



# EMERGENCY POLICY

Reviewed

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**Government of South Australia**

Department for Education and  
Child Development

# FIRE DRILL / EVACUATION PROCEDURES

## SIGNAL

FOR FIRE DRILL/EMERGENCY EVACUATION of buildings, there will be a series of **6 short siren soundings**. The siren will be sounded by Warden, Administration or School Support Officers.

## ADMINISTRATION

SSOs / Leadership Team / Staff present will take an Emergency Evacuation Cards (as per below) from the hooks in the Office and follow the directions on that card. **The person who grabs the YELLOW card on the lanyard will be responsible for printing the electronic rolls and taking attendance of classes once on the oval.**

## WARDEN

Sound the alarm (6 short blasts), call 000, take mobile phone and wait for and direct emergency vehicle at gate. Warden will advise when it is safe to re-enter the building.

<u>Emergency Evacuation Procedure</u>	<u>Emergency Evacuation Procedure</u>
<p><b>WARDEN OR DELEGATE</b></p> <p>Sound the alarm (<u>6 short blasts</u>)</p> <p>CALL 000</p> <p><b>Take Mobile Phone</b></p> <p>To WAIT FOR and DIRECT EMERGENCY VEHICLE AT FRONT GATE</p> <p><b>Once danger has passed, go to the oval and advise staff and students how to proceed.</b></p>	<p>Open Academy program on the office computer.</p> <p>Press <b>SHIFT and F5</b> to print all <b>Evacuation Reports</b> to office printer.</p> <p>Collect the <b>TRT BOOK</b> and <b>Spotless folder</b> from the front desk</p> <p>Take <b>Checklist of Classes &amp; all of the above.</b></p> <p>Go to the oval.</p> <p><b><u>Wear this card around your neck and ensure it is visible to staff as they will need to report to you.</u></b></p> <p>Give Evacuation Reports to another admin staff member to hand out to teachers.</p> <p>Use the <b>Checklist of Classes</b> to confirm Evacuation Reports and buildings checked.</p>

**Emergency Evacuation Procedure**

Check all areas in  
**MAIN BUILDING DOWNSTAIRS**  
&  
**GYM/HALL & CANTEEN**  
on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**Emergency Evacuation Procedure**

Check all areas in  
**MAIN BUILDING UPSTAIRS**  
&  
**GLA**  
on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**Emergency Evacuation Procedure**

Check all areas in  
**RESOURCE CENTRE**  
  
on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**Emergency Evacuation Procedure**

Check all areas in  
**DISCOVERY CENTRE**  
  
on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**RESOURCE CENTRE**

**Teacher Librarian and any staff member/s present.**

- Form the students into orderly lines and direct them to the oval via the nearest, safest exit.
- Assist staff already present to form class lines by dispersing students to their teacher as they arrive on the oval.

## **TEACHING STAFF**

All teachers form the students into orderly lines and proceed via the nearest safest exit out to the designated safe area which is the **OVAL** and call the roll. Collect your class list from the person wearing the **YELLOW CARD** and check that all students are present.

A teacher who is responsible for a class during NIT will take the students to the appropriate assembly area where they will be joined by their own class teacher and the roll will be called.

**Teachers are to notify the staff member wearing the YELLOW CARD of their class' attendance and of any students missing from the Evacuation Report.**

## **OTHER STAFF/VISITORS**

Go to the oval where classes and staff are assembling. **Report to the person wearing the YELLOW CARD.** Support teachers and staff where necessary.

**AN EVACUATION DRILL WILL OCCUR ONCE PER TERM**

# PLAYTIME FIRE DRILL / EVACUATION PROCEDURES

## SIGNAL

FOR FIRE DRILL/EMERGENCY EVACUATION during playtime, there will be a series of **6 short siren soundings**. The siren will be sounded by Warden, Administration or School Support Officers.

## ADMINISTRATION

SSOs / Leadership Team / Staff present will take an Emergency Evacuation Cards (as per below) from the hooks in the Office and follow the directions on that card. **The person who grabs the YELLOW card on the lanyard will be responsible for printing the electronic rolls and taking attendance of classes once on the oval.**

## WARDEN

Sound the alarm (6 short blasts), call 000, take mobile phone and wait for and direct emergency vehicle at gate. Warden will advise when it is safe to re-enter the building.

