



Emergency Management Plan 2025

Dorroughby Environmental Education Centre 5683



Workplace specific information

This Emergency Management Plan 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. It is not for distribution (other than for emergency services) or external publication.

If on non-department premises, consult with the premises building or workplace manager (including the commercial building manager or chief warden, Youth Justice centre governor, hospital security/facilities team) while reviewing the EMP.

Mandatory information is indicated by a red asterisk and must be completed before the EMP can be confirmed by the principal or workplace manager.

Next review date	19/02/2026	
Street address	2101 Dunoon Rd, Dorroughby 2480	
Nearest cross street	Dorroughby Road	
School main phone number	6689 5286	
Access points for emergency services	Emergency access via Dunoon Road (main school access and a second entrance North of main entrance)	
Emergency kit location	Evacuation Kit is located in A Block (office)	
Bushfire and Grassfire Risk Rating	2	
Chief Warden	Name Cindy Picton	Mobile 0406 357 992
Deputy Chief Warden	Name Robyn Darke	Mobile 0422 2926 55
General description of workplace	<p>Dorroughby EEC is situated 25km from Lismore 2480 with a number of small villages within 10-15 km. The site is approximately 8,094 sq metres with 6 main buildings consisting of:</p> <ul style="list-style-type: none"> • an old residence containing an office, kitchen, bathroom, library, staffroom • a dormitory with 32 bunks and 4 beds for staff, 7 showers • an outdoor eating area • a weather shed • 2 toilet blocks • a demountable classroom • a small tool shed which houses equipment • a single car garage • a double car garage and an attached undercover 2 car roofed parking <p>The main buildings are timber being an old school. Each building has fire extinguishers, dorms have smoke alarms. The centre is surrounded by farmland on which the evacuation point is located. Centre programs include visits to the farm for which Dorroughby EEC has special purpose insurance. Offsite programs are undertaken at a variety of sites including local national parks, reserves, towns and villages, marine, estuarine and forest sites. Other school locations are used as well.</p>	
People with disability and sensory considerations	Are there people with disability and sensory conditions on site No	
International students	Are there international students on site? No	
Animals onsite	Are there animals onsite?	

Emergency response team

This Emergency response team table is autopopulated from the Contacts tab on the Emergency management homepage. Names, roles, responsibilities and contact details can be edited on either page.

Emergency response role	Responsibility	Responsible person's name	Responsible person's mobile
Chief Warden	Entire workplace and attends to injured persons	Cindy Picton	0406 357 992
Deputy Chief Warden	Supports the Chief Warden and attends to injured persons	Robyn Darke	0422 2926 55
Warden	Classrooms	Tamlin Heathwood	0405 350 211

Emergency Response Details

Emergency signals (or alerts)

Add additional signals / alerts as relevant to your workplace.

Signal or alert	Sound	Activation details	PA Script
Evacuation signals	Megaphone siren	Activated by the Communications Officer from A Block	All Clear: verbal announcement at assembly area.
Lockdown signals	3 Air horn bursts	Activated by the Communications Officer from A Block	All Clear: "Your attention please. All clear. Emergency services have advised that the school is safe. Resume normal duties. Thank you."
Secure alert (Lockout)	Verbal announcement to all persons	Chief Warden or Communications Officer to alert all persons	All Clear: "Your attention please. All clear. Emergency services have advised that the school is safe. Resume normal duties. Thank you."
Shelter-in-place (including bushfire response)	Verbal announcement to all persons	Chief Warden or Communications Officer to alert all persons	"Your attention please. Please proceed to the Administration office- alternatively the demountable classroom or dorms

The EPC will designate multiple onsite assembly areas at least 150 metres away from buildings/structures and suitable offsite evacuation locations. This ensures preparedness for standard evacuations (at least 1 kilometre away from the workplace) and evacuations necessitated by bush/grass fires.

The EPC should consult with emergency services for advice on the suitability of selected evacuation routes and assembly areas/evacuation locations in different types of emergencies (for example, structural fire, bushfire, flood, bomb threat). Schools must complete a risk assessment in relation to the movement of school population to the offsite evacuation locations.

