



# **TAMWORTH WEST PUBLIC SCHOOL**

## **Emergency Procedures: Evacuation/Lockdown**

School Guidelines and Support Documentation for  
Implementation of NSW Department of Education Policy

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## EMERGENCY PROCEDURES EVACUATION/LOCKDOWN

*These procedures are used only in serious situations which may lead to injury or threat to the safety and welfare of students, staff and visitors at the school. Some examples include: fire, gas leak, intruders and/or weapons, serious accident or damage to buildings, explosion, etc.*

In any such incident, it is very important that everyone keeps as calm as possible and that all students and staff (and visitors to the school) IMMEDIATELY follow procedures and/or instructions of teachers and other school staff in order to ensure the best possible levels of safety and welfare for everyone.

Emergency drills or trials will be held at random times each year so that everyone knows and understands (and practises) the correct procedures, should an emergency arise at the school.

Emergency procedures are designed as a response to a *typical* emergency. Unfortunately no emergency situation is typical.

**Common sense must prevail in carrying out emergency procedures.**



## **EVACUATION ... signalled by the continuous short sounding of the school bell.**

In this emergency situation, the aim is to get everyone **out of the school buildings**, using the nearest appropriate exits and assembled in a safe place in the middle of the school oval. A diagram showing the evacuation exit for each room is posted at each classroom, staffroom, library or office door.

### **EVACUATION PROCEDURES**

#### **Teaching Staff (Classroom scenario)**

1. Wait for notification from the emergency bell alert or key personnel. (In electricity blackout, the air horn will be used.) **Collect student medications, eg. Epipens and asthma bags.**
2. Ask students to leave the room in an orderly fashion. Students are NOT to take their belongings with them.
3. Evacuate using the safest route.
4. Proceed to the assembly point – Assembly Area 1 asphalt area or Assemble Area 2 grassed area.
5. Check attendance of students at the assembly point (class roll will be distributed by SASS)
6. Report attendance to Assistant Principals.
7. Keep students calm and the class together. Await further instruction by the Principal.
8. In the case of dispersal, record on roll which student was released and who to, such as: parent / caregiver.

#### **Teaching Staff (Playground scenario)**

1. Teacher on duty identifies himself/herself in the playground [waves arms/bright vest].
2. Students move immediately to nearest teacher.
3. Teacher quickly guides students to evacuation assembly point.
4. Staff not on duty proceed immediately to the assembly point.
5. Students sit down and quietly await further instructions from staff or emergency workers.

#### **Teaching Staff (Offsite evacuation)**

1. After proceeding to the assembly point – Assembly Area 1 asphalt area or Assembly Area 2 grassed area at front of school, the Principal or in-charge delegate will instruct staff to proceed to the offsite evacuation point which is TAMWORTH HIGH SCHOOL.
2. Students will be instructed to use the Church Street pedestrian crossing and cross the street to the rear grounds of St Pauls Church. Staff will guide the students to move around the right side of the church and proceed to the hill area facing Ebsworth Street. Rolls will be marked.
3. Students will sit on the hill area until buses arrive to transport to Tamworth High School. The buses will park on Ebsworth Street, just past the No Stopping sign. This will allow for safe entry onto the buses.
4. Upon arrival at Tamworth High School the buses will drop off at Willis Street side gate entrance and everyone will proceed to the canteen area at the rear of the school.
5. Check attendance of students with the rolls being marked again. Report attendance to the Deputy Principal or their delegate.
6. Keep students calm and the class together. Await further instruction by the Principal or their delegate.
7. In the event that students are to be dispersed, record on the roll against the student's name, who they were released to and the time they were collected.

*Note:* Class free or support staff are to report to the Principal or Assistant Principals for special duties.

## Principal/Chief Warden

- ◆ Establish nature of the emergency.
- ◆ Take appropriate evacuation action and alert school personnel.
- ◆ Brief emergency service upon arrival.
- ◆ Move to assembly area on completion of evacuation with a master set of keys (to school buildings).
- ◆ Ensure the staff are familiar with the procedures.

## Business Manager

On hearing the alarm:

- ◆ Ensure all items are immediately available for emergency use at direction of the Principal.
- ◆ On instruction, contact emergency services.
- ◆ Check the administration block.
- ◆ Direct a school assistant to take a first aid kit to the assembly area.
- ◆ Direct a school assistant to take class rolls to the assembly area.

## Floor Wardens

In the event of an emergency evacuation:

- ◆ Instruct teachers of evacuation and direction of exit to assembly area.
- ◆ Check no persons have been left behind in storerooms and offices—doors should be shut and a **chair should be left turned upside down outside of the door to indicate that the room has been searched.**
- ◆ Proceed to assembly point.
- ◆ Register classes that have reported there as they arrive and the name of any person unaccounted for.
- ◆ Direct all people at the assembly area.
- ◆ Report an update of the situation to the Principal when s/he arrives at the assembly area.

