



# KINCUMBER HIGH SCHOOL EMERGENCY PROCEDURES: EVACUATION, LOCK DOWN & LOCKOUT

(Reviewed December, 2011)

## Rationale and Purpose

When an emergency situation arises, the site manager (Principal) may call for an evacuation, lock down or lock out depending on the circumstances of the emergency.

In such a case staff should be aware of the following policy and their responsibilities in its implementation. A copy of the procedures relating to the policy is located on a laminated sheet in each class and staff room.

## EVACUATION POLICY

This is communicated by a **CONTINUOUS BELL**. It involves removing all students to the designated location on the school oval. When a continuous bell is heard the following procedures should be followed:

### LEAVING THE ROOM

- Close all windows.
- Pick up bags.
- Leave room in an orderly manner.
- **Students stay with their teacher** and move to the nearest exit point.
- Go to the oval.
- Sit in a line behind your roll class number and wait for your roll call teacher.
- **Head teachers** check rooms allocated to their faculty – ensure that everyone has left the buildings.
- **HT SSU** to assist with the evacuation of Support Unit classes.
- Wheelchair students are to leave by nearest exit and assemble in upper car park on the path near the entrance/exit gate. These students are to be accompanied by a teacher aide who reports their safe evacuation to office staff.
- The office/administration block is not to be entered by staff or students leaving the school buildings.
- Canteen / cleaning / teaching aides are to report to the lower car park.

## ON THE OVAL

- Students sit with roll class. Roll 7R1 closest to Bungoona Road and Year 12 near the cricket nets.
- **Roll teachers** collect roll/slip from office staff in lower car park. A second, red slip should always be kept in rolls.
- **Teachers mark roll and send a student to return red roll slip**, clearly marked 'evacuation' to office staff in the lower car park.
- **Office staff** are to collate rolls with the help of Year Advisers.
- All stay on oval/car park until dismissed by Principal.

## EVACUATION - SPECIFIC TASKS

Office Staff	Deputy Principal
<ul style="list-style-type: none"> <li>• Ring continuous bell</li> </ul>	<ul style="list-style-type: none"> <li>• Take sign-on books</li> </ul>
<ul style="list-style-type: none"> <li>• Contact services</li> </ul>	<ul style="list-style-type: none"> <li>• Take off-premises book</li> </ul>
<ul style="list-style-type: none"> <li>• Take first aid kit</li> </ul>	<ul style="list-style-type: none"> <li>• Take visitor log</li> </ul>
<ul style="list-style-type: none"> <li>• Take rolls</li> </ul>	<ul style="list-style-type: none"> <li>• Take portable PA gear</li> </ul>
<ul style="list-style-type: none"> <li>• Take mobile phone</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee roll marking</li> </ul>
<ul style="list-style-type: none"> <li>• Take daily absentee sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Account for staff</li> </ul>
<ul style="list-style-type: none"> <li>• Check clinic is empty</li> </ul>	<b>Class / Roll Call Teachers</b>
	<ul style="list-style-type: none"> <li>• Escort class to designated place</li> </ul>
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Mark roll &amp; return</li> </ul>
<ul style="list-style-type: none"> <li>• Confirm services contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise group until dismissed</li> </ul>
<ul style="list-style-type: none"> <li>• Address whole school</li> </ul>	<b>Year Advisers</b>
<b>HT Administration</b>	<ul style="list-style-type: none"> <li>• Help office staff to collate rolls</li> </ul>
<ul style="list-style-type: none"> <li>• Account for staff</li> </ul>	

## 2. LOCKOUT & LOCKDOWN POLICY

The Principal may decide that an evacuation is not the most appropriate action to deal with the emergency situation. As part of the school serious incident management plan, provision is also made for a **LOCKOUT** or **LOCK DOWN**.

