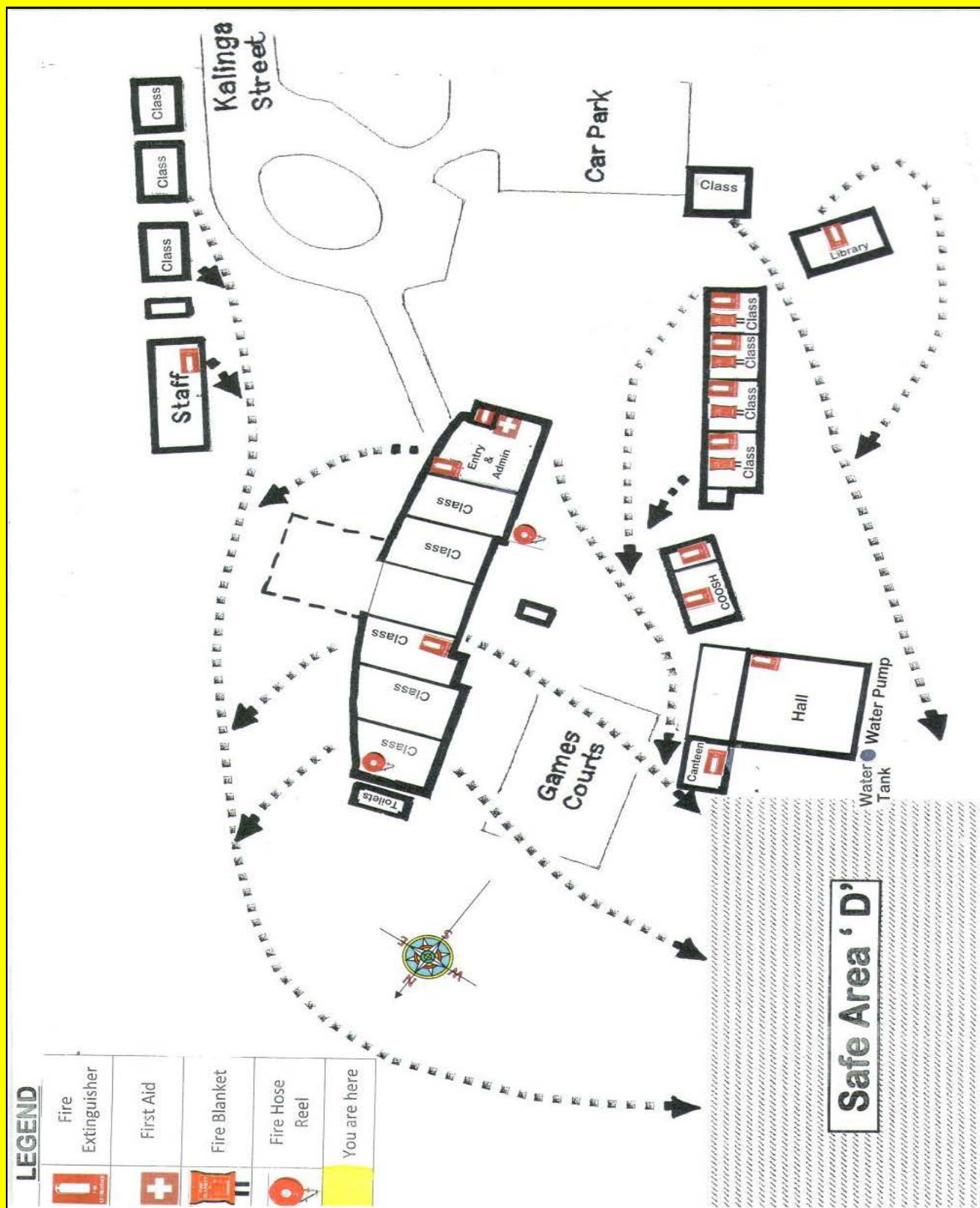


Cambewarra Public School EVACUATION FOLDER



EVACUATION DIAGRAM

SCHOOL BELL CODES & ALARMS

1 BELL **GO TO CLASS**
(6 SECONDS LONG) **GO TO BREAK**
..... **HOME TIME**

2 BELLS **REMINDER** for a prearranged event

3 BELLS **SCHOOL ASSEMBLY**

4 BELLS **WEATHER ALERT** return to class

10 BELLS **EMERGENCY – FIRE**
..... **EVACUATE TO SAFE AREA**
.....

CONTINUOUS . **EMERGENCY**
BELL **LOCKDOWN IN CLASSROOM**

.....
CONTINUOUS . **LOCKOUT**
BELL **EVACUATE TO SAFE AREA – HALL**
.....

