

EMERGENCY POLICY

Reviewed

September 2018



Government of South Australia

Department for Education and
Child Development

last reviewed: August 18

Emergency Procedure Sirens

<u>Number of Siren blasts</u>	<u>Type of Emergency/Procedure to follow</u>
6 short siren blasts	Onsite Evacuation Procedure
15 Intermittent blasts	Offsite Evacuation Procedure
1 continuous siren blast	Precautionary Building Confinement/ Lock Down Procedure
3 short blasts	Hot/Wet Weather Procedure

**Please refer to the EPPS Emergency Policy for information about the processes and procedures for enacting an Emergency Procedure.

ON-SITE EMERGENCY EVACUATION PROCEDURE – LEARNING TIME

SIGNAL

For **ON-SITE EMERGENCY EVACUATION PROCEDURES DURING LEARNING TIME**, 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 a **BLUE ON-SITE Evacuation Procedure Card (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 and wear the orange vest on hook.**

WARDEN OR DELEGATE SITE LEADER IF PRESENT

Take the **Warden or Delegate card** (as per below). Sound the alarm (6 short blasts), call 000, take mobile phone and orange vest and wait for and direct emergency vehicle at gate. Warden or delegate will advise when it is safe to re-enter the building.

SSOs working 1 : 1 with students

Take the student in your charge to the appointed area. You are responsible for that student's wellbeing. If with the class at the time of the sirens, walk with the class to the appointed area.

ON-SITE Evacuation Procedure

WARDEN OR DELEGATE

Sound the alarm (**6 short blasts**)

CALL 000

Police / Ambulance / MFS

Take Mobile Phone

Wear **orange** vest from hook

To WAIT FOR and DIRECT
EMERGENCY VEHICLE AT FRONT GATE

IMMEDIATELY NOTIFY

Education Director Tim McLeod
0403603198 or Incident Management
Directorate 0401121432 / 82261840

DECD HOTLINE 1800000279

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

Wear **orange** vest from hook.

ON-SITE Evacuation Procedure

Open Rollmarker program on the office
computer.

Click on Reports (left side) then scroll
down to Evacuation Reports.

Click **Home Group**

SEARCH.. SEARCH / PRINT
to print all Evacuation Reports to
office printer.

Evacuation Report,

Camp / Excursion list and

Spotless Folder from the front desk go
into

First Aid Bag take to the oval.

Using 3 staff members (wearing vests)

Give them the above lists and **class
checklists** (in first aid bag) **to check off
people accounted for and buildings
cleared.**

Give **orange** vest (from bag) &
Evacuation Reports to another admin
staff member to hand out to teachers.

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

TAKE FIRST AID BAG

ON-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING DOWNSTAIRS

&

GYM/HALL & CANTEEN

INCL TOILETS

on the way to the oval.

Report to the person with **Orange Vest & yellow card** and offer support checking off lists.

If possible take mobile phone – do not put yourself at risk

ON-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING UPSTAIRS

&

GLA

INCL TOILETS

on the way to the oval.

Report to the person with **Orange Vest & yellow card** and offer support checking off lists.

If possible take mobile phone – do not put yourself at risk

ON-SITE Evacuation Procedure

Check all areas in

RESOURCE CENTRE

INCL TOILETS

on the way to the oval.

Report to the person with **Orange Vest & yellow card** and offer support checking off lists.

If possible take mobile phone – do not put yourself at risk

ON-SITE Evacuation Procedure

Check all areas in

DISCOVERY CENTRE

INCL TOILETS

on the way to the oval.

Report to the person with **Orange Vest & yellow card** and offer support checking off lists.

If possible take mobile phone- do not put yourself at risk

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.
- Report to the person wearing the **ORANGE VEST & YELLOW CARD**.
- Support teachers and staff where necessary.
- Take mobile phone if possible – do not put yourself or your class at risk

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**.
- Call the roll from the class list collected from the staff member on the oval and check that all students are present. Class lists will show students who are absent on the day.

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

NON INSTRUCTIONAL TEACHING STAFF

- A teacher who is responsible for a class during NIT will take the students to the **OVAL** where they will be joined by their own class teacher and the roll will be called as above.
- **Report to the person wearing the Orange Vest & YELLOW CARD.**
- Support teachers and staff where necessary.

OTHER STAFF/VISITORS

- Go to the **OVAL** where classes and staff are assembling.
- Report to the person wearing the **ORANGE VEST & YELLOW CARD**.
- Support teachers and staff where necessary.

AN EVACUATION DRILL WILL OCCUR ONCE PER TERM

ON-SITE EMERGENCY EVACUATION PROCEDURE - PLAYTIME

SIGNAL

For **ON-SITE EMERGENCY EVACUATION PROCEDURES 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 **BLUE ON-SITE Evacuation Procedure Card** (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, wear the orange vest on hook.**

WARDEN OR DELEGATE

Take the **Warden or Delegate card** (as per below). Sound the alarm (6 short blasts), call 000, take mobile phone and orange vest and wait for and direct emergency vehicle at gate. Warden or delegate will advise when it is safe to re-enter the building.

