



# EVACUATION AND LOCKDOWN PROCEDURES

## 1.0 POLICY STATEMENT

1.1 St Mark's Anglican Community School has adopted an all-hazards approach to disaster and emergency management. The primary objective of instigating Evacuation and Lockdown procedures is to enhance the safety of Staff and students during incidents. The second objective is to prepare the school site for emergency services responses to support the primary objectives. Keeping our Staff and Students safe is of paramount importance and Evacuation and Lockdown procedures are two ways of keeping everyone safe.

1.2 The Assistant Principal or Facilities manager will initiate evacuation or lockdown based on an assessment of risks to Staff and students. The decision to initiate evacuation or lockdown will be informed by advice from other agencies, ASC or other information available on site. Evacuation and Lockdown procedures need to cater for activation to occur during either class time or during non- class time.

1.3 Communication processes will consider:

- Staff and student needs
- Emergency management agencies (e.g. WA Police, Fire or Emergency Services Authority)
- The requirements of the governing body, Anglican Schools Commission and Department of Education Services
- When preparing communications for parents following an evacuation or lockdown, the Principal will liaise with the ASC and DES

1.4 Records and documentation associated with Evacuation and Lockdown will be recorded in The Emergency and Critical Incident Diary, which is maintained by the Principal.

1.5 Scope: This Policy applies to all Staff and students and visitors to the school.

## **2.0 DEFINITIONS**

### **2.1 Evacuation**

An emergency Evacuation is the urgent immediate escape of people away from an area that contains an imminent threat, an ongoing threat or a hazard to lives or property. It is essentially the temporary but rapid removal of staff and students away from a building or disaster area as a rescue or precautionary measure.

The causal factors for the consideration or enactment of an emergency Evacuation could be due to:

- A fire outbreak in or near a building
- Toxic waste spill
- A bomb scare
- Gas leak.

### **2.2 Lockdown**

A Lockdown is a state of containment or a restriction of progression, a security measure taken during an emergency to prevent people from leaving or entering a building. It is essentially the securing of Staff and students within buildings and stopping or restricting any access into buildings and ceasing external movement about the school until the threat or risk has been resolved.

The causal factors for the consideration or enactment of a Lockdown could be due to:

- An incident on, or in close proximity, to school grounds which introduces hazards to the school environment e.g. an actual or potential toxic gas or liquid emission;
- An incursion onto school grounds of a dangerous animal;
- A rapid onset extreme weather event;
- An incursion onto school grounds, of a policing action which may involve the use of force or violence;
- A threat being made against the students, staff or school;
- An act of violence on school grounds or nearby which increases the risk to staff or students;

- A direct violence against the students or staff;
- An act of terrorism in, about or near the school

### 3.0 ROLES AT TIME OF ACTIVATION

Incident Controller for Evacuation/Lockdown	
Actions to activate an Evacuation or Lockdown	Notes/Completed
Verify that the incident is real. Liaise with School Staff, or other agencies and ASC in considering an Evacuation or Lockdown	Principal/Assistant Principal
Activate Evacuation or Lockdown using the predetermined activation signal.	EMAIL/ PA with ' <b>Staff please implement Evacuation/Lockdown procedures.</b> ' ELC will be advised by a phone call.
Advise WA Police and other appropriate emergency service agencies	Principal/Assistant Principal
Advise ASC	Principal/Assistant Principal
Guide visitors to safety	Admin Assistants
Divert parents and returning groups from the School.	Admin Leader
Ensure a telephone line is kept free	Business Manager
If possible, stop the school siren from sounding period changes or break times.	Assistant Principal
Secure external doors and Entrances.	Admin Assistants and Building Wardens
Keep main entrance as the only school entry point. This entrance will be constantly monitored and no unauthorized people have access.	Facilities Manager or delegate.
A delegated Staff member will wait at the main entry to the School to guide emergency services, personnel, if safe to do so.	Facilities Manager or delegate
Ascertain if all students, staff and visitors are accounted for.	Heads of Years and Heads of Schools
Record some details of actions undertaken and times in The Emergency and Critical Incident Diary.	Principal
Emergency Medical First Aid	School Nurse
Psychological First Aid	School Psychologist

## 4.0 BUILDING WARDENS

4.1 The following people or their delegates are responsible for checking that buildings/ rooms are empty and locked (**if this is a fire emergency, do not lock the rooms**) before going to the oval:

Admin and Library	Mrs Penney & Mrs McKibbin
Senior Academic Centre	Canteen – Tori Cooper Home Ec – Jess Gazia Locker Bays and Stairwells – Susie Edwards and Jen Bailey Smith 1 <sup>st</sup> Floor – Wendy Watts and Ray Williams 2 <sup>nd</sup> Floor - Daniel Lehman and Caroline Bamford
Busselton	Art - Nadine Bastow IT - Andrea Holloway and Christine Koopman
Cottesloe	East Side - Sharon McCarthy and Ceris Graham West Side – Joe Da Costa
Dunsborough	Kelley Nebel and Josh Andrews
Design & Tech	Julian Spada and Tom Jones
Floreat	Mike Day and Alex Thomas
Change Rooms Fitness Centre Pavilion	Sharon McCarthy and Nick Irwin Ceris Graham Pat Squire and Carissa Tucker
Chapel and Parish Centre	Scott Rowland and Stewart Shattock
Performing Arts Complex	Jamie Cant and Pam Grubb
Hall	Kerry Kais and Mandy Cosser
Junior School 4/5Block	Joel Martin and James Lanigan
Junior School 2/3 Block	Mark Pressley and Karen Hues
Other Primary Buildings & Grounds	Michael Barton and Ros Ferrier
ELC Building	Linda Sweet and Julie Collie
Maintenance Shed and Workshops	Matt Phillips and Jesper Rassmussen

## 4.2 LOCKDOWN

In the event of a lockdown, each Staff member is responsible for the securing of their classrooms and students. If it deemed safe, Wardens should check the external doors of the building to ensure they are locked.

## 5.0 EVACUATION PROCEDURES – Whole School

**A CONTINUOUS RINGING OF THE SCHOOL BELLS, ALONG WITH BROADCAST E-MAIL AND VERBAL MESSAGES VIA THE TELEPHONE / INTERCOM SYSTEM, INDICATES A STATE OF EMERGENCY THAT REQUIRES IMMEDIATE EVACUATION OF THE SCHOOL BUILDINGS.**

### 5.1 Staff Actions for an Evacuation

Upon hearing the alarm or when directed by a warden:

- Prepare to evacuate.
- Get the workplace ready to be left unattended. Shutdown computers; turn off gas and electrical equipment.
- For fire, close the doors as you go – **do not lock them**
- For other emergencies, lock the door.
- In an orderly manner, assist students to the muster points on the Secondary oval.
- Assist any person in immediate danger.
- Students and Staff who require assistance to evacuate are to go to the nearest and safest road.
- Leave the building via the nearest safe route.
- Move calmly to the assembly points on the Secondary Oval.
- Assembly Points – Heads of Year are Wardens on the Secondary Oval.
- Year 6 students will be in Home Groups, northern end, behind the Middle and Senior School students.
- Middle and Senior School students will be in PCG/House Groups on the Secondary Oval, eastern end
- Teachers who have no PCG and Education Assistants are to be available to provide extra supervision.
- Music Tutors are to accompany students to the Secondary Oval and ensure that the student's teacher is aware of the student's presence
- Junior School students will be in Year Groups on the Secondary oval, western end.
- ELC students will be in Year Groups, Head of ELC is the warden

### 5.2 Other Staff

- .Music Tutors are to report to Head of Music indicating their presence.
- The Business Manager and Assistant Principals are to ensure that all Staff are present. Grounds, Maintenance, Library, Canteen, Wellness and other Admin Staff should report to the Business Manager.

### 5.3 Once Assembled

- PCG Tutors/Homeroom Tutors take the roll and report to Head of Year names of missing students who have **not** been marked absent during the day.

The Admin Assistants from each school will have a list of absentees who have left school early.

- Follow closely the instructions of Heads of School – stay calm and quiet.
- Wait for the okay from the Assistant Principal to re-enter the buildings. This will happen when the Assistant Principal is confident that the emergency has been averted and it is safe to return to classes.

**In the event of an emergency evacuation occurring during a non-class time, eg recess or lunch, ALL STAFF will direct students to the Secondary or ELC Ovals.**

## **6.0 LOCK-DOWN PROCEDURE - Whole School**

6.1 Not all emergency situations require that the School to be evacuated to external venues. Situations may arise in which the safety and well-being of students and staff are best served by staying in buildings. Such events may include chemical spills, noxious gases or smoke in the atmosphere, extreme weather events or aggressive/armed intruders being on site.

