



Annesley Junior School
Values Matter

Emergency Procedures Policy



Emergency Procedures Policy

Introduction

Emergency evacuation procedures refer to incidents such as fire, bomb threat, chemical spill, and civil disorder. They can be enacted on a small area (eg classroom), whole school or community scale.

Evacuation occurs when people leave the immediate area or school premises. An example of this is a fire, bomb threat or gas cylinder explosion.

Invacuation or lockdown occurs when circumstances dictate that the safety of people is better ensured inside the buildings, behind locked doors. In the event of invacuation staff and students should remain out of sight away from openings, windows and behind furniture or solid walls. An example of this sort of emergency is a chemical spill or weapon crisis.

The overriding priority in enacting the emergency evacuation/invacuation plan is to ensure the safety and wellbeing of students, staff and school visitors.

Emergency evacuation/invacuation procedures are designed as a response to a typical emergency. Unfortunately, no emergency situation is typical. **Common sense must prevail in carrying out evacuation procedures.**

The school emergency assembly area is the eastern lawn area adjacent Rose Terrace.

Initially all emergency evacuations will be to this area, unless circumstances prevent assembly in that area eg wind direction. In that case it will be as directed by the person in charge. Following assembly the person in charge will issue directions about further movement.

Note: Assembly area should not be used in case of invacuation.

Note: In case of an emergency, a staff member who is taking their class to a learning space outside the main Junior School building **must carry a mobile phone with them**. The contact number is to be supplied to the Receptionist upon exiting the building. The Receptionist will record in the Visitors Book the supplied mobile phone number.

Orderly communication is a high priority. In the event of a site emergency, a phone call should be made, or a runner sent to Reception, as long as neither action endangers the wellbeing of the person making the communication. Preferably the runner should be an adult, but students must not be left unsupervised. **The emergency siren will sound to signal the evacuation** of all persons to the emergency assembly area. Members of staff will check their assigned areas and other identified areas for stray people. After the school community has assembled for evacuation, the Chief Warden or delegate will direct further movement, following consultation with the police or emergency services personnel as the particular situation dictates.

A message over the school intercom will signal invacuation, in which case people stay within secured classrooms.

The person in charge is responsible for ensuring evacuation/invacuation procedures occur smoothly and in the best interests of the safety of the people affected. The person in charge means the Principal, Fire Warden, emergency services personnel, or Principal's delegate depending upon the type and scale of the emergency. For a classroom emergency the staff member in charge of the group is considered the Principal's delegate. In each situation the person in charge needs to follow the basic evacuation/invacuation procedures attached, and then make decisions about further action eg evacuation to a more distant site or invacuation. All members of the school community are expected to comply with the directions of the person in charge in the interests of order and safety. The position of the person in charge may change as more senior staff or emergency personnel arrive at the scene.

Bushfires

The Association of Independent Schools (AISSA) will advise schools as soon as possible when it becomes aware of significant bushfires or of a catastrophic bushfire rating. When a catastrophic rating has been issued and/or a significant bushfire has been announced, the School will check the CFS website (www.cfs.sa.gov.au) for bushfires that may impact on students travelling home. In these circumstances, parents/guardians will be contacted. Students will be accommodated in the school until such time as communication has taken place with parents.

Review

This policy will be reviewed every three years.

Procedures

The safety of all persons on the grounds of the Annesley Junior School is of paramount importance. To ensure staff, students and regular school volunteers are familiar with the School's Evacuation and Invacuation procedures they will be rehearsed termly. These rehearsals will be recorded on the Evacuation and Invacuation Record sheet.

Upon notification of an EVACUATION – emergency siren in the Junior School Building

Teachers
Ask students to stop and stand. Only if safe to do so:

- Close windows
- Turn air-conditioner off
- Take class list
- Close door (not lock)
- Quietly exit the classroom with your students
- Move to the assembly point (lawn area adjacent Rose Terrace) via the shortest and safest route
- Check roll when on lawn
- Tick if student is present, highlight missing students on roll and return to Receptionist
- Once the roll has been called and returned to the Receptionist instruct students to sit until further instructions are issued.

