

KING'S BAPTIST GRAMMAR SCHOOL

WORK HEALTH & SAFETY POLICY 8 - EMERGENCY AND EVACUATIONS

POLICY:

It is the policy of King's Baptist Grammar School that in the case of an emergency the first duty of the staff is the safety and welfare of themselves and the students. The first course of action is the evacuation of students and staff to a place of safety and subsequent supervision.

The staff needs to be aware of initiatives which may be taken by other authorities such as the Police, Fire Service, Ambulance and State Emergency Service.

In all emergency situations, the staff should ensure that full cooperation is given to these authorities and that any directions lawfully given by any member of these authorities are carried out.

King's Baptist Grammar School will rehearse the procedures outlined below and will display evacuation plans and instructions in all major rooms. (See Appendix 8A)

ROLES AND RESPONSIBILITIES:

1. The Principal or authorised person

- a. on becoming aware of an impending dangerous situation, shall check with appropriate authorities to ascertain the severity of the situation.
- b. will make the declaration of emergency and advise teachers to either :
 - i. evacuate buildings (*see 5*),
 - ii. move all classes into an appropriate building (*see 7*),
 - iii. institute lock in procedures. (*see 6*).

2. Teachers

- a. will remain in charge of classes, whether remaining in a room, moving into main buildings, or evacuating students to evacuation point unless or until released by another teacher e.g. class teacher
- b. will keep an accurate check on all students.
- c. will release students to parents, or parent authorised substitute. The departure of a student is to be noted in class lists with an appropriate note identifying the person who collected the student. Class lists to be prepared at start of the year and maintained by Class / Home-group teacher.
- d. will not allow any attempt to protect or salvage property where such attempt might jeopardise the safety of school personnel.

3. Office/Administration Staff

- a. Emergency telephone numbers will be kept visible near the telephone.
- b. A current student list will be kept near the telephone to provide ready access to telephone numbers and taken to the evacuation point along with Visitor register.
- c. A list of hazardous substances will be taken to the evacuation point.

4. Nominated staff will check designated buildings to ensure complete evacuations. (See Appendix 8B)

PROCEDURES

5. EVACUATION OF BUILDINGS

Upon the agreed signal (**TWO TONE SIREN**) evacuation of buildings, will be carried out according to *Evacuation Plans*. (See Appendix 8a)

Procedures to be followed in the case of fire will be practiced at least once per term.

- a) Collect class list and any medication if time/circumstances permit.
- b) Close doors and windows if circumstances permit.
- c) Escort class to the designated area (usually the oval) via predetermined route.
- d) Instruct students to join their own class/home group and then join your own home group at the assembly point.
- e) Check roll and/or conduct head count (include the messenger to the office).
- f) Report missing students to the designated authority (usually Directors).
- g) Once employees and students are safely accounted for, some employees may undertake fire containment measures until the arrival of the fire service. If in doubt, get out and stay out.
- h) Keep students grouped together and await further instructions.
- i) Remain with your class unless otherwise directed by the designated authority.
- j) Evaluate internal emergency and evacuation drill procedures, your performance of same and revise where necessary. Advise health and safety committee member of any problems you noticed during the evacuation that you think need attention.