FIRE EMERGENCY

IN THE EVENT OF 10 BELLS FROM THE SCHOOL BELL SYSTEM

1. Switch off fans and lights, heaters and close windows and blinds
2. Check storeroom and classroom for students and adults.
3. Collect Class Roll
4. Check Roles & Responsibilities – see next page
5. Leave the room in an orderly fashion.
6. Close but do not lock the doors.
7. If you have been identified to check toilets near your classroom, then do so before moving to Area D.
8. Proceed to **AREA D** see map on front page
9. Have students form 2 lines and sit down
10. Mark roll.
11. Wait for further instructions.

PEOPLE IN THIS ROOM MOVE TO

AREA D

IN THE EVENT OF AN EMERGENCY

FIRE EMERGENCY

Roles and Responsibilities

In the event of FIRE

Principal

- ❖ Determine incident status.
- ❖ Chair executive meeting.
- ❖ Formulate written statement.
- ❖ Determine level of confidentiality.
- ❖ Media contact.
- ❖ Brief admin & support staff.
- ❖ Compose newsletter briefing school community members.
- ❖ Lead debriefing and evaluation of incident.
- ❖ Organise staff meeting.
- ❖ Arrange assembly.
- ❖ Follow up roll call.
- ❖ Supervise welfare aspects.
- ❖ Notify District Office.
- ❖ Be familiar with critical incident plan.
- ❖ Be familiar with school evacuation plan.
- ❖ Mark students at evacuation area.
- ❖ Mark roll on return to class.
- ❖ Observe students and inform support personnel if any child requires assistance.
- ❖ Take part in evaluation of incident.
- ❖ Bring mobile phones to area

Executive

- ❖ Attend incident meeting.
- ❖ Identify students at risk.
- ❖ Contact affected school community members.
- ❖ Oversee follow up procedures for supervised stages.
- ❖ Assist Principal in monitoring affected areas.

Class Teachers

School Counsellor

- ❖ Meet with Executive to determine management of crisis short and long term.
- ❖ Counselling plus coordinating outside school support personnel.
- ❖ Assist in the provision of service and support of affected school community members – short and long term.

SAM

Roles and Responsibilities

In the event of FIRE

- ❖ Go to staffroom and collect Staff and Casual sign in books from front table in foyer
- ❖ Collect visitors book
- ❖ Assist Executive contacting affected community members (if appropriate).
- ❖ Handle inquiries from parents
- ❖ DO NOT answer any media inquiries.
- ❖ Notify emergency services on direction from Principal .
- ❖ Bring mobile phone to Area D
- ❖ Assist in the identification of those in need.
- ❖ Mark of staff at Area D
- ❖

SAO

- ❖ Collect Emergency contact details book
- ❖ Bring office keys
- ❖ Bring mobile phone to Area D
- ❖ Assist SAM with above responsibilities.

SLSO's

- ❖ Assist class teachers.

Paging

- ❖ To page a **SINGLE** Multiline handset:
 - Lift handset – Dial **EXT NUMBER**
 - Dial **1** to make the **ANNOUNCEMENT**
- ❖ To page **ALL** Multiline handsets:
 - Lift handset Dial **7010**
 - Dial **1** to make the **ANNOUNCEMENT BELOW**

If a Drill

Fire Drill, Fire Drill Fire Drill
Proceed calmly to Area D
This is a Fire Drill
Fire Drill, Fire Drill Fire Drill
Proceed calmly to Area D

Real Fire

Fire Fire Fire
Proceed calmly to Area D
This is NOT a drill
Fire Fire Fire
Proceed calmly to Area D

LOCKDOWN / LOCKOUT

When students are already in Classroom

IN THE EVENT OF CONTINUOUS RINGING OF THE SCHOOL BELL

1. Keep students in the classroom
2. If students are outside the classroom direct them to the nearest classroom or school building
3. Staff remain in the classroom.
2. If staff are outside the classroom move directly to their classroom or nearest school building.
3. Lock all Windows and doors.
4. Check Roles & Responsibilities – next page
5. Students are to sit in an area out of sight from the windows. Blinds shut (if applicable)
6. Teachers check class roll and identify missing and/or extra students. Wait for office staff to call for student confirmation of class numbers.
7. Teachers ensure phones are turned up to the highest volume for announcements.
8. Teachers and students to stay in Lock Down/ Lock Out until instructed by the Principal or Serious Incident Coordinator
9. Wait for further instructions.

