

# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
On-Site Evacuation Procedure	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Evacuate students, staff and visitors out of the building to - Beveridge Community Centre.if this is the evacuation option.</li> <li>• Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.</li> <li>• Once at your primary (Arrowsmith St) and/or secondary (Lithgow St) assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul> <p><b>Actions after on-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide).</li> </ul>
Off-site evacuation procedure	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Report the emergency and evacuation to Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Identify which off-site assembly Point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to - Beveridge Community Centre</li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Contact parents if required.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> </ul>
<p>Actions after off-site evacuation procedure</p>	<ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide).</li> </ul>
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety 'LOCK DOWN' the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <p><b>ALERT / ALARM:</b> The announcement will state the following:</p> <ul style="list-style-type: none"> <li>○ <b>Could Mr <u>LOCK</u> please make your way <u>DOWN</u> to the office – repeated 3 or 4 times.</b></li> </ul> <p><b>LOCKDOWN PRACTICES:</b></p> <p><b><u>OUT OF CLASS TIME (BEFORE SCHOOL / RECESS / LUNCH / AFTER SCHOOL)</u></b></p>

- All students go to their classrooms unless otherwise instructed.
- **STAFF MEMBERS IN MAIN STAFFROOM GO TO THEIR CLASSES**
- Staff present in appropriate building need to ensure that doors are accessible.
- Follow procedure from step 3 in "During Class time" below.

#### **DURING CLASSTIME**

1. In this case it is mandatory that all students and adults remain in the classroom.
2. If children, a class or an adult is caught outside a classroom when the announcement is announced they must immediately go to the closest room/building they can before that room is locked down and join whoever is in that room.
3. Staff who are not teaching at the start of lockdown should go to the nearest classroom. Staff, should check outside areas for students and direct them to the nearest classroom.  
Staff without a class – check toilets and rest of neighbourhood.
4. Lock doors, windows and close blinds in room. Turn off heating / cooling, lights.  
(STAFF)
5. Position students, visitors and teachers on the floor against the door wall or in the **most non-visible positions** (predetermined) NB: This procedure must be tailored for the individual rooms being used.
6. In the classroom:
  - Mark the class rolls.
  - Report any teachers / student absences to the Team Leader who in turn will report all absences to the office. (If no team leader is present in the building please nominate one staff member to liaison with the office
  - Emergency Lockdown Rolls are located in the red folders in the classroom.
7. Office to liaise with *Business Manager/Finance administrator* to relay any missing staff to be verified via diary and to notify those staff not to approach the college and to notify the police of any missing students or staff members.
8. Do **not** allow students to use the classroom phone if there is one available.
9. Insist students and adults remain quiet.
10. Once a lockdown has been initiated (rooms are locked), no one is to open the door under any circumstance.
11. Remain in this position until "all clear" is announced.
12. After the all clear is sounded the Incident Controller can authorize the contacting of parents.

#### **ALL CLEAR**

- The '**ALL CLEAR**' announcement will be communicated by the Incident Controller only via announcement system.
- The '**ALL CLEAR**' announcement will state the following:
  - "**The LOCKDOWN has now ended.**"
- **It is critical that staff who are out of school, for whatever reason, register their movements in the diary. Business Manager/Finance administrator will be responsible for contacting them about the emergency and advise them not to approach the college.**

<p>Actions after lock-down procedure</p>	<ul style="list-style-type: none"> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) if required.</li> <li>• Undertake operational debrief to review the lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record (refer to Part 2 of the Guide). Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ lock doors to prevent entry</li> <li>○ check the premises for anyone left inside</li> <li>○ obtain Emergency Kit</li> </ul> </li> <li>• Report the emergency and lock-out to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Go to the designated assembly point/s - Beveridge Community Centre</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> </ul>
<p>Actions after lock-out procedure</p>	<ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region (regional Manager, Operations and Emergency Management) as required.</li> <li>• Prepare and maintain records and documentation.</li> <li>• Undertake operational debrief to review the lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record</li> </ul>
<p>Shelter-in-place procedure</p>	<p>When an incident occurs outside the school and emergency services or the Incident Controller (Chief Warden) determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Incident Controller on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• <b>Call 000</b> and inform emergency services of the nature of the emergency.</li> <li>• Incident Controller activates the Incident Management Team.</li> <li>• Move all students, staff and visitors to the pre-determined shelter-in-place area -Classrooms. Bluestone building.</li> <li>• Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.</li> <li>• Report the emergency and shelter-in-place to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Ascertain (as possible) if all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.</li> <li>• Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.</li> </ul>
<p>Actions after shelter-in-place procedure</p>	<ul style="list-style-type: none"> <li>• Advise the Incident Support and Operations Centre and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.</li> <li>• Determine whether to activate the parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).</li> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from the region (regional Manager, Operations and Emergency Management) as required.</li> </ul>

	<ul style="list-style-type: none"><li>• Prepare and maintain records and documentation.</li><li>• Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.</li><li>• Complete your Post Emergency Record (refer to Part 2 of the Guide).</li></ul>
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