6. LOCK IN PROCEDURES

- a. On the agreed signal (**ASCENDING TONE SIREN**) those in charge of groups of persons will check to see that all in the group are present, electronically on your ipad via SEQTA or by a hard copy of your class list. If the group is outside, it will move as quickly as is safely possible to the nearest available room.
- b. The person in charge will ensure that **doors and windows are closed and any blinds or curtains that are available will be drawn**. In rooms with limited blinds, e.g. Big Mac, if safe, consider moving to the nearest classroom. **Doors will be locked** so that they cannot be opened from the outside whilst at the same time ensuring that the group can evacuate should they be threatened by anyone in the room. **Staff members in a building with corridors will need to ensure that the outer doors have been locked**. Move people away from the windows and doors. Only move students to under the desks if you assess the situation warrants it. Asthmatics could be endangered if put near the dust on the carpets.
- c. Any person who finds themselves away from their own group will join the nearest available group as fast as possible. All should be in rooms in less than 2 minutes. After the 2 minutes, it is up to the staff member's discretion as to whether they open the door if anyone knocks.
- d.
 - All persons will remain with the group they are with until such time as the all clear signal (SINGLE TONE SIREN) has been given. The ascending tone siren stopping, is not an "All Clear" message.
 - During a real event, officers of the law may enter your room and ask you to account for student numbers in your class.
 - The staff member in the room will need to have their class list, electronically or a hard copy, to ascertain who is present.
 - During the lock in, after everybody is in the room and the door is locked, send your roll/data via SEQTA. If you have a student from another class who has entered your room, you need to mark them present on their class list via SEQTA. (Appendix 8D)
- e. Procedures to be followed in the case of potential threat from outside aggressors will be practised at least once per year.
- f. Nominated staff will have certain roles during a lock in. (See Appendix 8C)

7. Use of Main Building for Shelter.

a. In the case of earth tremor

- i. Teachers will at any time when they have a reasonable cause to suspect that an earthquake is imminent ask the students to crouch under their desks.
- ii. If they are outside the building they should move to an open space with their class.
- iii. When all clear, teachers will check that all students are present by calling the names on the class list.

b. Shelter in Case of foreseeable emergencies.

In case of using the building for shelter from: fire, severe wind, hail or rain, extreme electrical storm, toxic or explosive substances, fallen electrical wires or flood, gas leaks/build up, or nuclear explosion, teachers will be informed by the Principal or authorised person that the students are to be confined to a safe place in the buildings.

- i. Teachers will use their class lists to check that all students are accounted for.
- ii. Teachers will close all windows and doors as tightly as possible. They will close any curtains or blinds that are available. In the case of fire outside the building, teachers will instruct the students to lie on the floor away from the windows and shield their faces from the radiant heat.
- iii. Teachers will remain with the students reassuring and comforting them until the all clear signal is given.

GENERAL

8.

- a. The Principal will ensure that several of the staff has current Senior First Aid Training.
- b. Should the emergency situation persist into the night, sufficient staff and/or volunteers, as defined by the Principal, will remain at the school with students.
- c. Where there is an emergency situation or pending emergency situation in the student's home area, the student will remain at school until the Principal clears the student for release.