SSOs working 1 : 1 with students

Take the student in your charge to the appointed area. You are responsible for that student's wellbeing. If with the class at the time of the sirens, walk with the class to the appointed area.

ON-SITE Evacuation Procedure

WARDEN OR DELEGATE

Sound the alarm (6 short blasts)

CALL 000

Police / Ambulance / MFS

Take Mobile Phone

Wear **orange** vest from the hook

To WAIT FOR and DIRECT

EMERGENCY VEHICLE AT FRONT GATE

IMMEDIATELY NOTIFY

Education Director Tim McLeod
0403603198 or Incident Management
Directorate 0401121432 / 82261840

DECD HOTLINE 1800000279

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

Wear **orange** vest from hook.

ON-SITE Evacuation Procedure

Open Rollmarker program on the office
computer.

Click on Reports (left side) then scroll
down to Evacuation Reports.

Click **Home Group**

SEARCH.. SEARCH / PRINT

to print all Evacuation Reports to office
printer.

Evacuation Report,

Camp / Excursion list and

Spotless Folder from front desk - into
First Aid Bag take to the oval.

Using 3 staff members (wearing vests)
give them the above lists and **class
checklists** (in first aid bag) **to check off
people accounted for & buildings
cleared.**

Give **orange** vest & Evacuation Reports
and to another admin staff member to
hand out to teachers.

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

ON-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING DOWNSTAIRS

&

GYM/HALL & CANTEEN

incl TOILETS

on the way to the oval.

Report to the person with **orange** vest
& **yellow card** and offer support
checking off lists.

If possible take mobile phone – do not
put yourself at risk

ON-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING UPSTAIRS

&

GLA incl TOILETS

on the way to the oval.

Report to the person with **orange** vest &
yellow card and offer support checking off
lists.

If possible take mobile phone – do not put
yourself at risk

ON-SITE Evacuation Procedure

Check all areas in

RESOURCE CENTRE

on the way to the oval.

Report to the person with **orange vest** & **yellow card** and offer support checking off lists.

If possible take mobile phone – do not put yourself at risk

ON-SITE Evacuation Procedure

Check all areas in

DISCOVERY CENTRE

incl TOILETS

on the way to the oval.

Report to the person with **orange vest** & **yellow card** and offer support checking off lists.

If possible take mobile phone- do not put yourself at risk

OVAL DUTY TEACHERS

- Position themselves on the cricket pitch and direct students to form class groups.
- Take mobile phone if possible – do not put yourself or students at risk

ASPHALT DUTY TEACHERS

- Position themselves on the asphalt area and direct students to the **OVAL**.
- Take mobile phone if possible – do not put yourself or students at risk

HALL/GYMNASIUM DUTY TEACHER

- Form the students into orderly lines, check the kitchen and direct students to the **OVAL** via the nearest, safest exit. Take mobile phone if possible – do not put yourself or students at risk.
- Support teachers and staff where necessary.

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. Take mobile phone if possible – do not put yourself or students at risk.
- Support teachers and staff where necessary.

TIME OUT TEACHER

- Form the students into orderly lines and direct them to the **OVAL** via the nearest, safest exit. Take mobile phone if possible – do not put yourself or students at risk.
- Support teachers and staff where necessary.

ALL TEACHING STAFF not indicated above

- 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. Take mobile phone if possible – do not put yourself or students at risk.
- Call the roll from the class list collected from the staff member on the oval and check that all students are present. Class lists will show students who are absent on the day.

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

NON INSTRUCTIONAL TEACHERS

- 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. Take mobile phone if possible – do not put yourself or students at risk.
- Assist staff already present on the oval to form class lines.

OTHER STAFF/VISITORS

- Go to the oval where classes and staff are assembling. Take mobile phone if possible – do not put yourself or students at risk.
- **Report to the person wearing the ORANGE VEST & 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.

AN EVACUATION DRILL WILL OCCUR ONCE PER TERM

OFF-SITE EVACUATION PROCEDURE (Billabong Reserve)

- LEARNING TIME

SIGNAL

For **OFF-SITE EMERGENCY EVACUATION PROCEDURES DURING LEARNING TIME**, there will be a series of **15 static (short, quick succession) siren soundings**. The siren will be sounded by Warden, Administration or School Support Officers. Staff and students are to follow the procedure outlined below and meet at the assembly area at Billabong Reserve (refer to map attached).

ADMINISTRATION

SSOs / Leadership Team / Staff present in the office area will take a **RED OFF-SITE Evacuation Procedure Card** (as per below) from the board 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 at the off-site assembly point at Billabong Reserve wear the orange vest on hook.**

WARDEN OR DELEGATE

Take the **Warden or Delegate card** (as per below). Sound the alarm (15 static blasts - short, quick succession) call 000, take mobile phone and wait for and direct emergency vehicle at gate. Warden or delegate will advise when it is safe to re-enter the school grounds/building. **Use megaphone in bag to signal return to school.**

OFF-SITE Evacuation Procedure

WARDEN OR DELEGATE

Sound the alarm (**15 static blasts – quick short succession**)

CALL 000

Police / Ambulance / MFS

Take Mobile Phone

Wear Orange Vest from hook

WAIT at front of drop off Caroon
Avenue FOR and to DIRECT
EMERGENCY SERVICES

IMMEDIATELY NOTIFY

Education Director Tim McLeod
0403603198 or Incident Management
Directorate 0401121432 / 82261840

DECD HOTLINE 1800000279

Once danger has passed, go to the off-site assembly point at Billabong Reserve and advise staff and students how to proceed.