Students

- Stand up – remain calm – follow instructions
- Take nothing and leave quietly **with** teacher
- Assemble at lawn area adjacent Rose Terrace via shortest and safest route
- Remain quiet until further instructions are issued.

Staff/Visitors

- Immediately move safely to your nearest Emergency Exit and evacuate the building.
- Proceed directly to the Emergency Assembly Area (lawn area adjacent Rose Terrace)
- Report to the attendance warden.
- Receptionist to take student and staff rolls from fire box plus duty bum bag to the Emergency Assembly Area.

Please Note: Students/Staff in the Gymnasium

A separate siren will sound in the Gymnasium (alone) if the area needs to be evacuated. Upon notification of an EVACUATION:

Teachers

- Instruct students to stop, stand and remain silent
- Take class list and mobile phone
- Escort students to a safe place away from the gym
- Await contact from Chief Warden (or delegate) either via phone or in person
- Check class roll, ticking if student is present and highlighting missing students
- Await further instructions from Chief Warden (or delegate).

Upon notification of an INVACUATION (LOCK DOWN) – message via school intercom in the Junior School Building

Teachers

- o Remain with their students in whichever room they are in
- o Where possible lock/latch exterior doors and windows
- o Move students to a place within the room where students are least visible and are able to sit on the floor
- o Calm students
- o Take note (in writing if possible) of students who are missing from your class and other students who may be with you
- o Have mobile phone ready to receive messages BUT do not use mobile phone as this may interfere with emergency service's strategy
- o Await further instructions.

Students

- o Remain calm and quiet
- o Follow the instructions of your teacher
- o If you are not with a teacher upon hearing the invacuation message, move to the closest room where a teacher or known adult is present and follow their instructions.

Staff/Visitors

- o Lock external doors and windows
- o Move to a place within a room where you are least visible and are able to sit on the floor
- o Have mobile phone ready to receive messages BUT do not use mobile phone as this may interfere with emergency service's strategy
- o Await further instructions.

PLEASE NOTE: Students/Staff in Gymnasium

You will be contacted in person or via mobile phone if an invacuation is being enacted.

Upon notification of an INVACUATION:

Teachers are to

- o Instruct students to stop and remain silent and calm
- o Lock internal doors of the gymnasium
- o Escort students to a position where they are least visible from either the viewing platform and/or windows/doors
- o Take note (in writing if possible) of students who are missing from your class and other students who may be with you
- o Have mobile phone ready to receive messages BUT do not use mobile phone as this may interfere with emergency service's strategy
- o Await further instructions from Chief Fire Warden (or delegate).

If staff and students are outside of the school grounds when an invacuation occurs they should not enter the school grounds.

Staff and students remain in classroom until the evacuation of buildings signal, long blasts of the siren, is sounded. Then evacuation procedures (as above) will commence to ensure that everyone is accounted for.

Chief Fire Warden (Principal) – goes to assembly point

Business Administrator – goes to fire panel and communicates with fire department

Director ELC – evacuates ELC and checks downstairs of Junior School

Executive Assistant– checks upstairs of Junior School. (Backup Finance Officer). **On Principal's direction send pre-prepared emergency message to families. Dear Parents**

This short email is to advise that Annesley Junior School is currently exercising its emergency procedures due to a fire or physical threat. Emergency services have been contacted. The safety of our children and staff are our highest priority. **PLEASE DO NOT** enter the school grounds at this time or try to contact us as this could hinder our safety and access for emergency services. This is a stand-by pre-prepared message in the event of an emergency. An update will be provided as soon as possible.

Annesley Junior School

Back Up – for Chief Fire Warden is Director of ELC

Back Up for fire panel is Receptionist

Please note: In the absence of the Principal, the Business Administrator and the Director of ELC during primary school holidays and/or before 8.30 am and after 5.00 pm, the person responsible for closing the ELC and OSHC will evacuate all people from the building. At the first available opportunity they will contact one of the Principal, Business Administrator or Director, ELC.