



# Emergency Procedures St Pius X High School, Adamstown

## Emergency Evacuation Procedure

### When a Fire is Discovered:

If a staff member discovers an outbreak of fire, he or she is to immediately follow the procedure outlined below, regardless of the size or extent of the fire.

1. The staff member should  $\Rightarrow$  assess the situation  
 $\Rightarrow$  inform the main office which will sound the alarm  
 $\Rightarrow$  use an extinguisher, if possible, to extinguish the fire (if adequately trained)

**When An Alarm Is Sounded:** [**“Whirl, Whirl, Whirl - E for Elephant”** and this is repeated through the electronic bell system., *if power is out a continuous manual bell is sounded*]

**Support Staff** will leave the buildings at once following the path indicated on the Evacuation Map on the wall of each room. People with special responsibilities (see table in this document) must fulfil these responsibilities.

**Teachers** who are taking a class should do the following:

1. Open the door to the room and close the windows.
2. Advise students to:
  - a) remain calm and orderly
  - b) leave bags where they are
  - c) ensure students in wheelchairs are assisted and accompanied by other students
  - d) leave the room in single file – aisle nearest the door leave first
  - e) walk – do not run. Handrails on stairs should be held – keep to the left
  - f) do not use lifts to move to ground floor
  - g) move to allotted assembly area (Bus Shelter) via the designated routes
  - h) **UNDER NO CIRCUMSTANCES ARE STUDENTS TO USE A MOBILE PHONE**
3. Know who is missing by doing a roll call at the beginning of each lesson.
4. All classroom electrical and gas appliances should be turned off.
5. Leave room last. Shut door, but do not lock it.
6. Proceed to the assembly area (Bus Shelter). ***Students line up in Care Groups.***  
The route to the assembly area is indicated on the Evacuation Map located in each room.
7. Organise the class being taught at the time of the fire alarm into seated lines according to Care Groups in the Bus Shelter, then do a roll of **YOUR** Care Group.
8. Collect Care Group rolls from Support Staff who will be standing next to Assembly Marshall.

9. Report **absences** to the Assembly Marshall (Assistant Principal) then await further instructions.
10. **Teachers who have a free period** should proceed immediately to the Bus Shelter where they will do a Care Group roll. The teacher on the Care Group roll in the morning must take the roll at the bus shelter.
11. Teachers without a Care Group report immediately to the admin coordinator at Bus Shelter.
12. Under no circumstances should students re-enter the building or leave the school grounds.
13. A list of “absences” is compiled and sent to the student services staff for cross checking. The Student Services staff stand with the Assembly Marshall at the Bus Shelter.
14. All directions given by emergency services personnel must be followed. After an “all clear” has been given, staff and pupils will be informed by the principal or Assembly Marshall of what to do next. This may be to return to their classrooms as directed.
15. If the alarm sounds during recess, lunchtime or any other time when students are not in classes, they should move to the Bus Shelter for Roll Call.
16. If the Emergency Assembly Point must be changed from the Bus Shelter to an alternate location, this will be communicated over the PA system and/or directly by staff in the school’s corridors and yards.

## **Alarm:**

**The alarm sound is “Whirl, Whirl, Whirl - E for Elephant” and this is repeated through the electronic bell system.**

In the event of this system being put out of use by a fire, a **hand bell** will be rung continuously in the school’s corridors and yards.

## **Emergency Drills:**

The school will conduct at least **two** emergency Drills each year; one each semester. The drills will be conducted for the whole school and evaluated by the school executive.

## **Evacuation Plan for Wheelchair Bound Students**

A reliable student (or students) should be designated in each subject to be responsible for accompanying and assisting wheelchair bound students to move to the Assembly Area. The teacher in charge of the student in a wheelchair should direct the students as to the most appropriate route. Teachers should work this route out and inform the whole class at the start of the year when going through emergency procedures. Back-up students should also be available should the designated student(s) be unavailable at the time of evacuation.

