

CLEMTON PARK PUBLIC SCHOOL EMERGENCY PLANNING and RESPONSE POLICY



This policy applies to all staff, students, visitors, volunteers and contractors while visiting or conducting business at Clemton Park Public School.

An emergency is defined as an event, actual or imminent, which endangers or threatens to endanger life, property or the environment and which requires a significant or coordinated response.

Emergency management at this site requires the identification of potential emergencies, prevention of emergencies wherever possible, and the minimization of their impact when they do occur, through planning, preparedness and appropriate response. The aim is to return Clemton Park Public School site to normal as quickly as possible.

Standard Procedures to be followed in the event of an Imminent Emergency

1. The Principal or Relieving Principal [in this policy unless otherwise stated is identified as Principal] needs to identify themselves and their role, to make it very clear from the start who is in charge.
2. A specific bell or communication system announcement will be made to alert staff to implement required action. Should an intruder be identified, the staff member who identifies the intruder should contact the principal who will determine what action should be taken.
3. If it cannot be ascertained initially whether it is a lockout or lockdown, a lockdown should be assumed until further information is gained.
4. If necessary, the principal should direct students who are in the playground to immediately return to the nearest school building.
5. The Principal liaises with NSW Police or other emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day if the incident is still continuing.
6. At no point should the Principal risk the safety of others.
7. Student services and SED contacted when site has returned to normal working conditions to allow for necessary debriefing and support procedures.

Staff, Students and Community will be Highly Skilled in Emergency Procedures through:

1. School serious incident policies and procedures to be addressed regularly in staff meetings.
2. Regular practice of emergency drills.
3. Develop procedures to cover situations where not everyone is in a classroom when the incident begins, including the beginning or end of the school day.
4. Invite NSW Police Local Area Command to help develop plans specific to Clemton Park Public School and then to participate in drill practice to utilize their expertise.

EMERGENCY EVACUATION

Rationale: In the event of an emergency, the safety of the children and the staff is of prime concern when returning the workplace to normal as quickly as possible. Evacuation will be carried out for such emergencies as:

Fire

Bomb threat

Gas leak

Chemical spill

It is essential that children's movements are orderly and under the direction of teachers at all times. Regular practices will occur to ensure that procedures are known by staff and pupils. A plan indicating the movements from particular rooms is displayed on the wall **beside the exit door of each classroom and at the exit of the building.**

EVACUATION PROCEDURE

When children are in classroom

- Stay calm
- Notify the office that a fire is in the building
- Assemble children at door of room
- Close windows if possible
- Teacher collects class roll or a class list and pen
- Do not detour to collect bags etc
- Close classroom door
- Walk to SAFETY POINT via correct or nearest exit door and assemble in class lines

When children/staff are not in rooms e.g. playground

- Stay calm
- Teachers on duty move children to SAFETY POINT and assemble in class lines
- All staff assemble at SAFETY POINT with classes

Teachers not on duty

- Stay calm
- Close doors and windows if possible
- Walk to SAFETY POINT via nearest exit

Administration, General Assistant and Library

- Stay calm
- One Admin Staff member to ring 000
- All other Admin Staff collect student details, class lists, pens, mobile phone and mobile first aid kit.
- Proceed directly to SAFETY POINT

EVACUATION SIGNAL: Continuous horn sound supported by an announcement by the Principal, *"This is an evacuation. Please proceed to the Safety Point on top field or front grass area"*.

MAIN SAFETY POINT: 'Top Field' (north western corner of playground) **SUBSIDIARY SAFETY POINT:** Front grass area between Bexley Road and OOSH building.

AT SAFETY POINT

Principal is in charge

- Children sit in class lines in designated colour area until the "all clear" is given
- James/Admin positioned adjacent to Principal to distribute class lists to class runners
- Teachers mark rolls or class lists
- Missing children reported back to Deputy Principal with class list using class runner
- Principal assesses situation and determines the "all clear"

STAFF ROLES

- **Principal** – collect loud speaker, check Admin, Canteen and take charge of SAFETY POINT
- **Deputy Principal** check that demountables have been evacuated, determine if any children are missing and assist Principal at Safety Point
- **Executive staff or designated staff** check that the floor of their buildings have been evacuated
- **Kindergarten Executive or designated staff** also check junior toilets
- **All class teachers** supervise children at Safety Point, check class rolls and return to Deputy Principal with any children unaccounted for clearly marked 'missing'. If all present and accounted for mark across the list 'all correct'
- **Librarian** check that Library is evacuated and take external fileserver.
- **General Assistant** check that Child Care Centre have heard the bell and are evacuating, then proceed to safety point.
- **Canteen workers and visitors** to the school report to the Principal at Safety Point
- Principal will announce via loud speaker when emergency procedure is over

