

## EVACUATION & LOCK DOWN POLICY DOCUMENT

FEBRUARY 2022

### BACKGROUND

This policy and procedure involves all personnel in the designated area, including visitors, contractors and employees from other sites. All employees must be aware of this plan and familiarise themselves with their responsibilities in the event of an evacuation or lock down.

### POLICY

Hilton Primary School is committed to providing a healthy and safe work place environment for all students, staff and visitors. In the event of an emergency it may become necessary to evacuate all personnel form the hazardous environment to a place of safety or, in the event of a threat to a student or staff member, it may be necessary to instigate a 'lock down' in all classes.

### AIM

To ensure all personnel in the stated areas are protected from the hazardous situation and are accounted for in the event of an emergency. These could include, but are not limited to, any or all of the following:

- A fire on the premises or adjacent buildings that may produce a smoke or chemical emergency on this site
- Personal threat to staff or student
- Structure collapse
- Workplace accident
- Unauthorised person/s on the premises
- Any other major emergency

## EMERGENCY INSTRUCTIONS

### IN AN EMERGENCY SITUATION FOLLOW THESE

#### INSTRUCTIONS:

1. Phone Extension 87901 OR 87903 MAIN RECEPTION or  
HPS - 64587900
2. Stay CALM
3. State the following:
  - a. Your name
  - b. Detail the location of the Emergency and what has occurred
  - c. List who has been injured (if relevant)
  - d. List what injuries have been sustained (if relevant)
  - e. Don't hang up until you are sure your message is understood
  - f. Return to your area and wait for the call to evacuate

Without this information it will be impossible to proceed. Please ensure all relevant detail is provided.

If you require out of hours assistance call DoE security on 9264 4771.

## WARDEN DUTIES

### CHIEF WARDEN

A Chief Warden will assume the responsibilities detailed below. They must ensure all employees are informed of this evacuation/lockdown procedure during induction. The Chief Warden must ensure the Evacuation Map is displayed along with the area's evacuation plan card in the area to which it relates.

### CHIEF WARDEN'S DUTIES IN AN EMERGENCY

The Chief Warden is the person in direct charge of the evacuation/lock down of this school. After being notified of an emergency situation the Chief Warden completes the following duties:

- Determine whether an evacuation/lockdown is required for the emergency reported.
- Advises school of evacuation/lock down as below.
- Visitors are out of the buildings.
- Ensure all personnel know which mustering point to go to and which route is the safest to use.
- Prevent other personnel from re- entering a cleared area by:
  - a) Ensuring all persons found, exit the area to the nominated mustering point;
  - b) Shutting doors after inspection;
  - c) Proceeding in a clockwise direction while searching the area.
- Bring a copy of the evacuation roll for each class.
- Report back to the Chief Warden.
- If the Chief Warden is absent nominate and advise a deputy.

### EVACUATION

**LONG SIREN SOUNDING (~10sec) = PREPARE FOR EVACUATION PROCEDURE**

PA ANNOUNCEMENT -

"Avoid the hazard at \_\_\_\_\_ and proceed to the oval." REPEAT LOCATION.

Follow **EVACUATION** flowchart.

NOTE – If an alternative Muster Point is required this will be announced via the PA.

### LOCKDOWN

**3 x REPEATED BLASTS OF THE SIREN (~3secs each) = PREPARE FOR LOCKDOWN PROCEDURE**

PA ANNOUNCEMENT -

"LOCKDOWN / LOCKDOWN / LOCKDOWN."

Follow **LOCKDOWN** flowchart.

## OTHER PERSONNEL AND VISITORS

After being notified by the Chief Warden, or the Evacuation Alarm that an evacuation is necessary:

- a) Ensure your workplace is safe to leave. If not safe then make it so by shutting down equipment and turning off appliances.
- b) Walk to the nearest exit. **DO NOT RUN.**
- c) Remain calm and follow the directions to the selected mustering point.
- d) Proceed directly to the initial mustering point and report to the Cluster Warden.
- e) Once all personnel are accounted for, if necessary, proceed to the designated final mustering point and report to the Chief Warden.
- f) Do not move from the mustering point until the ALL CLEAR is given or you are told what to do by the Chief Warden, Cluster Warden or Emergency Services.

Your assistance may be required in one or any of the following areas:

- a) Assist Chief Warden in their duties to evacuate personnel.
- b) Apply First Aid to the best of your ability.
- c) Provide information to the emergency services.