## Responsibilities Of Key Personnel During Fire Evacuation

<b>Principal</b>	<ul style="list-style-type: none"> <li>◆ Directs Office Manager to sound the alarm over the PA</li> <li>◆ Calls 000 Emergency number</li> <li>◆ Notifies Assistant Principals</li> <li>◆ Puts notice on doorways of the office alerting visitors of danger</li> <li>◆ Directs visitors in foyer to evacuate to Bus Shelter</li> </ul>
<b>Assistant Principals</b>	<ul style="list-style-type: none"> <li>◆ They are the Assembly Marshalls</li> <li>◆ Coordinate school assembly in Bus Shelter</li> <li>◆ Directs students back to class for a special roll call when it is safe</li> </ul>
<b>Admin Coordinator</b>	<ul style="list-style-type: none"> <li>◆ Take staff and casual teacher list to the Bus Shelter.</li> <li>◆ Teachers without a care group report to Admin coordinator.</li> <li>◆ Report concerns to the Assembly Marshall</li> </ul>
<b>Office Manager</b>	<ul style="list-style-type: none"> <li>◆ Sounds the alarm using the electronic bell system</li> <li>◆ Calls 000 Emergency number if Principal is absent</li> <li>◆ Locks administration office</li> <li>◆ Takes Staff Sign-out Book to Bus Shelter</li> <li>◆ Support staff report to Office Manager</li> <li>◆ Report concerns to Assembly Marshall</li> </ul>
<b>Student Services Staff</b>	<ul style="list-style-type: none"> <li>◆ Check for students in Sick Bays</li> <li>◆ Direct visitors in Student Services Office to evacuate to Bus Shelter</li> <li>◆ Take Care Group rolls to Bus Shelter and stand next to Assembly Marshall. Two support staff from the main office are to assist with the distribution of Care Group rolls to teachers.</li> <li>◆ Take lists of known absences to Bus Shelter</li> </ul>
<b>Teachers not teaching at the time</b>	<ul style="list-style-type: none"> <li>◆ Proceed immediately to the Bus Shelter to do a Care Group roll</li> <li>◆ Follow route shown on Evacuation Map in the room you are in</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>◆ Follow procedures on front page of this document.</li> </ul>

## Bomb Threat Procedure

If the school receives warning of a bomb threat the following procedure is to be followed:

- Person taking phone call is to keep the caller on the line as long as possible & gather as much information about the threat as possible – nature of threat & location of threat. Note the caller ID & exact time of call. Indicate to another person in the vicinity that a bomb threat is being made.
- This second person should notify one of the School Executive immediately. The School Executive member must contact the Police immediately by dialling 000. Explain the nature of the threat to the Police. The Police will advise whether to lock-down or evacuate the school.
- The School Executive member will then initiate the appropriate emergency response – lock-down or evacuation.
- If lock-down is initiated, the procedure on next page must be followed.
- If evacuation is initiated, the procedure will be as for a Fire Evacuation.

### Assembly Point:

1. Evacuation Assembly Point is the **BUS SHELTER**.

### Telephone Use During an Emergency:

When a fire or bomb threat alarm sounds, teachers are **NOT** to ring the office unless there is a need to report a problem connected with the evacuation or to request assistance. If necessary, phone an AP or the Principal on their mobile numbers.

## Evacuation Plan for Wheelchair Bound Students

A reliable student (or students) should be designated in each subject to be responsible for accompanying and assisting wheelchair bound students to move to the Assembly Area. The teacher in charge of the student in a wheelchair should direct the students as to the most appropriate route. Teachers should work this route out and inform the whole class at the start of the year when going through emergency procedures. Back-up students should also be available should the designated student(s) be unavailable at the time of evacuation.

# Lock Down Procedure

**This is sounded with a “Beep, Beep, Beep - A for Apple” and this is repeated through the electronic bell system.**

This procedure is aimed at protecting the safety of pupils, staff and legitimate visitors. It will occur in the advent of the entry onto the school grounds of a person (or persons), who is deemed to pose a physical risk to students and staff. The principal or his delegate will decide whether this procedure is required and will act on the advice of staff who may be closer to the problem.

- ⇒ The principal will put a sign on the Admin Block door signalling a “lockdown” to visitors directing them to leave the school grounds.
- ⇒ Office staff, school visitors and students in the sick bay or student services need to move immediately to an Assistant Principal’s office or the storeroom.
- ⇒ Teachers in the print room need to lock down.
- ⇒ Staff in the Uniform Shop are to lock the door after placing a warning sign on the door.
- ⇒ Canteen personnel need to remain in the canteen preparation room locking the room.
- ⇒ Grounds staff are to make their way to the nearest safe area.
- ⇒ All staff who are not in their usual area, need to move directly to the nearest safe area.
- ⇒ Students out of class e.g., toilet are to go to the nearest classroom.

## **1. Lockdown Procedures during class time:**

Teachers will keep their students in their classrooms. There is to be **NO** movement at all.

- ⇒ Teachers will lock doors and all accessible windows and ensure students keep away from windows. Students and teachers need to sit on the floor, or out of sight. Keep students quiet.
- ⇒ All staff not engaged with students in classrooms should remain indoors with doors locked near a phone where possible, e.g., staff rooms, staff common room, library.
- ⇒ Outdoor classes should go to the nearest convenient secure area, at the teacher’s discretion.
  - ◆ Classes on oval need to move under the direction of their teachers to Northcott crossing at the lights to the retail area. Teachers are to remain with their classes.
  - ◆ Classes on grassed area bordering Fletcher St need to move under the direction of their teachers through the back gate located in that area to Northcott crossing at the lights to the retail area. Teachers are to remain with their classes.
- ⇒ Students out of class e.g., toilet are to go to the nearest classroom.
- ⇒ Students are instructed to turn their mobile **OFF** and **NOT** to use their mobile phones to contact their parents, or other people. This is most important, as parents are likely to panic and come to the school placing themselves in danger.

