

Workplace Health and Safety and Emergency Procedures (2015-V1)

EVACUATION POLICY PROCEDURE

In the event of a safety emergency occurring in the school, the following procedures will occur:

Signal:	<u>ONE Continuous BELL</u> ring indicates Emergency Evacuation situation
What to do:	Move to the <u>Basketball Court</u> north of 'G' Block (Undercover Muster Area)

LOCK-DOWN POLICY PROCEDURE

In the event of a serious threat or safety emergency including intruders acting dangerously and has possibly entered the school which would place staff and students at risk of harm the following procedure will occur:

Signal:	<u>INTERMITTENT BELL and ANNOUNCEMENT</u> Indicates LOCK-Down situation (On / Off / On / Off /)
What to do:	<u>REMAIN IN YOUR ROOM</u> and <u>LOCK doors & windows</u> Shut blinds & Lights Off if possible. Listen for announcements during event. (Move to previous lesson if during Breaks)

BREAK EMERGENCY PROCEDURE

In the event of a situation/s where students are acting dangerously and the situation is uncontrollable during school breaks (recess & lunch) the Executive Staff will activate the following procedure:

Signal:	<u>THREE (3) BELL Rings and ANNOUNCEMENT</u> Indicates assembly to be formed.
What to do:	Move to the <u>Assembly Area</u> (Quad). All students to assemble and staff to attend. Staff on duty to ensure all students move to Quad.

LOCK-OUT POLICY PROCEDURE

In the event of a serious threat or safety emergency including intruders acting dangerously outside the school and/or a threat of person/s entering the school which would place staff and students at risk of harm the following procedure will occur:

Signal:	<u>AN ANNOUNCEMENT</u> Indicates LOCK-OUT situation; “All gates must be shut and Locked”
What to do:	<u>ALL GATES & ENTRANCES SECURED</u> and <u>LOCKED</u> Lessons to continue as normal. Staff not on class to remain in school grounds but secure gates.

OTHER PROCEDURES

First Aid:	The school <u>FIRST AID</u> room is located at the <u>Front Office (Ext. 107) (1st Aid Officer; Lorraine Hughes)</u>
Hazard reporting:	Identified <u>HAZARDS</u> can be reported to any teacher / staff or Executive. Hazards to be reported using the ‘Hazard Report Form’ located on the staff Intranet.
Evacuation of Whole School to an Off Site Location	In the event of an emergency that requires the whole school to be evacuation to a <u>more suitable location</u> . The Normal Evacuation Procedure will be activated; from the Muster Area students and staff will be instruction to move to the bottom oval – West of school or Rushforth Road Soccer Fields – West of school. <i>(when needed: eg, above site unsuitable)</i>
	In the event of a major emergency that requires the whole school to be evacuation to a <u>location at least 1km away</u> from the school. The Normal Evacuation Procedure will be activated, from the Muster Area students and staff will be instruction to move to McKittrick Park – North of school on Ryan Street, South Grafton.

EVACUATION PROCEDURES

In the event of a safety emergency occurring in the school, the following procedures will occur:

A	IF AN EMERGENCY INVOLVES A <u>LOCALISED AREA</u> OF THE SCHOOL, THE FOLLOWING SHOULD OCCUR:
A1	Follow all instructions given by your teacher this may include leaving all equipment and bags in the room. (Room will be locked & secure)
A2	Classes who are in the vicinity of the danger will evacuate classrooms to a safe area beyond the immediate danger.
A3	The classroom teacher/s will count students leaving the classroom, and count them again at the safe area. Remain with your class & teacher.
A4	Other classes not at risk will keep well clear of the emergency. This may involve these other classes remaining in classrooms until the emergency has passed.
A4	After the emergency has subsided, an assembly will be called to alert all students and staff to the incident and further appropriate precautions and procedures will be put into place.
B	IF A <u>WHOLE SCHOOL</u> EMERGENCY IS INVOLVED, THE FOLLOWING SHOULD OCCUR:
	<u>ONE CONTINUOUS BELL RING</u> INDICATES EMERGENCY EVACUATION SITUATION.
B1	If in class your class teacher will instruct you to LEAVE YOUR BELONGINGS IN THE CLASSROOM The room will be locked & secured when the class leaves.
B2	Walk with your teacher to the BASKET BALL COURT AREA . Class groups should WALK BY THE MOST DIRECT ROUTE , unless there is an obvious threat to safety in doing so. DO NOT RUN!
B3	Once you arrive at the MUSTER AREA , you should go to your Roll Group and remain seated. (see Muster Area Map)
B4	Stay in your Roll Group - Remain calm & quiet. Listen to your Roll teacher and for any announcements.
B5	If an emergency occurs outside of normal classes, you will be directed by teachers to go to the BASKET BALL COURT AREA . At the MUSTER AREA line up in Roll Groups as shown on the Muster Area Map.

