

Draft Dapto Flood Management Plan

NATURE OF HAZARD

Since Dapto school has been established on the current site there have been two floods. The SES is responsible for responding to floods in NSW.

During the first flood teachers were unable to access the site and the school was closed for a day.

The second occurrence was in 2010 when rising flood waters threatened to prevent students living east of the Dapto railway station from getting home.

With the construction and completion of the West Dapto access road the site should not be threatened with disruption as transport in and out of the area should be above flood levels. It is anticipated that construction should be completed by the end of Term One 2012. Thus with spring and summer occurring during this time it is unlikely that flooding will occur. Hence two flood plans will be drafted.

- 1) **Outside of school hours**
- 2) **During school hours**

RISK FACTORS

Each workplace should attempt to establish the flood heights that may affect the site. The SES and local council can provide this information. Other information issued by the Bureau of Meteorology may indicate flooding is a severe weather warning or severe thunderstorm warning. These warn of sudden heavy rainfall that can cause flash flooding.

Warnings will typically be issued directly by the SES to schools, and communicated to the general community through radio broadcasts, doorknocking and www.bom.gov.au. The predicted level of flooding and time available to undertake action will determine the course of action to be taken.

PREVENTION STRATEGIES

Always

- Prepare a flood plan covering actions needed to be undertaken always, when a flood is likely, during a flood and after a flood
- Inform staff and students of the flood risk
- Train staff and students in flood response procedures
- Ensure occupational health and safety procedures cover specific flood risks
- Back up important records. Not necessary as the site has not been inundated with water.

RESPONSE

When a flood is likely

When a flood watch is issued the following actions should be undertaken:

- **Check** the spare batteries for the portable radio
- **Listen** to the local radio station for updates on forecasted flood heights and timings
- **Ensure** the emergency kit is ready to use.

Protecting students and staff:

- **Notify** all staff and students of the flood watch
- **Ensure** staff know a safe flood evacuation route
- **Check** the availability of staff and others to assist with emergency actions if required.

Protecting property:

- Check the availability of resources required to undertake emergency actions
- Ensure critical records are safe.

When a flood warning is issued **predicting** that a workplace will be flooded the following actions should be undertaken:

- Listen to the local radio station for further information and advice.

Protecting students and staff:

- Notify all staff and students of the flood warning
- **During school hours** – coordinate the safe return of students in consultation with emergency services and school transport operators to their homes. **Note:** in some cases this may be difficult because student's homes may also be affected or isolated by flooding
- **Outside of school hours** – close down the school and notify students and staff of the temporary closure of the school
- Direct all staff to evacuate via a safe evacuation route before the property is flooded
- Avoid driving or walking through floodwaters (these are the main causes of death during flooding).

During a flood event, if a school is not going to be flooded, but the safe travel arrangements for students to go home is likely to be disrupted by flooding and/or road closures arrange for the early release of affected students before flooding occurs in consultation with the SES. If you require information or assistance during floods, phone the SES on 132 500. For life-threatening emergencies phone 000 immediately.

RECOVERY ACTIONS

Undertake the following actions:

- Listen to the local radio station and do not return until the SES has advised that it is safe
- Have utilities checked
- Use the emergency kit, if required.

Protecting people:

- Do not enter floodwaters
- Take the advice of emergency services before entering premises. An assessment by emergency services should include but not be limited to:
 - Structural safety of buildings
 - Safety of electrical and gas supplies and equipment
 - The potential for slips, trips and falls particularly with mud and water
 - Venomous spiders and snakes
 - Sharp debris
 - Manual handling and lifting hazards
- Clean up in accordance with OHS procedures e.g. wear protective clothing including enclosed, waterproof, non-slip footwear and waterproof, puncture resistant gloves
- Ensure all staff wash properly after cleaning flood damaged premises.

Protecting property:

- Clean and dry as much plant, equipment, fittings and furniture as is salvageable
- Remove debris and clean, repair and disinfect premises
- Replace lost furniture, floor coverings, plant, equipment etc with more flood resistant products.

Restoring operation:

- Decide when to re-open the workplace, in consultation with local emergency services
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan.

When undertaking activities outside of school property on low-lying land close to rivers and creeks, be aware of the potential for flooding as a consequence of heavy rain. Ensure you are aware of any current warnings before undertaking activities.

FURTHER INFORMATION

- Contact your local SES or [NSW State Emergency Services](#)

- **Students**

- Students living on the eastern side of railway line remain at school until flood subsides or they are taken by parents or the parents nominated carer - friends living on western side of Dapto.

Students remaining at school assemble in the hall

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1) Floods during school hours

RESPONSE

When a flood is likely

When a flood watch is issued the following actions should be undertaken:

Administration Staff / Principal

- **Check** the spare batteries for the portable radio.
- **Listen** to the local radio station for updates on forecasted flood heights and timings.
- **Ensure** the emergency kit is ready to use – first aid kit, torch, radio.
- **Coordinate** the safe return of students in consultation with emergency services and school transport operators to their homes. **Note:** in some cases this may be difficult because student's homes may also be affected or isolated by flooding.
- **Notify** all staff and students of the flood watch.