Use megaphone from emergency bag to notify classes to return in order as lined up to school.

OFF-SITE Evacuation Procedure

Wear Orange vest from hook.

Open Rollmarker program on the office computer.

Click on Reports (left side) then scroll down to Evacuation Reports.

Click **Home Group**

SEARCH.. SEARCH / PRINT

to print all Evacuation Reports to office printer.

Evacuation Report,

Camp / Excursion list and

Spotless Folder from the front - into **First Aid Bag take to THE OFFSITE ASSEMBLY POINT AT Billabong Reserve.**

Using 3 staff members (wearing vests) give them the above lists and **class checklists (in first aid bag) to check off people accounted for and buildings cleared.**

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

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

OFF-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING DOWNSTAIRS

&

**GYM/HALL & CANTEEN inc
Toilets**

**on the way to the off-site assembly
point at Billabong Reserve**

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

If possible take mobile phone – do not
put yourself at risk

PROCEED AHEAD OF STUDENTS

OFF-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING UPSTAIRS

&

GLA Inc Toilets

**on the way to the off-site assembly
point at Billabong Reserve**

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

If possible take mobile phone – do not
put yourself at risk

PROCEED AHEAD OF STUDENTS

OFF-SITE Evacuation Procedure

Check all areas in

RESOURCE CENTRE

**on the way to the off-site assembly
point at Billabong Reserve**

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

If possible take mobile phone – do not put
yourself at risk

PROCEED AHEAD OF STUDENTS

OFF-SITE Evacuation Procedure

Check all areas in

DISCOVERY CENTRE

Inc Toilets

**on the way to the off-site assembly
point at Billabong Reserve**

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

If possible take mobile phone – do not put
yourself at risk

PROCEED AHEAD OF STUDENTS

OFF-SITE Evacuation Procedure

LEAD THE CLASSES

TO BILLABONG RESEVE

**GO IMMEDIATELY TO THE FRONT
OF THE SCHOOL AND WAIT FOR
THE FIRST CLASS TO ARRIVE –
wear Orange Vest from hook.**

**As soon as the first class arrives take
lead position so teachers can follow at
the rear of their classes.**

**On arrival at the reserve help coordinate
classes**

If possible take mobile phone – do not put
yourself at risk

TEACHING STAFF

- All teachers quickly form the students into orderly lines and proceed via the nearest safest exit out of the school to the off-site assembly point, at Billabong Reserve. If possible take mobile phone – do not put yourself or students at risk.
- Call the roll from the class list collected from the staff member wearing the **ORANGE VEST** and check that all students are present. Class lists will show students who are absent on the day.

Teachers are to notify the staff member with the Class List IN clip board of their class' attendance and of any students missing from the Evacuation Report.

Once the megaphone is blown for the 'all clear' please move back to school in SAFE orderly manner – line by line beginning with the class nearest Billabong Road. ie. last class to arrive goes first.

RESOURCE CENTRE - Teacher Librarian and any staff member/s present.

If possible take mobile phone – do not put yourself or students at risk.

- **If students are in the RC –** quickly form the students into orderly lines and proceed via the nearest safest exit out of the school to the off-site assembly point at Billabong Reserve. Find the classroom teacher/s and report attendance of student/s. **Report to the person wearing the ORANGE VEST & YELLOW CARD.** Support teachers and staff where necessary.
- **If there are no students in the RC -** position self at support points (as per map) and direct staff and students safely across roads to reach assembly area.
- If there are already staff members at these points, walk to the assembly area at Billabong Reserve and **support the person with the orange vest & yellow card** to hand out and collect Checklist of Classes.

NON INSTRUCTIONAL TEACHING STAFF

If possible take mobile phone – do not put yourself or students at risk.

- **A teacher who is responsible for a class during NIT** will quickly form the students into orderly lines and proceed via the nearest safest exit out of the school to the off-site assembly point, at Billabong Reserve, where the class will be joined by their teacher and the roll will be called.
- **A teacher who is not responsible for a class at the time** will position self at support points (as per map) and direct staff and students safely across roads to reach assembly area. At the three points on Caroon Avenue. Using green route crossing at Duke Avenue.
- If there are already staff members at these points, walk to the assembly area at Billabong Reserve and **support the person with the orange vest & yellow card** to hand out and collect Checklist of Classes.

OTHER STAFF

If possible take mobile phone – do not put yourself or students at risk.

- If teaching staff have not already, position self at support points (as per map) and direct staff and students safely across roads to reach assembly area.
- If there are already staff members at these points, walk to the assembly area at Billabong Reserve and **support the person with the orange vest & yellow card** to hand out and collect Checklist of Classes.