- ⇒ Parent access to students and staff during an emergency lockdown will only be available through emergency channels, e.g., police etc. until such time as all clear is given.
- ⇒ Evacuation Bell will signal that the situation is over and the whole school should make its way immediately to the Bus Shelter for a whole school assembly. This is to allow a full explanation of the situation to take place.
- ⇒ Students will be dismissed to their next class under the direction of the Assistant Principal where a special roll will take place.

## 2. Lockdown Procedure when students are in the yard – recess/lunch:

There are eight staff on yard duty – **staff should carry door keys & mobile phone whilst on duty.**

Staff in the playground area are to assist move students into the nearest available room.

Playground Duty Area	Classroom allocation
Year 10 Area	Rooms 309/310
Assembly Area	Rooms 314/315
Basketball courts	Rooms 201/ 202
Lower Grassed Area	Rooms 322/323
Bus Shelter	Rooms 325/324
Upper grassed area	Library (Downstairs door is open)

Teachers will lock doors and all accessible windows and ensure students keep away from windows. **Students and teachers need to sit on the floor out of sight.** Keep students quiet.

Students in the toilets are to go to the nearest classroom where teachers are directing students or on Level 5 students can move to the Main Office.

## Lockdown Drills

The school will conduct a Lockdown Drill at least **twice** a year, one in each semester. The drills will be evaluated by the school executive.

## Responsibilities Of Key Personnel During Lockdown

<b>Principal</b>	<ul style="list-style-type: none"> <li>◆ Activates the lockdown procedure</li> <li>◆ Calls 000 Emergency number</li> <li>◆ Notifies Assistant Principals</li> <li>◆ Directs Office Manager to sound the alarm over the PA</li> <li>◆ Puts notice on doorways of the office alerting visitors of danger</li> <li>◆ Locks Admin Block access doors</li> <li>◆ Directs office duty students, visitors in foyer to Assistant Principal's Office</li> <li>◆ Uses PA system or phone to communicate with classrooms</li> <li>◆ Waits near a phone in office for "all clear" from Police</li> <li>◆ Informs school of assembly over the PA system</li> </ul>
<b>Assistant Principal</b>	<ul style="list-style-type: none"> <li>◆ Coordinates school assembly in Bus Shelter for debriefing</li> <li>◆ Wellbeing AP is the Assembly Marshall</li> <li>◆ Learning AP Directs students back to class for a special roll call</li> </ul>
<b>Office Manager</b>	<ul style="list-style-type: none"> <li>◆ Sounds the alarm over the PA ("<b>Beep, Beep, Beep - A for Apple</b>")</li> <li>◆ Locks administration office</li> <li>◆ Signals the end of the lockdown (Evacuation bell)</li> </ul>
<b>Teachers not teaching at the time</b>	<ul style="list-style-type: none"> <li>◆ Lock/block access doors where possible e.g., staffroom</li> <li>◆ Move to the staffroom and remain out of sight near a phone</li> <li>◆ When the "all clear" is sounded, direct students to the Bus Shelter and assist with supervision</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>◆ Ensure the students remain in their rooms and calm</li> <li>◆ Lock all windows and doors, pull down blinds, and outline the emergency procedures</li> <li>◆ Escort students to Bus Shelter and assist in coordinating the assembly when "all clear"</li> <li>◆ Mark their roll for the Care Group and notify the principal immediately with the names of missing students</li> </ul>

# Earthquake

## **Indoors:**

1. Get everybody under desks, tables, sturdy piece of furniture or a door frame and stay clear of glass.
2. Ensure nobody leaves the building

## ***When tremor has subsided:***

3. Evacuate everybody clear of buildings, trees and power lines to the assembly point (Bus Shelter area) as for a fire emergency. If Bus Shelter unsafe assemble on grassed area bordering Fletcher St.
4. The school will tune into radio and follow any emergency instructions
5. The principal will ensure the building is safe before allowing students to re-enter
6. The principal will notify the Catholic Schools Office

## **Outdoors:**

1. Move everybody away from buildings, trees and power lines

## ***When tremor has subsided:***

2. Move to the assembly point (Bus Shelter) as for an evacuation. If Bus Shelter unsafe assemble on lower grassed area bordering Fletcher St.
3. The school will tune into radio and follow any emergency instructions
4. The principal will ensure the building is safe before allowing students to re-enter
5. The principal will notify the Catholic schools Office