

# Emergency Management

# School Emergency Readiness Checklist



**RISKLOGIC**  
FORWARD THINKING RISK MANAGEMENT

# Introduction

Enclosed is your complimentary Emergency Readiness Checklist.

This best-practice checklist will enable you to assess how well prepared you are for an emergency. It is designed to provide an overview of the key requirements for an effective school emergency management program that also complies with mandatory Occupational Health & Safety legislation and Australian Standards.

It is recommended that you use the enclosed checklist to assess your Emergency Management program and then develop a plan to address any weaknesses or gaps.

The main steps when reviewing your emergency preparations are:

- Identify the program components that you need to implement or improve.
- Identify the person(s) who will be responsible for implementing that part of the program. Ensure that all individuals are aware of their responsibilities and have agreed to the assigned role.
- Identify any specific resources that will be required to complete the item in question.
- Decide on an appropriate implementation schedule.

**Important:** the following checklist meets the requirements of Australian Standard 3745. Please note that you may be in breach of current Occupational Health & Safety requirements if you cannot answer yes to all questions in the following checklist.

RiskLogic is the preferred provider of emergency management services to the *NSW Department of Education & Training* as well as many Schools throughout Australia. For more information on our services or for assistance with the emergency requirements at your school, contact us by calling 1300 731 138 or e-mailing [info@risklogic.com.au](mailto:info@risklogic.com.au)

Yours sincerely,



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This complementary checklist should be used as a guide to assess whether an Emergency Management program has gaps or deficiencies. When providing this checklist, RiskLogic assumes that the reader is familiar with the legislative and regulatory requirements relevant to their organisation. By providing this checklist, it should be noted that RiskLogic is not providing any form of opinion or assessment regarding the adequacy of the reader's emergency preparations.

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# Emergency Readiness Checklist

Element	Step #	Action Required	Status
<b>Emergency Control Organisation</b>	1	Has an Emergency Control Organisation (ECO) been designated to co-ordinate activities in an emergency?	<input type="checkbox"/>
	2	Is an up-to-date register of all ECO personnel kept readily available?	<input type="checkbox"/>
	3	Have all designated emergency personnel been assigned specific roles?	<input type="checkbox"/>
	4	Has an appropriate chain of command been established and identified in emergency response procedures?	<input type="checkbox"/>
	5	Have alternative personnel been identified to back-up the Emergency Control Organisation?	<input type="checkbox"/>
	6	Do ECO personnel have coloured identifiers (hard hats or tabards) to wear during an evacuation so they are easily identified?	<input type="checkbox"/>
	7	Have wardens been instructed in their responsibilities with respect to 3 <sup>rd</sup> parties?	<input type="checkbox"/>
<b>Emergency Planning Committee</b>	1	Has an Emergency Planning Committee (EPC) been designated?	<input type="checkbox"/>
	2	Does the EPC meet every six months in relation to the emergency response planning and response requirements for your school? Are minutes taken for all EPC meetings?	<input type="checkbox"/>
	3	Has the role of the EPC been specifically documented in your Emergency Response Plan?	<input type="checkbox"/>
<b>Emergency Response Plan</b>	1	Does your school have a detailed emergency response plan that covers all parts of the facility?	<input type="checkbox"/>
	2	Is the emergency response plan reviewed regularly & when site changes occur?	<input type="checkbox"/>
	3	Is the emergency response plan reviewed following an incident or emergency?	<input type="checkbox"/>
	4	Was a hazard analysis conducted prior to developing your emergency response plan?	<input type="checkbox"/>
	5	Does the emergency response plan contain all necessary information as per section 2.3 of AS3745? Eg. fire evacuation, bomb threats, personal threat, lockdown, medical emergencies, etc. Note: this is a regulatory requirement in accordance with the NSW OHS Regulation 2001.	<input type="checkbox"/>

Element	Step #	Action Required	Status
	6	Does your emergency response plan detail the roles and responsibilities of the Emergency Control Organisation (ECO)?	<input type="checkbox"/>
	7	Are emergency contact details included in your Emergency Response Plan, and are they easily accessible for the ECO?	<input type="checkbox"/>
	8	Does your emergency response plan consider people with disabilities?	<input type="checkbox"/>
	9	Does your emergency response plan consider emergency response after hours?	<input type="checkbox"/>
<b>Evacuation maps</b>	1	Are accurate evacuation maps prominently posted in all buildings?	<input type="checkbox"/>
	2	Do evacuation maps show exit routes, stairways, fire extinguishers, fire hose reels, fire hydrants, first aid kits?	<input type="checkbox"/>
	3	Are evacuation maps clear for staff, students and visitors to understand?	<input type="checkbox"/>
<b>Assembly areas</b>	1	Is your primary assembly area in a suitable location, away from potential dangers and easily identifiable for students?	<input type="checkbox"/>
	2	Has a secondary assembly area been identified in case of complete evacuation?	<input type="checkbox"/>
<b>Emergency equipment and building services</b>	1	Is there an adequate emergency notification and/or alarm system to evacuate staff and students?	<input type="checkbox"/>
	2	Can the school's notification and/or alarm systems be heard in all buildings? If not, are suitable alternative arrangements in place to notify staff and students of an evacuation or lockdown?	<input type="checkbox"/>
	3	Are all emergency exits clearly labeled and kept clear at all times?	<input type="checkbox"/>
	4	Is all emergency equipment and facilities checked on a periodic basis including fire extinguishers, hose reels, emergency lighting and alarm systems?	<input type="checkbox"/>
<b>Training</b>	1	Have all Emergency Control Organisation personnel been trained in their duties as per requirements of AS3745?	<input type="checkbox"/>
	2	Has emergency training for members of the Emergency Control Organisation been conducted by a competent person, familiar with the requirements of AS3745?	<input type="checkbox"/>

Element	Step #	Action Required	Status
	3	Do members of the Emergency Control Organisation receive training at least every six months covering the following: <ul style="list-style-type: none"> <li>• OH&amp;S requirements and current legislation.</li> <li>• Warden roles and responsibilities.</li> <li>• Building Safety.</li> <li>• Basic principles of risk assessment.</li> <li>• Fire drills and fire prevention measures.</li> <li>• Evacuation and assembly priorities and procedures.</li> <li>• The R.A.C.E system of fire safety.</li> <li>• Fire, bomb threats and other emergencies.</li> <li>• Identifying the correct fire extinguishers.</li> <li>• First attack fire fighting.</li> </ul>	<input type="checkbox"/>
	4	Do teachers receive awareness training outlining their role in an emergency?	<input type="checkbox"/>
	5	Do new staff receive a briefing of their role in an emergency?	<input type="checkbox"/>
	6	Do all staff and students understand signals for evacuation and lockdown?	<input type="checkbox"/>
	7	Are training logs retained for all emergency response training and awareness sessions?	<input type="checkbox"/>
	8	Is there a schedule for providing wardens and teachers with regular training sessions?	<input type="checkbox"/>
<b>Evacuation and lockdown drills</b>	1	Are evacuation drills conducted at least annually in accordance with AS3745?	<input type="checkbox"/>
	2	Are lockdown drills conducted at least annually?	<input type="checkbox"/>
	3	Is a debrief held following an incident or evacuation, and are the results documented?	<input type="checkbox"/>

