Staines Memorial College
"Building a Community for Eternity"
PO Box 561, Redbank Plains 4301 *info@staines.qld.edu.au*

EMERGENCY PROCEDURES

Policy release details

Date of Revision	Endorsed by Board	Next Review Date
Jan 2018	Jun 2011	Apr 2018

There are two distinct emergency procedures that apply to ensure the safety of all students, staff and visitors. We act on the tone, moving to the safest place possible. Either

1. an **evacuation** from buildings is required, OR
2. a **lockdown** is enacted.

Type	Indicated by	Action	Possible Reasons	Specific Details
Evacuation (Code Green)	Whoop whoop	Move out to the front oval	Fire Gas leak Chemical spill	Page 4, 5
Lockdown (Code Orange)	Beep beep	Remain / get out of sight	Serious weather Unwanted person	Page 6

End of emergency procedures are notified by the repeated sounding of a bell (*ding, ding*).

An **evacuation** would occur in the event of a bomb threat.

A bomb threat **must** be taken seriously. A check list for action is found on page 8.

Our Practice:

A At Staines Memorial College we practice drills, to help prepare us in the event of an emergency. Drills are scheduled once a term.

An emergency is deemed a Critical Incident. In the event of an emergency (other than a practice), our **Critical Incident Management Plan** takes effect. This plan identifies who to contact and procedures to follow both during and post the event.

Our Critical Incident Management Plan is stored electronically on SharePoint and is also accessible through the staff handbook. A current hard copy is maintained in the ***"Emergency folder"*** and is also provided to all staff at annual induction.

The Principal is the **Chief Emergency Controller** and is responsible for the management of emergencies. The Principal's office is the *"Coms room"* for lockdown. Mobile contact is the method of communication during an emergency.

Communication of emergency incidents is through different tones: *whoop whoop* for evacuation; a *beep, beep* tone for lockdown. The end of the emergency is notified by a bell (*ding, ding*) tone - - bit like a train station message. An announcement on the college PA will usually also provide advice.

Medical Emergencies arising from an injury or illness require prompt, calm reaction. In extreme cases, some medical emergencies will precipitate the need for a College evacuation or lockdown.

Chief Emergency Controller Role

Controllers mobile number is AAAA AAA AAA

- On advice of an emergency, establish credibility of emergency. (Property Service Officers may be asked to investigate claim).
- Upon confirmation of emergency, inform the College by *whoop whoop* tones or *siren*, depending on the emergency.
- If necessary, immediately contact the relevant Emergency Services on 000.
- Proceed promptly to Oval (if evacuation) or to Principal's Office (if lockdown).
- Await return of class/form rolls confirming all personnel accounted for.
- In the event of an incomplete *count* Emergency Officers will endeavour to locate missing persons.
- Sign off completed *count of students.*
- When an emergency situation is over, direct staff and students to resume normal activities.
- Arrange debrief and follow other actions as per Critical Management plan documentation.
- Complete Performance Report and provide to WH&S Adviser for filing.

Key Roles of Staff – Emergencies

Type of Emergency	Staff Member	Procedure
Evacuation	All staff	- Shut down electrical equipment if safe and efficient to do so. - Evacuate students, staff, visitors to the relevant assembly area.
	Teachers	- Evacuate class to Assembly Area escorting students and collect roll and report from Student Services Officer. - Mark Pastoral Care class roll and have students sit down once all marked. - Send a report of student attendance to Registrar. - Keep students calm.
	Property Services	- Scan buildings and grounds to ensure all staff and students are evacuating to Assembly Area. - Report to Chief Emergency Controller - If directed, conduct a more detailed scan of buildings and grounds to locate unaccounted for persons.
	Receptionist	- Switch Phones through to mobile phone. - Collect Visitor's sign-in/out record and Staff Off-Campus Register. - Evacuate to Assembly Area. - Collate roll information from teachers. - Advise controller of any unexplained absences.
	Student Services First Aid Officer	- Collect Master of Student rolls. - Collect First Aid Kit and evacuate. - In Assembly Area remain in a visible and accessible position. - Treat people as required. - Liaise with Emergency Services if required.
	Other staff	- Assist with ensuring people remain calm.
Lock Down	All staff	- All staff and students proceed **immediately** to their class or nearest available building and move out of sight.
	Property Services	- Scan buildings to ensure all college personnel are moving to their safety. - Keep in regular contact with Chief Emergency Controller.
	Teachers	- Attempt to identify if any students missing – report by dialling '9' - Position self to access phone. - Wait for further advice from Property Services Staff or Chief Emergency Controller.

