



# Colo Heights Public School

## Emergency Evacuation and Lockdown

### Policy Statement

Last revision: 2005

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#### Rationale

In the event of an emergency all persons on school premises may need to be removed to ensure their safety. These procedures provide guidelines for such an evacuation.

#### Aims

- To ensure the safety of all people on school premises

#### Situational Analysis

The school is situated on the top of a timbered, sandstone ridge, at the edge of the Wollemi National Park, so it is surrounded by many large trees and hectares of bush land. The playground is well cleared, however, it contains many large trees (i.e. 20 metres in height). Along the southern boundary is the Windsor-Singleton main road.

The school's full time staff consists of 1 Principal and 1 Classroom Teacher. On various days during the week a number of other people are in the school - i.e. Part-Time Teacher, Support teacher, Librarian and full time Senior School Assistant.

All buildings are free standing and separated by at least four metres with no means on internal communication. Telephones are located in the double classroom block and the administration building.

#### Services (Utilities)

##### Electricity:

Each building has its own main control box (see plan in office for the location of box and various keys). Except for the wires from the street, all buildings are connected by underground cables.

##### Water:

The school's water supply is provided by roof catchment into above ground tanks which are situated below the water outlets, necessitating the use of an electric pump. Should there be a power failure, the school has been provided with a generator for direct connection to the water pump. (See plan for the location of generator and necessary keys and instructions.)

#### Evacuation Procedures

##### Roles

Emergency Action Coordinator	Principal
Deputy Emergency Action Coordinator	Classroom Teacher

**Warning Signal:** Continuous ringing of the bell

##### ***During Class Time (Immediate Evacuation)***

Each teacher in charge of a class or group of children, upon hearing the warning signal shall;

- immediately collect class roll and evacuate of the building
- close all windows and doors as they leave if possible
- organise the safe movement of all children to the cleared area of the playground (towards the adjacent Bush Fire Brigade building)
- ensure adequate supervision of children whilst awaiting Coordinator's instructions
- no bags are to be taken and no student or staff member is to leave the evacuation area for any reason without the permission of the Action Coordinator

SAM will;

- collect school mobile, first aid kit, bottle of water and OASIS back up tape and move to evacuation area

Emergency Action Coordinator will;

- hand their class to the Deputy Coordinator after class roll has been checked and all students have been accounted for
- check all buildings to ensure that they are empty
- check that all windows and doors are closed if safe to do so
- contact appropriate emergency authorities
- Under no circumstances is any person to put themselves in danger for the sake of personal property. However, in the case of internal and external fire or windstorm the Coordinator may consider removing staff vehicles if safe to do so. No property or vehicles are to be removed in a Bomb Threat situation.

### ***During Non Class Time***

- all staff and students upon hearing the warning signal will assemble on the grass area in front of the Office
- the teacher on duty will sit the children in classes until all staff are in attendance
- Emergency Action Coordinator will inform staff whether the students will be evacuated or returned to class.
- if evacuation is necessary the Deputy Coordinator will walk the students to the evacuation area.
- the Coordinator will check all buildings to ensure all students and staff are aware of the emergency, shutting all doors and windows if safe to do so. He will also collect class rolls and pass them onto the Deputy Coordinator to be marked.
- the Coordinator will notify the appropriate authorities

### ***Emergencies at Home Time:***

- In an emergency situation (Flood, Fire, Windstorm) the Coordinator will need to seek advice before allowing children and staff to go home. It may be necessary for students to stay at school until parents are able to pick the children up themselves, or in a widespread fire situation, to billet overnight at the school, the hall or safe houses.

### **Lockdown Procedures**

When a situation arises where students and staff need to be isolated from danger, lockdown procedures will be followed.

### ***During Class Time***

- principal will inform staff that lockdown procedures need to be followed
- staff will lower blinds and shut and lock all windows and doors
- staff will inform principal if any student is unaccounted for
- students will move to the centre of the room and be involved in lessons as close to normal routine as possible
- all staff and students will remain in rooms until lockdown procedures are revoked

- no person will leave the room they are in during lockdown under any circumstances
- principal will notify appropriate authorities

### ***During Non Class Times***

- principal will ring bell, then direct all students to the nearest appropriate building
- procedures will follow those for class time lockdown

### **Follow up Procedures**

After Emergency Evacuation or Lockdown procedures are implemented the principal will follow procedures as outlined in the Serious Incidents Management Policy

### **Preparedness**

Evacuation and Lockdown drills will be held and evaluated at least once per semester

### **Related documents**

Serious Incident Management Policy

## Appendix A - Emergency Services

Bush Fire Brigade	45650251
	45650281
Ambulance/Police/Fire	000
Police	45774111 - Windsor
	45781444 - Richmond
State Emergency Service (S.E.S.)	45751280
School Education Director	9208 7611
Safety and Security Directorate Hotline	1300 363 778

## Appendix B - Emergency Evacuation Drill and Evaluation

Date of Drill:
Time of Drill:

<input type="checkbox"/> All students assembled	<input type="checkbox"/> All staff assembled
<input type="checkbox"/> All buildings checked and empty	<input type="checkbox"/> First aid kit
<input type="checkbox"/> Mobile phone	<input type="checkbox"/> OASIS backup

Drill completed at
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Comments
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## Appendix A - Emergency Services

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## Appendix C - Lockdown Drill and Evaluation

Date of Drill:
Time of Drill:

<input type="checkbox"/> All buildings secured	<input type="checkbox"/> All staff and students inside secured buildings
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Drill completed at
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Comments
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## Appendix D – Evacuation Plan