A **LOCKOUT** is a procedure to stop unauthorized persons from entering the school. It is used when the threat is general or an incident is happening OFF SCHOOL PROPERTY. This allows school activities to continue with the least disruption as possible during the event. This is communicated by **3 BELLS REPEATED**. When 3 bells repeated are heard the following procedures should be followed:

### LEAVING THE ROOM

- Close all windows.
- Pick up bags.
- Leave room in an orderly manner.
- **Students stay with their teacher** and move to the nearest exit point.
- Go to the quadrangle.
- Sit in a line behind your roll class number and wait for your roll call teacher.
- **Head teachers** check rooms allocated to their faculty – ensure that everyone has left the buildings.
- **HT SSU** to assist with the evacuation of Support Unit Classes.
- Wheelchair students are to leave by nearest exit and assemble in the quadrangle in their roll call lines. These students are to be accompanied by a teacher aide.
- Canteen / cleaning / teaching aides are to report to the quadrangle.
- **Staff with classes outside**, e.g. PE, Sport, and Agriculture, or teachers on playground duty if during break time, are to immediately direct students to the quadrangle.

### ON THE QUADRANGLE

- Students sit with roll class.
- **Roll Call teachers** collect rolls.
- **Deputy Principal** briefly explains reason for assembly and directs students and staff to roll call rooms.
- **Roll Call teachers** accompany students to roll call rooms.

## IN ROLL CALL ROOMS

- **Roll Call teachers** reassure students and mark roll. Students are to remain in roll call rooms until the 'all clear' signal is heard or instructions from the Principal are received.
- **NO PERSON IS TO USE A MOBILE PHONE DURING THIS PERIOD OF TIME**

## LOCKOUT - SPECIFIC TASKS

Office Staff	Deputy Principal
<ul style="list-style-type: none"> <li>• Ring bell (3 bells repeated) at least 20 times</li> </ul>	<ul style="list-style-type: none"> <li>• Secure all gates and external doors</li> </ul>
<ul style="list-style-type: none"> <li>• Lock front door of administration building and monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Explain reason for assembly</li> </ul>
<ul style="list-style-type: none"> <li>• Take rolls to quadrangle</li> </ul>	<ul style="list-style-type: none"> <li>• Direct staff and students to roll call rooms</li> </ul>
<ul style="list-style-type: none"> <li>• Relay to roll call teachers any instructions from the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Ring normal bell to signal emergency is over</li> </ul>
Principal	
<ul style="list-style-type: none"> <li>• Liaise with Police and emergency services</li> </ul>	Class / Roll Call Teachers
<ul style="list-style-type: none"> <li>• Develop a plan for students to leave at the end of the day if incident is still continuing</li> </ul>	<ul style="list-style-type: none"> <li>• Escort class to designated place – quadrangle firstly, then roll call rooms</li> </ul>
General Assistant	<ul style="list-style-type: none"> <li>• Mark roll</li> </ul>
<ul style="list-style-type: none"> <li>• Secure all gates and external doors</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise group in roll call rooms until dismissed</li> </ul>

A **LOCKDOWN** is a procedure to use when there is an immediate threat to the school e.g. intruders. A lockdown minimises access to the school and secures staff and students in rooms. This is communicated by **REPEATED SINGLE RINGS OF THE BELL**. When repeated single rings of the bell are heard the following procedures should be followed:

### **STOP ALL OUTSIDE ACTIVITIES**

- **PE/Sport Staff and Agriculture teacher** bring students into the hall and Ag. Shed respectively and lock doors.
- **If break time or change of period staff** move to the nearest available classroom (not demountable room), take responsibility for that room and direct students into its vicinity until unsafe to fit any more students in there. If room is full direct students to next available room.