Principal

Date / /

WH&S Chairperson

Date / /

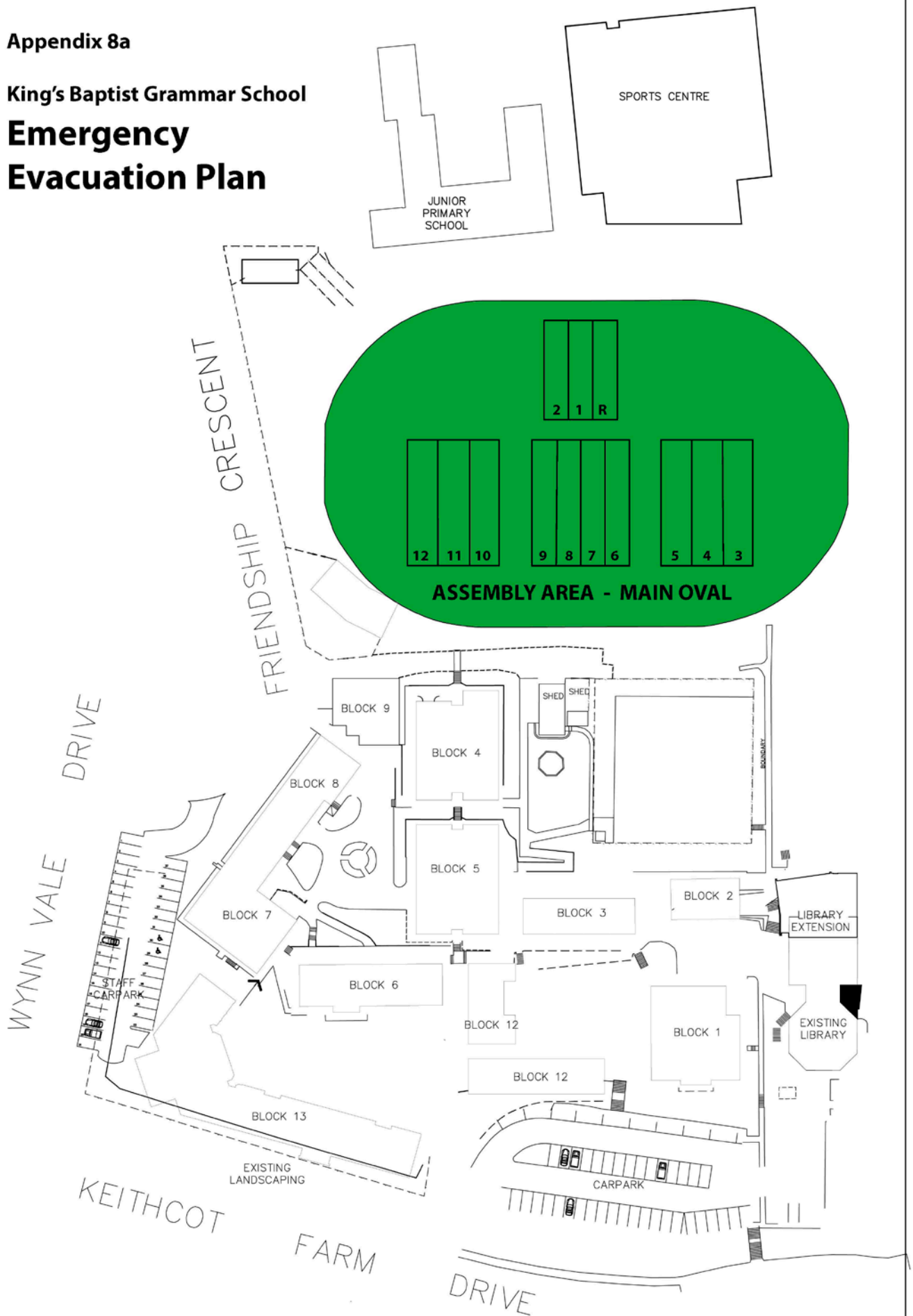
Date Implemented: 7/11/14

Review Date 2017

Appendix 8a

King's Baptist Grammar School

Emergency Evacuation Plan



APPENDIX 8B CHECKING BUILDING EVACUATION ROLES

PERSON NO. 1 - Nominally D. McDonald/ A. Dunt

- Collect Loud Hailer.
- Sound pre-determined alarm (button in Cheryl's office) if not done by Russell
- Put (Emergency in Progress - Do Not Enter) sign in the entrance to main car park.
- Ensure Blocks 12 top & bottom are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**
- Ensure copies of their reports are provided to the insurance company.
- Report all incidents to the relevant insurance company.
- Advise AISSA.

PERSON NO. 2 - Nominally S. Lind

- Find out the location of the emergency from the office.
- Ensure Blocks 4 & 5 are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- Isolate and shut off gas supply if safe to do so.
- Isolate electricity in fire-affected areas if safe to do so.
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 3 - Nominally C. Dunt/ S. Pryzibilla

- Ring 000 and report the emergency.
- Ring Keithcot Farm Primary School (memory 518) & get them to ring Keithcot Farm Kindergarten (memory 519).
- Ring Pure Organic Ministry 8251 2245.
- Organise where to meet police.
- Close windows and doors in the office.
- Check and secure Block 13 bottom – double check doors locked
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL on oval.**
- Direct fire units to the fire.
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 4 - Nominally R.Bartlett/ J. Aldis/ S. Pryzibilla