Special Instructions:

- Classes in COOSH, Library or Hall are to remain where they are and follow the lockdown procedures for classrooms.
- Classes involved in outdoor activities move to the nearest classroom or school building.

LOCKDOWN / LOCKOUT

When students are already in Classroom

- If the danger is between them and the buildings evacuate to Main Rd with their teacher and inform the office if possible.
- Students who are outside of rooms without a teacher (ie at break times) need to be trained to go to the nearest classroom. That teacher should report to the office that the student is with them.
- Visitors on site during a Lock Down or Lock Out Emergency follow staff instructions during the emergency or practice.
- Visitors working in Classrooms, Library or Canteen, stay in that room until the emergency is over.
- Parents outside proceed to the nearest classroom and wait there until the emergency is over.
- The Principal or delegate, on hearing the alarm, will go straight to the school office.
- All lock down situations will be managed from the office.
- The Principal or delegate will give the all clear for the lock down status to be lifted.

NO STUDENTS, TEACHERS or VISITORS ARE TO LEAVE THE CLASSROOMS FOR ANY REASON UNTIL THE ALL CLEAR IS GIVEN THAT THE PERCEIVED DANGER HAS BEEN BROUGHT UNDER CONTROL AND IT IS SAFE TO DO SO.

Roles and Responsibilities in event of Lockdown when students are already in Classroom:

Principal

- ❖ Determine incident status.
- ❖ Chair executive meeting.
- ❖ Formulate written statement.
- ❖ Determine level of confidentiality.
- ❖ Media contact.
- ❖ Brief admin & support staff.
- ❖ Compose newsletter briefing school community members.
- ❖ Lead debriefing and evaluation of incident.
- ❖ Organise staff meeting.
- ❖ Arrange assembly.
- ❖ Follow up roll call.
- ❖ Supervise welfare aspects.
- ❖ Notify District Office.

Executive

- ❖ Attend incident meeting.
- ❖ Identify students at risk.
- ❖ Contact affected school community members.
- ❖ Oversee follow up procedures for supervised stages.
- ❖ Assist Principal in monitoring affected areas.

Class Teachers

- ❖ Be familiar with critical incident plan.
- ❖ Be familiar with school evacuation plan and procedures
- ❖ Mark of students at evacuation area.
- ❖ Mark roll on return to class.
- ❖ Observe students and inform support personnel if any child requires assistance.
- ❖ Take part in evaluation of incident.

School Counsellor

- ❖ Meet with Executive to determine management of crisis short and long term.
- ❖ Counselling plus coordinating outside school support personnel.
- ❖ Assist in the provision of service and support of affected school community members – short and long term.

Roles and Responsibilities in event of Lockdown when students are already in Classroom:

Roles and Responsibilities in event of Lockdown when students are already in Classroom:

SAM

- ❖ Go to staffroom and collect Staff and casual sign in books from front table in foyer
- ❖ Assist Executive contacting affected community members (if appropriate).
- ❖ Handle inquiries from parents
- ❖ DO NOT answer any media inquiries.
- ❖ Notify emergency services on direction of Principal .
- ❖ Assist in the identification of those in need.
- ❖ Mark staff present at Area D
- ❖ Ring classrooms and staffroom to account for staff, students and visitors.

SAO

- ❖ Assist SAM with above responsibilities.

SLSO's

- ❖ Assist class teachers.