Assembly areas and evacuation locations

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Assembly areas and evacuation location	
Onsite assembly area	Grassy area in front of kitchen
Offsite evacuation area	Alongside and outside of DEEC fence, towards dairy or elsewhere as directed by emergency services
Shelter in place location	C Block

Upload site plans

Site diagrams must be uploaded to illustrate:

- the identified onsite assembly area/s and offsite evacuation location/s
- evacuation routes
- the location of utilities and isolation points.

Use the site diagram checklist supporting resource to support development.

The EPC are required to ensure that all rooms and buildings in the workplace have current and accurate evacuation diagrams displayed. These in-room diagrams do not need to be included in the EMP.

Instructions for uploading site plans:

Site plans must be uploaded as images in the formats of png, jpeg or jfif. Screen shots of site plans can be saved as an image and uploaded.

There is no limit on the number of plans which can be uploaded but there is a 20MB limit on the size of each file.

- ON SITE EMERGENCY ASSEMBLY POINT.pdf
- Dorroughby Site Plan 2025.pdf

Emergency Response Contacts

Emergency contact list: department, suppliers and community

Customise these tables for your workplace by adding items as required. Where a field is not relevant, leave it blank. These details can change from time of finalising the EMP and the next review but can be updated in SPaRO at any time and reprinted. Ensure that the emergency response team has access to the most current information.

Department of Education

Unit	Contact number
Incident Report and Support Hotline	1800 811 523
Director, Education Leadership	Kate Moore / 0457 086 040
WHS Advisor	Cheryl Van Gestel / 0400 297 857
Learning and Wellbeing	renee.boulton@det.nsw.edu.au/ 0418756157
School Security	1300 880 021
Media Unit	02 7814 1559
Assisted School Transport Program	1300 338 278
Preschool Reporting Hotline	1300 083 698
AMU Asset Service Officer	Eve Kearney / 0458574780
DE International	1300 300 229

School Support / Services / User Groups

Service	Provider Name	Emergency Contact
Local police	Alstonville Police Station	02 6628 0244
	Ballina Police Station	02 6681 8699
	Bangalow Police Station	02 6687 1404
	Brunswick Heads Police Station	02 6685 1277
	Byron Bay Police Station	02 6685 9499
	Evans Head Police Station	02 6682 4202
	Lismore Police Station	02 6626 0599
	Woodburn Police Station	02 6682 2444
Local fire control centre	Northern Rivers Fire Control Centre	02 6663 0000
Local council	Lismore City Council	02 6625 0500

Service	Provider Name	Emergency Contact
Bus company	Visiting schools may have engaged their own bus company to visit our school	
Cleaners	ISS Customer Service Assistant	0429 127 974
Local medical centre	Lismore Base Hospital	02 6624 0200

Utilities and suppliers

Utility/suppliers	Location of mains/isolation point/shutdown point	Additional information (if required: the supplier name, contact number and account number / reference)
Water (Mains)	Tank water D Block	Managed by SINSW
Power (mains)	A Block	Managed by SINSW
Solar panels and batteries	At entry to C Block	Managed by SINSW
Fuel	Unleaded fuel used for ride on mower located in GA shed, G Block	
Gas (mains)	Back of C Block (dorms)	
Gas (bottled)	Gas cylinders attached to Kitchen, F Block 9kg LPG gas bottle, F Block	
Chemicals (SDS / Chemical Register)	Hazardous chemicals stored in GA Shed, G Block Chemical Register located in A Block administration office	
Pump/s (water)	Tank water D Block	Managed by SINSW
Pump/s (septic tanks/sewerage)	North of A Block and East of E Block	Managed by SINSW

Workplace employee contact list

A printed copy of your employee contact list must be stored in a secure location.

Employee contact telephone numbers can be collected by a workplace for the purpose of preventing or lessening a serious or imminent threat to any person's health or safety, for example in an emergency.

