

## Emergency Procedures – Stay in Place 2013

### Context:

1. At all times, a primary consideration of school personnel is the safety and welfare of students, and of colleagues and co-workers.
2. An emergent situation may arise which requires urgent action across the whole campus, in order to protect and preserve everyone's safety and welfare.
3. Such urgent action may require the movement of all students, school personnel and visitors to effect either:
  - a. *Evacuation* – movement from and near buildings to designated assembly areas;
  - OR
  - b. *Lock-down* – movement from open spaces to enclosed and secure areas, and to be positioned as inconspicuously as possible within that area.
4. All State Schools are required to routinely (at least once per term) practice appropriate emergency response procedures.

### Principles:

1. SAFETY
  - The primary focus throughout the emergency must be the safety and welfare of all concerned, especially students.
  - No one should take any action to endanger their own safety, or as a consequence place others in danger.
  - Everyone shares the responsibility to relay the 'alarm', and to assist others to respond appropriately.
  - All personnel without a delegated emergency response role, and not directly supervising students, should assist checking playground areas and areas such as the hall and toilet block.
  - The emergency concludes only when the official 'All Clear' is given.
2. URGENCY with ORDER
  - While promoting a sense of urgency, movement must be conducted in an orderly manner.
  - Movement must be via the most direct, practical route.
  - In the event of an Evacuation, it is essential to clear buildings as a matter of priority, and to avoid under-cover spaces.
3. ACCOUNTABILITY
  - It is critical to ensure that everyone is accounted for as quickly as possible.
  - Relevant documentation must be maintained: class rolls; staffing registers (e.g. TRS Register; Visitors' Register; Sign in/out Register); and be readily available throughout the emergency process.

## Process

1. Raise the 'alarm' / Activate procedure
2. Students report to the nearest, known and trusted adult (e.g. teacher, teacher aide)
3. If not already in an enclosed secure space, immediately move to one that has phone communication.
4. Remain as inconspicuous as possible. [If possible, lock any external doors.]
5. Ensure everyone is accounted for and, at the earliest, safe opportunity, report anyone unaccounted for, or 'out-of-place' by following the communication protocol (see below)
6. Assess the situation, review options and further actions
7. 'All Clear' declared
8. Normal routine resumes
9. Debrief & follow-up

## Activation

*Who?* Anyone

**NOTE:** In raising the alarm, DO NOT, under any circumstances, endanger personal safety, or the safety of others!

*When?* Emergency procedures need to be considered and activated upon awareness of any suspicious event, circumstance or activity where the safety and welfare of students and school personnel is believed to be critically at risk, or likely to be, if immediate action is not taken.

*How?* Immediately, by whatever means (refer "Communication"):

- Take steps to alert those most at risk of the danger;
- Relay a message to the office (danger, location, who is involved ,actions already underway)

**NOTE:** In some instances, it may be prudent NOT to immediately publicise a critical situation as this may cause undue panic and/or aggravate the source of the emergency e.g. where an individual is behaving in a suspicious/threatening manner.

*What?*

- An integrated, public address / emergency activation system is based in the front office [NOTE: this system has the capacity to deploy three distinctive tones including one designated specifically for "Evacuation" and one for "Lock-down".]
- Other available means of communication.
- The 'alarm' should continue to be activated/relayed until the emergency has passed.

## Communication Protocol

- As soon as possible contact the school office using the relevant phone numbers. Notify the answering officer of your accounted for and unaccounted for students/staff and or community members.
- Await further instructions from the PA or via the phone.
- Do not communicate with any other person or organisation over a mobile phone unless instructed to do so.

Block	Procedure
A Block	Call 120 or 3863 9120
B Block	Call 120 or 3863 9120
C Block	Call 120 or 3863 9120
D Block	Call 110 or 3863 9130
E Block	Call 110 or 3863 9130
F Block	Call 110 or 3863 9110
M Block	Call 130 or 3863 9120
Hall	Call 130 or 3863 9130
ECDU	Call 130 or 3863 9130
Prep Rooms	Call 130 or 3863 9130

## When making the call:

- Be very brief
- Notify any unaccounted for students
- Notify any other adults or children in the room
- Receive a brief of the situation then get of the phone quickly.

