use.		
	If unable to remove stock, lift it to a safe, flood-free height,		
	then secure your property and go to a safe, flood-free		
	location as soon as possible via Conway St, Wyrallah Road –		
	to golf course carpark.		
Evacuation ORDER	Evacuate now!		
	Warden executes final evacuation plan.		
	All upper rooms checked		
	Doors closed		
	Sign off		
	Ŭ Ŭ		
	Warden is the last to vacate, ensuring the premises is secure.		
Evacuation is not possible	Any staff member will be directed by the Warden to the Flood		
	Refuge area.		
	No one is permitted to enter lower areas and/or flood water.		
	Flood Emergency Kit is executed		

Pre - Flood Management Plan to secure Conway and Brown and Jolly buildings

WHEN A RAIN EVENT IS FORECAST WITH FALLS IN EXCESS OF 300mm and a Flood Alert/Warning is issued by the BOM.

Flood Evacuation Meeting is scheduled for all key staff and stakeholders with roles and responsibilities designated

STORAGE AREAS

- Whereas we will try to ensure Conway Street equipment is stored at Conway, any item that is expensive must be taken to SCU.
- Offices in Z Block Library become storage areas for CBD Campus classes
 - Each class has one office for their storage staff move their possessions into the Admin Area
 - Storage boxes are provided for each class teacher two for their own resources clearly labelled
- E Block area is for any art supplies, sports equipment
- E Block Library is for any books from Conway Street
- Student Area in Z Block becomes storage for all Jabay resources including whitegoods, ovens and perishables. This will be locked by informing Security to change the codes on the doors
- Hotdesk room area in Z Block (near Boardroom) becomes storage for any electronic goods/screens/computers, etc..
- Music area is for storage of any music items brought up from CBD campuses
- Onland site is for any building materials that need to be moved
- Loft of Conductor Office any personal items of staff, any office equipment
- Loft of Residence any Art items that cannot be moved to SCU, any items from the playground/garden or under the house that can be stored in that space: non expensive and urgent to use items; any items moved by maintenance staff that can be stored safely, e.g. lighting fittings, acoustic panels, curtains, blinds, etc..

STAFF PERSONAL ITEMS

Any items brought to the school by the teacher/staff member remains their responsibility. The school will not be responsible for any personal items brought to school that are lost in flood water - but will ensure all teachers/staff have been given as much notice as possible to relocate possessions.

COMMUNICATION

• Conductor to send out initial outline on the first school day of the week - no panic/triggers for our community on a weekend wherever possible

- Conductor to liaise with Bus Manager to coordinate any change in routes owing to flooding roads times to change in accordance
- Conductor to check in with community re road closures expecting road closures to disrupt our teaching week and staffing.

ROLES AND RESPONSIBILITIES

WARDEN is the Conductor

- Manages all Communication to the community
- Communicates the management plan and procedures
- Coordinates the transport plans with Bus Manager
- Coordinates the maintenance plans and needs
- Communicates the storage plans
- Notifies parents and teachers/staff
- Oversees any evacuation plans and support needs
- Directs and information, wellbeing needs

PROJECT MANAGER - OVERSEER (CHRIS BRANDON)

Coordinator of Lifting at Conway and BandJ; and oversees all equipment needs - including pallet jacks, straps, tarps, hoist, electric drills and bits

Primary K-4 Neighbourhood Site

• Must have a Supervising Maintenance Staff Member allocated to oversee

Under residence - all goods moved or taken away

- Lighting taken out of Keeps is to be moved to top of residence and contained
- Loose timber and items to be moved to Onland site and recorded with photos
- No bins or items that can float are to remain under floorboards of residence
- Windows are taped to avoid breakage
- Any broken or damaged items currently left under the residence are to be removed/taken to the tip
- Any items that are not able to be removed can be moved upstairs to the top of the Conway Street campus area.
- Sliding door MUST be safely secured which may mean screwed into place and supported with bracing.
- All tables taken up to the top of Conway and stacked and taped
- Air Conditioning units removed if possible
- Check all hoses are working properly all hose connections are available
- Ensure all keys for accessing taps available

