

EMERGENCY PROCEDURES



POLICY NUMBER:

E100-16

(R17)

EVACUATION PROCEDURES

1. **The person raising the alarm should** inform the Principal or Front Office staff member.
2. **The person told of the emergency will** sound the alarm and then ring 000 and ask for the appropriate emergency service.

THE ALARM – Emergency Evacuation Alert System or whistles.

PROCEDURES

1. On hearing the alarm, staff will organise an orderly evacuation of the classroom to the assembly area, via the safest and quickest route.
2. Staff will direct students to the correct year group location and remain with their classes.
3. Staff not currently teaching and SSO's without specific duties are to report to the Fire Warden to be assigned duties.

ASSEMBLY AREA

1. Students to assemble on the oval, past the athletics track and facing the school. Year 8's closest to the Theatre, then Yr9s, Yr10s, Yr11s, Yr12s.
2. Within classes students will line up in alphabetical order.
3. Any teacher given a class as a relief is responsible for that group and must carry out the duties of the supervising teacher.
4. Emergency Response Team meets on the running track between the students and the school.
5. At Break times – students and staff make way to assembly area in an orderly fashion.

SPECIFIC DUTIES

Principal:

Assesses and authorises all emergency action in consultation with Emergency Services, Fire Warden and WHS Rep. Notifies Regional Education Director.

Director of Wellbeing:

Assembly - organisation and instructions to the student body.

Receptionists:

Contact Emergency Services, sound alarm, first aid.

Fire Warden:

Allocates duties to staff not currently teaching and SSO's without duties. Ensures all check lists are completed. Consults and advises the Principal in assessing status of situation.

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Office Manager: Distribute emergency lists for roll call. Collates list of unaccounted staff and students

Teaching Staff Account for all students at the assembly point

Staff not teaching: Possible assigned duties – Year Level Leader, building evacuation, class supervision

Assigned Staff Account for all personnel at the assembly point.

Building Evacuation Duties:
 School Admin Officer: Admin, Rooms 2-13
 Laboratory Officer: Rooms 14-25
 Library Officer: Library, rooms 26-36
 Student Counsellor: Sheds, Rooms 37-43
 Teacher Librarian: Canteen, Change Rooms, Theatre, Gym

EVACUATION PROCEDURES: ROLES AND RESPONSIBILITIES

In the event of an emergency the person raising the alarm should inform the Receptionists (211 or 244)

	Name	Evacuation
Site Leader	John Tiver	1) assesses and authorises emergency action. 2) notifies Education Director 3) monitors and makes decisions 4) liaises / consults with emergency services 5) consults with Fire Warden 6) on advice from Fire Warden takes control if further action is required
Director of Wellbeing	Grant Lawrence	1) collects loud hailer from Office Manager 2) collects vest from Office Manager 3) directs assembled student body
Fire Warden	Sheree Arnold	1) allocates staff to supervise Fire Warden's class, Principal's class and Director of Wellbeing's class 2) checks daily organisation report & allocates staff to cover absent staff with specified duties 3) allocates Year Level Leader responsibility to teaching staff not currently teaching 4) allocates clear building responsibilities behind Student Counsellor and Teaching Librarian 5) allocates SSO staff with no duties to account for staff, visitors & contractors

Respect Trust Optimism Commitment Support

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Release Date: 1/12/16

Review Date: 1/12/17

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		<ol style="list-style-type: none"> 6) checks all distributed lists are completed 7) gives all clear to Director of Wellbeing or hands control to Principal
Receptionists	Karen Milich, Briony Rudiger	<ol style="list-style-type: none"> 1) activates emergency alarms 2) contacts emergency services 3) prints off evacuation list - added to the emergency folder 4) collects phone from Office Manager. 0411 236 067 5) collects first aid kit <ol style="list-style-type: none"> a) responsible for first aid
Office Manager	Gina Nitschke, Kina Pauer	<ol style="list-style-type: none"> 1) collects emergency basket <ol style="list-style-type: none"> a) distributes vest to Fire warden, Secretary, Director of Wellbeing, Principal b) distributes fire helmet to fire warden c) distributes year level leader folder 2) collects emergency folder <ol style="list-style-type: none"> a) gives to fire warden 3) collects log books - part time staff, off site staff, visitors, contractors <ol style="list-style-type: none"> a) gives to SSO nominated to 4) collects loud hailer <ol style="list-style-type: none"> a) gives to Director of Wellbeing 5) distributes emergency lists of current classes to year level leader <ol style="list-style-type: none"> a) collects marked rolls b) confirms unaccounted students with year level leader c) files returned marked rolls
Year Level Leader	Staff not currently teaching	<ol style="list-style-type: none"> 1) retrieve and put on vest from year level leader folder 2) distribute pencils and evacuation lists to teaching staff to mark rolls 3) collect marked evacuation lists and identify unaccounted students. double check their missing status 4) return marked evacuation lists to the Office Manager 5) notify Office Manager of identified unaccounted students 6) report to Fire Warden when completed