## Deputy Principals/Deputy Wardens

In the event of an emergency evacuation:

- ◆ Complete Floor Warden responsibilities
- ◆ If applicable, hand over responsibility of class to the LaST or librarian.
- ◆ Report to Principal for further instructions.

## First Aid Officer

In the event of an emergency evacuation:

- ◆ Attend to casualties and hand over to medical authorities when they arrive.
- ◆ Register casualties, particularly those handed over to authorities.

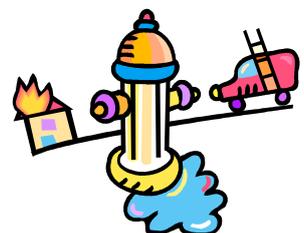
## General Assistant

In the event of an emergency evacuation:

- ◆ Complete Floor Warden responsibilities
- ◆ Open Denne Street and Church Street gates before reporting to the assembly area.

## Canteen staff, cleaning staff, voluntary workers/scripture teachers

- ◆ Follow instruction from key personnel.



## 2020 FLOOR WARDENS FOR EVACUATION ONLY

| Personnel   | Block                          | Specific area to check   |
|---|--------------------------------|--|
| <b>Maree</b>  | Block A + Library              | administration block<br>rooms 1<br>reading storeroom<br>library  |
| <b>Sara</b>   | Block A<br>Block A + B         | rooms 3, 4 & 5<br>AEO office<br>staff room<br>B Block admin<br>LaST<br>staff toilets                                       |
| <b>Jody</b>   | Block C<br>Block C             | rooms 11, 12, 13 & 14<br>rooms 15 & 16<br>downstairs room<br>downstairs toilets  |
| <b>Pip</b>  | Block E                        | rooms 8, 9 & 10  |
| <b>Sharlee Corbett</b>  | Block F                        | canteen<br>P&C room  |
| <b>Peter Lees</b><br><b>Scott Munday</b><br><b>Thursday p.m.</b><br><b>Friday</b> | Block F                        | GA rooms<br>boys' toilets<br>girls' toilets<br>sports shed   |
| <b>Grant</b>  | Block H<br><br>Blocks G, I & K | rooms 18, 19 , 20, 21<br>staff toilet<br>room 17—computer lab<br>rooms 22, 23 & 24<br>OOSH<br>counselling services<br>Hall |
| <b>Anthony Constantine</b><br><b>Michael Erich</b>                                | Block J                        | assets building  |

**Note:**

***Please remember to lock door/s once room/area is checked and place an upside chair in front of the door to signify that the room/area has been checked.***



## **LOCKDOWN ... signalled by continuous sounding of school bell.**

In this emergency situation, the aim is for everyone to **remain inside the school buildings** (away from windows) and all doors to remain LOCKED.

LOCKDOWN procedures maximise safety by keeping everyone in secure areas.

### **Scenarios:**

These scenarios, though unlikely, would require the Lockdown Procedures to be implemented.

- ◆ Dangerous/armed person(s) entering the school grounds.
- ◆ Terrorist activity
- ◆ Kidnapping/hostage situation
- ◆ Bomb threat (depending on situation)
- ◆ Explosion, chemical hazard, transport or industrial accident.
- ◆ Severe windstorm/thunderstorm/hail storm
- ◆ Fire [Playground scenario]

### **Implementation:**

If a potential situation arises, notify executive staff immediately. If a decision for emergency action is taken, the following will occur:

There are 2 types of warnings:

1. Continuous sounding of school bell
- or
2. School executive circulates announcing, “Code Red” [in case school bell is disabled]

The office will contact the appropriate emergency authority

### **Procedures:**

#### **Classroom scenario procedure**

1. Teacher announces “We have a Code Red”.
  2. Students sit on floor.
  3. Lock doors, close windows, pull down blinds and turn off lights in all buildings except K (Hall) wing lights need to be left on.
  4. Students out of class move to nearest classroom.
  5. Teachers mark their roll and record absences and additional students on *Missing/additional students form*.
  6. Remain calm & quiet. Await instructions from executive staff or emergency workers.
  7. At conclusion of lockdown, classes will assemble in the school hall. Teachers take their roll, and *Missing/additional students form to the Hall with them and give to the admin staff.*
- ◆ **Library & support officers** will secure their rooms, and follow procedures for classrooms.
  - ◆ **SAS staff**, in liaison with Principal/Chief Warden and Deputy Principal/Deputy Warden, are to secure the office building and contact the appropriate emergency authority. At conclusion of lockdown, take class rolls to the assembly area.
  - ◆ **Principal/Chief Warden** and **Deputy Principal /Deputy Warden** will check toilets.
  - ◆ **General Assistant** will report by telephone to the office.
  - ◆ **Canteen, Cleaning staff, voluntary workers/scripture teachers** will remain in their area of deployment and await instruction.