### Emergency Evacuation Procedure

#### **WARDEN OR DELEGATE**

Sound the alarm (6 short blasts)

CALL 000

**Take Mobile Phone**

To WAIT FOR and DIRECT  
EMERGENCY VEHICLE AT FRONT GATE

**Once danger has passed, go to the oval and advise staff and students how to proceed.**

### Emergency Evacuation Procedure

Open Academy program on the office computer.

Press **SHIFT and F5** to print all **Evacuation Reports** to office printer.

Collect the **TRT BOOK** and **Spotless folder** from the front desk

Take **Checklist of Classes & all of the above.**

Go to the oval.

**Wear this card around your neck and ensure it is visible to staff as they will need to report to you.**

Give Evacuation Reports to another admin staff member to hand out to teachers.

Use the **Checklist of Classes** to confirm Evacuation Reports and buildings checked.

**Emergency Evacuation Procedure**

Check all areas in  
**MAIN BUILDING DOWNSTAIRS**  
&  
**GYM/HALL & CANTEEN**

on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**Emergency Evacuation Procedure**

Check all areas in  
**MAIN BUILDING UPSTAIRS**  
&  
**GLA**

on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**Emergency Evacuation Procedure**

Check all areas in  
**RESOURCE CENTRE**

on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**Emergency Evacuation Procedure**

Check all areas in  
**DISCOVERY CENTRE**

on the way to the oval.

Report to the person with **yellow card**  
and offer support.

**OVAL DUTY TEACHERS**

- Position themselves on the cricket pitch and direct students to form class groups.

**ASPHALT DUTY TEACHERS**

- Position themselves on the asphalt area and direct students to the oval
- Assist staff already present to form class lines

**HALL/GYMNASIUM DUTY TEACHER**

- Form students into orderly lines, check the kitchen then proceed via nearest, safest exit to the oval.
- Assist staff already present to form class lines

## RESOURCE CENTRE

### Teacher Librarian and any staff member/s present.

- Form the students into orderly lines and direct them to the oval via the nearest, safest exit.
- Assist staff already present to form class lines by dispersing students to their teacher as they arrive on the oval.

## TIME OUT TEACHER

- Form students into orderly lines and proceed to nearest, safest exit out to the oval.
- Assist staff already present to form class lines

## ALL TEACHING STAFF not indicated above

**Non Instructional Teachers** will assist with a class where the class teacher is out of the school at the time.

- Proceed via the nearest, safest exit out to the designated safe area which is the **OVAL**. On the way they should gather any student who has not been taken by the yard duty teachers.
- Assist staff already present on the oval to form class lines
- Collect your class list from the person wearing the **YELLOW CARD** and check that all students are present.

**Teachers are to notify the staff member wearing the YELLOW CARD of their class' attendance and of any students missing from the Evacuation Report.**

## OTHER STAFF/VISITORS

Go to the oval where classes and staff are assembling. **Report to the person wearing the YELLOW CARD.**

Support teachers and staff where necessary.

## STUDENTS

- Students playing on the asphalt area, including the play equipment will move quickly but without running, to the oval. Older students should assist the younger ones.
- Students on the oval should move quickly but without running, to the teacher who will be on the cricket pitch and begin to line up in orderly lines. Older students should assist the younger ones.
- Students playing in the area between the Canteen and the Discovery Centre will move quickly but without running, to the teacher on the oval, who will be waiting on the cricket pitch. They should begin to form orderly class lines.

**Teachers will need to discuss these procedures with their class and a walk through would be helpful.**

**AN EVACUATION DRILL WILL OCCUR ONCE PER TERM**

# PROCEDURES FOR SAFE RE-ENTRY

**These procedures apply for the safe re-entry of staff and students into the school buildings following an Fire Drill or Emergency Evacuation or incident.**

## **SAFE RE-ENTRY SIGNAL**

Warden, Assistant Principal or nominee will inform classes that re-entry is safe.

## **PROCEDURES**

- Teachers remain with their class of students throughout the emergency exercise or incident.
- After the re-entry signal has been given
  - Teachers take their class of students back to their rooms and check their roll book.
  - All other staff will return to their normal areas of duty.
- Teachers are to notify the Front Office Manager of the names of any missing students. The Principal / Assistant Principal will then be informed and take appropriate action.
- The Finance Manager (Lorraine) is to check that all SSO and Canteen staff have returned safely to their normal working areas.
- Classrooms / work areas which may be inaccessible because of the emergency incident will be closed off and relevant staff notified by the Assistant Principal of alternative safe areas.