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Teaching Staff	All staff currently teaching	<ol style="list-style-type: none"> 1) move students to oval 2) line up students alphabetically by current class list in year level areas 3) stay with current class 4) collect class roll from Year Level Leader 5) visually account for all students and mark class roll, report any unaccounted students to Year Level Leader.
Teaching Staff (Non-contact)	All staff not currently teaching & in class support SSO's	<p>report to Fire Warden</p> <ol style="list-style-type: none"> 1) Year Level Leader 2) class supervision (behind Fire Warden, Principal & Director of Learning,) <ol style="list-style-type: none"> a) See duties of 'staff currently teaching' 3) other responsibilities as required <ol style="list-style-type: none"> a) absent staff /SSO's with designated duties 4) report to Fire Warden when completed 5) visually account for teaching staff who should be on site <ol style="list-style-type: none"> a) cross reference: <ol style="list-style-type: none"> i) staff on/off site report, ii) part-time staff log book, iii) out of school log book, iv) daily organisation report 6) visually account for visitors <ol style="list-style-type: none"> a) visitors logbook b) canteen personnel list 7) visually account for contractors <ol style="list-style-type: none"> a) contractors logbook b) cleaners personnel list 8) report any unaccounted persons to the Office Manager 9) return logbooks to Office Manager 10) report to Fire Warden when completed
Business Manager	Lesley Peterson	<ol style="list-style-type: none"> 1) clears buildings - Admin, Rooms 2-13. Shut doors – do not lock 2) report to Fire Warden when completed 3) report to SSO to be marked as present
Laboratory Officer	Desi Karlovassitis	<ol style="list-style-type: none"> 1) clears buildings –Rooms 14-25. Shut doors – do not lock 2) report to Fire Warden when completed 3) report to SSO to be marked as present

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Library Officer	Jill Schiller	1) clears buildings – Library, Rooms 26-36. Shut doors – do not lock 2) report to Fire Warden when completed 3) report to SSO to be marked as present
Student Counsellor	Grant Fisher	1) clears buildings – Sheds, Rooms 37-43. Shut doors – do not lock 2) report to Fire Warden when completed 3) report to SSO to be marked as present
Teacher Librarian	Denise Wagner or Sandra Blazinic	1) clears buildings – Canteen, Change rooms, Theatre, Gym. Shut doors – do not lock 2) report to Fire Warden when completed 3) report to SSO to be marked as present

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LOCKDOWN PROCEDURES

Emergencies may arise when all students and staff may need to stay inside or move into buildings for their safety. This may include severe storm, intruders on premises, toxic emissions/spills (gas/fuel or chemical).

1. **The person raising the alarm should** inform the Principal or Front Office Staff member. They are to then secure themselves in their classroom / office / building.
2. **The person told of the emergency will** sound the alarm and then ring 000 and ask for the appropriate emergency service.

THE ALARM – Emergency Lockdown Alert System or communication from the Receptionists

COMMUNICATION - via landline phone, Daymap or email. Ensure laptops are turned on to receive messages.