## Roles and Responsibilities

Role	Responsibilities	
	Evacuation	Lock-down
All Personnel	<ul style="list-style-type: none"> <li>• Ensure, by what-ever means available and practical, that the emergency alarm has been relayed</li> <li>• Check for any students who may not be under direct supervision (e.g. students in transit between classrooms, or in the play area), and take charge</li> <li>• Assist any volunteers on site (e.g. helping in classrooms)</li> </ul>	
	<ul style="list-style-type: none"> <li>• If not already in an enclosed secure space, immediately move to one</li> <li>• If possible, and appropriate and practical, lock any external doors</li> <li>• Remain as inconspicuous as possible until the 'All Clear' is given</li> </ul>	
Students	<ul style="list-style-type: none"> <li>• If not already under direct supervision, immediately report to the nearest known and trusted adult (e.g. teacher, teacher aide)</li> <li>• Promptly follow the directions given by teachers and other school personnel</li> </ul>	
	<ul style="list-style-type: none"> <li>• Move smartly and in an orderly manner, without undue conversation, to the nearest, secure space by the most practical route</li> <li>• When in the secure space, remain silent and as inconspicuous as possible, and listen for directions</li> </ul>	
Principal	<ul style="list-style-type: none"> <li>• Support coordination of emergency procedures</li> <li>• Liaise with emergency services on arrival</li> <li>• Report to District Office (Executive Director of Schools) / Education Queensland</li> <li>• Public relations</li> </ul>	
	<ul style="list-style-type: none"> <li>• Liaise between and with key personnel</li> </ul>	
Deputy Principal	<ul style="list-style-type: none"> <li>• Manage practice events</li> <li>• Induction of new personnel</li> <li>• Coordinate and manage internal emergency response</li> <li>• Declare 'All Clear'</li> <li>• Debrief &amp; reporting processes</li> </ul>	
	<ul style="list-style-type: none"> <li>• Liaise between and with key personnel</li> <li>• Manage the staff receiving phone calls.</li> </ul>	
Business Services	<ul style="list-style-type: none"> <li>• Contact appropriate emergency services (or delegate to AO)</li> <li>• Support coordination of emergency procedures</li> <li>• Oversee office &amp; staffroom evacuation/lock-down</li> <li>• Ensure whistle, copy of procedures and map are prominently on display in the administration/staffroom areas</li> <li>• Routinely ensure fire extinguishers and fire blankets are located as required, and are serviceable</li> </ul>	
	<ul style="list-style-type: none"> <li>• Liaise between and with key personnel</li> <li>• Assist the Deputy Principal</li> </ul>	
Admin Officers	<ul style="list-style-type: none"> <li>• Supervise students visiting the office, including children in the sick bay</li> <li>• Lock the admin doors</li> <li>• Report to either 120, 130 or 110 phones and take information as it is called in.</li> </ul>	
Head of Curriculum	<ul style="list-style-type: none"> <li>• Liaise with Principal and/or Deputy Principal</li> <li>• Support coordination of emergency procedures</li> <li>• Assume delegated roles as required</li> </ul>	
Class Teachers & Specialist Personnel	<ul style="list-style-type: none"> <li>• Ensure all children are aware of emergency procedures, and expectations for their response</li> <li>• Ensure whistle, copy of procedures and map are prominently on display in the room</li> <li>• Ensure emergency activation is relayed</li> <li>• Supervise orderly evacuation/lock-down of class</li> <li>• Be alert to any students who may be unsupervised, and take charge of them.</li> <li>• Report the names of these children to coordinators at the earliest opportunity</li> <li>• Take Class Roll, and check all class members accounted for</li> <li>• Call the relevant phone number to report attendance.</li> </ul>	
Teacher Aides, Claeners & Other Personnel	<ul style="list-style-type: none"> <li>• Ensure whistle, copy of procedures and map are prominently on display in respective work areas</li> <li>• Ensure emergency activation is relayed</li> <li>• All personnel without a delegated emergency response role, and not directly supervising students, should assist checking playground areas and areas such as the hall and toilet block</li> <li>• Supervise any students or visitors, and ensure they are accounted for</li> <li>• If possible report to office to assist or assist in the room you are working in.</li> </ul>	

Facilities Officer	<ul style="list-style-type: none"> <li>• Ensure access of emergency services vehicles to grounds &amp; facilities</li> <li>• Ensure emergency activation is relayed</li> <li>• Support coordination of emergency procedures</li> <li>• Other delegated tasks</li> <li>• Report to the school office if possible</li> </ul>
P & C Personnel (e.g. Tuckshop & Bookshop)	<ul style="list-style-type: none"> <li>• Be aware of policy &amp; procedures, and ensure volunteers are routinely briefed</li> <li>• Ensure emergency activation is relayed</li> <li>• Assist school personnel by checking for any students who may not be under direct supervision (e.g. students in transit between classrooms, or in the play area), and take charge</li> </ul>
	Assist any volunteers on site (e.g. helping in classrooms)
	Refer "All Personnel"
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### All Clear

*When?* 'All Clear' will be declared ONLY when all danger, or threat, has passed, and it is considered safe and appropriate for normal routine to be resumed.

*Who?* Assessment of the situation will be made by the Principal and Deputy Principal in consultation with emergency services personnel, as required.

*How?* 'All Clear' will be announced via:

- The integrated public address / emergency activation system; or
- Other means, as appropriate or practical

### Follow-up

Follow up processes aim to:

- Address any emotional distress caused by the emergency and subsequent actions taken;
- Improve school policy and procedures;
- Demonstrate accountability.

Will include a:

- Debrief with key personnel, emergency services, staff, students, and parents (as required);
- Report disseminated, with feedback sought; and a
- Review of policy and procedures.

May include, depending upon the nature of the emergency and degree of potential impact:

- Counselling, including access to Education Queensland resources and support services;
- A formal investigation.