

# McDOWALL STATE SCHOOL



## POLICY & PROCEDURES SAFETY DRILLS



### *McDOWALL STATE SCHOOL* **EVACUATION PROCEDURE**

*Copies of this procedure are prominently displayed in each school room. All people are required to evacuate during this procedure.*

*All staff, students and visitors must be familiar with this procedure.*

#### **ON OUTBREAK OF FIRE, DANGEROUS HAZARD OR EMERGENCY.....**

- ◆ Immediately notify School Administration (a) Phone (b) Student runner of the Fire / Smoke / Hazard / Emergency and its location.
- ◆ Electric alarm system will sound for at least 15 seconds repeated 5 (five) seconds later [2 cycles], until the school is evacuated. System then turned off. Internal phone used to broadcast, "An Evacuation Procedure is now in effect. Everyone is to secure their room and move to designated assembly areas until further notice." *Power Failure: Sounding of manual alarm siren.*
- ◆ Business Manager & Administration Officer will ascertain the nature of the emergency, advise the Principal, then call: Police / Ambulance / Fire Service ..... on [000] before securing / evacuating the Administration Building with a radio, mobile phone, personnel / student / visitor list.
- ◆ Teachers immediately supervise and escort their class (from near the rear of line) in orderly and silent lines by way of the designated exit to the school emergency assembly area. Teachers ensure all rooms in their building level are checked (*secured if safe to do so*) before evacuating. [Power off / Lock Doors] Staff & adults evacuate to closest assembly point. Movement must be toward open spaces and not through heart of school. The Class Roll is to accompany the teacher (if possible). Beware emergency vehicles entering the school grounds.
- ◆ Classes assemble in Year Levels (East-West) on Metro Street Car Park (close gate), within School Administration Main Gate Waiting Area and (East-West) or on the School Oval. Teachers conduct a class head count against the most recent Class Roll effective enrolment number and if a student is thought absent, then identify missing student. Teachers keep Specialist Teachers informed of the effective class enrolment number. Specialist & Special Education staff inform the Deputy Principal of students under their care. The Deputy Principal is informed when head count is satisfactory and/or of names of students missing. The Principal will then be informed.
- ◆ Administration staff check the School Administration Building for students, before evacuating. Head of Curriculum, Leading Learning Teacher and the Services Officer check the Covered Areas (including toilets) for students. Teacher-Aides assist teachers with student supervision. All other buildings are to be checked by in-site staff. Unoccupied buildings should be secure; not requiring inspection.

- ◆ The Business Manager checks the Staff List & Voluntary Worker Registers so that all adults within the school are accounted for at assembly. Deputy Principal P-1 does likewise. At Principal's request, Business Manager will read through School Staff List. Classified staff will confirm observed staff attendance at Assembly Areas.
- ◆ Everyone remains (seated) in Assembly Areas until otherwise advised by the Principal. An 'All Clear' will be advised by the Principal. External speakers will broadcast, "The Evacuation Procedure is now concluded. Please resume normal school routine."

**NO ACTION WILL BE TAKEN TO EXTINGUISH FIRES. PERSONAL BELONGINGS WILL NOT BE COLLECTED.**

**NOTE:** If gas, electricity or other hazardous substances are being used within a room when the alarm is sounded, secure and turn-off prior to room departure.

**EMERGENCY EVACUATION DURING RECESS PERIOD.....**

**Have students instructed to move directly to the School Assembly Area upon alarm sounding.**

1. School campus drills will be conducted each term.
2. Emergency Evacuation megaphones are located in School Administration. (Batteries replaced annually)
3. Classified Staff are to retain a working Radio for emergency communication.
4. All staff are required to endorse the Evacuation Procedure Document (Annually)
5. In each main room throughout the school, will be placed;
  - ..... A summary of the School Emergency Evacuation and Lock Down Procedure
  - ..... A diagramme indicating the recommended evacuation route from that room
  - ..... A map showing where the nearest fire safety devices are installed.

**Reviewed 23.01.19**



***McDOWALL STATE SCHOOL***  
**LOCK DOWN PROCEDURE**

***Copies of this procedure are prominently displayed in each school room. All people are required to lockdown when the alarm is sounded.***

***All staff, students and visitors must be familiar with this procedure.***

**WHERE DANGER EXISTS OR OUTBREAK OF AN EXTERNAL HAZARD .....**

- ◆ Immediately notify School Administration (a) Phone (b) Student runner of the Hazard / Emergency and its location.
- ◆ Business Manager & Administration Officer ascertain the nature of the emergency, consult with Principal, then call: Police / Ambulance / Fire Service ..... on [000] then secure School Administration Building with a radio, mobile phone, personnel / student / visitor list at hand.
- ◆ Electric alarm system sounded for at least 15 seconds repeated 5 (five) seconds later [2 cycles]. In between each cycle, the external speakers will broadcast, "A School Lockdown Procedure is now in effect until further notice." The system is then turned off. *Power Failure: Administration staff use megaphones.*
- ◆ All staff immediately return to supervisory duty. Head of Curriculum, Leading Learning Teacher & Services Officer will check Covered Areas (including toilets) for students. Teacher-Aides assist out-of-doors classes. All students and staff immediately take refuge in the nearest possible secure Teaching Block, if this can be accessed safely. Classes undertaking activities within the grounds, eg PE Lessons are closely supervised and promptly relocated in a safe, orderly and silent manner.
- ◆ *During a Recess Period, all students are to promptly attend their classroom and await arrival of their class teacher.*
- ◆ Teachers secure the building and immediately conduct a class head count against the most recent Class Roll effective attendance number. Specialist Teachers must always ascertain the number of students present in each class when lessons commence.

- ◆ Only School Administration use the phone system during Lockdown Procedure. School Administration intercom each Teaching Block, in sequence, advising nature of emergency and to ascertain the location of staff, visitors and class groups. The teacher at the phone must **not** speak until School Administration staff identify themselves. The teacher **must be ready** to identify:
  1. All staff and visitors present.
  2. All class groups present and names of students missing from class group with possible location.
  3. Additional students to the class group and from which other class they come from.

The Deputy Principal P-1, the Tuckerbox Manager and OSH staff must check the Voluntary Worker Register held in these locations.

The Principal will be advised of staff, visitors and student location **and** those who cannot be located. Police will then be advised.

- ◆ Within each Teaching Block or Building, staff are to ensure that:
  - All windows and doors are secured and locked.
  - All lights are turned off.
  - Staff and students are positioned away from doors and windows (inconspicuous as possible)
  - Students remain seated at their desks – **Quiet** activity or study.
  - As little movement or sound occurs as possible.
- ◆ The Lockdown Procedure remains in force until School Administration (at direction of Principal) provides a general internal phone system broadcast to all Teaching Blocks & Buildings, “The Lockdown Procedure is now concluded. Please resume normal school routine.”

**NOTE:** If gas, electricity or other hazardous substances are being used within a room when the alarm is sounded, immediately secure and turn-off.

**EMERGENCY LOCKDOWN DURING RECESS PERIOD.....**

**Have students instructed to move directly to the external door of their Teaching Block and line up. Teachers are to proceed promptly in ensuring class entry in the shortest but orderly, possible time.**

6. School campus drills will be conducted each term.
7. All staff are required to endorse the Lockdown Procedure Document (Annually)
8. In each main room throughout the school, will be placed;
  - ..... A summary of the School Emergency Evacuation and Lock Down Procedure
  - ..... A diagramme indicating the recommended evacuation route from that room
  - ..... A map showing where the nearest fire safety devices are installed.

**Reviewed 15.05.19**