***2 bells in rapid succession signals end of Code Red. [Ignore other bells]***

## Playground scenario Procedure

1. Teacher identifies himself/herself in the playground [waves arms/bright vest].
2. Students move immediately to nearest teacher.
3. Duty A teacher and Duty M teacher quickly guides students to K Block (the hall).
4. Duty B teacher quickly guides students to E Block (rooms 8 and 9).
5. Duty T teacher quickly guides students to I Block (rooms 23 and 24).
6. Students in the library remain in the library.
7. Students in the technology room remain in the technology room.
8. Staff in any other room either alone or with students should lock down in that room.
9. Staff outside of rooms not on duty, need to move to the nearest available room to lockdown. If one of these rooms has students entering, staff should move to this room to provide support.
10. Students sit on floor of hall/classrooms/library/technology room.
11. Lock doors, close windows, pull down blinds and turn off lights in all buildings except for K Block (Hall) wing lights should be left on.
12. Students quietly await further instructions from staff or emergency workers.
13. At conclusion of lockdown, classes will assemble in the hall. Rolls will be marked.

*2 bells signals in rapid succession end of Code Red. [Ignore all other bells]*

- ◆ **Deputy Wardens/Deputy Principals** are to check toilets and report to Chief Warden/Principal.
- ◆ **SAS staff**, in liaison with Chief Warden/Principal and Deputy Wardens/Deputy Principals, are to secure the office building and contact the appropriate emergency authority. At conclusion of lockdown, take class rolls to the hall.
- ◆ **General Assistant** will report by phone to the front office.
- ◆ **Canteen staff, cleaning staff, voluntary workers/scripture teachers** will remain in their area of deployment and await instruction.



# EVACUATION PROCEDURE

**Warning:**        **Continuous short sounding of the school bell**

## **Classroom scenario**

1. Wait for notification from the emergency bell alert or key personnel. (In electricity blackout, the air horn will be used.) **Collect student medications, eg. Epipens and asthma bags.**
2. Ask students to leave the room in an orderly fashion. Students are NOT to take their belongings with them.
3. Evacuate using the safest route.
4. Proceed to the assembly point – Assembly Area 1, asphalt area, Assembly Area 2 grassed area at front of school.
5. Check attendance of students at the assembly point (class roll will be distributed by SASS)
6. Report attendance to Assistant Principals.
7. Keep students calm and the class together. Await further instruction by the Principal.
8. In the case of dispersal, record on roll which student was released and who to, such as: parent / caregiver.

## **Playground scenario**

1. Teacher on duty identifies himself/herself in the playground [waves arms/bright vest].
2. Students move immediately to nearest teacher.
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4. Staff not on duty proceed immediately to the assembly point.
5. Students sit down and quietly await further instructions from staff or emergency workers

# LOCKDOWN PROCEDURE

**Warning:**

1. **Continuous sounding of school bell**

Or

2. **School executive circulates announcing, “Code Red” [in case school bell is disabled]**

## **Classroom scenario**

1. Teacher announces “We have a Code Red”.
2. Students sit on floor.
3. Lock doors, close windows, pull blinds and turn off lights.
4. Students out of class move to nearest classroom.
5. Teachers record absences and additional students on *Missing/additional students form*.
6. Remain calm & quiet. Await instructions from executive staff or emergency workers.
7. At conclusion of lockdown, classes will assemble in the school hall. Teachers take their roll, and *Missing/additional students form to the Hall with them and give to the admin staff.*

## **Playground scenario**

1. Teacher identifies himself/herself in the playground [waves arms/bright vest].
2. Students move immediately to nearest teacher.
3. Duty A teacher and Duty M teacher quickly guides students to K Block (the hall).
4. Duty B teacher quickly guides students to E Block (rooms 8 and 9).
5. Duty T teacher quickly guides students to I Block (rooms 23 and 24).
6. Students in the library remain in the library.
7. Students in the technology room remain in the technology room.
8. Staff in any other room either alone or with students should lock down in that room.
9. Staff outside of rooms not on duty, need to move to the nearest available room to lockdown. If one of these rooms has students entering, staff should move to this room to provide support.
10. Students sit on floor of hall/classrooms/library/technology room.
11. Lock doors, close windows, pull blinds and turn off lights in all buildings except for K Block (Hall) wing lights should be left on.
12. Students quietly await further instructions from staff or emergency workers.
13. At conclusion of lockdown, classes will assemble in the hall. Rolls will be marked.

***2 bells in rapid succession signals end of Code Red. [Ignore all other bells]***

# Evacuation and Lockdown information for Tamworth West Public School

## LEGEND

- A Block Administration and Rooms 1—5
  - B Block Offices
  - C Block Rooms 11—16
  - E Block Rooms 8 —10
  - F Block Toilets and General Assistant
  - G Block Room 22 and Out Of School Hours care (OoSH)
  - H Block Rooms 17—20 and Itinerant Staff
  - I Block Rooms 23—24 and Counselling Services
  - J Block Assets Management Unit
- ★ Gates to be used in case of site evacuation or need to exit school to get to an Assembly Area

ASSEMBLY AREA 1 Asphalt Area

ASSEMBLY AREA 2 Front of school

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



William Street



Church Street

Denne Street

Bridge Street