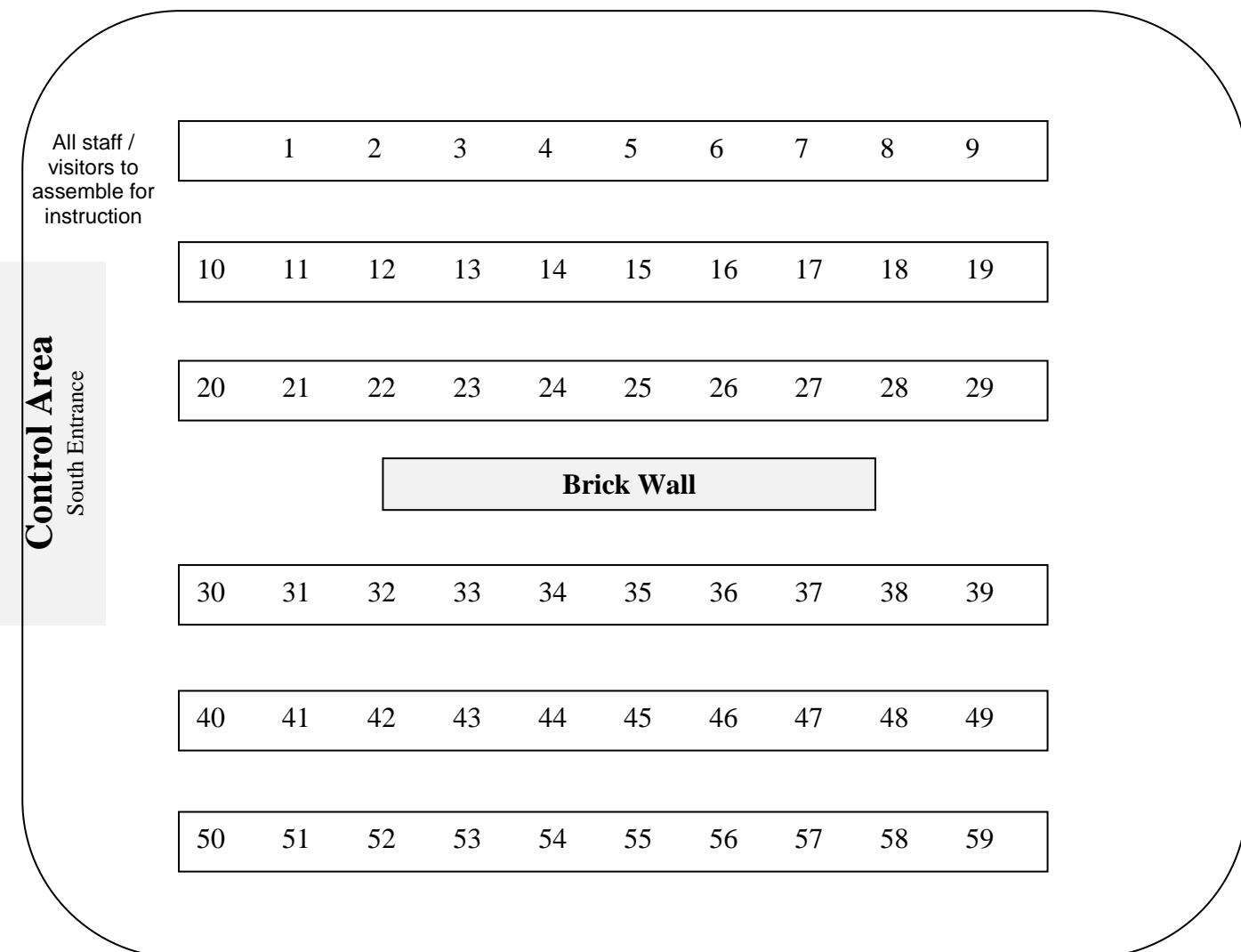
MUSTER AREA MAP

2015 - (v1)

Covered Basket Ball Court

Roll Group Positions

Rolls numbers are allied with cover roof structure (numbers above roll meeting position) in a grid formation.