EMERGENCY EXIT PLAN – BLOCK A and K

- Classes use exits as indicated on classroom map
- Proceed directly to Safety Point without stopping

DEMOUNTABLE EXIT PLAN

- Classes use exits as indicated on classroom map
- Proceed directly to Safety Point without stopping

LIBRARY, HALL, COMPUTER ROOM and CANTEEN EXIT PLAN

- Use exits as indicated on room map
- Proceed directly to Safety Point without stopping.

EMERGENCY LOCKOUT

'LOCKOUT' is a procedure which allows the school to continue with the normal school day, but curtails outside activity. It allows no unauthorized personnel into the school.

Rationale: In the event of an emergency, the safety of the children and the staff is of prime concern when returning the workplace to normal as quickly as possible. Lockout will be carried out for such off-site emergencies as:

Hostage/Abduction threat

External threat

It is essential that children's movements are orderly and under the direction of teachers at all times. Regular practices will occur to ensure that procedures are known by staff and pupils. A plan indicating procedures is displayed on the wall **beside the exit door of each classroom and at the exit of the building.**

LOCKOUT PROCEDURE

When children are in classroom

- Stay calm and quiet
- Children at toilets return to own classroom
- Don't allow any children to leave ie toilets
- Lock classroom door and windows and pull blinds
- Mark roll – contact office to notify numbers, any extra children or additional parents/helpers
- Wait for instructions via intercom
- Continue with normal lessons if possible
- Do not unlock and open door until instructed

When children/staff are not in rooms e.g. playground

- Stay calm
- Children/staff return directly to classrooms
- Lock classroom door and windows and pull blinds
- Mark roll – contact office to notify numbers or any extra children
- Office to communicate where children are if out of class e.g. sickbay
- Go to nearest building or room

Teachers not on class/duty

- Stay calm
- Call office to offer assistance
- Teachers out of class to inform office of whereabouts
- Stay in classroom, don't go looking for children
- Go to nearest building or room and lock yourself in

Administration, General Assistant

- Stay calm
- Check sign out book for teachers who have left for the day
- GA to get inside locked area and report whereabouts
- Admin to take phone calls, communicate with staff
- Admin to notify teachers regarding missing children as they find out via phone
- Canteen staff to lock themselves in

LOCKOUT SIGNAL:

Intermittent beeping sound increasing in volume supported by an announcement by the Principal, *“This is a lockout. Please proceed to lock all doors and windows, pull blinds and check class attendance”*.

AT CONTROL POINT

Principal is in charge

- Once lockout is called Principal cannot delegate responsibilities that break lockout protocol. Instruct staff to proceed with lockout and securing of buildings as per policy delegation directions.
- Principal to remain locked down themselves and not send anyone else outside.
- Liaise with School Safety and Response Officers to gain explicit instructions regarding action to be taken.
- Communicate with office and keep staff informed via intercom

STAFF ROLES

- **Principal** – make announcements to the school and liaise with School Safety and Response Hotline: Telephone [1300 363 778] and SED to determine level of risk.
- **Deputy Principal** – check playground and toilets and return to Admin to lend assistance.
- **Executive staff or designated staff** – lock external gates [upstairs I Block] and external doors [A Block]
- **Kindergarten Executive or designated staff** –
- **All class teachers**
- **Librarian** – stay with class, lockdown or notify office if not on duty
- **General Assistant** proceed to Administration Office to assist
- **Canteen workers and visitors**
- Principal will announce via intercom system when lockout procedure is over

PARENT ROLES

- Do not call school as phone lines need to be open to allow contact with police.
- If on the premises parents/helpers directed to nearest classroom or stay with the class they are working with. Do not go to the main office

EMERGENCY LOCKDOWN

'**LOCKDOWN**' is a procedure used when there is an immediate and imminent threat to the school. School staff and students are secured in the rooms they currently occupy and no one is allowed to leave until the situation has been declared as 'safe'. This allows the school to secure both the students and staff as well as removing any innocent bystanders from immediate danger.