Under Keeps - all goods moved or taken away

- Check all store rooms roller door, art storage, sports lower floor
- All perishable doors removed
- Hot water system disconnected

- All items in the storage area can be taken to the tip if broken or moved upstairs to the Deck area beside the train and strapped to secure.
- Pianos can be left until last but if they can be moved out, they should be taken up to SCU
- Fencing panels checked and secured

Tree Room -

- Light fittings and acoustic panels removed carefully they will need a few hands to pull down and store;
- Pinboards moved
- bookshelf removed (all books taken to SCU E Block by teachers)
- toilets sorted with all seats taken off and stored in loft area of Residence;
- all speakers across all areas from PA
- Blackboard in Tree Room
- All powerpoints are sealed with waterproof tape
- fire alarm/battery
- All play equipment including basketball hoops, soccer goals, tables, loose items

Train of Thought -

- Light fittings and acoustic panels removed carefully they will need a few hands to pull down and store;
- toilets sorted
- All side tables swung up and secured
- Air Conditioning units under train disconnected and stored if possible
- Woodchip moved as much as possible if time onto a trailer and taken to the farm

Jabay - kitchen and outside

- Light fittings removed carefully
- Filing cabinets removed and taken to Z Block Student Area
- Oven disconnected
- Washing machine disconnected and moved
- Roller door secured
- Tables and furniture outside moved to Z Block
- Coffee cart and accessories moved to Z Block
- Fridges in Jabay and in Reception storeroom need to be moved to SCU Z Block
- All powerpoints taped

Reception area - store room, lift and sensorium

- Light fittings removed carefully
- Sensorium taken to Residence Loft
- Fridges in Jabay and in Reception storeroom need to be moved to SCU Z Block
- Removal of timber Reception desks and stored on second floor

- All powerpoints taped
- Windows taped
- Blinds removed
- Lift is secured on top floor to ensure it is out of flood water height.

Classrooms in KEEPS - teaching areas on second floor

- Charlotte's front window area to be taped and secured 2022 flood it blew out
- all carpets rolled up and stored in SickBay second floor
- Tables moved if needed
- If MAJOR flood all acoustic panels on walls removed.
- All bins removed

LIFTS - both lifts (reception area and Y3 room) must be stored in the highest position - Y3 room needs to be blocked up

MAINTENANCE MANAGER -

Coordinator of Lifting at BandJ

- All workshop items boxed and moved to upper floor via hoist
- All materials moved to upper floor
- Toilet lids removed and taken to upper floor
- All hand tools photographed and labelled then taken to E Block
- All bins secure and left chained outside of building securely not under floors
- Electricity checked and prepared to be turned off
- Check all hoses are working properly all hose connections are available
- Ensure keys for accessing taps available
- Support for local businesses they can move items up the ramp if major flood warning

BUS MANAGER - TRANSPORT COMMUNICATION AND LOGISTICS

- Logistics to oversee transport of students,
- Ensure all buses are full of fuel
- information for parents re flooded roads and bus routes,
- movement of students to Z Block if needed
- The hire of any trailers/trucks if needed
- Once all students moved to SCU buses will return to CBD campuses to be used for transport

BUS DRIVERS/MAINTENANCE

- Conway Pickups to move to E Block
- **CARPARK MOVEMENTS**: supervision in carparks is to be in high-vis and with wands to ensure safety. No reversing of buses unless a staff member is supervising the area.

• Lifting and moving items - as instructed and guided. Buses will be used for transport and storage.

