

BIDWILL PUBLIC SCHOOL



EMERGENCY PROCEDURES POLICY

LAST REVISED DECEMBER, 2007

BIDWILL PRIMARY SCHOOL

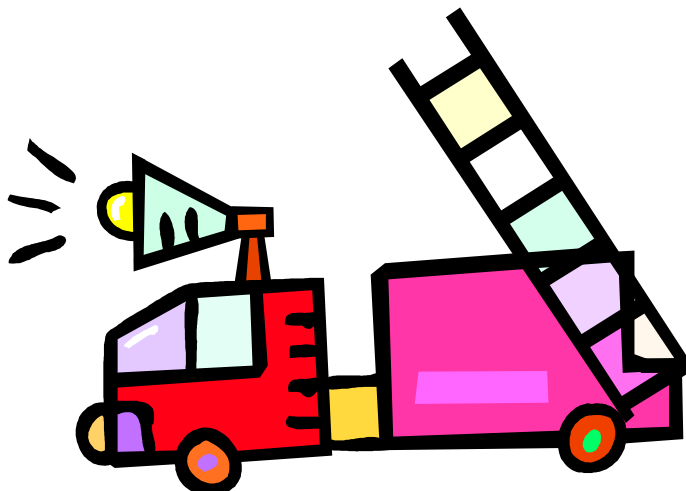
In the best interest of the staff and students the following policies and procedures should be implemented

Secure Rooms

Lockdown

Emergency Evacuation

Critical Incident Policy



Procedures at Bidwill Primary School in the event of:-

There are three different procedures at Bidwill Public School that need to be followed depending on the call made by the Principal.

Incident	Indicator	Response	Outcome
<i>Secure Rooms</i>	A message will be made over the telephone PA system to “ <i>Secure Rooms</i> ”	Teachers are to shut/lock classroom doors. ALL teachers, students and visitors are to remain in their rooms until further notice. A Senior Exec Member will do a sweep of the oval, basket ball court, preschool, library to ensure anyone outside is advised of this situation.	A message will come back over the PA system to advise teachers to “Return to normal classrooms”
<i>Lockdown</i>	10 short bells A message will be made over the telephone PA system to “ <i>Teachers please lockdown your classrooms</i> ”	Teachers are to shut/lock classroom doors & windows. Pull down blinds and not look out windows. ALL teachers, students and visitors are to remain in their rooms until further notice. A Senior Exec Member will do a sweep of the oval, basket ball court, preschool, library to ensure anyone outside is advised of this situation	A message will come over the PA system to advise teachers to “Return to normal classrooms”.
<i>Emergency Evacuation</i>	1 long continuous bell A message will be made over the telephone PA system to “ <i>Evacuate – leave the building</i> ” <u><i>See guidelines attached for roles and responsibilities</i></u>	Teachers are to assemble classes in two lines and escort them from the room to the ‘safe area’ indicated on the yellow posters inside every room and the exit route to be followed. Children, teachers and visitors will all assemble in the ‘safe area’ and follow instructions by the <i>Fire Warden</i> (wearing the yellow vest). Teachers will be given their class rolls and wait for further instruction.	The Fire Warden and Senior Exec Staff will assess the situation and give instructions when it is safe to return to classrooms.

Emergency Evacuation Procedures

The following procedures are to be implemented when an Emergency Evacuation is declared. The emergency situations that could be encountered at Bidwill include:

Internal

1. Fire
2. Bomb Threat
3. Explosion
4. Civil Disturbance

External

1. Fire
2. Civil Disturbance
3. Criminal Offence
4. Terrorist Activities
5. Flood
6. Severe Windstorm
7. Transport Accident

Declaring and Emergency Evacuation/Internal Lock Down

The Principal will officially declare that an Emergency Evacuation/Internal Lock Down is necessary. In the event of an emergency occurring when the Principal is absent from the school the most senior executive staff member will declare that an Emergency Evacuation/Internal Lock Down is required.

Office staff will be in contact with executives via walkie talkie.

Emergency Evacuation/Internal Lock Down Signal

One long continuous ring of the school bell or hooter will signal for an Emergency Evacuation. Staff to use words: “**Evacuate – leave the building**”.

