PURPOSE:
To ensure the safety of all children, staff and parents in any emergency situation at the school.

GUIDELINES:
Evacuation Drill
Evacuation drills will be performed twice per year. Everyone on the school grounds at the time of the drill is to participate. The drill procedure is as follows:
ALARM       Continual ringing of the emergency evacuation bell (repeated ringing continuous bell). If the electric bell cannot be operated air horns will be rung.

CLASSES     Immediately stop work
Stand and line up at doorway
Teacher takes a copy of class roll or list.

ROUTES      All classes to move to COLA on north boundary of the school
Senior Administration Manager is to take a copy of class lists, visitors register and a first aid kit.
Principal to take the mobile phone.

CHECK       Principal checks Hall, Library, Canteen & Toilets.
Teachers check rolls, inform member of executive staff about missing children.
SAM checks Administration and Sick Bay.

ALL CLEAR   Principal gives all clear.

Evacuation Action
If it becomes apparent that an evacuation is necessary or if an evacuation order is issued:
• Students will immediately cease work.
• Classes will be instructed to move quickly and in an orderly manner from classrooms.
• Bags, lunches, coats etc are not to be collected and taken by students or teachers during an emergency evacuation.
• Ensure all students, SASS staff, canteen staff and visitors have been evacuated from all rooms, including toilets, storerooms etc.
• Keep access roads open for emergency vehicles; arrange for teacher or senior student to wait at the entrances to direct emergency authorities.
After Evacuation

- Check appropriate rolls and class lists.
- Report absentees and last known location to the principal.
- Inform emergency authorities of missing students and possible location.
- Assist emergency authorities on request.
- Ensure adequate supervision of students.

When personnel have been evacuated from school buildings they must not be permitted to return until the principal is satisfied it is safe to do so. This decision must be made in conjunction with the appropriate statutory authority in control at the time. eg Senior Fire officer or Senior Police Officer.

If there is no alternative to sending students home, those students for whom no transport is available and those students whose parents are known (or suspected) not to be at home, should be retained at a suitable location until normal school closing time.

The School Education Area Office is to be informed of action taken, and a formal report written, if necessary.

Lockout Procedures

Lockout is a procedure that prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal during the outside disruption.

Lockdown Procedures

Lockdown is a procedure used when there is an immediate threat to the school eg school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room with doors and windows locked until the situation has been declared safe by an authorised person eg principal or police officer.

GUIDELINES FOR SPECIFIC EMERGENCIES

For all serious incidents the School Education Director must be notified as a matter of urgency.

Bomb Threats

In the event of a bomb threat being made the safety of students and staff is paramount.

Internal Fires

The outbreak of fire is to be reported immediately to someone in authority at the school who must alert the fire brigade, giving the following information.

- Name and address of the school.
- Location and nature of the fire within the school.
- Locally installed fire appliances should be used:
  - if the fire can be extinguished or
  - to confine larger fires (as long as personal safety is not endangered).
Flood

• It may be necessary for children to stay at school overnight.
• Notify students to stay at home where necessary. Broadcast message over local radio stations.

Severe Windstorm

• Direct students and staff to assemble inside buildings.
• Stand away from windows.
• Close windows and blinds on the windward side.
• Secure loose objects in open areas.
• Close down any school utilities that may cause additional hazards.
• Ensure that all personnel have taken shelter.
• Keep students and staff at school until it is safe to return to normal activities or go home.

Terrorist Activity

• Notify police if possible.
• Instruct students and staff to remain calm, slow down movements and obey the demands.
• Avoid any action which may provoke.

Implement procedures for opening mail that may contain dangerous substances. These procedures will be notified by the DEC. (This is a follow-up to September 11, 2001.)