

Emmaus Catholic College

Kemps Creek



Evacuation and Lock Down Policy and Procedure 2016

**November 2015
To be reviewed December 2016**

Emmaus Catholic College Kemps Creek

Evacuation and Lock Down Policy and Procedure

	Page
1.0 Roles and Responsibilities	3
Warden alternatives	3
The Receptionist	3
The Warden	3
The First Aid Officer	3
The Business Manager	3
Student Services	4
Maintenance Staff	4
The Administration Coordinator	4
2.0 Assembly Areas and Roles	4
Leaders of Mission	4
Leaders of Learning	4
Teaching Staff	5
3.0 Lock Down Procedure	5
4.0 Utilities Shutdown Procedure	6
5.0 Grass Fire Procedure	6

1.0 Roles and Responsibilities

The role of the Warden will be assumed by the following staff members in the order listed.

1. Assistant Principal (Melinda Bowd).
2. Business Manager (Paul Moran)
3. Chairperson of the WH&S Committee (Steven Bauer).

In the case of an emergency the Receptionist or Student Services should be contacted immediately.

The Receptionist (unless her own life is under threat, if so evacuate immediately) will:

- Contact the Warden, or if unavailable, the Business Manager and Student services, to initiate the appropriate evacuation sound.
- Contact emergency services. (Numbers are in the front of the Reception desk policy folder).
- Collect the Visitor's Book, Rolls, student sign out slips and safety vest for evacuation.
- Evacuate the building to the designated area, while calling out and carrying out a quick check to make sure there is no-one left in the building.
- On arrival at the designated area, report to the Warden.
- Report to Warden any visitors or Support Staff who are missing.

The Warden:

The Warden should collect the identifiable safety vest, mobile phone and electronic device such as a laptop or tablet and evacuate to the designated area.

Business Manager:

The Business Manager will assume the role of Warden if the A.P. is unavailable. He will remain in contact with the maintenance staff by phone. He is responsible for turning off the electricity and gas mains if necessary and safe to do so. The maintenance staff may assist. The Business Manager should call out and check that the Administration building is unoccupied while moving to the evacuation area.

Student Services:

Students Services will sound the appropriate evacuation alarm and evacuate to the designated area and report to the Warden. One person should take the first aid kit, megaphone and identifiable vest from the cupboard above the fridge in the Administration eating area. One person should collect the black evacuation pouch from above (right) the Student Services Home Room pigeon holes. One person on arrival at the designated area, should wear the identifiable safety vest and stand near the metal seating to assist with the distribution of the roll sheets.

Maintenance/Grounds Staff on hearing the evacuation alarm should:

- Report by phone to the Business Manager.
- Man the front gate to prevent entry by anyone except emergency services.
- Prevent anyone from the Emmaus Village and Trinity Primary School from entering an unsafe area.
- Turn off the electricity and gas mains if necessary and safe to do so.
- Assist Emergency Services.

Administration Coordinator:

The Administration Coordinator will place a copy of teacher absences with the evacuation pouch each day.

IF POSSIBLE, EVERYONE SHOULD TAKE HIS OR HER MOBILE PHONE WITH HIM OR HER.

2.0 Assembly Areas and Roles

- First preferences for assembly would be the Basketball Court and this would be indicated by a continuous siren sound.
- Second preference would be the Student drop off area on Bakers Lane and this preference would be indicated by short sharp sounds – like the sound of a bus/truck reversing.

Leaders of Welfare

- LOW'S are to collect rolls for their year group homerooms from the Student Services staff wearing identifiable vests and standing near the metal seating.
- When roll call is completed, the LOW collects them and returns ALL to the Student services staff.
- Ensure that all students SIT.

Leaders of Learning

- Assistant Leaders of Welfare are allocated to assist LOW's in the administration of the Year group during an evacuation as listed below.

Year Group	Asst. LOW	Year Group	Asst. LOW
7	HELK	10	GAUN
8	BORA	11	HULL
9	BORJ	12	ASHR

The Directors of Learning and REC will fill in where required and must report to the Warden upon arrival at the Evacuation Site.

Teaching Staff

- Students to leave bags in room but ensure that students who have medication in their possession, takes it with them.
- CLOSE WINDOWS BUT DO NOT LOCK CLASSROOM DOOR – Only lock the main building door.
- Line students up at the classroom door before walking as a class to the evacuation area.
- Move directly to the evacuation area.
- Students to be told to sit in the appropriate line as soon as they arrive at the evacuation area.
- If you are a homeroom teacher, your LOW will collect and bring to you your homeroom roll.

- Write on the absentee sheet the names of students who are NOT PHYSICALLY PRESENT in the evacuation line who were present at homeroom. (Work experience students at the College should go to homeroom each day. Students off site for work experience should be marked with “a” then changed to “L” when they return. Sheet listing missing students (if any) to be collected by LOM and given to The Warden for checking (to see if student has signed out). If all students present and accounted for, fill in a slip with “ALL PRESENT”.
- DO NOT LEAVE your homeroom group.
- EVERYONE MUST BE INVOLVED. THERE ARE NO EXCEPTIONS.

UNDER NO CIRCUMSTANCES IS ANYONE TO RE-ENTER BUILDINGS UNTIL ADVISED BY THE WARDEN.

3.0 Lockdown Procedure

An announcement will be made simply stating that: **“The School is now in lockdown”**. At this time students should be instructed to:

1. Sit on the floor in rows between the desks.
2. Turn off their mobile phones and do not use them.

Teachers are instructed to:

1. Shut and lock all windows and close, but not lock the doors, unless instructed to do so.
 2. Keep their mobile phone turned on, but not make or receive any outside calls or messages, to avoid miscommunication, and to keep their phone available for incoming school communication.
 3. Keep the students quiet and calm.
 4. Listen for further announcements or alarms
- If students are in the toilet they should stay where they are and await further notice.
 - If students are on the Hall, Oval or Basketball Courts they should stay with the teacher and move to the centre of the location and await further notice.

4.0 Utilities Shutdown

In the event of a utility or service being accidentally or deliberately turned off (e.g electricity, gas or water) a general PA announcement will be made across the school by the Assistant Principal or another delegated person with Trinity Primary School and Emmaus Village to be contacted.

5.0 Grass Fire Procedure

In the event of a grass fire the student body will move to their allocated areas of the school and wait in the classrooms. An announcement will be made over the PA if possible. The gas and electricity will be shut down by the Business Manager as per any emergency procedure if it is safe to do so.

Year 7	E Block
Year 8	M Block
Year 9	Hall
Year 10	Library
Year 11	TAS Block
Year 12	Senior Science Block

All homerooms teachers and LOMs will move to their allocated areas and mark the roll. This will be given to you by the Warden, member of the WH&S Committee or a delegate.

Assistant LOWs are to assist a LOW in the administration of the Year group during an evacuation as listed below.

Year Group	LOL Coordinator	Year Group	LOL Coordinator
7	HELK	10	GAUN
8	BORA	11	HULL
9	BORJ	12	DALM

The REC and Directors will fill in where required and must report to the Warden in the case of a grass fire.

The College Executive are required to report to the Warden with Administration Staff staying in their offices unless asked to assist.

The Warden will keep the College informed throughout the grass fire, when to return to class or as otherwise directed.