EXEC STAFF

LEARNING NEIGHBOURHOOD DIRECTORS

PRIMARY - oversees:

- Provides all staff with two big labelled storage boxes for their desk items and personal possessions
- all books from stairway transported packed and labelled and sent to SCU offices in Z Block
- Final check of all classrooms and learning spaces

TEACHERS

All teachers are responsible for their learning space: NO HEAVY LIFTING

- big book case storage is to be filled and then closed for maintenance to move if needed
- USB BOOM speakers to be collected by Conductor's PA make sure they are labelled
- o All soft furnishings are prepared for movement if required by Maintenance
- o All plants and items to be moved
- o all carpets are to be rolled up maintenance will move
- o all posters taken down and stored
- all student stationery and workbooks to be boxed and stored taken to Z Block Library office area

BUSINESS MANAGER -

- oversee all emergency kits and cleanup supply requirements,
- ensure there is a float of cash money in safe in case of no ATMs
- coordinates all movement of office supplies photocopiers, technology, electrical goods

RECEPTION

- oversee all stationery and first aid supplies
- PA system to be removed and stored in Conductor's Office
- Storeroom emptied
- Direct maintenance to remove doors off bathrooms and storerooms/jabay
- Clocks and posters removed from wall
- Sensorium moved to loft above Residence
- Make sure lift keys are sorted and lift is serviceable liaise to ensure lifts are left up when everyone departs

CONDUCTOR'S PA

- Photograph all goods being sent out
- label all goods going to specific areas and keeping a stock take
- Managing emails for Conductor
- Sensorium moved to loft above Residence
- Go to all classrooms and collect all USB players labelled and stored in Conductor's Office
- Collect all Chromebooks and IPads

JABAY MANAGER - all goods will head up to Student Space at Z Block

- Oversee all perishables and goods to Z block SCU
- Label all goods
- Cutlery, plates, and trays

ACTIVATED WHEN Major Flood forecast to peak at 9.0m

WARDEN RAISES ALARM AND NOTIFIES ALL STAFF/COMMUNITY OF MOVEMENT

Conway Street - all items on the ground floor are raised to the second floor of the front building - or placed in the loft of the old residence.

If cut short, items can be placed on tables in the Conway Street residence.

AREAS and RESPONSIBILITIES

EVACUATION PLAN

Evacuation coordinator: John Stewart (Flood Warden)

Warden will take control of all evacuation and communication procedures to ensure the safety of all members of the school community.

Warden has mobile phone fully charged and ready to receive SMS updates from SES.

Warden coordinates all communication.

Where are you evacuating? (Location)	When will you evacuate? (trigger)	How will you transport evacuees?
School is closed and all students are collected and taken home – or informed not to attend	When flood levels are forecasted to reach 9.7m	Parent transport, school bus to collection point
All staff move out of flood zone by taking Conway St up Wyrallah Road to meet at Golf Course carpark for collections. Warden and Flood Management Team, trained in flood evacuation, remain to secure property.	When flood levels reach 10.2m or when SES advises	Transport via vehicles up Conway St and Wyrallah Road
Warden and Flood Management Team travel to Southern Cross University and then arrange onward travel to home destinations if safe and authorised by SES.	When flood levels reach 10.6m, when levee is breached, or when SES advises	Conway St and up Wyrallah Road
In case evacuation is not possible, any person remaining will enter the floor refuge area and open the Flood Emergency Kit.		

