



THY KINGDOM COME

Evacuation and Lockdown Policy and Procedure

Policy Name	Evacuation and Lockdown Policy and Procedure
Review Dates	2012, 2015, 2016
Date for Review	2018

RATIONALE

Catholic schools have a responsibility to provide a safe and supportive environment for staff, students and members of the community. Learning outcomes for students and the wellbeing of students, staff and community members can be adversely affected by emergency events. Appropriate planning and intervention can reduce the likelihood of such events and mitigate the impact should a crisis occur.

PURPOSE

The purpose of this document is to provide a procedure for implementing a plan for the safe evacuation and lockdown of students and staff of Our Lady of Good Counsel School.

SCOPE

It is the responsibility of all staff to familiarise themselves with this procedure and all standard emergency orders. Evacuation and lockdown drills should be practised throughout the year, on specified and random occasions.

The Leadership Team of Our Lady of Good Counsel School has the responsibility to ensure that adequate equipment and training are provided to implement this procedure.

EMERGENCY COORDINATOR

The Principal shall be the coordinator of emergency evacuations. In the absence of the Principal, it will be the Assistant Principal. If neither are available this responsibility will go to a Senior Teacher.

EVACUATION SIGNAL

The evacuation tone will sound. (Repeated whooping tone) [Click to play sound](#). This is located at the reception office near the air conditioning control remote. In case of an electrical failure, the hand bell, which is located in the resource room will be rung or a megaphone sound will be continuously rung.

LOCK DOWN SIGNAL

The lockdown tone will sound. [Click to play sound](#). (Violin music) This is located at the reception office near the air conditioning control remote. Signal is given in person to end the lockdown period.

EVACUATION PROCEDURE

1. The lock down signal will be activated. (Repeated whooping tone)
2. All children stop work immediately.
3. The teacher responsible for the class at the time TAKES THE LAMINATED CLASS LIST FROM THE EXIT DOOR (Blu Taked up) and marker. The teacher must check the class register before they move to the oval to ensure they have all children.
4. The children are directed outside in an orderly manner. Do not lock any doors.
5. Students to walk to the west side of the oval. Children are to sit in two rows. They remain in that area until a complete check has been made and the all clear is given.
6. Teachers are to call the roll, checking names and numbers again when they are on the oval. The principal is to be notified that either, all students have been accounted for or, any discrepancy that may exist. Specialist teachers hand over the class to the class teacher at this point.
7. Teachers are to check their children for injuries/smoke inhalation, etc., and note nature of injuries on inside cover of class register.

Special Note

Extinguishers should only be used for minor fire emergencies. However, the students must always be your prime concern and must be moved to safety first. Do not attempt to put out a fire that you believe will endanger yourself or others.

Fire extinguishers are located:

- At the entrance to the staffroom at end of administration corridor
- In the Canteen
- In the Library
- In the Hall
- In the Pre-Primary classroom near the kitchen
- In comms room

LOCK DOWN PROCEDURES

1. The lock down signal will be activated. (Violin music)
2. Children are to stop what they are doing and listen carefully to teacher for instructions.
3. Teachers are to take class register.
4. If outside, staff and students should go inside the nearest building as soon as possible.
5. Lock all doors and windows if it is safe to do so.
6. Hide underneath desks, away from windows.
7. Remain there until an all-clear signal is given in person.

Encourage the children to remain calm at all times.

EARTHQUAKE

If there is no time and no warning to evacuate the buildings, the children should be instructed to crawl under the desks and stay there, otherwise, clear the building as above.