As these are before and after hours employee contact details, the list must be stored in a safe place with restricted access. Deputy wardens may also require access in circumstances where the chief warden is not available.

Personal information, including private phone numbers must be:

- stored securely
- kept no longer than necessary and disposed of appropriately
- protected from unauthorised access, use, modification or disclosure.

Emergency Response Procedures

Refer to [Reasonably foreseeable emergencies FACT100 \(nsw.gov.au\)](https://www.nsw.gov.au/education/schools/emergency-preparedness) to assist with determining if additional emergency responses are required based on the local school/workplace risk assessment.

Tips:

- Ensure onsite preschool students and the movement of people with a disability or sensory consideration is adequately considered.
- Consider how the response may work in busy periods such as immediately before or after school, during break times, and onsite activities including assemblies, cultural days and school open days.

Notes: The term 'staff' is used for brevity and includes all department employees and contractors across schools and early childhood services.

Evacuation

Evacuation becomes necessary when the safety of students, staff, and visitors is compromised within the school premises.

The chief warden will assume control and initiate the school's evacuation response in such situations.

The chief warden will assess the emergency and direct people to the assembly area/s.

Onsite and offsite assembly areas and evacuation locations

Onsite assembly area	Grassy area in front of kitchen
Alternate onsite assembly area	

Offsite evacuation area	Alongside and outside of DEEC fence, towards dairy or elsewhere as directed by emergency services
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Evacuation notification

- **Call Triple Zero (000)**
- Trigger the **evacuation signal – Megaphone Siren**

Evacuation response

- Wardens to direct students, staff, and visitors safely along the **evacuation route** to the onsite assembly area
- **Assist persons with a disability to evacuate.** If unable to move, remain with them and report their location to the chief warden
- Area/floor wardens: if safe to do so, **check assigned areas/floors** to confirm they have been evacuated and then proceed to the assembly area and report to the chief warden
- School Administrator Manager to take the student, staff, and visitors lists, and evacuation kit/s to the designated assembly area / evacuation location
- Visiting school staff to take their student and staff lists to the assembly area and follow instructions of the Chief Warden
- Chief warden to [brief emergency services](#) upon arrival and assist as required

- Assemble students, staff and visitors and check all are accounted for
- Ensure student, staff and visitors do not block access for emergency vehicles
- Report to the chief warden details of any person/s unaccounted for and/or known injuries
- Ensure any students, staff, or visitors with healthcare needs and/or require first aid are supported/attended to

Chief warden:

- As soon as practical, chief warden or delegate to report the emergency and evacuation to the **Incident Report and Support Hotline on 1800 811 523**
- Where the evacuation lasts for an extended period of time, or extends beyond normal school hours, Chief Warden to coordinate parent/carer pick up from a designated safe area in consultation with police/emergency services. Record students released to parent/carer ensuring an authorised person is picking them up.
- Follow local communication procedures to contact DEL to provide any relevant information
- Visiting school to be directed to inform their homebase of emergency event and inform their DEL, parent/carers, and/or communities.

Before returning to school

- Where no infrastructure has been damaged, the chief warden is to obtain authority to return from relevant emergency service personnel
- **Where infrastructure has been damaged**, the chief warden is to follow the steps outlined in the Site Clearance Protocol

No re-entry to site is permitted until an authorised local Asset Services Officer has provided a Clearance Certificate to the principal

After the emergency

- Workplace manager to implement a [Recovery plan](#)
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).

First aid officer/s and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency.

Lockdown

A lockdown or partial lockdown is necessary in response to an identified active threat within the school or workplace, or upon notification by the Police. In such circumstances, if it is determined that the safety of students, staff, and visitors is best ensured by keeping them securely inside the building, the chief warden will assume control and initiate the lockdown response. The chief warden assesses the situation to determine whether a full or partial lockdown is required.

If the alleged perpetrator is a student with a behaviour management plan, initial actions will be guided by that plan. If the specific Behaviour Response Plan fails then move to secure alert (lockout) or lockdown, depending on the situation.