PROCEDURE

IN CLASS TIME:

1. Remain in supervised room or building. If outside, move to the nearest room or building.
2. If a student is away from their normal classroom, they are to immediately move to the nearest supervised classroom.
3. Ensure all windows are closed. Draw blinds / curtains (if applicable).
4. Doors are to be locked so that they cannot be opened from the outside, whilst ensuring those inside can evacuate, should they be threatened by anyone in the room.
5. Air conditioning units are to be switched off.
6. Students should be directed to stay quiet, calm and sit on the floor, out of sight of windows.
7. There is to be no movement of staff or students outside of buildings or in corridors during a lockdown.
8. Staff in Rooms 14-18 and 19-25 will be responsible for locking the external corridor exit doors in the Main Building. Teachers in the Gym will be responsible for locking the external doors. Teachers in the Theatre will be responsible for locking the external doors
9. Evacuation Procedure will be activated when Lockdown Procedure is finalized.

All other Staff

1. Remain in their building or office.
2. If outside, move to the nearest room or building
3. Ensure all windows are closed. Draw blinds / curtains (if applicable).

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4. Doors are to be locked so that they cannot be opened from the outside, whilst ensuring those inside can evacuate; should they be threatened by anyone in the room.
5. Air conditioning units are to be switched off.
6. Staff should remain quiet, calm and sit on the floor, out of sight of windows

BEFORE SCHOOL / RECESS / LUNCH / OUTDOOR EVENT / AFTER SCHOOL

1. Yard duty staff is to ensure students move to the nearest building / classroom.
2. Home Group teachers are expected to join their classes if safely possible.
3. Canteen workers remain in the canteen. Grounds staff to move to nearest room.
4. Behaviour – as per In Class Time instructions
5. If an adult is not present, students are to remain in the room until directed otherwise by a teacher / emergency worker or when responding to the evacuation alarm.
6. Evacuation Procedure will be activated when Lockdown Procedure is halted

SPECIFIC DUTIES:

Principal:

Assesses and authorises all emergency action in consultation with Emergency Services. Notifies Regional Education Director. Instigates Evacuation Procedure

Receptionists:

Contact Emergency Services, Sound Alarm, Phone Staff on excursions, Phone all staff offices beginning with Agriculture

LOCKDOWN PROCEDURES: ROLES AND RESPONSIBILITIES

In the event of an emergency the person raising the alarm should inform the Receptionists (211 or 244) then secure themselves in their classroom / office / building

Listen for telephone if available in room or turn on computer for email communication.

	Name	Evacuation
Site Leader	John Tiver	<ol style="list-style-type: none"> 1) assesses and authorises emergency action. 2) notifies Education Director 3) monitors and makes decisions 4) liaises / consults with emergency services 5) liaise with staff in secure areas 6) determine when Lockdown Procedure is halted 7) instigates Evacuation Procedure
Receptionists	Karen Milich, Briony Rudiger	<ol style="list-style-type: none"> 1) activates emergency alarms 2) contacts emergency services 3) contact staff on excursion 4) contact staff as per Lockdown Phone List 5) Evacuation Procedure will be activated when

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		Lockdown Procedure is halted
Teaching Staff		<ol style="list-style-type: none"> 1) Remain in supervised room or building. 2) If outside, move to the nearest room or building. 3) If a student is away from their normal classroom, they are to immediately move to the nearest supervised classroom. 4) Ensure all windows are closed. Draw blinds / curtains (if applicable). 5) Doors are to be locked so that they cannot be opened from the outside, whilst ensuring those inside can evacuate, should they be threatened by anyone in the room. 6) Air conditioning units are to be switched off. 7) Students should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible. 8) Supervising teacher checks roll and makes note of absent students. 9) There is to be no movement of staff or students outside of buildings or in corridors during a lockdown. 10) Staff in Rooms 14-18 and 19-25 will be responsible for locking the external corridor exit doors in the Main Building 11) Teachers in the Gym will be responsible for locking the external doors 12) Teachers in the Theatre will be responsible for locking the external doors 13) Evacuation Procedure will be activated when Lockdown Procedure is halted
All other Staff		<ol style="list-style-type: none"> 1) Remain in their building or office. 2) If outside, move to the nearest room or building 3) Ensure all windows are closed. Draw blinds / curtains (if applicable). 4) Doors are to be locked so that they cannot be opened from the outside, whilst ensuring those inside can evacuate; should they be threatened by anyone in the room. 5) Air conditioning units are to be switched off. 6) Staff should remain quiet, calm and sit on the floor, out of sight of windows, where possible. 7) Evacuation Procedure will be activated when Lockdown Procedure is halted

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PREPARATION FOR DAYS FIRE RATED AS CATASTROPHIC

Loxton High School will be open when the Riverland Fire Ban District is classified as 'Catastrophic' by the Bureau of Meteorology. **However, no school buses will run.**

PROCEDURE

School Responsibility

In the event of the likelihood of a 'Catastrophic Day'.