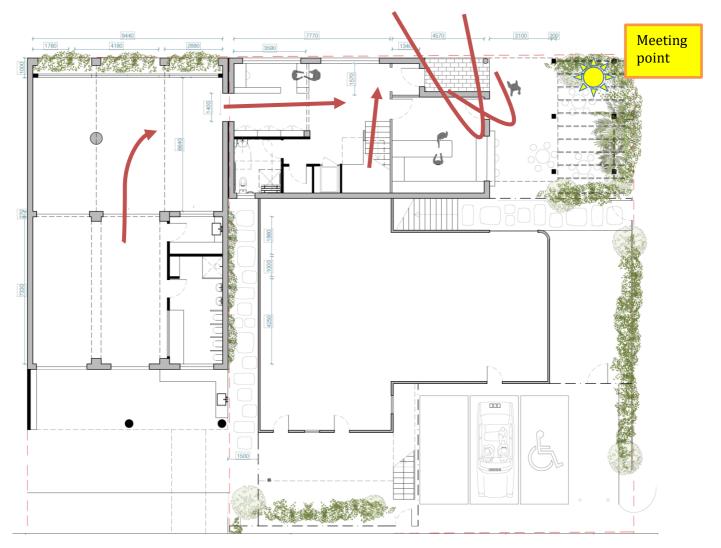
EMERGENCY CONTACTS

Your emergency contacts can include Emergency Services, doctors set. It should also include staff members' family contacts, suppliers, customers and service companies such as electricians and plumbers.

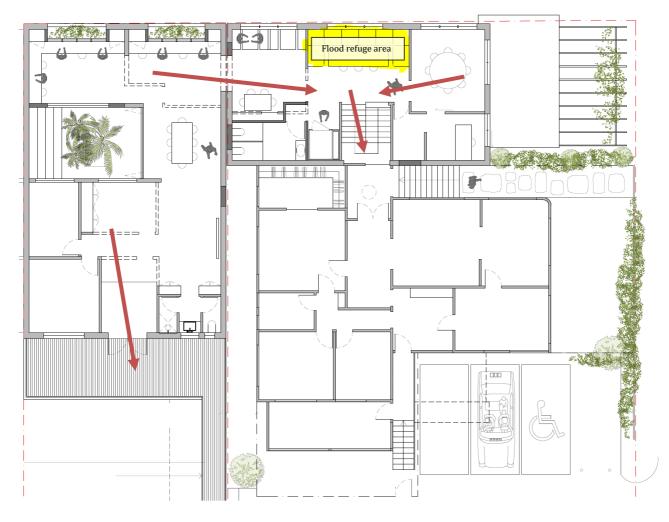
NAME	PHONE	WEB LINK
John Stewart	0432 213 716	
Police/Ambulance/Fire	000	
Local Police Station	6626 0599	
SES (for life threatening situations call 000)	132500	
SES	132 500	
NSW Police	131 444	
Essential Energy	13 20 80	
Bureau of Meteorology	1300 659 210	http://bom.gov.au
Lismore City Council	1300 878 387	https://disaster.lismore.nsw.gov.au/
Lismore Base Hospital	6620 2400	
Lismore Medical Centre	6621 2502	
Lismore SES Facebook page with links	CLICK here	https://www.facebook.com/NSW.SES.Lismore.City
Lismore Ambulance Station	13 12 33	
Lismore Fire Station	6621 5660	