SSOs working 1 : 1 with students

Take the student in your charge to the appointed area. You are responsible for that student's wellbeing. If with the class at the time of the sirens, walk with the class to the appointed area.

VISITORS

- Go to the off-site assembly point at Billabong Reserve where classes and staff are assembling.
- Report to the person wearing the **ORANGE VEST**.
- Support teachers and staff where necessary.

In the event of the drop off area being an unsafe exit, alternative exits out of the school will be used. These alternative exits are the oval double gates leading to Duchess Walk and the gates at the back of the oval, behind the cricket pitch, leading to Duke Avenue.

AN EVACUATION DRILL WILL OCCUR ONCE PER TERM

OFF-SITE EVACUATION PROCEDURE (To Billabong Reserve) – PLAYTIME

SIGNAL

For **OFF-SITE EMERGENCY EVACUATION PROCEDURES DURING PLAYTIME**, there will be a series of **15 static (short, quick succession) siren soundings**. The siren will be sounded by Warden, Administration or School Support Officers. Staff and students are to follow the procedure outlined below and meet at the assembly area at Billabong Reserve (refer to map attached).

ADMINISTRATION

SSOs / Leadership Team / Staff present in the office area will take a **RED OFF-SITE Evacuation Procedure Card** (as per below) from the board 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 at the off-site assembly point at Billabong Reserve. Wear the orange vest on hook.**

WARDEN OR DELEGATE

Take the **Warden or Delegate card** (as per below). Sound the alarm (15 static blasts - short, quick succession) call 000, take mobile phone and wear orange vest and wait for and direct emergency vehicle at gate. Warden or delegate will advise when it is safe to re-enter the school grounds/building. **Use megaphone in bag to signal return to school.**

SSOs working 1 : 1 with students

Take the student in your charge to the appointed area. You are responsible for that student's wellbeing. If with the class at the time of the sirens, walk with the class to the appointed area.

OFF-SITE Evacuation Procedure

WARDEN OR DELEGATE

Sound the alarm (**15 static blasts – quick short succession**)

CALL 000

Police / Ambulance / MFS

Take Mobile Phone

Wear Orange Vest on hook

WAIT at front of drop off Caroona Avenue FOR and to DIRECT EMERGENCY SERVICES

IMMEDIATELY NOTIFY

Education Director Tim McLeod
0403603198 or Incident Management Directorate 0401121432 / 82261840

DECD HOTLINE 1800000279

Once danger has passed, go to the off-site assembly point

At Billabong Reserve and advise staff and students how to proceed.

Use megaphone from emergency bag to notify classes to return in order as lined up to school.

OFF-SITE Evacuation Procedure

Wear orange vest on hook

Open Rollmarker program on the office computer.

Click on Reports (left side) then scroll down to Evacuation Reports.

Click Home Group

SEARCH.. SEARCH / PRINT to print all Evacuation Reports to office printer.

Evacuation Report,

Camp / Excursion list and

Spotless Folder from the front desk –

First Aid Bag take to THE OFFSITE ASSEMBLY POINT AT Billabong Reserve.

Using 3 staff members (wearing vests) Use the above lists and **class checklists** (in first aid bag) **to check off people accounted for and buildings cleared.**

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

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

OFF-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING DOWNSTAIRS, GYM/HALL & CANTEEN inc toilets

on the way to the off-site assembly point at Billabong Reserve

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

If possible take mobile phone – do not put yourself at risk

PROCEED AHEAD OF STUDENTS

OFF-SITE Evacuation Procedure

Check all areas in

MAIN BUILDING UPSTAIRS & GLA inc toilets

on the way to the off-site assembly point at Billabong Reserve

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

If possible take mobile phone – do not put yourself at risk

PROCEED AHEAD OF STUDENTS

<p><u>OFF-SITE Evacuation Procedure</u></p> <p>Check all areas in RESOURCE CENTRE on the way to the off-site assembly point at Billabong Reserve</p> <p>Report to the person with Orange Vest & yellow card and offer support. If possible take mobile phone – do not put yourself at risk</p> <p>PROCEED AHEAD OF STUDENTS</p>	<p><u>OFF-SITE Evacuation Procedure</u></p> <p>Check all areas in DISCOVERY CENTRE inc toilets on the way to the off-site assembly point at Billabong Reserve</p> <p>Report to the person with Orange Vest & yellow card and offer support. If possible take mobile phone – do not put yourself at risk</p> <p>PROCEED AHEAD OF STUDENTS</p>
<p><u>OFF-SITE Evacuation Procedure</u></p> <p>LEAD THE CLASSES TO BILLABONG RESEVE</p> <p>Wear Orange Vest from hook</p> <p>GO IMMEDIATELY TO THE FRONT OF THE SCHOOL AND WAIT FOR THE FIRST CLASS TO ARRIVE</p> <p>As soon as the first class arrives take lead position so teachers can follow at the rear of their classes.</p> <p>On arrival at the reserve help coordinate classes</p> <p>If possible take mobile phone – do not put yourself at risk</p>	

Teachers are to notify the staff member with the **Class List IN clip board of their class' attendance and of any students missing from the Evacuation Report.**

Once the whistle is blown for the 'all clear' please move back to school in SAFE orderly manner – line by line beginning with the class nearest Billabong Road. Ie.. last class to arrive goes first.

