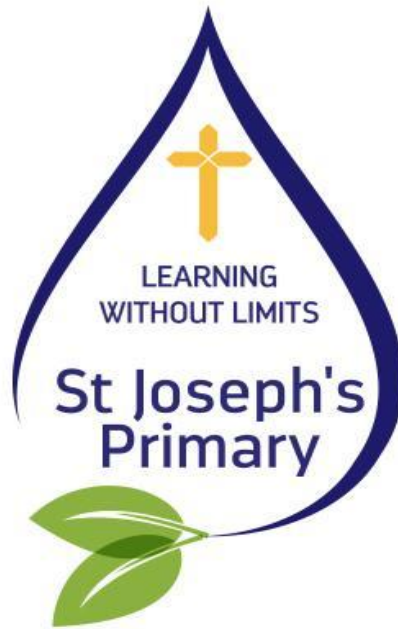


ST JOSEPH'S PRIMARY SCHOOL, KINGSWOOD



Emergency Evacuation Policy and Procedure

p. 2-3 '**Lock-down**' procedure includes procedure to follow during Lunch 1 & 2 or from an outdoor activity.

p. 4 '**Lock-out**' procedure.

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Date updated: 16th March 2017

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St Joseph's Primary, Kingswood

This process endeavours to secure students, staff and visitors from immediate

danger. “**LOCKDOWN**” is a procedure used when there is an immediate and imminent threat to the school such as school intruders or a roaming dog that has potential to endanger students. Lockdown minimises access and visibility via securing staff and students in rooms and allowing no one to leave until the situation has been declared “safe”.

‘Lockdown’ procedure includes procedure to follow during Lunch 1 & 2 or from an outdoor activity.

1. If an intruder is identified, the staff member who identifies this immediately contacts the Principal.

2. **LOCKDOWN** signal: Lockdown Alarm is pressed alerting the teachers and students to implement the **LOCKDOWN Procedure**.

2.1 Principal:

- Call St Mary’s Police 9677 7499 / Police Only 131 444 or 000.
- Be responsible for directing staff to lock entrances.
- Direct emergency services.
- Immediately cease outside activities.

2.2 Staff already indoors are expected to stay indoors:

- Staff already indoors are expected to stay indoors. They will only move at the instruction of the Chief Warden, who will have considered the potential threat.

2.3 Students in Administration e.g. sick bay.

- Such Students are expected to stay indoors with the Staff member who has responsibility for them at the time ‘Lockdown’ is called until it is communicated that the threat is over.

2.4 Staff:

- Direct any students in the playground to the nearest safe building, i.e.
 - From Handball playground it is the Stage 2 building;
 - From C.O.L.A., walkway, MPA or Library it is the Music room;
 - From Infants playground it is the Stage 1 building.
- Direct students to move out of the line of sight from windows and glass doors.
- Ensure students remain quiet and reassure them of their safety.

- Check the corridors outside classrooms for nearby students and direct any in the immediate vicinity into your classroom. Do not leave the classroom to get students.
- Medication for life threatening conditions only (e.g. asthma, diabetes) to be taken inside if possible. Leave all other school bags and equipment where they are.
- Close and lock doors / windows, pull down blinds as possible. Do not attempt barricades.
- Record names of students who are in your room. Missing and extra students are communicated by phone to the secretaries in the front office: 16540.
- Do not open doors to anyone under ANY circumstances. Staff and students remain where they are until official notification is provided that the ‘Lockdown’ is over.

3. In the event of an extended lockdown.

Staff: make contact and identify self with the secretaries in the front office: 16540 who will organise for an email to be sent to you containing an ‘Evacuation Report’ listing student attendance for the classes in your care.

Principal:

- If the lockdown lasts for an extended period of time or extends beyond normal school hours, notify parents with the assistance of Police.
- In conjunction with Police, arrange for parents to pick students up from School from an area designated as safe.
- Some emergency situations will involve the Police taking control of the School; which may become a Crime Scene. School gates are to be locked so as to prevent entry to the premises. Staff and students will not be permitted to leave during a Lock In.
- Parents may become concerned about the emergency and attempt to remove their child from the premises. They should be informed that the school is under the control of Police who will give the signal to allow the children, staff and parents to leave.