### **STAY IN THE ROOM**

- Close and lock all windows and doors.
- **Students stay with their teacher** and are directed out of line of sight of doors and windows.
- **Staff in classrooms** are to ensure that all lights are turned off, machinery or other equipment is turned off, students sit quietly on the floor, staff reassure students of their safety.
- **Staff in classrooms** make a list of names of students in their room. Students are to remain in rooms until the 'all clear' signal is heard or instructions from the Principal are received.
- **Head teachers** check rooms allocated to their faculty – ensure that there are no students/staff in the corridors. Direct them to the nearest classroom.
- **HT SSU** to assist with the student of the Support Unit Classes.
- **NO PERSON IS TO USE A MOBILE PHONE DURING THIS TIME**

### **WHEN 'ALL CLEAR' SIGNAL' (three bells indicating Quad assembly) IS HEARD**

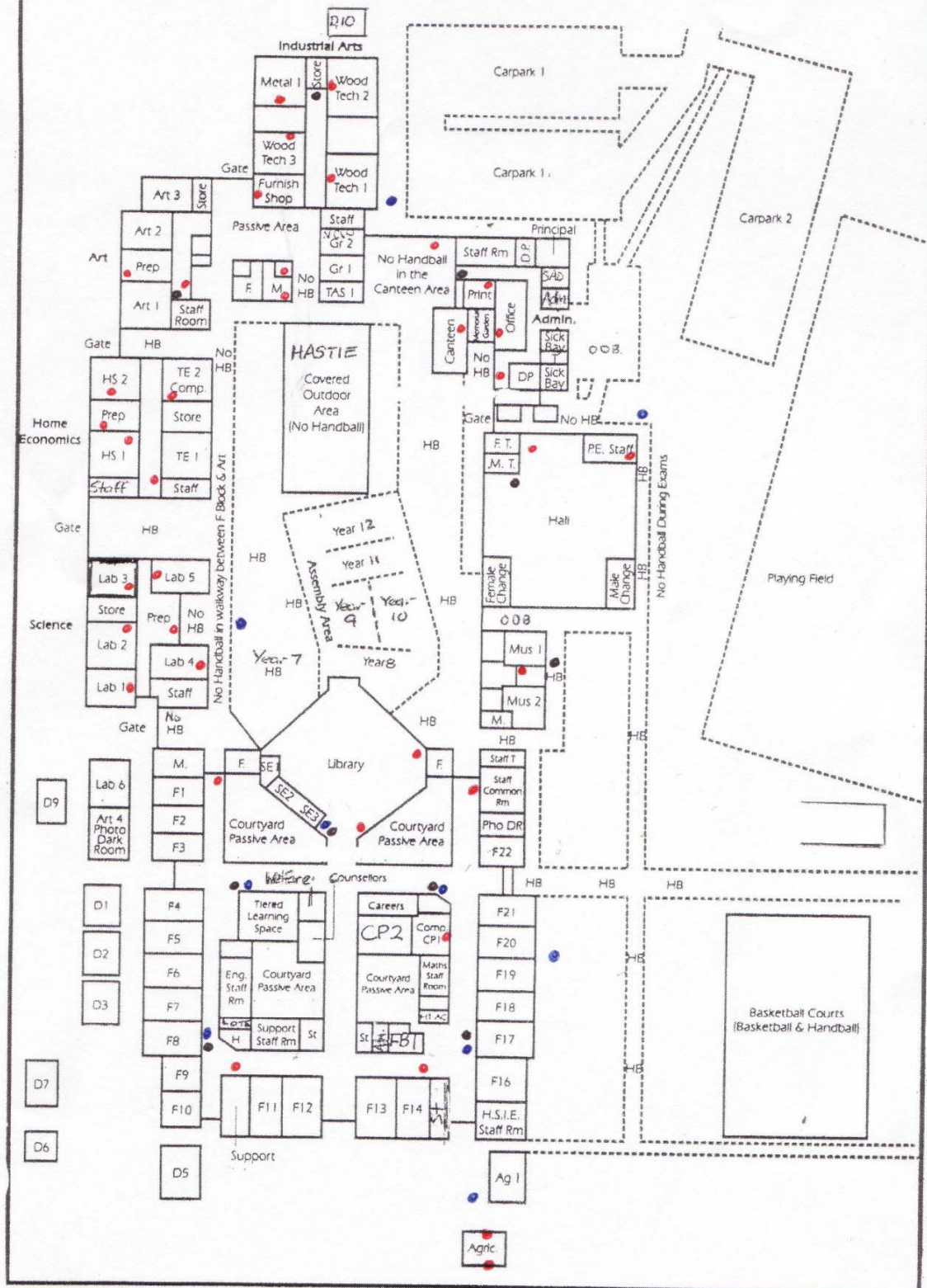
- **Staff in classrooms** escort students to quadrangle to line up in roll call lines.
- Students sit with roll class.
- **Roll teachers** move to be with their roll call class.
- **Year Advisers** collect rolls, with red daily slip, for their cohort from office and distributes to roll call teachers for marking.
- **Head teachers** account for their KLA staff. **HT Admin** responsible for accounting for all relief staff. **HT SSU** also responsible for SLSOs. All to report any variations to the Deputy Principal.
- **SAM** account for SAS staff and GA. SAS staff check visitor book and account for visitors. Report any variations to the Deputy Principal.
- **Teachers mark roll** and send back to office via the Year Adviser.
- All stay on quadrangle where support and counselling can be offered as required.
- **Principal** indicates emergency is over and debriefs staff and students.