Rationale: In the event of an emergency, the safety of the children and the staff is of prime concern when returning the workplace to normal as quickly as possible. Lockdown will be carried out for such on-site emergencies as:

Violence

Weapons

Illegal Drugs

Criminal Activity

It is essential that children's movements are orderly and under the direction of teachers at all times. Regular practices will occur to ensure that procedures are known by staff and pupils. A plan indicating procedures is displayed on the wall **beside the exit door of each classroom and at the exit of the building.**

LOCKDOWN PROCEDURE

When children are in classroom

- Stay calm and quiet
- Children at toilets return to own classroom
- Don't allow any children to leave i.e. toilets
- Lock classroom door and windows and pull blinds
- Mark roll – contact office to notify numbers, any extra children or additional parents/helpers
- Children lie flat on the floor away from windows
- Wait for instructions via intercom
- Continue with normal lessons if possible
- Turn lights off
- Do not unlock and open door until instructed

When children/staff are not in rooms e.g. playground

- Stay calm
- Children/staff return directly to classrooms
- If class time children go directly to nearest classroom, teacher to inform office
- Lock classroom door and windows and pull blinds
- Mark roll – contact office to notify numbers or any extra children
- Office to communicate where children are if out of class e.g. sickbay or nearest classroom
- Go to nearest building or room

Teachers not on class/duty

- Stay calm
- Call office to offer assistance
- Teachers out of class to inform office of whereabouts and stay where they are
- Stay in classroom, don't go looking for children
- Go to nearest building or room and lock yourself in

Administration, General Assistant

- Stay calm
- Check sign out book for teachers who have left for the day
- GA to lock and secure all exterior entrances/gates and report whereabouts
- Admin to take phone calls, communicate with staff
- Admin to notify teachers regarding missing children as they find out via phone
- Canteen staff to lock themselves in

LOCKDOWN SIGNAL:

Intermittent beeping sound increasing in volume supported by an announcement by the Principal, *"This is a lockdown. Please proceed to lock all doors and windows, pull blinds and check class attendance"*.

AT CONTROL POINT

Principal is in charge

- Once lockdown is called Principal cannot delegate responsibilities that break lockdown protocol. Instruct staff to proceed with lockout and securing of buildings as per policy delegation directions.
- Principal to remain locked down themselves and not send anyone else outside.
- Liaise with School Safety and Response Officers to gain explicit instructions regarding action to be taken.
- Communicate with office and keep staff informed via intercom

STAFF ROLES

- **Principal** – make announcements to the school and liaise with School Safety and Response Hotline: Telephone [1300 363 778], NSW Police [000] and SED to determine level of risk.
- **Deputy Principal** – if safe to do so check playground and toilets and return to Admin to lend assistance.
- **Executive staff or designated staff** – lock external gates [upstairs I Block] and external doors [A Block]
- **Kindergarten Executive or designated staff** –
- **All class teachers** – communicates with 'all here' or 'some missing' or 'extra people/children here' and provides further details when requested.
- **Librarian** – stay with class, lockdown or notify office if not on duty
- **General Assistant** proceed to Administration Office to assist
- **Canteen workers and visitors**
- Principal will announce via intercom system when lockout procedure is over

PARENT ROLES

- Do not call school as phone lines need to be open to allow contact with police.
- If on the premises parents/helpers directed to nearest classroom or stay with the class they are working with. Do not go to the main office

LOCKOUT

1. Give signal
2. Staff direct students who are outside to return to nearest building
3. Secure all fences and doors
4. Entry only through main entrance [monitor closely]
5. Principle liaises with police or emergency service to develop a plan for students to leave at the end of the day if incident is still continuing
6. Give all clear signal

Emergency Phone Numbers

1. School Safety and Response Officers
[Hotline] **1300 363 778**
2. NSW Police and Fire Brigade **000**
3. School Security [Hotline]
1300 880 021

LOCKDOWN

1. Give signal
2. Principal calls School Safety and Response Officers [1300 363 778] and NSW Police [000]
3. Secure all exterior doors or entrances
4. Stop all outside activities and have all students and staff return to nearest school building
5. Move students out of line of sight of doors or windows
6. Check corridors for students and bring them into class, then close door
7. Staff record names of students and maintain room security until all clear signal given