OVAL DUTY TEACHERS

If possible take mobile phone – do not put yourself or students at risk

- Position themselves at the top of the oval by the pavers next to the hall and direct students away from the oval, to the drop off zone.
- Walk with students to the off-site assembly point at Billabong Reserve.
- Classroom teachers; collect your class you will be given a class list from the person wearing the **ORANGE VEST** - check that all students are present. Class lists will show students who are absent on the day.

ASPHALT DUTY TEACHERS

If possible take mobile phone – do not put yourself or students at risk

- Position themselves on the asphalt area and direct students away from the oval towards the drop off zone.
- Walk with students to the off-site assembly point at Billabong Reserve.
- Classroom teachers; collect your class you will be given a class list from the person wearing the **ORANGE VEST** - check that all students are present. Class lists will show students who are absent on the day.

HALL/GYMNASIUM DUTY TEACHER

If possible take mobile phone – do not put yourself or students at risk

- Quickly form students into orderly lines, check the kitchen then proceed via nearest, safest exit to the drop off zone.
- Walk with students to the off-site assembly point at Billabong Reserve.
- Classroom teachers; collect your class you will be given a class list from the person wearing the **ORANGE VEST** - check that all students are present. Class lists will show students who are absent on the day.

TIME OUT DUTY TEACHER

If possible take mobile phone – do not put yourself or students at risk

- Quickly form students into orderly lines, and proceed to nearest, safest exit to the drop off zone.
- Walk with students to the off-site assembly point at the Billabong Reserve.
- Classroom teachers; collect your class you will be given a class list from the person wearing the **ORANGE VEST** - check that all students are present. Class lists will show students who are absent on the day.

RESOURCE CENTRE DUTY TEACHER

If possible take mobile phone – do not put yourself or students at risk

- Quickly form students into orderly lines and direct them to the drop off zone via the nearest, safest exit.
- Walk with students to the off-site assembly point at Billabong Reserve.
- Classroom teachers; collect your class you will be given a class list from the person wearing the **ORANGE VEST** - check that all students are present. Class lists will show students who are absent on the day.

NON INSTRUCTIONAL TEACHING STAFF

If possible take mobile phone – do not put yourself or students at risk.

- position self at support points (as per map) and direct staff and students safely across roads to reach assembly area. At the three points on Caroon Avenue. Using green route crossing at Duke Avenue.
- If there are already staff members at these points, walk to the assembly area at Billabong Reserve and support the person with the orange vest & yellow card to hand out and collect Checklist of Classes.

VISITORS

- Go to the drop off zone where classes and staff are assembling.
- Walk to the off-site assembly point at the Billabong Reserve.
- Report to the person wearing the **ORANGE VEST & YELLOW CARD.**
- Support teachers and staff where necessary.