In the event of a lockdown ALL visitors and PERSONNEL are to find the closest classroom/administration building. VISITORS are to follow all directions given by the classroom teachers. Classroom teacher will follow LOCKDOWN procedure as per flowchart.

## EVACUATION PROCEDURE

The signal to evacuate\* will be a LONG sounding siren and verbal message over the PA system from the Chief Warden or designated person on that day. This message will include the safe Muster Point that must be used. The message will be repeated 30 seconds later. In the case of power failure, a handbell being rung continuously for at least 30 seconds.

- The Chief Warden to check the toilets and close the doors when clear. Check rooms 1-6, Staffroom, Junior Toilets, Art, Music and Library
- Sarah Fitt to check rooms 7,8,9 and senior toilets.
- School Officer to take medical kit and visitor book.
- Early childhood EA (Carley Phillips) to check Early Childhood buildings and toilets. Close the doors.
- Children must be counted as they leave the classroom. Teachers are to take their class roll (the Chief Warden will also have a copy), lead their class to the Muster Point and immediately call the roll. Any missing children must be reported immediately to the Chief Warden.
- If a Specialist teacher has a class, that teacher evacuates the class to the Muster Point and hand the class to the classroom teacher when he/she arrives at the Muster Point. If a class is not in the home room the classroom teacher will go directly to the Muster Point and collect the roll from the Chief Warden and take the roll call. Missing children must be immediately reported to the Chief Warden.
- Children are to be kept seated in class lines at the Muster Point until approval to return to rooms is given by the Chief Warden.
- Registrar/School Officer to take a medical box and visitor book with them to the Muster Point.
- If there is a need to evacuate during recess or lunch the siren or handbell will be sounded continuously and duty staff will immediately direct students to the Muster Point. Staff to obtain class roll from the Chief Warden at the safe Muster Point.

\* Depending on the location of the fire. Some buildings may not evacuate. (E.g. In the event of a fire in the Staff Room, we may not evacuate the Early Childhood Classrooms.)

### EVACUATION

**LONG SIREN SOUNDING (~10sec) = PREPARE FOR EVACUATION PROCEDURE**

**PA ANNOUNCEMENT -**

**“Avoid the hazard at \_\_\_\_\_ and proceed to the oval.” REPEAT LOCATION.**

**Follow EVACUATION flowchart.**

**NOTE – If an alternative Muster Point is required this will be announced via the PA.**

## LOCK DOWN PROCEDURE

A lock down is a method of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings. Lockdown is sometimes referred to as Protect in Place or Shelter in Place

In the case of a Lock Down emergency, a verbal message will come over the PA system from the Chief Warden or Deputy Warden.

- Staff, students and visitors stay in the room they are in at the time or find the closest room if they're walking around the grounds.
- Teachers are to lock external doors and windows and stay away from windows and doors and sit on the floor. Direct students to lie under desks if necessary.
- Teachers to advise administration if a child is missing ie. have gone to the toilet, via phone (school or own mobile).
- In the case of an Earthquake, all staff and students to take shelter under desks until the immediate danger has passed, at which time the evacuation procedure will be implemented.

### LOCKDOWN

**3 x REPEATED BLASTS OF THE SIREN (~3secs each) = PREPARE FOR LOCKDOWN PROCEDURE**

PA ANNOUNCEMENT -

"LOCKDOWN / LOCKDOWN / LOCKDOWN."

Follow **LOCKDOWN flowchart**.

### EMERGENCY PHONE NUMBERS

SERVICE	PHONE
FIRE	000
POLICE	000
AMBULANCE	000
THIS SCHOOL	6458 7900
PRINCIPAL'S MOBILE	0437 292 130 (Carmel)
DEPUTY PRINCIPAL'S MOBILE	0438 704 404 (Daren)
DISTRICT OFFICE	9336 9563
POLICE	131444
FIONA STANLEY HOSPITAL	6152 2222
DoE SECURITY	9264 4825
SES	000
POISONS INFORMATION CENTRE	131126
MANAGER OPERATIONS	9336 9527