Notification

- **Call Triple Zero (000)**
- Trigger the **lockdown signal – Three air horn bursts**
- Direct staff to initiate the lockdown actions including:
 - assist person/s currently outside enter the space to be secured
 - close and secure/lock doors and windows, remain in rooms and out of sight
 - All outside activities should cease immediately. Supervising staff should direct students who are in the playground or outside to immediately return to the nearest school building and classroom or

Lockdown response

- Ensure staff and students remain quiet
- Ensure practical access to communication device (mobile phone or landline)
- Staff should record the names of students who are in the room and provide details of students in their care to the Chief Warden via phone
- If safe to do so, the principal or a designated staff member should wait near the main entrance of the school to direct emergency services. Only emergency services personnel should be allowed access to the school premises at this point
- Ensure any students, staff, or visitors with medical or other needs are supported
- No person should leave the classroom, work area and or building once a lockdown is implemented. Persons may only leave once the all-clear signal has been communicated

Chief warden:

- Obtain details of any missing person/s to pass onto attending emergency services
- [Brief emergency services](#) on arrival
- Alert staff and returning excursion groups to divert them away from the school, where possible
- Follow local communication procedures to contact DEL to provide any relevant information
- Visiting school to be directed to inform their homebase of emergency event and inform their DEL, parent/carers, and/or communities.
- Comply with instructions of emergency services

Ending lockdown response

- The Chief Warden is to work with emergency services to determine when normal operations may be resumed
- Issue an **All-Clear** communication
- Determine whether to activate parent/carer pick up processes in consultation with visiting school homebase once safe to do so
- Consider if there is any specific information staff, students and visitors need to know (e.g., parent/carer pick up process or areas to avoid)

Resuming normal operations

- The Chief Warden is to work with DEL/Assets team before and when normal operations are due to resume
- Consider if there is any specific information staff, students and visitors need to know (e.g., parent/carer pick up process or areas to avoid)

Secure Alert (Lockout)

During a secure alert (lockout) response, school activities continue as normal; however, as a precaution, doors are locked and no one is to enter or leave the facility. For the safety and security of staff and students, remaining in a classroom or directing to classrooms would be the preferred response option.

The response is intended to:

- secure/lock part of a school or room within a school to prevent access by unauthorised persons or animals that could pose a potential danger
- be useful as a method to contain an evolving situation and/or prevent people witnessing a medical emergency response.

Notification

Secure Alert response

- Chief warden to issue an instruction of **secure alert (lockout)**
- Direct staff to initiate the secure alert response actions including:
 - assist person/s currently outside enter the space to be secured
 - direct staff and students currently outside to move inside a school building
- close and secure/lock doors and windows
- Direct staff to check that students, staff, and visitors are all accounted for
- As soon as practical, chief warden to co-ordinate a staff member to report the emergency and lockout to the **Incident Report and Support Hotline on 1800 811 523**

Ending Secure Alert response

- Ensure practical access to communication device (e.g., mobile phone or landline)
- Check all students, staff and visitors are accounted for and report details of any missing person to the chief warden by phone
- If the secure alert has been triggered by a student with an **Individual Health Care Plan / Behavioural Management Plan**, respond based on the specified actions in the plan

Chief warden:

- Obtain details of any missing person/s
- Alert staff and returning offsite activities such as excursion groups to divert them away from the school, where the threat is still active
- Determine if an upgrade to **lockdown response** is required.

Resuming normal operations

- The chief warden will determine when it is safe to end the secure alert (lockout) and when normal operations may be resumed
- Issue an **all-clear** communication
- Consider if there is any specific information staff, students and visitors need to know (e.g., areas of the school to avoid).
 1. Resume normal operations
- Workplace manager to implement a [Recovery plan](#), if required
- The chief warden will arrange a debrief of the incident with staff and arrange evaluation using the [Evaluating the emergency response form](#).
- First aid officers and workplace manager to complete first aid reporting requirements for any injuries that may have occurred during the emergency

Additional response plans

Add additional emergency response plans as required based on local school/workplace risk assessments

Medical Emergencies

Response processes for medical emergency are outlined in your local first aid plan.