## LOCKDOWN - SPECIFIC TASKS

Office Staff	Deputy Principal
<ul style="list-style-type: none"> <li>Lock front door of administration building and monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>Ask office to ring bells</li> </ul>
<ul style="list-style-type: none"> <li>Monitor school emails, phones &amp; Fax for threats and report directly to principal</li> </ul>	<ul style="list-style-type: none"> <li>Secure gates and external doors</li> </ul>
<ul style="list-style-type: none"> <li>Relay to class teachers any instructions from the Principal</li> </ul>	<ul style="list-style-type: none"> <li>Check corridors are clear and classrooms secure</li> </ul>
<ul style="list-style-type: none"> <li>Assist Year Adviser with checking daily absentee sheet</li> </ul>	<ul style="list-style-type: none"> <li>Ring 3 bells to signal assembly on quadrangle</li> </ul>
<ul style="list-style-type: none"> <li>Ring repeated single bells</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Principal	Class / Roll Call Teachers
<ul style="list-style-type: none"> <li>Indicate that emergency is over</li> </ul>	<ul style="list-style-type: none"> <li>PE/Sport – bring students into hall and lock all doors</li> </ul>
<ul style="list-style-type: none"> <li>Develop a plan for notification of parents for pick-up arrangements if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Agriculture teacher – bring students into Ag. Shed and secure doors</li> </ul>
<ul style="list-style-type: none"> <li>Debrief staff and students</li> </ul>	<ul style="list-style-type: none"> <li>All other staff remain in classrooms with students</li> </ul>
<ul style="list-style-type: none"> <li>Calls 000 to liaise with Police and emergency services and maintains contact</li> </ul>	<ul style="list-style-type: none"> <li>Ensure lights off, windows and doors locked, students seated on floor out of line of sight of windows/doors, reassure and make a list of names of students in your room</li> </ul>
Year Adviser	<ul style="list-style-type: none"> <li>After 3 bell assembly signal escort all students to quadrangle</li> </ul>
<ul style="list-style-type: none"> <li>Collect rolls for their cohort and distribute to roll call teachers for marking</li> </ul>	<ul style="list-style-type: none"> <li>Teachers move to be with roll call group</li> </ul>
<ul style="list-style-type: none"> <li>Collect rolls and check against daily absentee sheet</li> </ul>	Head teachers
<ul style="list-style-type: none"> <li>Report any discrepancies to DP immediately</li> </ul>	<ul style="list-style-type: none"> <li>Account for faculty staff</li> </ul>
General Assistant	<ul style="list-style-type: none"> <li>SSU HT account for SLSOs</li> </ul>
Secure all gates and external doors	<ul style="list-style-type: none"> <li>ADMIN HT account for casuals</li> </ul>



# PLAN OF KINCUMBER HIGH SCHOOL



- Fire Hydrants ● Blue
- Fire Hoses ● Black
- Fire Extinguishers ● Red