#### IN AN EMERGENCY SITUATION FOLLOW THESE INSTRUCTIONS:

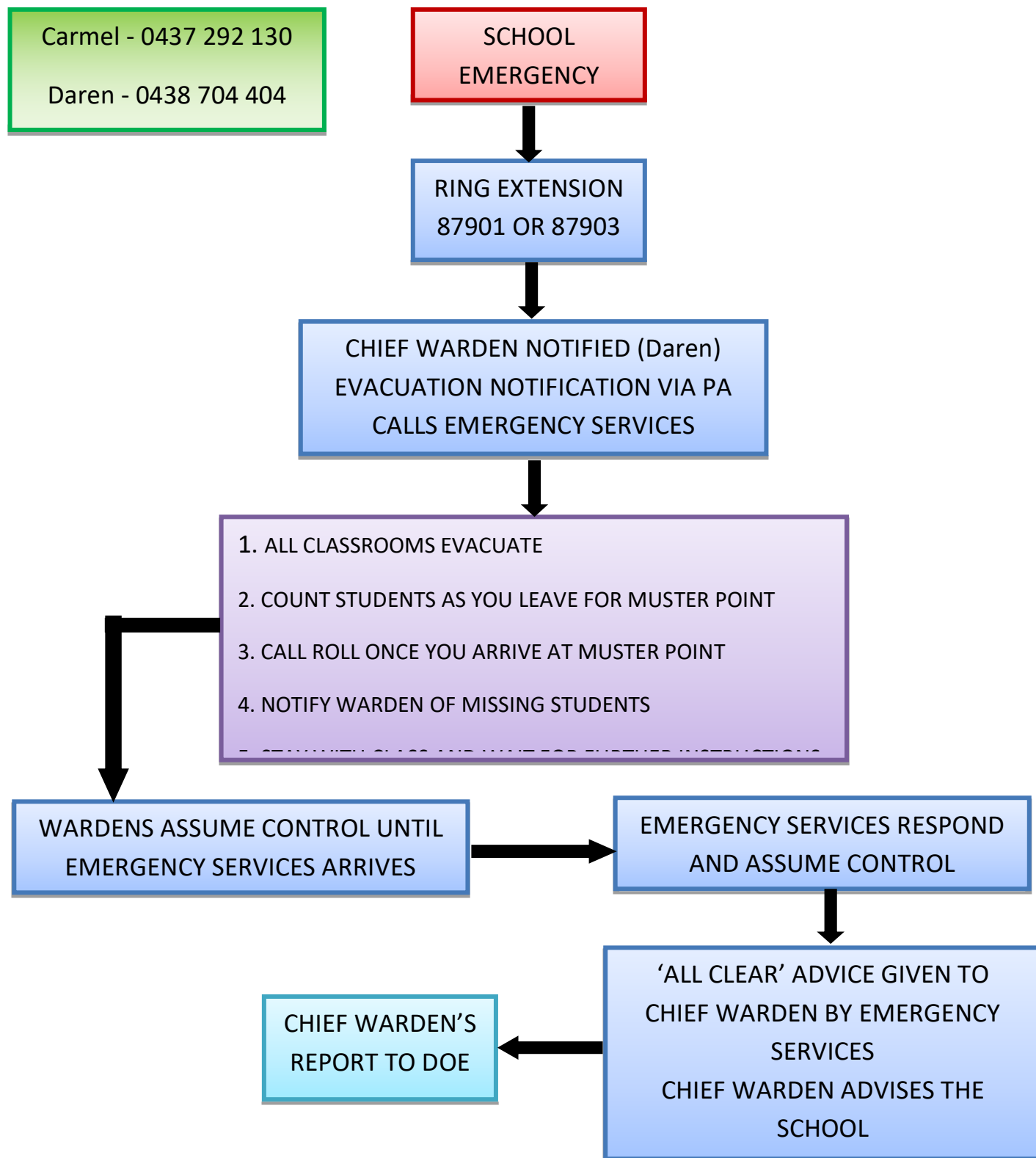
1. Phone Extension 87901 OR 87903 MAIN RECEPTION HPS - 6458 7900
2. Stay CALM
3. State the following:
  - a. Your name
  - b. Detail the location of the Emergency and what has occurred
  - c. List who has been injured (if relevant)
  - d. List what injuries have been sustained (if relevant)
  - e. Don't hang up until you are sure your message is understood
  - f. Return to your area and wait for the call to evacuate

Without this information it will be impossible to proceed. Please ensure all relevant detail is provided.

If you require out of hours assistance call DoE security on 9264 4825.

