

# Policy and Procedures

## *Emergency / Secure Room Procedures Policy*

### **Bell: Long 'whale' sound = Fire/Emergency detected:**

- ✚ Ensure immediate class space is safe and then inform the FRONT OFFICE, ensuring the message clearly states the nature of the emergency and where it is.
- ✚ **Front Office/Principal rings Emergency Services**
- ✚ Front Office staff (or delegate) sounds siren (Note: if electricity out use hand held siren kept in Front Office.)
- ✚ Front Office Staff gather rolls etc. to take out to **MIDDLE of Oval, 'Safe Area'**
- ✚ Give rolls to class teachers

### **On hearing the siren:**

- ✚ Teachers inform students that this is an emergency requiring **ACTION**
- ✚ Front Office staff to take sign in books, maintenance, First Aid kit, SSO/BSSO Rosters
- ✚ If exits are clear everyone is to proceed in an orderly manner along the evacuation routes to the **MIDDLE of the oval with their teacher/staff members**
- ✚ Classes to line up, in single file in the middle of the oval
- ✚ Teachers to check roll and immediately report to the Principal or delegate
- ✚ No adult or student is to re-enter any buildings once evacuated, until the all clear is given by the Principal

### **Evacuation Routes – Refer to map for exit routes**

### **Individual Staff Members' responsibilities:**

- ✚ **Principal** – take mobile phone - check admin area – exit via Resource Centre to oval
- ✚ **Deputy Principal** – Collect loudspeaker and exit via the Robson Building
- ✚ **NIT teacher to take class out to 'Safe Area'**
- ✚ **Assistant Principal** – goes to Henry Building and supports students to proceed to oval
- ✚ **Assistant Principal IELP**– checks Montacute disabled toilet, outside student toilets and proceed to oval
- ✚ **Front Office SSO**

Collect: Late book, TRT book, Sign in/out books, Roll books, First Aid kit, maintenance book and SSO/BSSO timetables and proceed to oval.

**If an emergency occurs at lunch or recess time, the evacuation siren will sound. All students and staff will move directly to the oval and above procedures will be implemented.**

- ✚ *Staff members on Yard Duty to lead students to the oval*

*These procedures will be practised by staff, students, visitors and volunteers at least twice a year.*

**Policy and procedures will be reviewed annually in Term 1**

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## *Emergency / Secure Room Procedures Policy*

**Bell: Engaged phone 'Beep' sound = Secure Room Procedures needing be put into place**

### **Students:**

- + If you are inside and there is no adult present return to your room as quickly and safely as possible
- + Go the closest classroom or Activity Hall
- + Report to the teacher in that room and sit quietly
- + Follow adult instructions

### **Staff:**

- + Return to your / closest classroom, or gym as quickly and safely as possible
- + Lock all internal and external doors once students/staff have entered the room
- + Monitor door to allow any late students /staff/volunteers to enter
- + Lock all internal doors, windows and draw blinds
- + Keep students calm and sit away from windows and doors
- + Circumstances may be unpredictable and require the initiative of staff
- + Call roll and report all students/staff present/absent or extra from other classes to Front Office via telephone. Use extensions, 11, 12, 14 or 18.
- + Only use phone to report students/staff present / missing (to keep lines clear)
- + Front Office needs to keep track of whereabouts of all students/staff in order to determine missing persons
- + Doors need to remain locked until the all clear is given over the PA system by Principal or School Leader

*These procedures will be practised by staff, students, visitors and volunteers at least once a year.*

***Policy and procedures will be reviewed annually in Term 1.***