Paging

- ❖ To page a **SINGLE** Multiline handset:
 - Lift handset – Dial **EXT NUMBER**
 - Dial **1** to make the **ANNOUNCEMENT**
- ❖ To page **ALL** Multiline handsets:
 - Lift handset Dial **7010**
 - Dial **1** to make the **ANNOUNCEMENT**

If a Drill

Lockdown, Lockdown Lockdown
Remain in the room and Lockdown
This is a Lockdown **Drill** I repeat,
This is a Lockdown **Drill**
Lockdown, Lockdown Lockdown
Remain in the room and Lockdown

Real Lockdown

Lockdown, Lockdown Lockdown
Remain in the room and Lockdown
This is a NOT a **Drill** I repeat,
This is NOT a **Drill**
Lockdown, Lockdown Lockdown
Remain in the room and Lockdown

Roles and Responsibilities in event of Lockdown when students are already in Classroom:

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

IN THE EVENT OF CONTINUOUS RINGING OF THE SCHOOL BELL

1. Direct students to the Hall
2. Staff move directly to their classroom to pick up Emergency Evacuation Folder and Class Roll and then to the Hall.
3. Lock all Windows and doors.
4. Check Roles & Responsibilities – next page
5. Students are to sit in an area out of sight from the windows. Blinds shut (if applicable)
6. Teachers check class roll or the roll located in the back of the emergency evacuation folder and identify missing and/or extra students.
7. Wait for office staff to call for student confirmation of class numbers.
8. Teachers and students to stay in Lock Down/ Lock Out until instructed by the Principal or Serious Incident Coordinator
9. Wait for further instructions.

Special Instructions:

- Classes in COOSH, Library or Hall are to remain where they are and follow the lockdown procedures for classrooms.
- Classes involved in outdoor activities move to the closest location either the hall, COOSH building or library.

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

- If the danger is between them and the buildings evacuate to Main Rd with their teacher and inform the office if possible.
- Students who are outside of rooms without a teacher (ie at break times) need to be trained to go to the nearest classroom. That teacher should report into the office that the child is with them.
- Visitors on site during a Lock Down or Lock Out Emergency follow staff instructions during the emergency or practice.
- Visitors are working in Classrooms, Library or Canteen, stay in that room until the emergency is over.
- Parents outside proceed to the nearest classroom and wait there until the emergency is over.
- The Principal or delegate, on hearing the alarm, will go straight to the school office.
- All lock down situations will be managed from the office.
- The Principal or delegate will give the all clear for the lock down status to be lifted.

NO STUDENTS, TEACHERS or VISITORS ARE TO LEAVE THE CLASSROOMS FOR ANY REASON UNTIL THE ALL CLEAR IS GIVEN THAT THE PERCEIVED DANGER HAS BEEN BROUGHT UNDER CONTROL AND IT IS SAFE TO DO SO.

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

Principal

- ❖ Determine incident status.
- ❖ Chair executive meeting.
- ❖ Formulate written statement.
- ❖ Determine level of confidentiality.
- ❖ Media contact.
- ❖ Brief admin & support staff.
- ❖ Compose newsletter briefing school community members.
- ❖ Lead debriefing and evaluation of incident.
- ❖ Organise staff meeting.
- ❖ Arrange assembly.
- ❖ Follow up roll call.
- ❖ Supervise welfare aspects.
- ❖ Notify District Office.

Executive

- ❖ Attend incident meeting.
- ❖ Identify students at risk.
- ❖ Contact affected school community members.
- ❖ Oversee follow up procedures for supervised stages.
- ❖ Assist Principal in monitoring affected areas.

Class Teachers

- ❖ Be familiar with critical incident plan.
- ❖ Be familiar with school evacuation plan and procedures
- ❖ Mark of students at evacuation area.
- ❖ Mark roll on return to class.
- ❖ Observe students and inform support personnel if any child requires assistance.
- ❖ Take part in evaluation of incident.

School Counsellor

- ❖ Meet with Executive to determine management of crisis short and long term.
- ❖ Counseling plus coordinating outside school support personnel.
- ❖ Assist in the provision of service and support of affected school community members – short and long term.

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

SAM

- ❖ Assist Executive contacting affected community members (if appropriate).
- ❖ Handle inquiries from parents
- ❖ DO NOT answer any media inquiries.
- ❖ Notify emergency services on direction of Principal .
- ❖ Assist in the identification of those in need.
- ❖ Mark staff present at Area D
- ❖ Ring classes and staffroom to account for staff, students and visitors.

SAO

- ❖ Assist SAM with above responsibilities.

SLSO's

- ❖ Assist class teachers.