STUDENTS

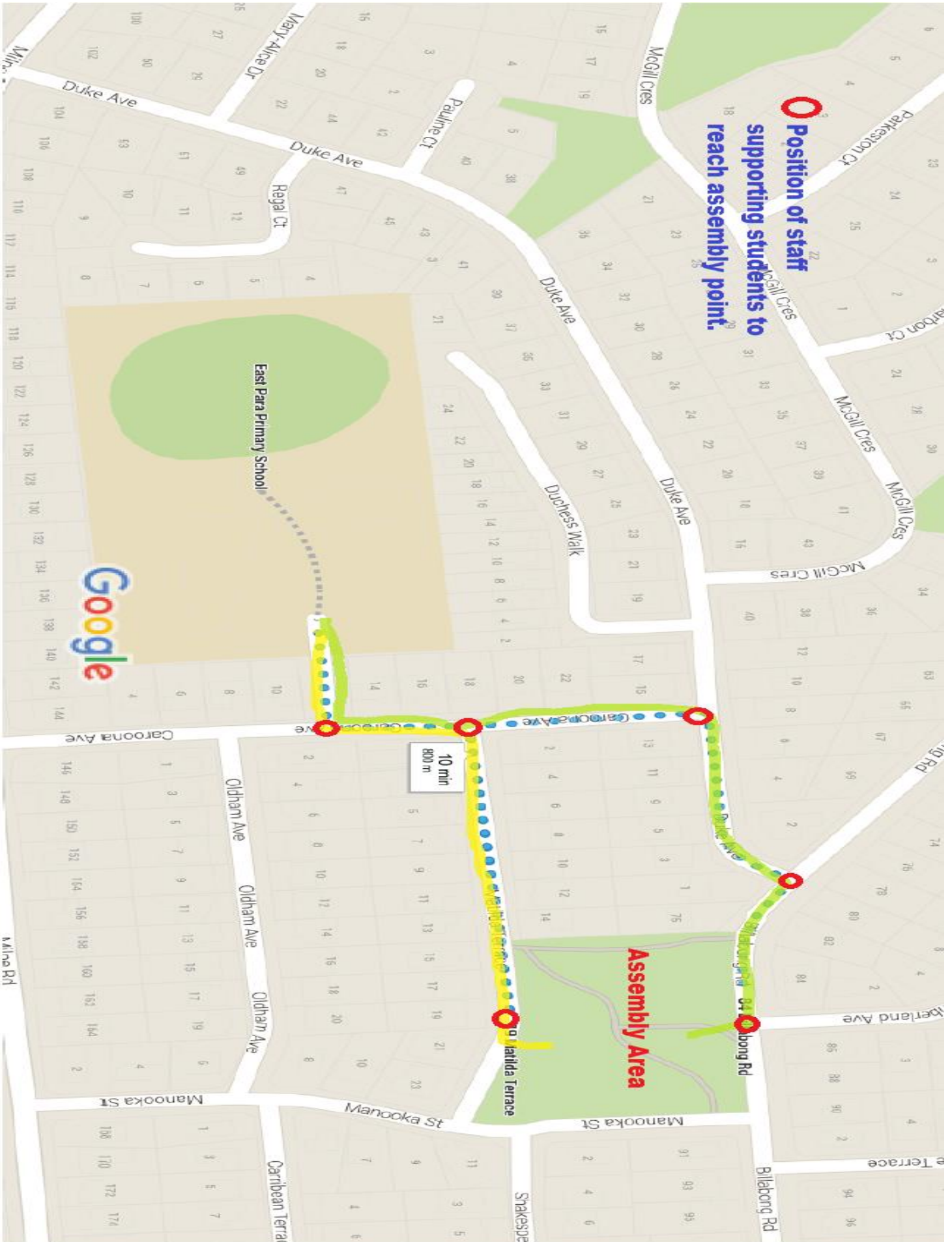
- Students playing on the oval and asphalt areas, including the play equipment and undercover area/canteen will respond to teacher instructions and move quickly but without running, to the drop off zone. Older students should assist the younger ones.
- Students in the hall and Resource Centre will respond to teacher instructions and move quickly but without running, to the drop off zone. Older students should assist the younger ones.
- Once at the drop off zone, students should listen to the instructions of the teachers who are there and move quickly, but safely to the assembly point at Billabong Reserve.

In the event of the drop off area being an unsafe exit, alternative exits out of the school will be used. These alternative exits are the oval double gates leading to Duchess Walk and the gates at the back of the oval, behind the cricket pitch, leading to Dukes Avenue.

AN EVACUATION DRILL WILL OCCUR ONCE PER TERM

EVACUATION ROUTE TO BILLABONG RESERVE

Preferred route : in green via Duke Avenue



PRECAUTIONARY BUILDING CONFINEMENT/ LOCKDOWN 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.

Warden or Delegate/ Front Office Desk/ Staff Member/Administration

Lock Front Office external door. Lock outside door behind office area. Opposite Bursar's office. Activate siren (**one continual blast**)

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

Contact and/or take instruction from Emergency Services from that room. Sound all clear when advised. (**one continual blast**)

Staff in Office area (including teachers in the Office/International Room while on NIT)

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

Activate siren (**one continual blast**) if Front Office Desk Staff have not done so.

Collect a **GREEN LOCKDOWN CARD (as per below)** from the board in the office and follow the instructions. If possible take mobile phone – do not put yourself or students at risk

Move into Bursar's Office if you are in the Main Building and await further instructions. Take your mobile phone if possible. **Assist staff member with Bursar's Card.**

Excursions / Staff off-site due to return – need to be contacted

Do not use internal phone to call outside numbers as this will be used for classes to call in safe.

Use mobile phones to make contact with outside members of the school if they are due to return to school alerting them to the situation and agreeing on alternative procedures for their safety.

Lock Down Procedure

WARDEN OR DELEGATE

- Lock the **Front Office external door.**

Lock the **external door near Room 1 (Eastern End)** in the main building.

- **Activate siren** (one continual blast)

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

Contact / Take instruction / Coordinate Emergency Services as required.

IMMEDIATELY NOTIFY

Education Director Gerri 0401123142 or
Incident Management Directorate
0401121432 / 82261840

DECD HOTLINE 1800000279

Once danger has passed, ring the bell for release – one long continuous blast.

Lock Down Procedure

Lock the **external door near Room 4 (Southern end)** in the main building.
Lock the **external door near Room 5 (Northern end)** in the main building.

Move into Finance Mgr's Office and await further instructions.

Lock Down Procedure

Go to Finance Mgr's Room
Print Emergency Evac reports

Take calls from teachers on extension 13 and externally on 8264944. Direct other staff present to help.

Reconcile reports and class lists to make sure all on site are safe and accounted for.

Use mobile phone to make calls to any staff on excursions offsite to advise not to return until notified. (do not use phone lines unless no mobile available.)

Lock Down Procedure

**Take keys from front desk:
Check and lock the inside door of the
Downstairs Boys Toilets & Girls Toilets in the main building.**

Move into Finance Mgr's Office and await further instructions.