**INTERMITTENT RINGING OF THE SCHOOL BELLS, ALONG WITH BROADCAST E-MAIL AND VERBAL MESSAGES VIA THE TELEPHONE / INTERCOM SYSTEM, INDICATES THAT AN IMMEDIATE LOCKDOWN IS REQUIRED.**

Upon becoming aware of the circumstances, the Business Manager or the Assistant Principals (or any other member of the Executive staff in their absence), will inform the school by means of

- (a) repeated, short, intermittent ringing of the bells and**
- (b) arranging for a broadcast e-mail and telephone/intercom messages to be sent to all staff indicating “IMMEDIATE LOCKDOWN”.**

He/she will also ensure that calls are made to the appropriate emergency services.

### **6.2 Staff Actions during a Lockdown**

- If in class, stay in the classroom.
- If out of class, move to the closest classroom or safe area.
- Direct students who are out of class into their regular class or closest classroom
- Do not leave classroom to get students.
- Close the classroom door; lock if possible. If in a classroom without doors, move into the closest classroom with doors.
- Close windows, blinds and shutters.
- Turn lights off.

- Keep all people close to the ground (e.g. on the floor) and away from windows and doors.
- Tell students that mobile phones are not to be used and are to be turned off.
- Stay calm and encourage others to be calm and quiet.
- Provide information to the Heads of School, as required (e.g. location of intruder)
- Do not allow any unauthorised people into the room.
- Remain in the room until the de-activation signal is given.
- If emergency medication is required, contact the Nurse in the Wellness Centre.
- When de-activation is signalled, listen for/await any specific instructions from the Assistant Principal

### **6.3 ALL CLEAR**

**The lockdown remains in place until the all-clear is sounded.**

**This will be a number of longer bell-rings as well as broadcast e-mail and voice message over the telephone-intercom system to all staff.**

The Admin Leader will contact the following Emergency Services as deemed necessary:

<b>POLICE</b>	000 or 9222 1111 or 9403 1000 (Hillarys)
<b>FIRE</b>	000 or 9409 8633 (Wangara)
<b>HOSPITAL</b>	9400 9400 (Joondalup)
	9382 8222 (PMH)
	9389 3333 (QEII)
	9224 2244 (RPH)

## **7.0 PRACTISING EVACUATION AND LOCKDOWNS**

7.1 In Terms 1 and 3 of each school year, the Evacuation and Lockdown strategy is to be reviewed and then briefed to all Staff and students. A formal practice of Evacuation and Lockdown is to be undertaken in each of these terms.

## **8.0 MEDIA STATEMENTS AND SOCIAL MEDIA MANAGEMENT**

8.1 Only the Principal will issue a media statement about a critical incident. The impact of social media is a shifting variable that is a medium for both controlled and uncontrolled communications. Inaccurate information posed on social media sites can raise public alarm, increase the risk to the school, affect the school reputation and have longer-term effects. St Mark's and the ASC have the capability to monitor, correct mitigate or alter inaccurate social media dialogue.

## **9.0 DEBRIEFING and REPORTING**

9.1 After the finalization of an Evacuation or Lockdown, a debrief meeting should occur with key personnel to capture and record the learnings from their respective areas regarding actions. The information gathered should be used to complete the Emergency and Critical Incident Diary.

9.2 As the incident requires school closure, evacuation, lockdown or reduction of number of students or Staff attending, the Principal must, within 48 hours, complete within 48 hours, the online Critical Incident Report Form.

<http://www.des.wa.gov.au>

9.3 This report must be emailed to the Chair of the ASC. The Chair of the ASC will notify the Director General using the form which has been completed by the Principal.

Information about the Incident will be kept in the School's Critical and Emergency Register.

The ASC will determine if this incident should be forwarded to DES.



**Appendix 1**



EMERGENCY AND CRITICAL INCIDENT DIARY

INCIDENT: \_\_\_\_\_ (EVACUATION OR LOCKDOWN)

DATE: \_\_\_\_\_

COMPILED BY: \_\_\_\_\_ (Principal or delegate)

Time	Particulars of Incident	Action	
		Required	Taken

Review Date: \_\_\_\_\_

Changes to be Implemented:

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