Your First Aid Plan can be uploaded to the Support Resources tab.

Resources

[First Aid resources](#)

Resources

[Temporarily ceasing school operations](#)

[Recovery timeline.pdf](#)

[Restoring sites](#)

Prevention and preparation

Customise these tables for your workplace by adding items as required. Where a field is not relevant, leave it blank.

These details can change from time of finalising the EMP and the next review but can be updated in SPaRO at any time and reprinted, as required. Ensure that the emergency response team has access to the most current information.

Prevention

Reviewing preventative actions 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.

Preventative actions	Responsibility	Last review
Undertake a risk assessment to identify hazards, assess risks and determine control measures. Review hazards, associated risks, and control measures at least annually. Identified emergency hazards and associated risks must be recorded in the workplace risk register .	Principal	17/03/2025
Monitor and review risk assessment (at least annually and or following an incident)	Principal	17/03/2025

Preparation

Preparation is a key stage in emergency planning. This section of the EMP template outlines both generic preparation actions and the specific emergency preparation actions required for the workplace. Preparedness is a continually improving, ongoing process.

Preparation actions	Responsibility	Last review
Review the EMP	Principal / SAM	19/02/2024
Cross reference risk register and complete the Reasonably foreseeable emergencies form.	Principal / SAM	17/03/2025
Ensure that emergency instructions are developed and reviewed annually, and provided to visitors (for example, volunteers, contractors)	Principal / SAM	17/03/2025
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 / SAM	17/03/2025

Temporarily cease operations:	Responsibility	Last review
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Preparation actions	Responsibility	Last review
The decision to temporarily cease operations is normally made on the basis that operations will cease for one school day unless there are exceptional circumstances, e.g. flooding or bushfire has isolated a location, or the school is temporarily unsafe for use. Refer to the temporarily cease operations procedures (https://education.nsw.gov.au/inside-the-department/health-and-safety/incident-emergency-management/respond-report/temporarily-ceasing-school-operations).	Principal / SAM	17/03/2025
Family Reunification:	Responsibility	Last review
Only when it is safe to do so 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. Note: Make sure parents/carers do not block access to the site for emergency vehicles.	Principal / SAM In our context, this needs to go ahead with consultation with staff of school students are from, should an incident occur.	17/03/2025
Communications:	Responsibility	Last review
Communication toolkit – preparing for emergencies Templates to support schools in communicating with their school communities in preparation for emergencies is available on the HSSW (https://education.nsw.gov.au/inside-the-department/health-and-safety/incident-emergency-management/prevent-prepare/communication-toolkit) website or seek support from Emergency Response Team (contact available in SCOUT incident dashboard).	Principal / SAM	17/03/2025

Preparation actions	
Training against the Emergency Management Plan	Responsibility
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
Emergency communications systems	Monthly testing of Fire Panel and emergency lighting (by Kelso) School bell, PA system, telephone system, verbal communication, walkie talkie, whistles, megaphone, internal messaging system, air horn, Emergency Warning and Intercommunication System (EWIS).
Briefings and consultation	Briefings and consultation Inductions and orientations of staff, students, contractors, visitors. <ul style="list-style-type: none"> - WHS consultation arrangements; - Staff awareness sessions and meetings (minutes retained); - Training and practice drills; - Information displayed on WHS Notice Board and in key locations around the school. - To the school community, through Newsletters In addition, “assembly point” signs are installed, and the procedure for lockdown and evacuation is posted in each room. All rooms have an evacuation map and access to a fire extinguisher.