All Teachers

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. Need to be able to confirm by name any children you do not have in your care that are on your roll (including absentees) and any children you have extra that are not on your roll. ie from another class.

Giving possibilities of where the children may be ie. At music. With SSO – which one?

To confirm all students are safe **contact Extension 13 using internal phone (do not call other phone extensions) or use Mobile Phone (dial 82643944) to call external line to school.**

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

DOWNSTAIRS CLASSROOMS (ROOMS 1 & 3)

Close your windows and the classroom door.

Call the roll to see that every child is present. **Follow teacher instructions above.**

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

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

CORRIDOR OFFICES – MATHS ROOM

Lock the door if possible.

Call **extension 13** or use Mobile Phone (dial 82643944) to call external line to school that you and any students with you are safe. **Name students in your care.** Ensure no student uses their mobile phone to call or text their parents.

ROOM 5 & 6

Lock Room 6 external door. Close and lock the room 5 door. Move students into Room 5

Call the roll to see that every child is present. **Follow teacher instructions above.**

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

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

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.

Call extension 13 or use Mobile Phone (dial 82643944) to call external line to school that you and any students with you are safe. **Name students in your care.** Ensure no student uses their mobile phone to call or text their parents.

UPSTAIRS CLASSROOMS

Lock Western and Eastern stairwell doors

Call the roll to see that every child is present. **Follow teacher instructions above.**

Contact Extension 13 using internal phone to confirm all students are safe or use Mobile Phone (dial 82643944) to call external line to school. Room 16 keep any students with you and alert Extension 13 of their names and safety.

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

Room 16

Lock the door if possible.

Call extension 13 or use Mobile Phone (dial 82643944) to call external line to school that you and any students with you are safe. **Name students in your care.** Ensure no student uses their mobile phone to call or text their parents.

GLA

Lock ALL external doors. Call the roll to see that every child is present. **Follow teacher instructions above.** Contact Extension 13 using internal phone to confirm all students are safe or use Mobile Phone (dial 82643944) to call external line to school.

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

DISCOVERY CENTRE

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

Call the roll to see that every child is present. **Follow teacher instructions above.**

Contact Extension 13 using internal phone or use mobile phone (dial 82643944) to advise classes are safe. Ensure no student uses their mobile phone to call or text their parents.

ROOM 24

Lock door if possible. Call extension 13 or use Mobile Phone (dial 82643944) to call external line to school that you and any students with you are safe. **Name students in your care.** Ensure no student uses their mobile phone to call or text their parents.

SSOs working 1 : 1 with students

Stay with the student in your charge. You are responsible for that student's wellbeing. If with the class at the time of the sirens, follow the class instructions.

Resource Centre

Lock External doors. Move students to Picture Book area. **Call the roll to make sure students are present. Rolls can be found in the front library desk. Contact Extension 13** that classes are safe using the internal phone **or use Mobile Phone (dial 82643944) to call external line to school.** Ensure no student uses their mobile phone to call or text their parents.

Out of School Hours Care

Lock the external door and move students into Room 3.

Call extension 13 or use Mobile Phone (dial 82643944) to call external line to school that you and any students with you are safe. **Name students in your care.** Ensure no student uses their mobile phone to call or text their parents.

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.

Give names of people present.

Gym/Hall

Lock double doors and sit students on the floor near the kitchen. Close then lock the internal 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.

Call Roll if possible. **Advise extension 13 of who is present and who is absent giving possible areas absent children may be.**

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. **Give names of who is present.**

On PE Walk - Excursion

Before going on the walk / Excursion 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

PRECAUTIONARY BUILDING CONFINEMENT/ LOCKDOWN PROCEDURE AT PLAYTIME

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.

Warden or Delegate/ Front Office Desk / Staff Member/Administration

Lock Front Office external door. Lock outside door behind office area. Opposite Bursar's office.

Activate siren (**one continual blast**)

Move to Bursar's office and assist.

Contact and/or take instruction from Emergency Services from that room using mobile phone keeping lines clear for student roll calls. Sound all clear when advised. (**one continual blast**)

Staff in Office area (including teachers in the Office/International Room while on NIT)

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

Activate siren (**one continual blast**) if Front Office Desk Staff have not done so.

Collect a **GREEN LOCKDOWN CARD (as per below) from the board in the office** and follow the instructions. If possible take mobile phone – do not put yourself or students at risk

Move into Bursar's Office and await further instructions. Take your mobile phone if possible.

Assist staff member with Bursar's Card.

Excursions / Staff off-site due to return – need to be contacted

Do not use internal phone to call outside numbers as this will be used for classes to call in safe.

Use mobile phones to make contact with outside members of the school if they are due to return to school alerting them to the situation and agreeing on alternative procedures for their safety.

Lock Down Procedure

WARDEN OR DELEGATE

- Lock the **Front Office external door.**

Lock the **external door near Room 1** (Eastern End) in the main building.

- **Activate siren** (one continual blast)

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

Contact / Take instruction / Coordinate Emergency Services as required.

IMMEDIATELY NOTIFY

Education Director Gerri 0401123142 or
Incident Management Directorate
0401121432 / 82261840

DECD HOTLINE 1800000279

Once danger has passed, ring the bell for release – one long continuous blast.