Building evacuation routes – after construction

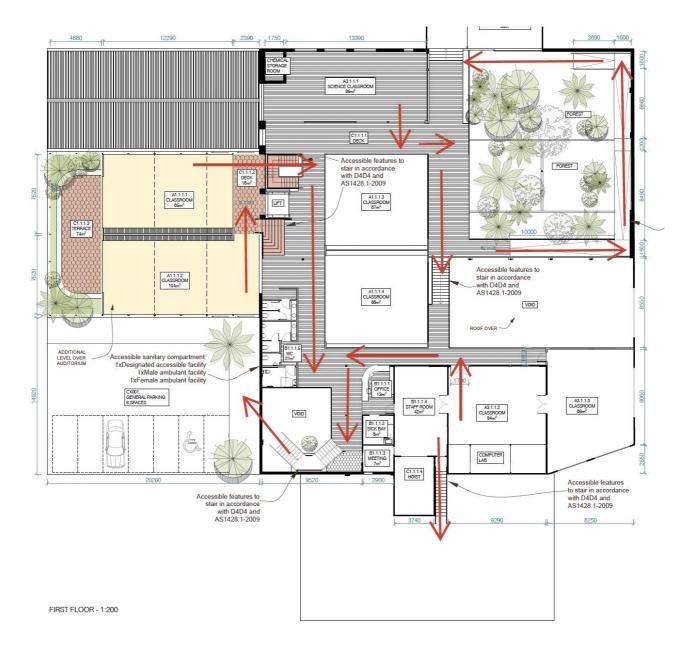
Ground floor



Evacuation routes from second floor

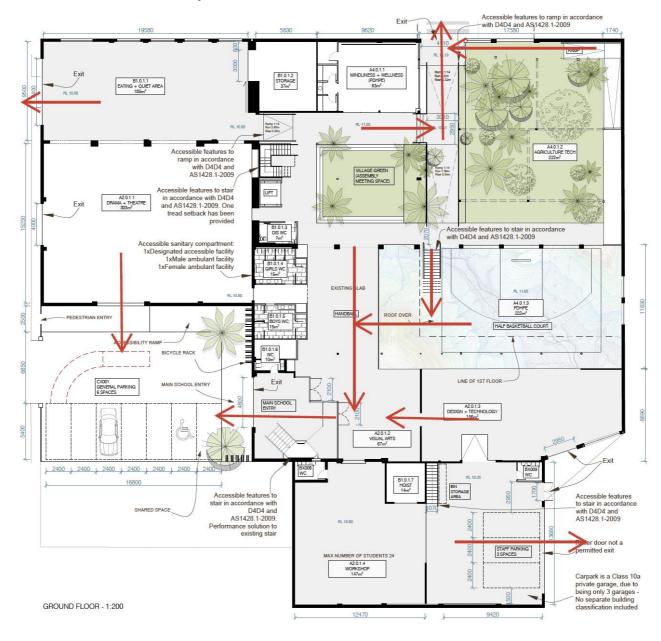


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- The height of the second level is 3.0m above ground floor, giving a height of 12.81. Freeboard requirements are set at 500mm above 12.3m. The upper floor of Conway St is 12.81, providing Council recognized safe refuge.
- There is also a location in the ceiling cavity where a flood emergency kit will be stored accessed via a dorma style ladder.