Internal Lock Down – 10 short bell rings. All students to be kept inside their classroom. All doors and windows to be locked. Buildings to be locked and secured. Executive staff / Building Monitors to ensure students are inside classrooms and buildings are locked. A short bell ring will signal the end of the lock down. Principal to arrange for the locking of external gates if necessary.

Emergency Evacuation Target Time

The target time for the external evacuation is 3 minutes.

Review of Emergency Evacuation Procedures

The Serious Incidents Committee will revise these Emergency Evacuation procedures at the beginning of each year. Any alterations will be made during the year as necessary or following evacuation drills.

**THESE EMERGENCY EVACUATION PROCEDURES WILL BE
PRACTISED AT REGULAR INTERVALS.**

Roles in Emergency Evacuations

Principal	Deputy Principal	Building Monitors	G.A.	Class Teachers	SASS Staff
<ol style="list-style-type: none"> 1. Declares the Emergency Evacuation. Contacts D.P. and School Admin Manager 2. Contacts emergency services required for the emergency situation. 3. Contacts High School Principal and District Office. 4. Meets and liaises with Emergency Services on site. 5. Supervises the control of the safe area with executive staff. 6. Consults with Emergency Services as to when it is safe to return to the buildings. Declares emergency evacuation completed and normal activities can resume. 7. Principal to record non compliant students & provide risk assessment & management plan for Emergency Evacuation Procedures. 	<ol style="list-style-type: none"> 1. Ensures that all teachers are aware that an Emergency Evacuation has been announced. 2. Checks hall, library, staffroom and external toilets have been evacuated. 3. Consults with Assistant Principals to ensure that all students and staff have assembled in the safe area. 4. Supervises parents who may be arriving to pick up their children. 5. Assist in restoring the school to normal routines. 6. DP's to follow up on missing students 	<ol style="list-style-type: none"> 1. Check that classrooms in their relevant building, either B Block or C Block, have been evacuated. 2. Check internal toilets in their buildings 3. Ensure all classes from your Block are present in the safe area. 4. Supervise students in the safe area with other Teachers. 5. Ensure Emergency exits are not blocked (especially external doors) 6. Teachers to record names of non compliant students to give to Principal. 7. Close ONLY internal doors and windows. LOCK external doors. 8. 2 monitors per building – meet outside block before making way to Fire Warden 	<ol style="list-style-type: none"> 1. Will move to designated points of entry to ensure emergency vehicles have appropriate access. i.e Bunya Rd or Kidd Close. 2. Will direct emergency vehicles to appropriate areas. 3. Will assist Fire Warden 4. The General Assistant will be prepared to turn off the main power, gas and water if necessary 	<ol style="list-style-type: none"> 1. Close doors and windows if possible 2. Take class roll if not already sent to the office and pen or pencil. 3. Organise students into 2 lines and supervise controlled movement from the classroom to the safe area via the Emergency Evacuation Map. Teachers should follow the prescribed exit route. 4. Students leave their bags, lunches and other belongings in the classroom. 5. Once in the safe area teachers should sit their students in two lines and mark their class roll. Report any missing children and the last known location to Assistant Principals. <p>Teachers continue to supervise their students until the Emergency Evacuation has been declared over.</p>	<ol style="list-style-type: none"> 1. The School Admin Manager will inform the Library staff and Preschool of the need for an Emergency Evacuation. 2. The SASS staff will bring OASIS class rolls 3. The SASS staff will bring a CB radio (Jen and office) and mobile phone. 4. The SASS staff will bring Teacher, SASS staff, Casual and Visitor sign on books. 5. SASS staff to bring first aid kit and puffers. 6. SASS staff to bring Emergency Contact Phone List.

- Building Monitors 2007–**
 Garnon
 C Block – Reading Rec Teacher- Robyn Rose STLA – Vicky
 B Block – STLA – Alex Lane Teachers Aide – Karin Hanshaw
 Preschool – Narelle Goodwin/Michele Preston
 Admin – Joanne Nieass/ Leanne Starling
 Library -