Lock Down Procedure

Lock the **external door near Room 4** (Southern end) in the main building.
Lock the **external door near Room 5** (Northern end) in the main building.

Move into Finance Mgr's Office and await further instructions.

Lock Down Procedure

Go to Finance Mgr's Room
Print Emergency Evac reports

Take calls from teachers on extension 13 (from the Hall) and externally on 8264944. Direct other staff present to help by taking calls from extension 41 (from the Discovery Centre). Do not use this extension to phone out of the school.

Reconcile reports and class lists to make sure all on site are safe and accounted for.

Use mobile phone to make calls to any staff on excursions offsite to advise not to return until notified.

Lock Down Procedure

Take keys from front desk:
Check and lock the inside of the outer door of **Downstairs Boys Toilets & Girls Toilets** in the main building.

Move into Finance Mgr's Office and await further instructions.

All Staff

- If you have students **in your room** in your care, keep them with you. Close your windows and blinds and the classroom door. Phone the school on 82643944 on your mobile to report in – be patient there will be a lot of calls coming in.
- If in **Staff Room** - move quickly to the Copy room / Bursars office help as requested. Do not go into the front office to answer an outside call.
- If in **Library** - remain where you are – close doors and blinds and phone in on the school number 82643944 to report. Be patient there will be a lot of calls coming in.
- Discovery Centre / Hall / Canteen – follow instructions below. Teachers not on Yard Duty assist Yard Duty teachers with students.

Do not call phone extensions (only to be used by Yard Duty teachers) - use Mobile Phone (dial 82643944) to call external line to school if an emergency. Be patient for phone to be answered – there may be many calls coming in.

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

SSOs working 1 : 1 with students

Stay with the student in your charge. You are responsible for that student's wellbeing.

TEACHERS ON DUTY

HALL – OVAL STUDENTS

Students on the OVAL to go to the Hall – lock doors, close blinds.

Class Lists in the Kitchen on sink bench (with Tony Gioa's diabetes kit for use if needed).

Sit students in classes and proceed to call the roll to see that every child is present.

As one class is accounted for call **extention 13** and relay name of students and adults present.

The other teacher to begin with the next class and relay one at a time to extn 13. Don't wait until all rolls are called.

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

DISCOVERY CENTRE – YARD STUDENTS

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

Students in the YARD to go to the Discovery Centre Room20 and 22 – lock doors, close blinds.

Class Lists in the Reading Room (with Tony Gioa's diabetes kit for use if needed).

Group students in classes and proceed to call the roll to see that every child is present.

As one class is accounted for call **extention 41** and relay name of students and adults present.

The other teacher to begin with the next class and relay one at a time to extn 41. Don't wait until all rolls are called.

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

Canteen

Send students to the hall. 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. Be patient there will be a number of calls going through. **Give names of people present.**

On PE Walk or Excursion

Before going on the walk or excursion 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.

BOMB THREAT

If a Bomb Threat is made over the phone. **IMMEDIATELY NOTIFY LEADERSHIP.**
Warden or Delegate/ Front Office Desk Staff Member/Administration

PHONE 000 and follow their instructions re actioning Emergency Evacuation.
IMMEDIATELY NOTIFY Education Director Gerri 0401123142 or Incident Management
Directorate 0401121432 / 82261840 **and** DECD HOTLINE 1800000279

Staff in Office area (including teachers in the Office/International Room while on NIT)

Follow instructions from Warden or Delegate as to following emergency procedures.

Excursions / Staff off-site due to return – need to be contacted

Follow instructions from Warden or Delegate.

<p><u>BOMB THREAT</u> Advise leadership <u>WARDEN OR DELEGATE</u> PHONE 000 Follow SAPOL instructions Contact and Co-ordinate Emergency Services as required. <u>IMMEDIATELY NOTIFY</u> Education Director Gerri 0401123142 or Incident Management Directorate 0401121432 / 82261840 DECD HOTLINE 1800000279</p>	<p>FOLLOW EPPS EMERGENCY PRODCEDURES AS ADVISED BY SAPOL</p>
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PROCEDURES FOR SAFE RE-ENTRY

These procedures apply for the safe re-entry of staff and students into the school buildings following the Emergency Onsite Invacuation and Offsite Evacuation Procedures.

SAFE RE-ENTRY SIGNAL

Warden, Assistant Principal or nominee will inform classes that re-entry is safe by using the **MEGAPHONE from the Emergency Bag** or contact Ros or Sue on mobile phone to issue the safe re-entry whistle. 0417072200 or 0403024891

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 in an orderly manner following the particular emergency procedure. Ie on-site, off-site etc.
- Classrooms / work areas may be inaccessible because of the emergency incident. Relevant staff will be notified by the Warden or Delegate 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 (e.g. appropriate storage of materials, electrical installations)
- Ensure the appropriate quantity/quality of fire extinguishers, through annual checks by trained external personnel.

Should fires occur:

The school's Emergency Evacuation Procedure will be enacted immediately.

Emergency Evacuation procedures:

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