- All staff that has a **Roll Group** will mark their roll and stay with their group. (students must stay in group area seated) (Return marked roll when requested)
- All staff without a Roll Group will need to report to the 'Staff Attendance' Warden and assists in control. These staff maybe required to help with the senior students or fill-in for missing roll group teachers.
- All staff must report to the **Staff Attendance Warden** on arrival.

LOCK-DOWN PROCEDURES

In the event of a serious threat or safety emergency including intruders acting dangerously and has possibly entered the school which would place staff and students at risk of harm the following procedure will occur:

<u>INTERMITTENT BELL</u> and <u>ANNOUNCEMENT</u>	
SD	Bell - ON / OFF / ON / OFF (repeated) Announcement – “ <i>This is a LOCK DOWN</i> ”
SD1	<ul style="list-style-type: none">• Remain in your class.• Sit down and remain quiet.• Listen to all instructions• Wait for ‘All Clear’ instructions from the Head Teacher
SD2	<ul style="list-style-type: none">• If at lunch or recess, go to your previous lesson classroom.
SD3	<ul style="list-style-type: none">• If before school, go to your roll call room.
SD4	<ul style="list-style-type: none">• If after school, go to the school hall.
SD5	If Outside with PDHPE, Agriculture, or Similar who are not in a classroom: <ul style="list-style-type: none">• Listen to your teachers instructions to move as a class quickly and in an orderly fashion to a safe area.• All equipment to be left on the playing field.• If the Agriculture class is in the Agriculture Farm, they should move into the Ag shed and secure the door.

Senior students not in class will:

- Report immediately to the **common room**.
- Lock the doors when instructed by an executive teacher who may be the principal or a deputy.

Other students not in class:

- **Students who are in the toilets** should go immediately either into the canteen or the change rooms with the PDHPE class.
- **Sick bay** and **office duty students** will go to admin.
- All **students in the library** will stay in the library away from the doors.
- **Classes or activities** that may be in the **hall** will remain in the hall and ensure all doors are locked.

BREAK EMERGENCY PROCEDURES

In the event of a situation during Recess or Lunch where staff are unable to control students acting dangerously the Head Teacher would notify the Principal to undertake a 'Break Emergency' procedure. The school would be assembled to reduce the risk of harm to staff and students by following the procedure:

BE <u>THREE (3) BELL</u> and <u>ANNOUNCEMENT</u>	
Bell - ON / OFF / ON / OFF / ON / OFF Announcement – “ <i>All students and staff to assemble in the Quad</i> ” All Call (#51) – “All staff to move to the Assembly Area”	
BE1	<ul style="list-style-type: none">• Head Teacher on Duty to notify SASS staff of situation and Principal notified.• Principal to make decision to undertake procedure.
BE2	<ul style="list-style-type: none">• Principal (or DP) to sound three bells and make announcement.• An 'All Call' to be made to inform all staff of action.
BE3	<ul style="list-style-type: none">• Students to move to the assembly area.• Staff on Playground Duty to remain in PGD Area to ensure all students move to assembly.
BE4	<ul style="list-style-type: none">• Assembly to be run by Senior Executive with all available staff to attend.

Example of Situations:

- Students moving around in uncontrollable groups.
- Multiple fights/disruptions occurring.

LOCK-OUT PROCEDURES

Lock-out/in is a procedure which 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 (as possible) during the outside disruption.

In the event of a serious threat or safety emergency including person/s acting dangerously outside the school and/or a threat of a person/s entering the school which would place staff and students at risk of harm the following procedure will occur:

<u>AN ANNOUNCEMENT</u> (All Call)	
LO	Indicate LOCK OUT situation; “All gates must be shut and Locked”
LO1	<ul style="list-style-type: none">• Principal or Deputy Principal notified of situation.• Activate the “Lock Out” procedure.• Safety & Security Notified & Local Police Notified.• School to function as normal.• Staff to be continually up-dated via ‘All Call’.• Executive Staff to monitor access points.• ‘All Clear’ message to be given when safe.
LO2	<ul style="list-style-type: none">• If at lunch or recess, staff on duty to be notified and they will monitor access points and ensure gates are shut and locked.
LO3	<ul style="list-style-type: none">• If before school, all gates shut and locked. Proceed as LO1.

NOTE: Only access to the school during ‘Lock-out’ will be through front gate (office) after approval by Principal.