EVACUATION & LOCKDOWN PROCEDURE (reviewed 2023)

EVACUATION PROCEDURES
Invoked for fire, flood, bomb threat, hostage, storm and cyclone, earthquake, toxic emission, air and transport accidents or explosion.

Evacuation is a controlled and organised movement to a safe area.
Our School oval is free of electricity and gas mains and becomes an area of least risk.
   Safe Area 1: School oval   *Backup Area:* Grassed area beside the Church

Earthquake
If no time warning, children to be instructed to crawl under desks and stay there.

Warning
- Continuous evacuation siren or hand bell/messengers if unavailable,
- An announcement over PA.

Decision
Principal, Assistant Principal/s or Admin will make the decision that an emergency situation has arisen.

Movement is under Teacher Supervision
- Students move under direction of the teacher in charge of the class at the time of the evacuation
- Class teachers to take Crisis Management files which contains class lists
- Roll call on arrival in safe area
- Students should be escorted from the classroom in a quick but orderly fashion **not running**
- Students and teachers exit from the safest and closest marked exit route/door (close the door behind you and marked as cleared)
- Each teacher will report to the Warden that all students are present or give the names of students missing
- Teachers remain with students keeping them **calm and together** in a safe area.

Classroom Damage and Injured Students
- Where injuries are sustained, **teachers** will assist recovery from classrooms – after checking it is safe for the victim and self and placing remaining class members in the care of another teacher.

Principal's Responsibilities
- Act as Warden
- Collect First Aid box (if secretary is unavailable)
- If needed by Emergency Services, amalgamate two classes and hand role of Warden to an Assistant Principal,

Warden Checklist
- All students (K-Year 6), staff and visitors to the school in Safe Area.
- Turn off electricity
- Canteen checked
- Toilets checked – staff and students
- Hall checked

- Administration Area checked
- Storerooms checked
- Library checked
- Mandjoogoorup Room checked
- Multipurpose Room, Maker Space Room and Uniform Shop checked
- Emergency Services contacted
- Injured dealt with
- Delegate responsibilities to staff without a class
- Refer to Crisis Management Plan

Education Assistant Responsibilities

PP/K EA's:
- Assist students to safe area with teacher if required.
- Check Kindergarten, Pre-Primary classrooms, toilets and storerooms

Year 1-4 EA's
- Assist students to safe area with teacher if required.
- Check Library, Mandjoogoorup Room and student toilets (including behind Hall if necessary).

Administration Officers Responsibilities
- Depending on circumstances – telephone Fire Brigade, Police, Ambulance or other Emergency Services
- Contact Pre-Primary and Kindergarten
- Check staff and student toilets, Sick Room and Admin Area
- Unlock gates near fire hydrant in drive through
- Collect First Aid Box
- Collect 'Master Evacuation File'
- If possible, print 'Emergency List' from SEQTA
- Move to safe area.

Staff not in the Act of Teaching
Check with Warden for duties, such as:
- Checking main school building – let the Warden know when these areas are clear
- Help with First Aid
- Supervise a class to allow an Assistant Principal to act as Warden or an Assistant Warden
- Act as Warden or an Assistant Warden.

Teachers on DOTT (Not in the act of Teaching)
- If safe to do so (and not collected already), collect Crisis Management File.
- Proceed to safe area where class is assembled by specialist teacher.
- Report to Warden to assist and receive further direction.

All Clear
- Principal will announce over PA or verbal announcement at safe area.
- Teachers to ensure an orderly movement back to class.

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EVACUATION FLOWCHART

Evacuation Siren

↓

Collect Crisis Management File
Close doors, turn off lights as you leave the room and switch off aircons

↓

Classes move to the Evacuation Assembly Area (safely)

↓

Take Class Roll and report any missing students to Communication Warden

↓

Wait for Further Instructions

↓

Teachers not in the act of teaching to report to
Warden (Principal) for direction

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LOCKDOWN PROCEDURES

Used when there is an immediate threat to the school e.g., school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person e.g., Principal or Police Officer.

Lockdown Procedures

- Lockdown signal/code is given –
  "All staff please check your emails".
  (All doors should be locked, and all students moved aways from doorways/windows). Should an intruder be identified, the staff member who identifies the intruder should contact the Principal or office who will determine if lockdown procedures should be initiated.