Note: These procedures are reviewed after each practice. Practices are scheduled each term.

Specific Advice for Different Emergencies

Nature of Emergency	Communication	Procedure
Evacuation due to fire	*Whoop whoop* sound on PA and Personal Communication	- Shut down electrical equipment if safe and efficient to do so. - Staff and students evacuate to Assembly Areas calmly and safely. - Move students out of danger.
Evacuation due to Bomb Threat	*Whoop whoop* sound on PA and Personal Communication	- Report any suspicious bags/objects to Chief Emergency Controller. - If instructed, proceed to a full evacuation. - Take all personal belongings to assembly area. - Move students out of danger. - If the threat is by telephone DO NOT HANG UP. Ask questions from the Bomb Threat Check List (page 8) positioned near phone. Use another phone to contact emergency services.
Evacuation due to Toxic Emission/ Gas Leak	*Whoop whoop* sound on PA and Personal communication	- Person suspecting problem assesses situation and promptly reports concerns to Chief Emergency Controller. - Make appropriate contact with Emergency Services or Support Services staff. - Ensure all college personnel removed from area of concern, if safe to do so. - Co-operate with Emergency Services directions.
Lock Down	*Beep Beep* and Personal communication	- All students and staff to return to nearest classroom. - Staff direct the closing/locking of all doors and windows. - Have class stay low, out of sight and quiet. - Do not leave class until advised. - Unaccounted for student names and their classes to be communicated by dialling '9' (Emergency Controller) where possible.
Lockdown due to Personal Threat (robbery, threatened violence, firearm, other weapon)	*Beep Beep* and Personal communication	- Co-operate with the antagonist. - Remove students and staff out of danger. - Carefully observe the antagonist and take a good description. - When safe notify appropriate Emergency Services. - Cooperate with Emergency Services.
Lockdown due to Severe Weather Warning	*Beep Beep* and Personal communication	- Assess the severity of the danger- (Property Services and Chief Emergency Controller). - Secure the environment (Property Services) as much as possible without causing undue risk to self. - Other staff remove students and staff from danger. - Controller notifies the appropriate Emergency Services as appropriate. - Co-operate with the Emergency Services.

Note:
An evaluation meeting subsequent to all drills and emergencies is convened by the WH&S Adviser to evaluate the effectiveness of the procedures, with notations made to refine and improve processes recorded. A record of these procedures, attendance rolls and an evaluation meeting minutes and upgraded procedures are then filed for future events with the WH&S Adviser (usually within a week of the 'event'.)

A management tool regards Building Fire Safety is available at:
http://www.fire.qld.gov.au/buildingsafety/regulation.asp

EVACUATION PROCEDURES (Code green)

An **evacuation** requires the prompt exit in an orderly manner of all people on site from all buildings to a common meeting point. Code green means move out to safety.
Reasons for an **evacuation**: a fire or gas leak or chemical spill or bomb threat.
An evacuation is identified by the continuous sound – *whoop whoop* and cleared with *ding, ding* tone.