NO ONE SHOULD LEAVE THE ROOM DURING A LOCKDOWN

Communications during this time:

- Once ‘Authorities’ return control of the School to the Principal it may be necessary to allow students to go home before school finishes.
- Initiate the School’s Critical Incident Policy
- Contact the office of the Catholic Education Diocese of Parramatta, (CEDP) to request a support team be sent to the school.
- Once the support team arrives School Staff deal with the management of students and parents in consultation with the Principal and delegates.

- NEVER speak to the media without consulting CEDP.

St Joseph's Primary, Kingswood

“**LOCK-OUT**” is a procedure, allowing school activities to continue as normal while curtailing all outside activity. It prevents unauthorised people entering the school. It is commonly used when the threat is general or the incident is occurring off the school property.

Lock-out Procedure

LOCK-OUT PROCEDURE: (During class as well as during outside activities)

Steps to implement ‘Lockout’ after possible threat has been identified:

1. Lock-out signal/code is given: ‘**Gates Locked**’ repeated 3 times, using the P.A. system.
2. Principal / School Administrative Officers / assigned staff, monitor front gate and call 000 or Police Only 131 444 or St Mary’s Police 9677 7499.
3. Principal / School Administrative Officers/assigned staff has students who are outside, immediately return to the nearest school building and classroom.
4. Principal / School Administrative Officers/assigned staff - lock and secure all exterior doors and entrances.
5. Monitor main entrance and allow only AUTHORISED personnel into building.
6. Students and staff will stay where they are until official notification that the lockout is over.
7. The announcement will be: ‘All Clear’ repeated 3 times with appropriate follow up instructions.

NO ONE SHOULD LEAVE THE ROOM UNESCORTED BY AN ADULT DURING A LOCK-OUT

Communications during this time:

- Once ‘Authorities’ return control of the School to the Principal it may be necessary to allow students to go home before school finishes.

- Initiate the School’s Critical Incident Policy.
- Contact the Parramatta office of the CEDP and request a support team be sent to the school.
- Once the support team arrives School Staff deal with the management of students and parents in consultation with the Principal and delegates. NEVER speak to the media without consulting the CEDP.

St Joseph’s Primary, Kingswood

Evacuation Procedure

In the event of fire or bomb threat:

PRIMARY/ SECONDARY EVACUATION
(Primary Evacuation Area – Basketball Courts)

CLASS TEACHER

WHAT TO TAKE	WHAT TO DO IN CLASSROOM	WHAT TO DO AT EVACUATION AREA
<ul style="list-style-type: none"> * WHS Folder, located near exit door * Pen * Fluro Vest 	<ul style="list-style-type: none"> * STOP: Calm students * Turn off A/C, lights and heaters * Collect Epi-pens (if required) * Leave classroom calmly * Leave rooms unlocked / doors closed 	<ul style="list-style-type: none"> * SIT in class lines * Call roll, located in WHS Folder * Sign & Date the roll * Give roll and Report missing students to Chief Warden * Follow Chief Warden’s instructions

BLOCK	WARDEN	EVACUATION ROUTE Primary	EVACUATION ROUTE Secondary
DD Early Stage 1	<p>Terrie/Bernie</p> <p>- Check toilets, make sure everyone is out of block DD</p> <p>Report to Chief Warden</p>	<p>Proceed out via ‘the walkers’ entry onto Joseph Street. Turn left and proceed up to Evacuation Area. (Basketball courts)</p> <p>(If threat is in Stage 2 building</p>	<p>Wait at Primary Evacuation Area for instructions from head warden if required to proceed to Secondary Evacuation Area (Steamroller Park)</p>

