



Irfan College Emergency Evacuation and Lockdown Policy and Procedure

Prepared by: Executive Staff

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Emergency Evacuation Procedure

Purpose:

In the event of fire, severe storm, earthquake, explosion, plane crash, toxic spill, siege, hostage incident or bomb threat, evacuation of the College buildings will be required to ensure the safety of all students, staff, parents and visitors.

Aim:

The aim of the Emergency Evacuation Procedure is to:

- evacuate all students, staff, parents and visitors in an organised and controlled movement from a threatened danger area to a safe area;
- evacuate everyone from school buildings to the safe area in the minimum possible time; and
- ensure that exposure to danger and the possible risk of injury are minimised.

Site Analysis:

The areas in the school where a fire, explosion or toxic spill are most likely to occur include:

- computer rooms
- staff room
- administration office area

Evacuation Procedure:

Initial Emergency Notification

1. In the event of an emergency, the person (teacher or responsible student) witnessing the incident must alert the office and state the nature of the emergency.
2. The office staff member receiving the incident alarm (nominally the school secretary), will notify the principal. If the principal is out of the school, then the next most senior staff member should be contacted and informed of the emergency immediately.
3. The school secretary will then contact the Emergency Services (Fire Brigade/Police) by dialling '000' on an external telephone line. If the external landline telephone system is not functioning, the school mobile phone is to be used. The following information is to be communicated to the Emergency Services:
 - school name, address and telephone number;
 - details of the incident (fire, explosion etc); and
 - indicate that evacuations are being carried out
4. The Principal (or other person nominated by the Principal) will sound the evacuation signal. (ALARM).

CONTINUOUS BELLS - 15 seconds (if there is electrical power)

or
HAND BELL - 15 seconds (if there is no electrical power)

TO BE REPEATED AS NECESSARY

Administration Staff Actions

1. In the event that the principal is absent from school, the business manager and teaching and learning coordinator will adopt the role of Chief Warden.
2. Where practicable, all electricity and gas should be switched off at the appropriate main switch.
3. The principal will collect and transport to the Emergency Evacuation Assembly Area, the following items:
 - Daily changes and student absences sheet
 - Student Family Details Folder
 - Staff Details Folder
 - Timetable Folder
 - College computer Back-up tapes, discs, CDs etc.
4. Office staff is to carry out the following actions:
 - shutdown each computer in the office
 - evacuate students from the first-aid room
 - ensure all monies are secured

Classroom Teacher Actions

1. Teachers in class rooms are to instruct their students to evacuate to the Emergency Evacuation Assembly Area at the front of Admin Office.

The teacher is to ensure the following procedure takes place.

- students cease work immediately
- leave all books, practical work, personal possessions and bags
- at the direction of the teacher, students stand and move out of the room in a controlled and quiet manner
- the teacher is to accompany their class to the Emergency Evacuation Assembly Area
- follow the escape route indicated on the Emergency Evacuation Map next to the room exit
- if practicable, the teacher is to close all the windows in the room
- the door is to be closed after the last person exits - do not lock it

NOTE: in the event that the alarm is sounded at recess or lunch, all teachers will move to the playground areas and assist staff on duty to move students.

2. As each class reaches the Emergency Evacuation Assembly Area, the students are to assemble into classes under the direct supervision of their teacher. Students are to remain assembly area

until the ALL CLEAR is given by the Fire Brigade and/or communicated by the Chief Warden (Principal).

3. Class teachers will mark their class roll, and check it against the daily absences sheet. The names of students missing must be given to the Assembly Warden. (Teaching and Learning Coordinator)
4. The Assembly Warden will notify all known missing students, staff and visitors to the Police/Fire Brigade.
5. Staff with special responsibilities are to carry out their duties and report immediately to the Administration Marshall at the Emergency Evacuation Assembly Area to have their name checked against the staff list.

General Considerations

1. Regular inspection and maintenance of installed fire protection equipment must be undertaken. (AS1851.1 and AS2444)
2. The priority for staff is the evacuation and supervision of students. Staff is not to engage in any fire fighting operations until the evacuation is complete and ONLY if trained to use the equipment.
3. Students are never to be utilised in any fire fighting activities.
4. An Emergency Evacuation Box will be set up and housed in the kitchen area of the school office. It will be suitably labelled, in clear view and readily accessible.
Items included in this box will include:
 - First - aid supplies
 - Blanket
 - Current class lists
 - Evacuation Personnel Bibs (black print on yellow back and front)
 - Loud Hailer (Megaphone) and a set of fresh batteries

Emergency Evacuation Responsibilities:

Evacuation Role	Staff Position	Emergency Evacuation Responsibilities
Warden Chief	Head of College	Ensure all necessary functions and actions for an effective evacuation. Liaise with parents, community, press. Communicate the ALL CLEAR.
Deputy Warden	Business Manager	Act as Chief Warden in Principal's absence. Assist the Chief Warden. <u>Sound the evacuation ALARM.</u> Shutdown the Administration File Server. Check the Administration Area for electricity shutdown. Collect casual teachers list/details. Check the Staff attendance and notify the Warden Chief of staff missing.
Replacement Warden	Primary and Secondary Curriculum Co-ordinator	Act as Deputy Warden in the Principal's or Deputy Principal's absence.
Emergency Services Contact	Office secretary	Notify the Principal of the Emergency Telephone the Emergency Services. '000' Collect daily changes and absences sheets. Collect Family Details Folder. Collect Staff List/Details Folder. Collect Timetable Folder. Collect College Chemical Register Collect the Staff Signout book & Visitor book
Deputy Warden	Well-being Coordinator	Co-ordinate the evacuation of the College Office personnel. Collect and transport the following items to the Assembly area. Emergency Evacuation Box Mobile phone Megaphone Give class rolls to the teachers
Assistant to Administration Marshall	Office secretary	Shutdown each computer. Check First Aid room for students and assist to Assembly area. Ensure all monies are secured.
Evacuation Role	Staff Position	Emergency Evacuation Responsibilities
Emergency Services Liaison	Maintenance Personnel	Check and evacuate student toilets. Liaise with the Fire Brigade and Police on arrival. Assist Deputy Warden as directed.
Assembly Area	Primary and Secondary	Collect class rolls from the

Marshall	Curriculum Co-ordinator	Administration Marshall. Co-ordinate the Assembly Area movement. Organise the location of classes. Give class rolls to respective Teachers Notify Fire Brigade/Police of all persons reported missing.
Student Supervision	Class Teacher	Collect class roll from respective Co-ordinator. Assemble students and check the class roll. Closely supervise students and insist on them all to remain seated. Notify the Assembly Area Marshall of any student missing.
	Maintenance personnel	Shutdown gas and electricity.

Scheduled Evacuation Drills:

1. A minimum of four (4) evacuation drills will be scheduled each school year, with one (1) each school term. (AS1485-1983)
2. Two (2) of the drills will be conducted with full prior notice to staff, while the other two (2) drills will be conducted with partial notice to staff.
 - Full prior notice includes: term, week, day, time.
 - Partial notice includes: term, week only.
3. Students should be given partial notice of all four (4) of the evacuation drills.
4. An evacuation drill with partial notice will be initiated by a person arranged in advance by the Principal. A principal from a neighbouring school would be a suitable person.
5. Different scenarios will need to be created to deliberately alter the behaviour of staff and students. The means of egress to the Emergency Evacuation Assembly Area could also be deliberately blocked so that alternative routes would need to be found.
6. A debriefing after each evacuation drill will need to be conducted in an effort to gain feedback and to establish the degree of success of the drill. Formal evaluation forms will distributed to key personnel for this purpose.
7. In the case of scheduled emergency evacuation drills, the residents on the College boundary will be notified in advance and in writing. They will be notified of the proposed evacuation drill dates and times, so as not to cause them unnecessary anxiety.

Evacuation Assembly Area Considerations

1. All persons missing during an evacuation will be reported to the Fire Brigade/Police via the Assembly Area Marshall. Staff will take instruction from the Emergency Services with regard to missing students and/or staff. No person is to attempt to re-enter the school premises to search for missing people.
2. Staff is to assist Emergency Services personnel on request.
3. Students are to be carefully and closely supervised at all times.
4. No-one is to leave the Emergency Evacuation Assembly area without first gaining permission from the Deputy Warden
5. No-one is to return to the school site without the ALL CLEAR being given by the Emergency Services and communicated by the Chief Warden (Principal).
6. A secondary Emergency Evacuation Assembly Area will need to be considered in the event that toxic fumes or other hazardous situation affects the safety of people at the first Assembly Area.

Procedural Considerations

1. Purchase or fabricate Evacuation Personnel Bibs and homeroom markers. Set up the Emergency Evacuation Box with first-aid equipment and current class lists. Purchase fresh batteries for the megaphone.
2. Explain and demonstrate the evacuation procedure fully to staff and follow up with a full explanation to students. It must be impressed upon students, of the seriousness of conducting emergency evacuation drills. The expectations of student behaviour during these drills will be very high.
3. Emergency Evacuation maps and Procedures are to be displayed prominently in every classroom and workplace in the College.