- All phones announcement 3 times stating "Emergency Evacuation – assemble on.....Press "page" on the phone keyboard and announce where the evacuation is to be held. (Use red page key)
- If assembling other than oval, phone (or delegate) Library, Steve's mobile, grounds man's mobile & Trish's mobile informing of change before Russell/Darren sets siren going.
- Put answering machine on.
- Ensure money and sensitive material is locked away.
- Take Emergency File (which includes class lists, staff lists, absentee list (senior school) and Hazardous Chemicals list) to the assembly point
- Take Visitor Register.
- Accompany student who raised the alarm to the assembly point.
- Check off additional staff list.
- **REPORT ROLL COMPLETED TO PERSON NO. 9 RUSSELL**
- Update Emergency File as needed, but reviewed at least at beginning of every term.

PERSON NO. 5 - Nominally T. Newbery/ L. Ward

- Ring Golden Grove Baptist Church 8289 1866 (520).
- Put sign (Emergency in Progress - Do Not Enter) in block 13 car park entrance.
- If assembly other than on oval, redirect students at gate C.
- Ensure Blocks 6 and 7 are clear and secure.
- Collect Student Movement Records from year 12 Study Room.
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 6 - Nominally G. Price

- If practice, notify security company before sounding alarm.
- Check Library has heard alarm
- Ring canteen 0432 566 950
- Check Block 13 upper if after 3pm
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- Report to Rochelle/Jodie. A and if required take a person's role (person 11), if they are not at school.
- **Angela Lippitt and Peter Wright** to assist with this when they are in school.
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 7 - Nominally D. Penna/ D. Allingame

- If assembly other than on oval, redirect students from east end of block 4
- Check Blocks 10 & 11 are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 8 - Nominally E. Hillson/ S. Marsh/ Directors (A. Lippitt/ P. Wright)

- Responsible for students in the area, ensuring they are taken to the relevant class/form at the assembly point.
- Take First Aid Kit to the assembly point.
- Print off SEQTA Emergency List.
- Take Sign in/out book and absentee lists to assembly point.
- Angela Lippitt or Peter Wright to assist with this when they are in school.
- **REPORT CLASS LISTS COMPLETED TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 9 - Nominally R. Eley/ C. Flight

- Check the security company has been notified. (Steve Lind: person 2)
- Decide on assembly point if evacuation.
- Sound alarm
- If assembly other than on oval, assist in redirection of students
- Responsible for roll call at evacuation area.
- Ensure all checking people have reported all buildings clear
- Notify the Fire Service of any missing persons and their likely location.
- Ensure the fire-affected area is patrolled for 24 hours a day and ensure no person enters the affected area.
- Evaluate internal fire drill procedures, the School's performance of same and revise where necessary.
- Ensure investigation of the cause of the fire is undertaken by the fire service and police.
- Liaise with emergency services during investigations as appropriate.

PERSON NO. 10 - Nominally H. Morris/ L. Freeston

- Ensure Library, Canteen, Life Ed van (when here), Blocks 2 and 3 are clear and secure.
- If assembly other than on oval, redirect students on path on southern side of basketball courts.
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 11 - Nominally K. Roe/ L. Kyriacou

- Ensure Blocks 13 upper is clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

After 3pm each day, person No. 6 does this role.

PERSON NO. 12 – Nominally V. Venning

- Responsible for students in the area, ensuring they are taken to the relevant class/form at the assembly point.
- Unlock front gate so the 3 classrooms closet can exit this way. Then relock the gate after they exit.
- Take First Aid Kit to the assembly point.
- Take Sign in/out book and absentee lists to assembly point.
- **REPORT CLASS LISTS COMPLETED TO PERSON NO. 9 RUSSELL**
- **REPORT TO MARK SMEDLEY**

PERSON NO. 13 Nominally JP SSO for the day

- Ensure that all the rooms in Friendship house are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO MARK SMEDLEY**

PERSON NO. 14 Nominally S. Pryzibilla/ S. Marsh

- Ensure that all the rooms in Angoves (Block 1) are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 15 Nominally D. Cocking/Grounds men

