

# ST BEDE'S CATHOLIC COLLEGE EVACUATION AND LOCKDOWN POLICY



APPLICABLE TO	Staff, students and parents
DOCUMENT OWNER	Principal
APPROVAL DATE	13 April 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Staff to implement this policy
LAST REVIEW DATE/S	July 2022
NEXT REVIEW DATE	July 2023
RELATED DOCUMENTS	MN CSO WHS Policy 2017 Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 MN CSO Risk Management Policy 2017 MN CSO Risk Management Procedures 2017

# **FIRE AND EMERGENCY EVACUATION**

## **RATIONALE**

The policy relates to the plan for evacuation and the fulfilment of our duty of care obligations to staff, students and visitors at St Bede's Catholic College, Chisholm in the case of:

- fire
- bomb threat
- explosion
- major gas/chemical/electrical hazard
- any other emergency and potentially dangerous incident that affects the health and safety of staff, students and visitors
- evacuation relating to any current building program

Generally, the emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment. It is a risk to an individual's health and safety.

## **AIMS**

We aim to:

- provide a safe and secure environment for our students, staff and resources.
- establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

## **IMPLEMENTATION**

### **Immediate Actions**

- Any person being alerted to an emergency shall take immediate action to ensure the safety of his/her students and other staff and students in the immediate area, including alerting other workers in the immediate area and to sound the alarm (continuous ringing of bell).
- The Office shall immediately be notified by the staff member sounding the bell.
- The Principal or their delegate notify emergency services (000).
- Move quickly via the most direct and safest route to the grassed area behind the bus zone.
- If it is not safe to move to this point move to the alternative assembly point which is at the far north western end of the car park.
- The Principal or their delegate notify staff when the area is safe for normal classes to resume.

## **Evacuation of Students and Staff**

When the bell sounds (continuous ring), all staff (without an evacuation role) and students out of class are to go directly to the assembly point.

The teacher in the class will:

- stop the class
- have all students stand behind their desks
- close all windows (if sufficient time)
- switch off all equipment and lights
- remind students of WHS requirements – silence, watch for obstacles
- move students in an orderly manner outside the room and close the door (but do not lock door).
- leave all bags and personal items where they are
- ensure all students have left the classroom
- move quickly via the most direct and safest route to the grassed area behind the bus zone
- instruct students assemble in file in alphabetical order by homeroom – starting with Year 7.1 on the St Aloysius side, finishing with Year 9.4 closest to the staff car park
- if it is not safe to move to this point move to the alternative assembly point which is at the far north western end of the car park
- go to their own homeroom class at the assembly point (if they are homeroom teachers) or otherwise assist homeroom teachers by delivering students to the respective homeroom line up (alphabetical order) and assist the homeroom teacher in identifying any students missing.

## **Notifications to Parents/Carers**

- The initial and subsequent notification(s) of the emergency to the community will be authorised and communicated by the Principal or their delegate only and will be via a Compass Notification and text message. This notification will include statements regarding:
  - the nature of the incident in broad terms only (to minimise panic)
  - telephone contact details (how the school can be contacted) including:
    - St Bede's Catholic College phone line
    - Mobile phones
  - instructions regarding the collection of students
- Subsequent notification to the Catholic Schools Office shall occur within one hour of the emergency occurring or as soon as is practicable
- Subsequent information to parents via email

## **Staff Roles**

### **Assembly Point Administrator (Joanne West)**

The Assembly Point Administrator will:

- provide class rolls together with student absences for the day and student contact lists to the Student Coordinator
- provide a staff list (teaching and non-teaching staff) together with staff absences for the day to the Assistant Principal
- mark roll for all visitors, workmen and volunteers according to the visitor sign in register
- provide any emergency first aid to any staff or students affected by the emergency

### **Evacuation Coordinator (Tamara Borkowski)**

The Evacuation Coordinator will:

- ensure that the alarm has been sounded and that classrooms are being evacuated in a safe and timely manner
- notify the Principal of the status of the emergency so that notifications to the relevant authorities may occur as soon as possible
- coordinate the movement of staff and students to the appropriate assembly area, ensuring that rolls are checked
- liaise with the relevant emergency authorities so that the emergency may be controlled or eliminated
- coordinate any appropriately trained staff to assist in the evaluation of the emergency condition
- notify the Principal for the "All Clear" to be given.

### **Chief Fire Warden (Brett Donohoe)**

The Chief Fire Warden will:

- coordinate and oversee the efficient operation of all designated staff roles
- perform a check to see that all staff are accounted for and report to the Principal and Evacuation Coordinator any unaccounted-for staff.

## **Student Coordinator**

The Student coordinator will collect homeroom class lists from the Assembly Point Coordinator and provide to Homeroom Teachers for checking. The Homeroom Teacher must report 'all present' or 'missing students' immediately to the Student Coordinator, who will liaise with the Assembly Point Coordinator for any inconsistencies.

### **a. All Staff** (whether on class or not at the time of the evacuations)

All staff will supervise students and assist in the care of students and staff affected by the emergency as directed by the Evacuation Coordinator.

### **b. The Principal /Assistant Principal**

The Principal/Assistant Principal will provide liaison between staff, emergency services, CSO, parents and the media.

## **EMERGENCY PROCEDUES LOCKDOWN/LOCKOUT**

### **Lockdown**

Lockdown is a procedure used to minimise risk to the College population when there is an immediate and imminent threat. College staff, students and visitors are secured in the rooms they currently occupy and no one is allowed to leave until instructed it is safe to do so.

Lockdown procedures may need to be implemented in the case of potentially dangerous situations arising within the school/college or nearby community e.g. hazardous material incident, incidents involving firearms, unwanted visitors or intruders and severe storm (see Specific Preparedness for Different Types of Emergency).

The signal that an EVACUATION emergency is occurring is a continuous intermittent siren which builds from a low to high tone. The LOCKDOWN signal is an intermittent siren with a consistent pitch.

### **1. BUDGET**

A proportion of the College Budget will be provided for upgrading and replacement of materials needed to implement the Evacuation Policy.

### **2. EVALUATION**

This Policy will be reviewed after each evacuation drill and annually by the College Executive, in consultation with the Workplace Health and Safety Committee, staff and students.