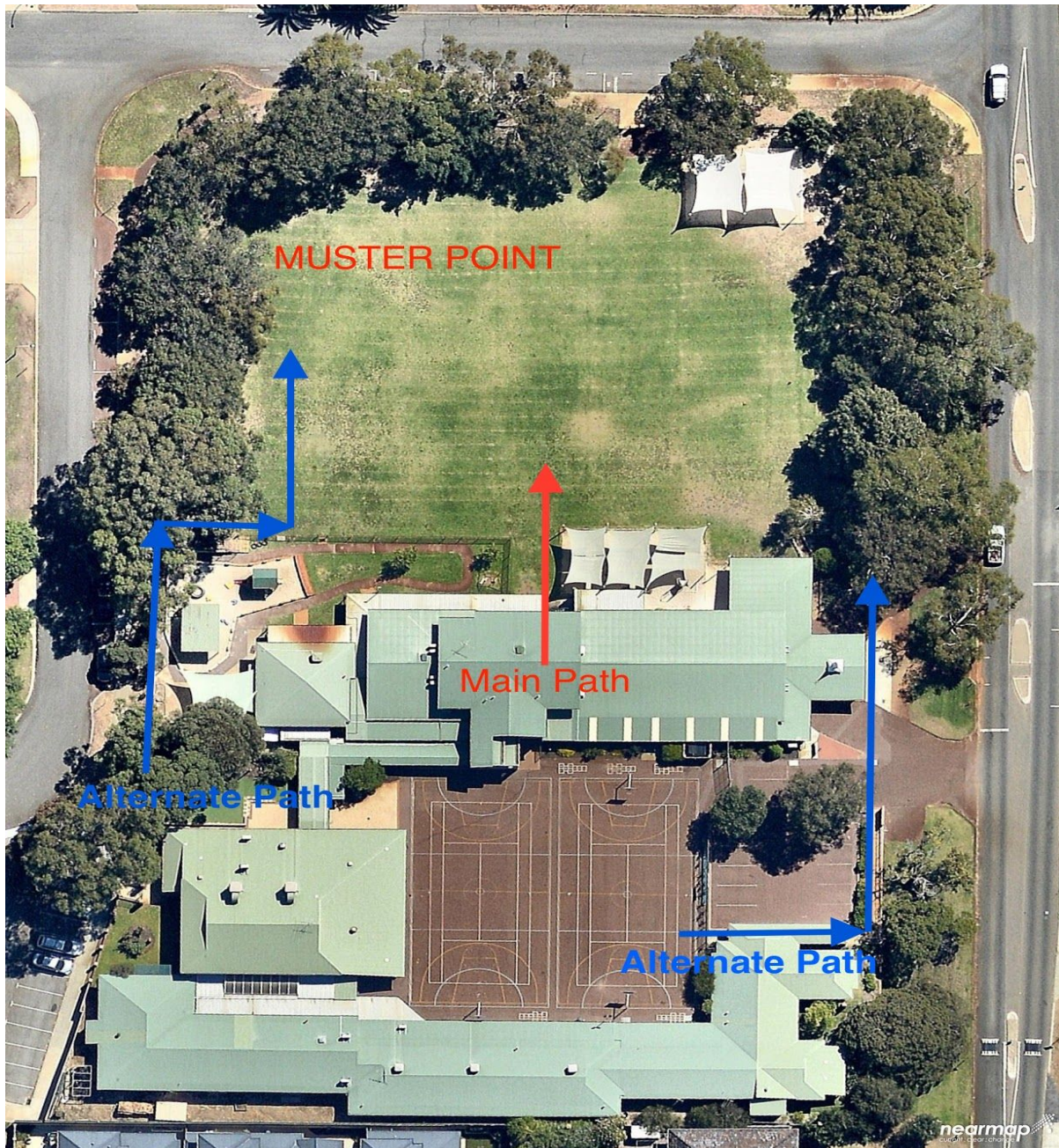
EMERGENCY NUMBERS

POLICE	000	131 444
AMBULANCE	000	9334 1234
FIRE BRIGADE	000	
STATE EMERGENCY SERVICE		132 500
WESTERN POWER		131 351
WATER SUPPLY		131 375

ROLES AND RESPONSIBILITIES

Person	Responsibility
Principal	Checks Administration Building, resource room, canteen, bring mobile phone, unlocks double gates
Assistant Principal	If in office at time: Helps Principal and also brings a whistle or mega phone to the oval, along with mobile phone
Alison Elsegood / Jenny Turner (admin) Assistant Principal (if in office)	Takes First Aid kit, computer disks, takes family details file, checks church
Librarian	Checks Library and Music rooms and takes class onto oval
Year 4 class teacher	Checks girls' toilets Checks Library (if no Librarian in that day) and Music room
Year 2 class teacher	Checks Maths / Science room
Year 3 teacher	Checks Communications rooms Checks disabled and boys' toilets
Pre-Primary Education Assistant	Checks Kindy and ECE toilets

EVACUATION MAP



Classes in the southern wing (Years 2, 3, 4, music, library, science room, hall, meeting room) proceed to the oval via the front of the Church in Miles Street. Classes in the northern wing (Years 1, 5 & 6) proceed directly to the oval by exiting doors on the northern end of the classrooms and down the fire escape where necessary. Year 1's proceed outside their classroom sliding glass door or through breezeway.

The 3 Year Old/Kindergarten and Pre-primary classes are to walk through the northern facing gate, nearest oval stairs, in their play area.