



Longneck Lagoon Environmental Education Centre
Emergency Procedures 2017/2018

EMERGENCY	LOCKDOWN
<p style="text-align: center;">Bell Rings Continuously</p> <ul style="list-style-type: none"> Teachers and students cease activities immediately Walk to the classroom, leaving all equipment and belongings behind Teachers complete a roll call Longneck Lagoon EEC teacher to check toilets and offices Admin staff to notify appropriate emergency authority Director and WHS to be notified 	<p style="text-align: center;">Bell Rings Intermittently</p> <ul style="list-style-type: none"> Principal or delegate is responsible for ordering lock-down procedures when a major threat is imminent Principal or delegate will contact appropriate emergency services to explain threat and locations of student and staff Teachers and students cease activities immediately Teachers and students assemble in appropriate safe location, SASS staff secure themselves in nearest safe location Visiting teachers complete a roll call of students Longneck Lagoon EEC teacher to check toilets and office if deemed safe Director and WHS to be notified All-clear message to be relayed by Principal or delegate when appropriate
<p>Emergency / Fire / Police 000</p> <p>Hawkesbury Rural Fire Service 4560 6400</p> <p>Windsor Police 4560 6999</p> <p>Nirimba Office (Director) 9208 7611</p> <p>DoE WHS Unit 1800 811 523</p> <p>NPWS (Scheyville Office) 4580 2700</p>	

Bushfire Emergency

Significant fire danger occurs in conditions of strong wind, high temperatures and dry vegetation. Fire can burn very rapidly through woodland and grassland of the National Park.

Should a fire emergency occur, Longneck Lagoon Environmental Education Centre staff will assist visiting teachers and students to follow the Bushfire Emergency Plan.

Strategies to mitigate risk

Extreme Fire Danger Warning - Excursions to Longneck Lagoon EEC **may** be cancelled

Catastrophic Fire Danger Warning - Excursions to Longneck Lagoon EEC **will** be cancelled

Closure of Scheyville National Park - Excursions to Longneck Lagoon EEC **may** be cancelled (in negotiation with NPWS Scheyville Office)

Total Fire Ban – Activities proceed as usual with care (No BBQs used)

Extreme conditions – The Principal of Longneck Lagoon EEC may cancel excursions due to predictions of high wind or high temperatures in negotiation with the visiting school.



Longneck Lagoon Environmental Education Centre Bushfire Emergency Plan 2017/2018

Bushfire notification received by Centre Staff

Notification recipient to radio all centre staff on UHF
channel 15.30

SAM or delegate to follow emergency radio protocols,
staff to follow instructions according to protocols

Fire onsite or nearby identified by Centre Staff

Centre staff radio SAM or delegate with details
SAM or delegate rings 000 with details of fire and numbers
of personnel on-site

SAM or delegate to follow emergency radio protocols, staff
to follow instructions according to protocols

Time to evacuate

Students and all visiting staff to classroom
Staff to complete roll call

SAM or delegate to contact bus company
requesting pickup (see welfare form)

Principal or delegate to ring visiting school
and inform Principal of actions taken

Students and visiting teachers to walk to
bus and return to own school or identified
Refuge Centre

Principal to inform Director (9208 7611) and
DoE WHS Unit (1800 811 523)

Centre staff to evacuate safely as directed
by Principal or delegate – leaving main gate
unlocked

Principal to notify NPWS (4580 2700) and
RFS (1800 679 737) that site is evacuated

NO time to evacuate

Students and all visiting staff to classroom
Staff to complete roll call

SAM or delegate to ring 000 and NPWS to
notify number of people on-site

Principal or delegate to coordinate drinking
water, towels and first aid kit in classroom
Ensure UHF radios and mobiles are on hand

Principal or delegate to ring visiting school
and inform Principal of actions taken

Principal to inform Director (9208 7611) and
DoE WHS Unit (1800 811 523)

Follow advice and instructions from
emergency services

Evacuation centres

Pitt Town Sports Club, 139 Old Pitt Town Road,
Pitt Town, 4572 3658

Pitt Town Public School, Buckingham Street, Pitt
Town, 4572 3126

Cattai Public School, 487 Cattai Road, Cattai,
4572 8445

Maraylya Public School, Neich Rd, Maraylya,
4573 6243