Lockdown

Rationale

Staff, students and visitors in Irfan College, have the right to learn, work and be present in a safe and secure environment. However the possibility of a major incident of violence is a reality which cannot be overlooked. Everyone who spends any amount of time at Irfan College on a regular basis, needs to know how to protect themselves and how to protect our children, in the event of a major incident or threat of school violence.

Roles and Responsibilities

Clearly defined roles, responsibilities and expectations are critical in emergency situations. At a minimum, plans should include expectations of staff, students, parents and police.

Effective Practices

Principal -The Principal is responsible for over-all planning, the final content of the plan, scheduling of drills and training of students and for the overall safety of staff and students. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation, however the Principal shall provide full cooperation with police.

Staff – School staff, and in particular administrators, have the overall responsibility for the training, safety and well being of students. Administrators during a violent incident have additional responsibilities in terms of working closely with police.

Students – Students have a responsibility to be familiar with the plan and to respond quickly to the direction of staff during a crisis situation. Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident, must come forward with that information as soon as possible. This is also the case during an incident.

Police – Police are responsible to respond to and investigate violent incidents. During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration and other emergency services, throughout the process.

Parents/Guardians – Parents and guardians must be informed of the existence of this plan and should reinforce with their children, student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation

Lockdown Procedure

The following lockdown procedures should take place for response to a severe storm / dangerous animal / siege / hostage / dangerous airborne particles or similar emergencies where students are required to **remain indoors or return to classrooms**. Staff are required to ensure that they and their students are familiar with these procedures.

1. An alarm will be raised by an External Public Announcement. This will be followed by an Internal Public Announcement with emergency details.

The person who discovers the emergency should contact admin immediately so emergency services may be contacted and emergency procedures are put into action.

2. In some cases of a siege or hostage, notification of the situation may be by telephone or other means as it may trigger a dangerous response from the intruder

3. Lock all doors and windows, turn off lights and fans and sit under a desk. Keep a low profile by sitting on the floor and out of line of sight of doors and windows until the “ALL CLEAR” is given.

4. Administration will also delegate staff to undertake a complete sweep of all school buildings where it is safe to do so.

5. Staff members are required to include and take charge of any visitor / contractors that are in their vicinity at the time of the alarm activation.

6. Teachers should complete a roll call and advise admin that all students are accountable for or of any missing students and their whereabouts. Also inform Admin of any extra students/visitors present in the classroom at time of lockdown.

7. Encourage everyone to remain seated and calm. Insist on silence. Students must not use mobile phones

8. Staff are not to place themselves at risk at any stage.

9. Phone lines are to be kept clear unless immediate threat exists. Admin will advise staff of lockdown situation as time and safety permits.

10. When the threat is over, the principal or an admin staff member acting on behalf of the principal will advise all staff of the “All Clear”.

11. Plans need to address that staff and students should be moved from washrooms into classrooms but not if it means moving into immediate danger. In those instances, staff and students should remain in the washroom and attempt to make the washroom appear vacant.

Procedures to end a Lock down

Plans should include how a lock-down will be terminated.

Effective Practices

Plans to conclude a lockdown will vary by location. It may include a general announcement via the PA system by the principal, or it may be a room to room visit from police/school administration with some sort of an identification process, so that the occupants of a locked room know in fact that whoever is giving them the all-clear, is in fact authentic. Local plans should include procedures for ending lockdowns at off-site evacuation locations. In all cases where police have responded, plans should clearly indicate that the decision to end a lockdown shall only be made after approval of the on-scene police, Incident Commander.

The College shall conduct a minimum of two lockdown drills during each school year.

Communication with Parents/Guardians/Community

Communication with parents, guardians and the community in general, is important so as to ensure a good understanding of lockdown procedures, without instilling fear.

Effective Practices

Consideration of sending a newsletter to each home at the beginning of the school year, to inform parents of lockdown procedures and to encourage parents to reinforce with their children, the importance of understanding the procedures and following staff direction.

Parents need to be informed of where they should proceed in the event of an actual incident involving a lockdown. Communication with parents around the importance of lockdowns is vital. Parents should be informed of what is expected should they arrive at school during a drill, or if they are present within the school when a lockdown is called. In all incidents of a lockdown which was not a drill, it is recommended that a communication to parents be sent home with each student at the conclusion of the school day or as soon as possible. Parents should be encouraged to ensure contact information is kept up to date so they can easily be reached by staff in the event of an emergency.

School Recovery following a Lockdown

Plans should include provisions to address the aftermath of a school lockdown.

Effective Practices

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident, will dictate who should be included in the debriefing.

In serious situations where injuries or loss of life occurs, the Board's trauma response plan will normally be initiated. In all cases, communication with parents is vital.

Plan Review

Each school plan, as well as the Board plan, shall be thoroughly reviewed annually.