- **Staff designated to remain on site to assist with emergency actions if required.**

- **Staff with medical conditions** leave site at first available time using safe flood evacuation route. **Do not enter floodwaters as this is the main cause of death during flooding.**

- **Class to be supervised using wet weather roster.**

- **Students with medical conditions - parents advised to pick students up from school - leave site at first available time. Do not enter floodwaters.**
- **Should parents be prevented from picking up students with medical conditions**

Check availability of medication

Alert SES of student with medical needs for evacuation

Students remain on school grounds until picked up by parents.

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- ALL PARENTS & CARERS TO COMPLETE EARLY LEAVERS NOTICES.
- PARENTS/CARERS PICKING UP/TAKING NEIGHBOURS CHILDREN REQUIRE ORAL / WRITTEN PERMISSION.
- SHOULD BUSES BE UNABLE TO ACCESS DAPTO STUDENTS REMAIN AT SCHOOL UNTIL THEY ARE TAKEN BY THEIR PARENTS OR BUSES ARE ABLE TO ACCESS ROADS.
- Teachers should mark roll of students who leave school early with an adult due to flooding.
- Rolls (containing parent contact and medical alerts) taken to the hall to check the number and names of students remaining safely at school.
- Rolls (containing parent contact and medical alerts) should be copied or sent to administration to facilitate communication between parents, SES and DET. Medical evacuations or removal of special needs students can be communicated to the appropriate authority.

During a flood event, if a school is not going to be flooded, but the safe travel arrangements for students to go home is likely to be disrupted by flooding and/or road closures arrange for the early release of affected students before flooding occurs in consultation with the SES. If you require information or assistance during floods, phone the SES on 132 500. For life-threatening emergencies phone 000 immediately.

RECOVERY ACTIONS

Undertake the following actions:

- Listen to the local radio station and do not leave until the SES has advised that it is safe
- Use the emergency kit, if required.

RESTORING OPERATIONS

- Decide when to re-open the workplace, in consultation with local emergency services
- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan.

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2) Outside of school hours

RESPONSE

When a flood is likely

When a flood watch is issued the following actions should be undertaken:

Principal

- **Listen** to the local radio station and contact SES for updates on forecasted flood heights and timings.
- **Contact DEC** to determine school closure
- **Notify** all staff and students of the flood school closure via radio announcement
- **Return** to school when safe to return as designated by SES

Staff

- **Report** to nearest school for duration of flood
- **Return** to school when safe to return as designated by SES
- **Do not enter floodwaters as this is the main cause of death during flooding.**

Students

- **Remain** at home
- **Return** to school when safe to return as designated by SES
- **Do not enter floodwaters as this is the main cause of death during flooding.**

RECOVERY ACTIONS

Undertake the following actions:

- Listen to the local radio station and do not leave until the SES has advised that it is safe

RESTORING OPERATIONS

- Implement procedures to resume workplace activities, which include arranging counselling and support to those affected by the incident
- Review the emergency management plan.

Principal/Deputy Principal Flooding Procedures

In the event of local flooding the following procedures apply:

- Consult SES & DEC on flooding situation
- Alert teachers of situation.
- Contact local radio station.
- Contact Premier Illawarra.
- Administration staff to check list of students with priority medical needs to alert parents immediately.
- Check list of teachers (medical needs) who need to leave immediately.
- Parents may take students home early from classroom – after completing an Early Leavers Note (held by the teacher). Teachers to mark all leaving students off on class list.
- Teachers to take remaining students to the hall with class list and class Emergency contact/Medical list.
- Core group of teachers willing to stay, in the hall with remaining students.
- Inform SES of students remaining with medical conditions.

Flooding Contact List

- Local Radio Stations

WaveFM 4274 5444 or 4275 2965

i98FM 4223 4198

ABC 4224 5000

- Premier Illawarra 4271 1322

FLOODING -Early Leavers Note

Students Name: _____ Class: _____

Date: _____ Time: _____

Signed (Parent/Caregiver): _____

FLOODING -Early Leavers Note

Students Name: _____ Class: _____

Date: _____ Time: _____

Signed (Parent/Caregiver): _____

FLOODING -Early Leavers Note

Students Name: _____ Class: _____

Date: _____ Time: _____

Signed (Parent/Caregiver): _____

FLOODING -Early Leavers Note

Students Name: _____ Class: _____

Date: _____ Time: _____

Signed (Parent/Caregiver): _____

FLOODING -Early Leavers Note

Students Name: _____ Class: _____

Date: _____ Time: _____

Signed (Parent/Caregiver): _____

Flooding Procedures

In the event of local flooding the following procedures apply:

- An announcement will be made by the local radio stations that a school evacuation is taking place.
- Parents may take students home early from classroom – after completing an Early Leavers Note (held by the teacher). Teachers to mark all leaving students off on class list.
- Teachers to take remaining students to the hall with class list and class Emergency contact/Medical list.
- If your class is with a RFF teacher, please take your clipboard to the hall to meet with the class.
- If you are a RFF teacher, please take the class to the hall to meet teacher with class emergency contact and class list.