## **FIRE PREVENTION**

To prevent fires, the Work and Safety Representative and/or

Fire Warden will:

Monitor the status of all facilities (eg. appropriate storage of materials, electrical installations)

Ensure the appropriate quantity/quality of fire extinguishers and provide Professional Development

Should fires occur:

**The school's fire drill will be enacted immediately.**

Emergency Evacuation procedures:

- Practised once per term.
- Review procedures as the need arises.
- Clearly advertised Fire / Evacuation Maps and Procedures throughout the worksite.
- Appropriate evacuation points must be clearly marked and always accessible.
- Ongoing Professional Development to be programmed.
- Fire Drill / Evacuation Procedures detailed in Staff Induction Booklet.



# LOCK DOWN PROCEDURE

When the **lock down siren** (one continual blast) sounds, teachers are to follow the procedures as quickly as possible to ensure the safety of all students.

## **Front Office Desk Staff Member**

Lock Front Office external door.

Activate siren

Move to withdrawal room (behind the office desk) and close blinds

Contact and Co-ordinate Emergency Services as required.

## **Non Teaching Staff (including teachers in the Office while on NIT)**

Lock Front Office external door if Front Office Desk Staff have not done so.

Activate siren if Front Office Desk Staff have not done so.

Check and lock the Downstairs Boys Toilets & Girls Toilets.

Lock the external door near Room 4 (Western end)

Lock the external door near Room 1 (Eastern End)

Lock the external door near Room 4 (Southern End)

Move into Bursar's Office if you are in the Main Building and await further instructions.

## **All Teachers**

Once external doors have been locked, move students to the floor and sit them under the window area (so that they cannot be seen). Close your windows and the classroom door.

Call the roll to see that every child is present.

Ensure no student uses their mobile phone to call or text their parents.

## **DOWNSTAIRS CLASSROOMS (Except Rooms 6 & 7)**

Contact Extension 13 using internal phone (Room 5) or use Mobile Phone (dial 82643944) to call external line to school to confirm all students are safe

## **ROOM 6**

**Lock Room 6 external door.** Move students into Room 5

## **Room 7**

**Lock the door.** Instruct students to move away from the window area and sit on the floor near locker area. Close blinds and windows.

Notify Extension 13 that all students are safe using the internal phone or use Mobile Phone (dial 82643944) to call external line to school.

## **UPSTAIRS CLASSROOMS**

Lock Western and Eastern stairwell doors

Contact Extension 13 using internal phone to confirm all students are safe or use Mobile Phone (dial 82643944) to call external line to school.

## **GLA**

Lock ALL external doors

Contact Extension 13 using internal phone to confirm all students are safe or use Mobile Phone (dial 82643944) to call external line to school.

## **DISCOVERY CENTRE**

Check boys & girls toilets and lock **ALL** external doors

Contact Extension 13 that classes are safe using the internal phone or use Mobile Phone (dial 82643944) to call external line to school.

### **Band Room**

Lock external door  
Move students to Room 20

### **Resource Centre**

Lock External doors.  
Move students to Picture Book area.  
Contact Extension 13 of safety using the internal phone or use Mobile Phone (dial 82643944) to call external line to school.

### **Out of School Hours Care**

Lock the external door and move students into Room 3.

### **Canteen**

Close and lock the roller door and lock canteen door. Remain inside and notify Extension 13 of safety using internal phone or use Mobile Phone (dial 82643944) to call external line to school.

### **Gym/Hall**

Lock double doors and sit students on the floor near the kitchen. Close then lock the Sport's Room roller door by sliding bolt into place.  
Check that the two fire doors are closed properly and notify Extension 13 of safety using the internal phone in kitchen or use Mobile Phone (dial 82643944) to call external line to school.

### **IN THE YARD**

Move students to the nearest building and ensure external doors are locked. Notify Extension 13 that the class is safe using the internal phone or use Mobile Phone (dial 82643944) to call external line to school.

### **On PE Walk**

Before going on the walk ensure you have contacted Front Office to inform someone you are leaving the school and the approximate time of arrival back to school. Ensure at least one teacher takes a mobile phone on the walk. In the event of an emergency you will be contacted and advised to stay where you are to await further instructions once consultation with the police had been made.

**A LOCK DOWN DRILL WILL OCCUR ONCE PER YEAR**