		– Assemble on infants playground)	
AA Stage 1 /Music/Emu / RR/Library/ MPA	Kathleen / Brittany Louise to assist Year 1 if in the building - Check external areas beginning at Yr2 courtyard - Walk perimeter of building - Check Area 1 toilets Report to Chief Warden	Yr 1: Proceed to Primary Evacuation Area (Basketball Courts) via Yr IVG door and pathway to COLA. Yr 2: Proceed to Primary Evacuation Area (Basketball Courts) via DAS and COLA. (If threat is in Stage 2 building – Assemble on infants playground)	Wait at Primary Evacuation Area for instructions from head warden if required to proceed to Secondary Evacuation Area (Steamroller Park)
GG Stage 2	Vicki/Jana - Check block GG Report to Chief Warden	Stage 2 exits and proceed to Primary Evacuation Area. (Basketball Courts) (If threat is in Stage 2 building: Assemble on infants playground)	Wait at Primary Evacuation Area for instructions from Chief Warden if required to proceed to Secondary Evacuation Area (Steamroller Park)
BLOCK	WARDEN	EVACUATION ROUTE Primary	EVACUATION ROUTE Secondary
FF Stage 3	Cheryl/Phil - Check the toilets and make sure everyone is out of block FF Report to head warden	Stage 3 to exit (6MF / 5MD) and proceed through the car park to Primary Evacuation Area (Basketball Courts) (If threat is in Stage 2 building: Assemble on infants playground)	Wait at Primary Evacuation Area for instructions from head warden if required to proceed to Secondary Evacuation Area (Steamroller Park)
CC Music (DAS) Library/ MPA	Lisa - Check music room - Check Multi Purpose Area and the Library + external area for building. Report to head warden	Any Teachers with students in the DAS/Music room, MPA or Library will leave through glass doors out onto paver's area and take students to Primary Evacuation Area. (Basketball Courts)	Wait at Primary Evacuation Area for instructions from head warden if required to proceed to Secondary Evacuation Area (Steamroller Park)

		(If threat is in Stage 2 building: Assemble on infants playground)	
EE Office/ Admin Area	Jenny/Karen - Notify the fire brigade or relevant authorities. - Direct the authorities to the crisis area	Additional clerical staff to collect visitors sign in book and staff sign out book and go to block DD and support movement of kindergarten students. (Basketball Courts) (If threat is in Stage 2 building – Assemble on infants playground)	Wait at Primary Evacuation Area for instructions from head warden if required to proceed to Secondary Evacuation Area (Steamroller Park)
PDHPE/ Outdoor activity	All Staff	Any Teachers with students will take them directly (quickest and safest route) to the Primary Evacuation Area. (Basketball Courts) (If threat is in Stage 2 building: Assemble on infants playground)	Wait at Primary Evacuation Area for instructions from head warden if required to proceed to Secondary Evacuation Area (Steamroller Park)

Principal/Head Marshall will sound the alarm and announce what type of emergency (eg evacuation, lock down, etc) and if it is a drill or an emergency.

RFF and Helpers:

PDHPE teacher or any teachers with students on the playground will take them directly (quickest and safest route) to the Primary Evacuation Area (Basket Ball Courts)

Teacher on any form of release (RFF): as considered safe may return to their classroom to help move students, collect epi-pen and any medical items considered vital.

RFF Teacher: follow classroom procedure and assist students to Primary Evacuation Area (Basket Ball Courts).

Counsellor and Music, Drama and Speech Teachers: Walk students in your care to the Primary Evacuation Area and check in with Chief Warden before students join their class teacher.

Parent Helpers: assist with the movement of the class under the direction of the teacher.

When students are assembled class rolls are to be called. The teacher calling the roll notifies the Chief Warden of any person not accounted for.

WHEN SIREN SOUNDS: IN CLASSROOM	ON ARRIVAL AT EVACUATION AREA:
<ul style="list-style-type: none">* STOP: Calm students* Turn off A/C, lights and heaters* Collect Epi-pens (if required)* Leave classroom calmly* Leave rooms unlocked / doors closed	<ul style="list-style-type: none">* SIT in class lines* Call roll located in WHS folder* Report missing students to Chief Warden* Follow Chief Warden's instructions