- Ensure Blocks 8 & 9 are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO PERSON NO. 4 ROCHELLE/JODIE. A**

PERSON NO. 16 Nominally A. McDonald/ A. Saggs/ C. Hodgson

- Responsible for students in your class, ensuring they are taken to the relevant class/form at the assembly point.
- Ensure all rooms in Sports Centre are clear and secure
- **REPORT CLEAR TO PERSON NO. 9 RUSSELL**
- **REPORT TO ADAM DUNT**

APPENDIX 8C LOCK IN ROLES

PERSON NO. 1 - Nominally M. Smedley/ A. Dunt/ C. Flight

- Do the SEQTA report. (Appendix 8D)

PERSON NO. 2 - Nominally C. Dunt/ S. Pryzibilla

- Ring 000 and report the emergency.
- Ring Keithcot Farm Primary School (memory 518) & get them to ring Keithcot Farm Kindergarten (memory 519).
- Ring Pure Organic Ministry 8251 2245.

PERSON NO. 3 - Nominally R. Bartlett/ J. Aldis/ S. Pryzibilla

- All phones announcement 3 times stating "Emergency Lock In". (Use red page key)
- Ensure front office is locked and secure.
- Put answering machine on.
- Ensure money and sensitive material is locked away.

PERSON NO. 4 - Nominally T. Newbery/ L. Ward

- Ring Golden Grove Baptist Church 8289 1866 (520).

PERSON NO. 5 - Nominally G. Price

- If practice, notify security company before sounding alarm.
- Check Library has heard alarm.
- Ring canteen 0432 566 950

PERSON NO. 6 - Nominally E. Hillson/ S. Marsh

- Responsible for students in the area, ensure they are safe in the first aid room.
- Ensure block lower 13 is locked and secure.

PERSON NO. 7 - Nominally R. Eley/ C. Flight

- Check the security company has been notified. (Steve Lind: person 2)
- Sound alarm
- Notify the Police of any missing students.
- Liaise with police during the investigations as appropriate.

PERSON NO. 8 - Nominally H. Morris/ L. Freeston

- Ensure the Library is locked and secure.

PERSON NO. 9 - Nominally K. Roe/ L. Kyriacou/ P. Lymbo

- Ensure Block 13 upper is locked and secure.

PERSON NO. 10 – Nominally V. Venning/ SSO on Duty

- Responsible for students in the area, ensure area is locked and secure.
- Lock the front gate and the Admin area.

PERSON NO. 12 Nominally A. McDonald/ A. Saggs/ C. Hodgson

- Responsible for students in your class.
- Ensure the Sports Centre and all the rooms in the Sports Centre are locked and secure.

Appendix 8D

LOCK IN PROCEDURES – SEQTA - STAFF

Students go to the nearest classroom and the roll is taken.

Teachers/Staff take the roll via SEQTA either on their laptop, Ipad or phone.

- Staff Intranet page
- SEQTA
- Timetable icon
- Your name e.g. Wayne Grady
- Attendance icon - blue @ sign
- Mark them present with a tick
- Save
- NB – Off line study students in the library can be found on the 'SUPERVISION' tab on SEQTA.

If an extra student is in your class, you need to ask the student which class they are in currently and mark them present via SEQTA.

- The teachers class they are in e.g. Keryn Allan
- Attendance icon - blue @ sign
- Mark them present with a tick Save

LOCK IN PROCEDURES- SEQTA- DIRECTORS

- Staff Intranet page
- SEQTA
- Tools
- Attendance
- Reports
- Attendance Details
- Tick Absent
- Students need to be selected-Add many
- Select Junior School, Middle School, Primary School & Senior School
- OK
- Print List (virtual) – **(If this takes too long, press the refresh button and you'll get a notification. Click on the notification to get the list of students not accounted for.)**
- Click to access document
- Save
- Open
- On the Attendance Record you are looking for red crosses.

Directors to access who is missing.