

SCHOOL EVACUATION AND LOCKDOWN PROCEDURES – Parent Information

The following evacuation procedures should take place for a fire, bomb threat or similar emergency where students are to be **evacuated outdoors or to remain outdoors**. Staff are required to ensure that they and their students are familiar with these procedures.

THE ASSEMBLY AREA IS THE OVAL

1. A **CONTINUOUS ALARM** will be sounded over the Public Address System. This is the signal to evacuate the whole school to the oval via their emergency route, to their designated area.
2. The person who discovers the emergency should contact administration immediately so emergency services may be contacted and emergency procedures are put into action. (Phone Principal – 203 or Admin – 202) If however the fire can be easily extinguished use fire extinguisher.
3. **Staff should be concerned solely with the safe evacuation of people. (Not in saving personal or school property)**
4. Class Rolls must be taken to the assembly area considering safety first.
5. Children will be kept under control in class groups and will proceed according to the **Emergency Evacuation Map**. (There must be no running, but evacuation should be executed quickly). Line up in class order.
6. Admin Staff should check the Office, Sick Bay (Collect first aid kit), Staff Room, Church and boys, girls and disabled toilets.
7. Teachers downstairs in Sebastian should check Oshcare, Arts room, Hall and Tuckshop.
8. Teachers upstairs in Caritas should check the Library and Media room.
9. Prep teachers should check Marian building and downstairs Prep toilet.
10. On arrival at the assembly area, the roll is to be checked immediately. Once all persons have been accounted for, the teacher **must** send a runner to the Principal to indicate everyone is accounted for or the names of those who are not. Eg. 3M all present or 3M Mary Steward missing.
11. Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that particular area (eg. Library, Music, LOTE or Admin) to the assembly area. Their escort will ensure they **rejoin their class** when they arrive at the assembly point. Learning Support students must be escorted to their allocated class. If a teacher is on release time, they must join their class.
12. Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area.
13. All staff must know the whereabouts of fire extinguishers and how to use them.
14. Return to work area / class may only occur after the **ALL CLEAR** signal has been given.
15. All visitors, contractors, volunteers must follow directions from staff.

SCHOOL LOCKDOWN PROCEDURES

The following lockdown procedures should take place for response to a severe storm / dangerous animal / siege / hostage / dangerous airborne particles or similar emergencies were students are required to **remain indoors or return to classrooms.** Staff are required to ensure that they and their students are familiar with these procedures.

1. An alarm will be raised by an External Public Announcement. This will be followed by an Internal Public Announcement with emergency details.
The person who discovers the emergency should contact admin immediately so emergency services may be contacted and emergency procedures are put into action. (Admin – Phone 202)
2. **In some cases of a siege or hostage, notification of the situation may be by telephone or other means as it may trigger a dangerous response from the intruder**
3. Lock all doors and windows, turn off lights and fans and sit under a desk. Keep a low profile by sitting on the floor and out of line of sight of doors and windows until the “ALL CLEAR” is given.
4. Administration will also delegate staff to undertake a complete sweep of all school buildings where it is safe to do so.
5. Staff members are required to include and take charge of any visitor / contractors that are in their vicinity at the time of the alarm activation.
6. Teachers should complete a roll call and advise admin that all students are accountable for or of any missing students and their whereabouts. Also inform Admin of any extra students/visitors present in the classroom at time of lockdown.
7. Encourage everyone to remain seated and calm. Insist on silence. Students must not use mobile phones
8. Staff are not to place themselves at risk at any stage.
9. Phone lines are to be kept clear unless immediate threat exists. Admin will advise staff of lockdown situation as time and safety permits.
10. When the threat is over, the Principal or an admin staff member acting on behalf of the Principal will advise all staff of the “All Clear”.

