

# **EMERGENCY PROCEDURES**

## **EVACUATION/LOCKDOWN/LOCKOUT**

*These procedures are used only in serious situations which may lead to injury or threat to the safety and welfare of students, staff and visitors at the school. Some examples include: fire, gas leak, intruders and/or weapons, serious accident or damage to buildings, explosion, etc.*

In any such incident, it is very important that everyone keeps as calm as possible and that all students and staff (and visitors to the school) IMMEDIATELY follow procedures and/or instructions of teachers and other school staff in order to ensure the best possible levels of safety and welfare for everyone.

Two emergency drills or trials will be held at random times each year so that everyone knows and understands (and practises) the correct procedures, should an emergency arise at the school.

### **\*\*\*EVACUATION ... signalled by the continuous ringing of the school bell.**

In this emergency situation, the aim is to get everyone **out of the school buildings**, using the nearest appropriate exits and assembled in a safe place at the far end of the school oval, near the farm. A diagram showing the evacuation exit for each room is posted at each classroom, staffroom, library or office door.

- Students must follow teacher's instructions.
- All bags are to be left in the classroom.
- All rooms are to be evacuated in an orderly fashion.
- Valuables should not be left in rooms. Take them with you.
- Once reaching evacuation area, students are to be seated quietly in alphabetical order in straight lines and in Roll Class groups as indicated by coloured markers.
- All rooms and playground areas will be checked by designated school staff.
- All student rolls will be marked and staff lists/visitors' logs checked.

### **\*\*\* LOCKDOWN/LOCKOUT ... signalled by continuous sounding siren.**

In this emergency situation, the aim is for everyone to **remain inside the school buildings** (away from windows) and all doors to remain LOCKED.

- Staff and students must remain locked in rooms until the situation is declared "safe" and the "all clear" given by Police and/or Principal. At the end of a Lockdown or Lockout situation, a school bell will ring and a short recess break will commence.
- Students involved in PE or Sport should IMMEDIATELY move to the school hall.
- If the Lockdown/Lockout siren sounds before school, during recess or lunch, all students and staff should IMMEDIATELY return to the classroom used in the previous period. If siren sounds before school, all students and staff should IMMEDIATELY move to Roll Class areas.

LOCKDOWN procedures maximise safety by keeping everyone in secure areas.

LOCKOUT also prevents unauthorised intruders from entering school grounds/buildings.