Key Personnel

Principal	*Mr Norton Sands*	Principal's Assistant	*Mrs Christine Hoerlein*
WHS Advisor	*Mrs Rebecca Scurr*	First Aid Officer	*Mrs Amanda Magee*
Property Services Manger	*Mr David Lennox*	Registrar	*Mrs Lynda Winders*
Block Warden A	*Mrs Hoerlein*	Block Warden B	*Mrs Lindsay Saunders*
Block Warden C, E	*Mrs Joy Robson*	Block Warden D	*Mrs Kate Reid*
Block Warden PLC A	*Mrs Bonita Enkera*	Block Warden PLC B	*Mr Joshua Coluccio*
Block Warden PSC	*Mr Brock Saunders*		
Block Warden D&T/TTC	*Mr Rob Price*	Block Warden SLC lv1	*Mrs Michelle Kirkby*
Block Warden SLC lv2	*Mr Mark Ferres*	Block Warden SLC lv3	*Miss Jaclyn Webb*
Block Warden Kindy	*Mrs Sue Petersen*		

Procedures

1. College Office notified of an emergency in the most efficient way possible – the nature and location of the incident must be reported. Extension DDD (Christine) or EEE (Lynda)
2. Appropriate emergency signal sounded by the **Principal's Assistant** (PA) or nominee.
3. **Principal's Assistant** (PA) ensures Principal M AAAA AAA AAA, then Property Services **David L** M BBBB BBB BBB & **David M** M CCCC CCC CCC are promptly advised. Then PA takes the "*Emergency folder"* to the assembly point. There the PA directs staff & visitor movements at the assembly point and reports adult attendance to the Chief Controller (Principal). PA waits for all clear from Block Wardens.
4. **Property Services** (**David M** – CCCC CCC CCC) moves to a position to advise the emergency service vehicles where to go on their arrival while other Property personnel assist with checking areas and facilitating assembly.
5. The **First Aid Officer (Amanda M)** takes the First Aid kit to the assembly area and attends to any students or staff referred to them. Extra assistance is to be provided by qualified staff as directed by the **PA**.
6. **Block Wardens** check all rooms in their block are cleared and then promptly advise "all clear" to the to the Principal's Assistant. Students found in the search are guided by the Warden back to their class group at the assembly point. Wardens then assist as directed by the Principal's Assistant.
7. Other **Property Services** 'sweep' the grounds checking for 'lost' children and guide them to the assembly point. On arrival at the assembly point Property Services report to the Principal to assist as required.
8. **Teaching staff** assist orderly, prompt exit of students, guiding them to the assembly point. Students at assembly area are to line up in Pastoral Care classes, youngest classes at the Northern end of the Evacuation area. Pastoral Care teachers are to mark their 'class' roll and then provide the Evacuation Report promptly handed to the **Registrar** (sending a reliable student is reasonable). Teachers are to remain with the class until the emergency is over. (Copies of rolls and report forms are available at the evacuation point.)
9. All **teaching staff** not with a Pastoral Care class are to move promptly to the evacuation area and assist with student control or first aid, as directed by the Principal's Assistant.
10. The **Registrar** is responsible to collate all student data and needs to be promptly advised of student attendance / nonattendance by teaching staff.
11. Once all staff and students are accounted for, the **Principa**l is advised of the "all clear" by the PA and Register and an end of emergency tone will be sounded (*ding, ding).*
12. The **Principal** subsequently directs the return to usual duties, once "all clear" is given.

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Teacher Evacuation Report - __ / __ / __