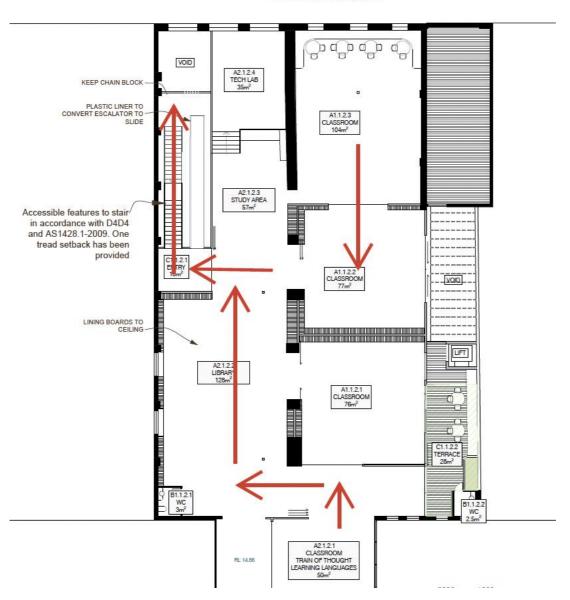


Brown and Jolly Building evacuation routes – after construction

Lower Floor of Brown and Jolly

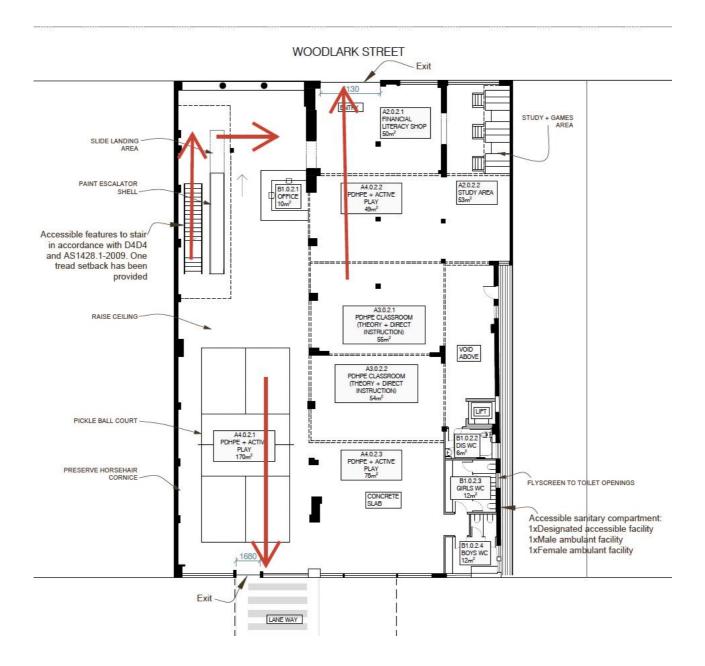


Woodlark Street top floor

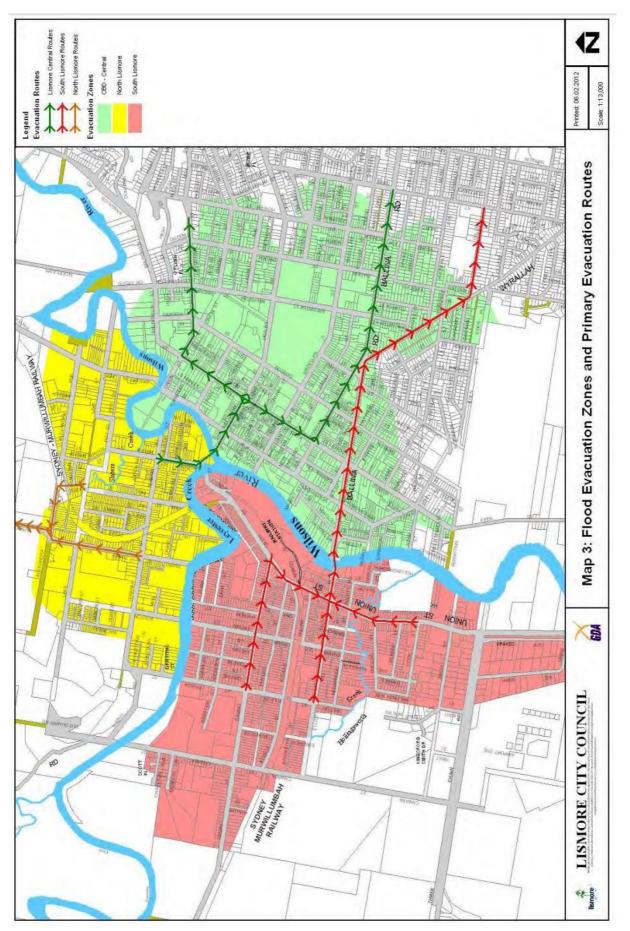


WOODLARK STREET

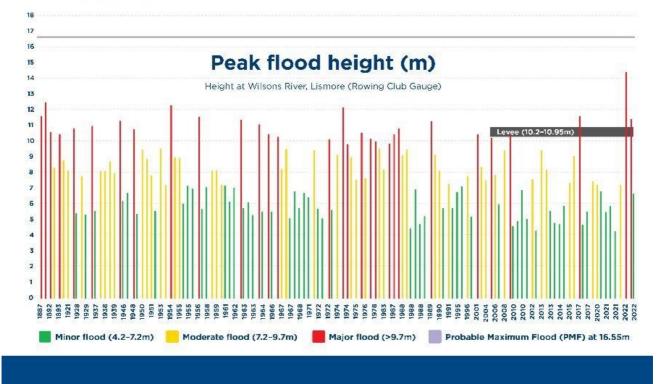
Woodlark Street Bottom Floor

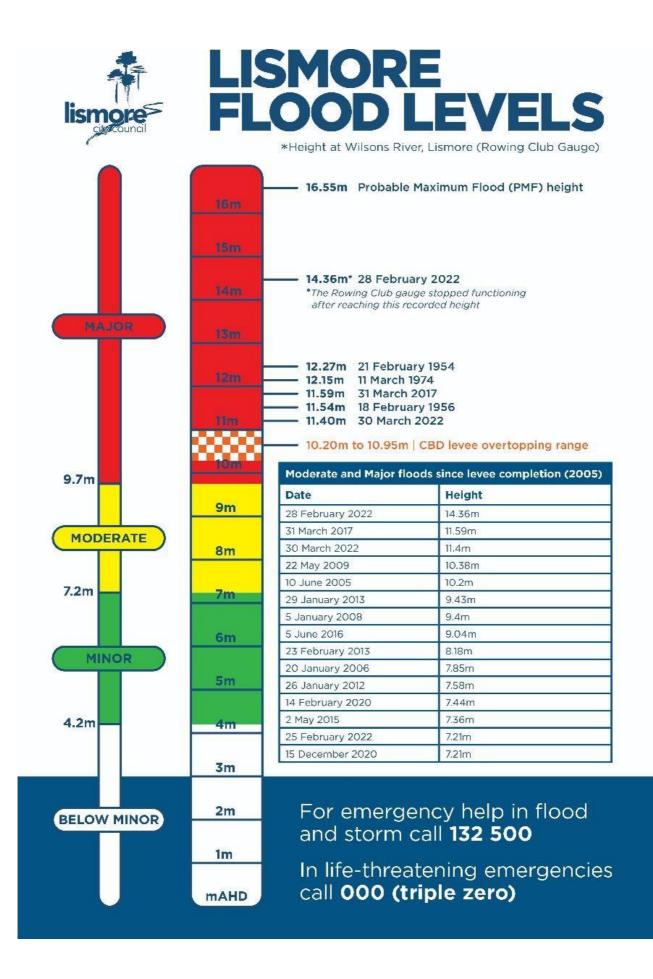


Flood Evacuation Routes from Lismore CBD



LISMORE FLOOD LEVELS





Evacuation Centre

<u>Southern Cross University</u> 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.

Last roads out of Lismore

CBD

North – Keen Street then Leycester or High Street East – Conway Street then Wyrallah Road

South Lismore

Casino Street - Ballina Street Bridge then Ballina Street and Wyrallah Road

North Lismore

Bridge Street or CBD then north through Keen Street and Leycester Streets. Residents furthermost away from the river may have access to Dunoon Road through the showground

In alignment with the Australian Warning System (AWS), flood communication protocols have been updated. Triggers now follow AWS classifications of 'Advice', 'Watch and Act', and 'Emergency Warning'. All prior references to 'Evacuation Orders' have been revised to reflect this national standard. This terminology change does not reduce our responsiveness—instead, it reinforces our clarity and alignment with NSW SES protocols.

Living School recognises this and has ensured that all educational functions occur on the second floor, above 14m AHD, exceeding the Flood Planning Level (13.58m AHD). The lower floors are purpose-built with water-resilient finishes and dedicated to non-essential and easily restorable activities such as play, storage, and wet-weather access.

The Brown and Jolly site on Carrington Lane and Woodlark Street has been identified as part of the CBD Development Exemption Area, located within a High Flood Risk Precinct. According to the Lismore Floodplain Risk Management Plan, this site is a Low Flood Island and can experience floodwater access cut-offs in events as frequent as 10% AEP.

In 5% AEP events, inundation of more than 1 metre is expected, increasing the urgency for adaptive mitigation measures at BandJ. Flood hazard levels may reach H5–H6 in a 1% AEP event, with water levels over 2 metres in parts of the site and surrounding streets. In the PMF scenario, water levels may rise to 7.5 metres on-site.