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 - Dial **1** to make the **ANNOUNCEMENT BELOW**

If a Drill

Lockdown, Lockdown, Lockdown
Remain in the room or proceed to nearest room and Lockdown
This is a Lockdown **Drill** I repeat,
This is a Lockdown **Drill**
Lockdown, Lockdown, Lockdown
Remain in the room or proceed to nearest room and Lockdown

Real Lockdown

Lockdown, Lockdown, Lockdown
Remain in the room or proceed to nearest room and Lockdown
This is a NOT a **Drill** I repeat,
This is a NOT a **Drill**
Lockdown, Lockdown, Lockdown
Remain in the room or proceed to nearest room and Lockdown

LOCKDOWN / LOCKOUT IN HALL

When students are in the playground during break times or outdoor activities

Evacuation Procedures

FIRE

1. Check the source of the **fire**.
2. Evacuate partially or totally
3. Try to put out the **fire**, but *only* if it can be done safely.
DO NOT ENDANGER LIFE!
4. Call **Fire Brigade: Phone 000**
5. Await instruction from the officer in charge.
6. Keep everybody away from the fire unless they are **Fire Brigade** crew.
7. Notify DET District Office:
Phone **131 536**

TOXIC EMISSIONS Gas, Fuels, Chemicals

1. When alerted, check the source of the disaster.
2. Evacuate well away from source – not downwind
3. Call the **Police: 000 or 4421 9699**
4. Await instructions of the officer in charge
5. Notify DET District Office:
Phone **131 536**

BOMB THREAT

1. Call the Police:
Phone 000 or 4421 9699
2. Evacuate to open area.
3. Wait for instruction from the Police
4. Notify DET District Office:
Phone **131 536**

SEVERE WINDSTORMS

INDOORS

1. At first warnings tune to your radio or television.
2. Ensure everybody remains indoors.
3. Secure doors, board up or tape windows and store loose articles inside.
4. Remain tuned to your radio or television until the cyclone has passed and follow any emergency instructions.
5. Do not allow anybody to venture outside unless the area is free from debris and fallen power lines.
6. Notify DET District Office :
Phone **131 536**

OUTDOORS

1. At first warnings ring 3 bells and assemble everyone in COLA.
2. Tune your radio or television.
3. Move children into classrooms if this appears to be the safest option.
4. Notify DET District Office :
Phone **131 536**

If dangerous weather conditions arise with little warning, students must be kept at the institution and all possible measures taken for their safety.

Evacuation Procedures

Evacuation Procedures

EARTHQUAKE

INDOORS

1. Get everybody under desks and tables or a door frame.
2. Ensure nobody leaves the building.
When tremor has subsided:
3. Evacuate everybody clear of the buildings, trees and power lines.
4. Tune into radio and follow any emergency instructions.
5. Ensure building is safe before allowing students to re-enter.
6. Notify DET District Office :
Phone [131 536](tel:131536)

OUTDOORS

1. Move everybody away from buildings, trees and power lines.
When tremor has subsided:
2. Tune into radio and follow any emergency instructions.
3. Ensure building is safe before allowing students to re-enter.
4. Notify DET District Office :
Phone [131 536](tel:131536)

SIEGE / HOSTAGE

1. Confirm available facts by personal observation or by a second information source.
2. If possible contact Police:
[Phone 000](tel:000) or [4421 9699](tel:44219699)
3. Evacuate – partially or totally.
4. Assemble personnel with a direct knowledge of: Events; the Assailant(s); Hostage(s); Interior Layout or Topography.
5. Co-operate and assist Police.

Evacuation Procedures



Cambewarra Public School



Emergency Plan for When the Principal is Away

- ✦ If an Assistant Principal is required to support a student who is non compliant, aggressive, abusive or is displaying dangerous behaviour then Trent will let Vicki know to mind his class. Trent will allocate either the Librarian or RFF teacher or RR teacher to cover 3/4B during the emergency.

Phone Numbers for Support:

DOCS.....133 627

Nowra Police.....4421 9699

Police Assistance Line.....131 444

Susan's Mobile.....0428 643 480

Media Unit.....9561 8501

Legal Branch.....9561 8538

Principals Support.....1300 850 338

School Security Unit.....1300 880 021

Director of Schools, Warilla....4267 6100

School Safety & Response Unit (SSRU 24x7)...1300 363 778



Classroom Plan (includes phone extensions)

Paging To page ALL Multiline handsets: Lift handset Dial 7010

To page a SINGLE Multiline handset: Lift handset – Dial EXT NUMBER—Dial 1 then make ANNOUNCEMENT