Principal/Warden's Responsibilities

- Principal or Assistant Principal or delegated calls 000.
- Principal or Assistant Principal or delegated person are responsible for locking and securing all exterior doors or entrances.
- If safe to do so, the Principal or Assistant Principal or delegated person will wait outside the main entrance of the school to direct emergency services or will delegate another member of staff to do this. Only authorised personnel should be allowed to access the school premises.
- All outside activities should cease immediately. If appropriate the Principal, Assistant Principal, delegated person or supervising staff should direct students who are playing in the playground or outside school fences (e.g., ovals), to immediately return to the nearest classroom.
- If inside, students follow the direction of supervising staff.

Movement is under Teacher Supervision

- Staff should follow prearranged and rehearsed instructions to secure doors. Staff should ensure students remain calm and quiet. If students must move out of line of sight from doors or windows, move to corner of the classroom.
- Staff should check verandahs outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed and locked.
- Staff should record the names of students who are in the room. Any missing and/or extra students should be noted. If possible, staff should provide details to the Principal (Clinton Payne 0417 951 244), Assistant Principal (Denise Grech 0439 952 211 or Andrew Gaudion 0430 149 934) or delegated person as requested. Text message or email should be used for this (dependant on threat).
- Staff should maintain room security and should not open doors for anyone under any circumstances. Students and staff should stay where they are until official notification is provided by the Principal or an identified Police Officer that the lockdown is now over.
  End of lockdown signal/code is given:
  'Attention Staff: Just to advise you that the situation is now clear.'
- Where the lockdown lasts for an extended period of time or extends beyond normal school hours, the Principal, Assistant Principal or delegated person should notify parents via SEQTA or local media and with the assistance of the local police.

Safety of everyone at the school (Student, Staff and Visitors) is the most important aspect. If something occurs that this procedure does not cover then
USE COMMON SENSE
Safety FIRST!

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LOCKDOWN FLOWCHART (Classroom)

PA: "All staff please check your emails immediately"

⬇

Collect Crisis Management File
Lock doors and turn off lights.

⬇

Students sit silently facing the back of the room.
Away from windows and doors

⬇

Take Class Roll and report any missing students to Communication Warden

⬇

Wait for Further Instructions

LOCKDOWN FLOWCHART (Outdoors)

PA: "All staff please check your emails immediately"

⬇

Collect Crisis Management File
Lock doors and turn off lights.

⬇

Collect students from Undercover Area/Basketball Court and quietly move them to the nearest classroom. Oval students to PP. Students sit silently facing the back of the room. *Away from windows and doors*

⬇

Take Class Roll and report any missing and/or extra students to Communication Warden

⬇

Wait for Further Instructions

Santa Clara Evacuation Plan

Lockdown	Lockdown	Evacuation
Indoors: • Call 000 if deemed necessary by Leadership team • **PA Announcement:** *All staff please check your emails immediately* • Class teacher to ensure external doors are locked, turn lights off and move students away from windows and doors • **Communication:** AP or designated other to ensure all students are present and accounted for text AP or Principal to report any missing students • Principal to ensure all external doors are locked • PA Message to indicate the of the Lockdown.	Outdoors: • Call 000 if deemed necessary by Leadership team • **PA Announcement:** *All staff please check your emails immediately* • Class teacher to ensure external doors are locked, turn lights off and move students away from windows and doors • **Communication:** AP or designated other to ensure all students are present and accounted for text AP or Principal to report any missing students • Principal to ensure all external doors are locked • PA Message to indicate the of the Lockdown.	Indoors: • Call 000 if deemed necessary by Leadership team • **Evacuation Siren** • Classes to gather, collect emergency file and proceed to evacuation point (oval) • **Communication:** AP or designated other to ensure all students are present and accounted for • Teachers take class roll and report any missing students to AP or Principal or designated • Staff and students assemble at the evacuation point.

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Evacuation Checklist

Check and complete this each year:
- Evacuation and lockdown procedure folder is displayed
- class lists updated
- Medical student list updated
- Procedure updated (where necessary)

	2023	**2024**	**2025**	**2026**	**2027**
Kindergarten	✓				
Pre-Primary	✓				
Year 1	✓				
Year 2	✓				
Year 3	✓				
Year 4	✓				
Year 5	✓				
Year 6	✓				
Library	✓				
Hall	✓				
Multipurpose/Support Room	✓				
MakerSpace Room	✓				
Leadership Office	✓				
Office	✓				
Canteen	✓				

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