Preparation actions	
Evacuation drill	The department - at least annually Schools - at least every 6 months Preschools - every 3 months
Lockdown/Secure Alert (Lockout) drill	The department - based on risk assessment Schools - based on risk assessment Preschools - every 3 months
Bushfire response drill (Evacuation and a shelter-in-place)	Schools - at least once per year for Bushfire Categories 1, 2 and 3. Consider inviting your local RFS; consider changing roles so each staff member knows each other's role
Other	Details
Arrange testing of emergency related equipment (for example, fire blankets, extinguishers)	As per supplier recommendations/applicable Australian Standards
Emergency Kit/s and First Aid Kit/s	Check kit contents before each scheduled emergency drill (for example, evacuation drill, lockdown drill). Replace out of date consumables (for example, batteries, food, EpiPen®)

Reasonably foreseeable emergencies

Add in the emergency response. Cross reference your workplace risk assessment and risk register. The hazards listed in this table are illustrative rather than exhaustive and would trigger your local emergency response. The EPC may customise the table by adding / removing hazards.

Fire	Emergency response
Structure fire	Evacuation
Car fire	Evacuation
Chemical fire	Evacuation
Bush/grass fire	Other (free text) Temporarily Proactively Cease Operations if possible or Chief Warden to decide to Evacuate (offsite assembly area) or Shelter in Place.

Bomb threat	Emergency response
Bomb threat	Evacuation
Suspicious item	Other (free text) Move people away from the area of the suspicious item. Secure the area until emergency services arrive

Physical site/environmental emergency	Emergency response
Loss of utilities (water/power/sewerage)	Other (free text) Discuss with DEL and local ASO, implement required emergency response
Loss of ICT	Other (free text) Contact EDConnect or contracted telecommunications company
Chemical spill on site	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Structural failure/collapse	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Electrical hazard	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Explosion	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Vehicle collision with workplace	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Burst/leaking pipes (water/sewerage/gas)	Follow instructions from emergency services

Security/physical threat to people	Emergency response
Intruder	Lockdown
Aggressive person/s	Lockdown
Violent person/s	Lockdown
Armed person/s	Lockdown
Threats of or actual violence	Lockdown
Attempted/actual self-harm or self-harm ideation	Other (free text) Chief Warden to decide if Lockdown or Secure Alert should be initiated

Medical emergency	Emergency response
Injury to person requiring first aid	First aid response
Injury to person requiring emergency services	Follow instructions from emergency services
Infectious diseases	Other (free text) Notify the Incident Report and Support Hotline on 1800 811 523
Fatality (person) on premises or offsite	Follow instructions from emergency services

External emergency	Emergency response
Flood	Other (free text) Notify DEL and local ASO, implement flood response plan
Severe weather (wind, hail, dust, snow)	Lockdown
Severe temperature (cold/heat)	Other (free text) Consider the potential impacts on school activities, especially outdoors.
Air pollution (bushfire smoke, smoke from fires, dust storm, pollen)	Other (free text) Consider the potential impacts on school activities, especially outdoors.
Vehicle accident at/in department workplace	Other (free text) Chief Warden to decide if immediate vicinity is to be evacuated or whole of school
Accidents or emergencies near the workplace	Follow instructions from emergency services
Traffic accident impacting access to/from the workplace	Follow instructions from emergency services
Police event external to the workplace	Follow instructions from emergency services
Electrical hazard (downed powerlines)	Follow instructions from emergency services
Chemical spill offsite	Follow instructions from emergency services

External emergency - Optional	Emergency response

Other emergencies - Optional	Emergency response

Support Resources

Use this section to access supporting resources and/or upload relevant information to support the Emergency Management Plan, if required.

Resources

Click on the document to download a copy or on the link to access resources. Completed documents can be uploaded below.

Resource document downloads	Resource links on DoE intranet
Emergency kit checklist	Emergency management
Emergency recovery checklist	Support and resources
Chief warden checklist	First aid resources
Site diagram checklist	Incident support
Evaluating the emergency response	Restoring sites
Emergency response actions - sample announcements factsheet	Communication toolkit - responding to emergencies

Documents and links

Documents

To upload a copy of a document, click on the icon below and follow the steps to save to the Evidence Bank, then upload to this location.

Links

Click on Add Link and complete the details to link to documents and resources saved in other locations.