1. Families will receive a letter from our school 24 hours in advance notifying them of this possibility.
2. The bus contractor and all local schools will be contacted by phone and/or email.

Parent Responsibility

After 5.00 pm on the day immediately preceding the potential "Catastrophic Day" parents must

1. Listen to ABC Radio 1062 AM or
2. Phone the Bushfire Parent Hotline number (1800 000 279) or
3. Visit the Bureau of Meteorology website www.bom.gov.au or
4. Visit the DECD website www.decd.sa.gov.au or
5. Visit the CFS website www.cfs.sa.gov.au

to find out whether a Catastrophic Day has been declared and therefore school buses will not run.

Given the size of our school it is impossible to contact every family in person. Therefore it becomes the parent/carers responsibility to confirm whether that day (and subsequent days) have been declared "catastrophic".

Staff and Local Schools' Responsibilities

It is staff and local schools' responsibility to listen to ABC local radio etc. after 5.00 pm on the day immediately preceding a possible Catastrophic Day to ascertain the Fire Danger Rating for that day.

Conclusion

We acknowledge the cooperation of parents, local schools and bus contractor. The safety of our students is our first priority.

FLOW CHART

PREPARING FOR CATASTROPHIC DAYS

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24 Hours In Advance

- Letter to Families
- Contact with Bus Contractor
- Contact With Local Schools

5.00 pm Day Preceding - Check

- ABC Radio 1062 AM
- Bushfire Parent Hotline 1800 000 279
- www.decd.sa.gov.au
- www.bom.gov.au
- www.cfs.sa.gov.au

Catastrophic Day

No

Normal School Day

Yes

- No school buses
- Loxton High School open
- Local schools open

BUSHFIRE PROCEDURE

This Procedure is to be used in conjunction with the Emergency Evacuation Procedure in the unlikely event Loxton High School is threatened by a bush fire.

The Fire Ban Districts for Loxton High School are Riverland with a small proportion of students living in the northern part of the Murraylands and far eastern part of Mid Murray.

Loxton High School has not been rated as being R1 (extreme/very high) or R2 (high) risk site.

In the event of a bush fire it is expected that there will be:

- a loss of power
- a loss of reticulated water
- loss of phone contact
- heat, flames, embers, smoke, noise and darkness
- poor or no mobile phone reception

TRIGGER TO LEAVE

In order to ensure a safe and orderly operation, a decision to move all persons into the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Loxton High School.
- The local Emergency Services advise that a bushfire is likely to impact on the site.

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- There is a confirmed sighting of nearby smoke or flame.
- CFS Website has flagged warnings

PROCESS

1. On hearing the alarm, staff will organise an orderly evacuation of the classroom to the assembly area, via the safest and quickest route.
2. Staff will direct students to the correct year group location and remain with their classes.
3. Staff not currently teaching and SSO's without specific duties are to report to the Fire Warden to be assigned duties.
4. Proceed to the Theatre

ASSEMBLY AREA

1. Students to assemble on the oval, past the athletics track and facing the school. Year 8's closest to the Theatre, then Yr9s, Yr10s, Yr11s, Yr12s.
2. Within classes students will line up in alphabetical order.
3. Any teacher given a class as a relief is responsible for that group and must carry out the duties of the supervising teacher.
4. Emergency Response Team meets on the running track between the students and the school.
5. At Break times – students and staff make way to assembly area in an orderly fashion.

THE NOMINATED BUSHFIRE REFUGE ON SITE IS THE THEATRE

The evacuation to the Bushfire Refuge is triggered by an uncontrolled fire close to the school. This building is a last resort location. Should it be necessary, an alternative evacuation location will be determined by the Principal in consultation with the Fire Warden, Police or Emergency Services.

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