<b>Emergencies include:</b>	Fuel spill	Fallen power lines
Fire	Smoke hazard	Injury
Bomb threat	Earthquake	Building damage
Gas leak	Explosion	Assault

## EVACUATION FLOWCHART

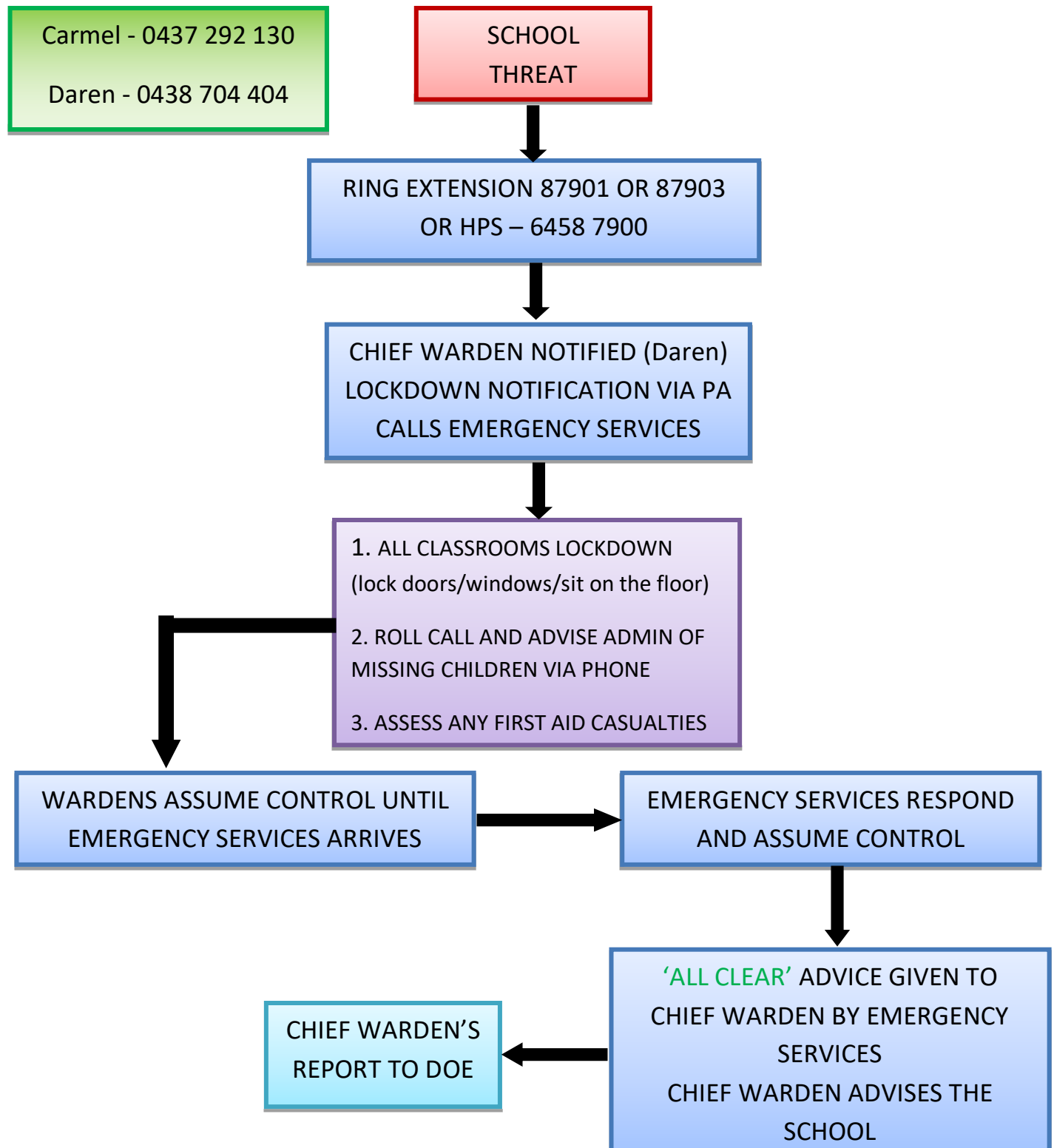


### IMPORTANT

- Rooms are to be evacuated in a brisk and orderly fashion without panic. Students to be walked in pairs via the safe route indicated by the Chief Warden.
- Proceed to the Muster Point nominated by the Chief Warden. If you have visitors in your room, they **MUST** accompany you to the Muster Point and remain until the 'All Clear'.



## LOCKDOWN FLOWCHART



### IMPORTANT

**Doors and windows are to be locked from the inside.**

Advise Chief Warden of children outside the room.

Children in toilets will be retrieved by Chief Warden and brought to Admin block.

A phone call to the child's Cluster is to be recorded as the child being safe. If you have visitors in your room, they **MUST** remain with you until the 'All Clear' is declared by the Chief Warden.