Teacher: _____ Class: _____

☐ All clear
☐ Missing person Name/s Last known location

_____ _____
_____ _____
_____ _____

Teacher Evacuation Report - __ / __ / __

Teacher: _____ Class: _____

☐ All clear
☐ Missing person Name/s Last known location

_____ _____
_____ _____
_____ _____

Teacher Evacuation Report - __ / __ / __

Teacher: _____ Class: _____

☐ All clear
☐ Missing person Name/s Last known location

_____ _____
_____ _____
_____ _____

Teacher Evacuation Report - __ / __ / __

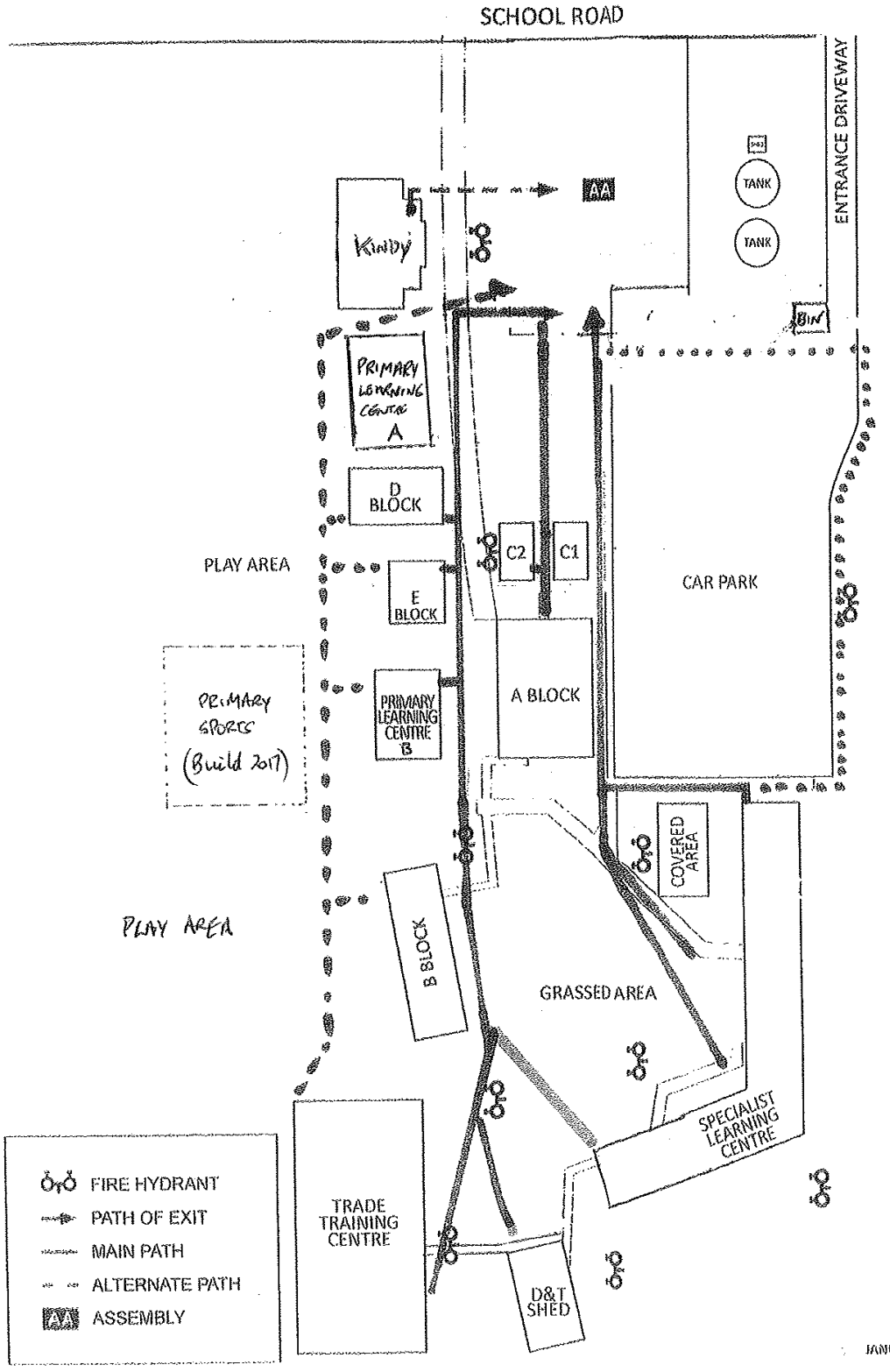
Teacher: _____ Class: _____

☐ All clear
☐ Missing person Name/s Last known location

_____ _____
_____ _____
_____ _____

EVACUATION DIAGRAM

STAINES MEMORIAL COLLEGE, 227–263 SCHOOL ROAD, REDBANK PLAINS 4301



LOCKDOWN PROCEDURES (Code Orange)

A **lockdown** requires all people on site to get out of sight behind closed (locked) doors. A lockdown arises when it is deemed unsafe for community staff members to be visible or outdoors. Code orange signals be ready for danger.

Possible reasons for a **lockdown**: serious weather issue or as a result of an unwanted person on site - when a person acts or threatens to act dangerously towards a community member.

Key Personnel

Principal	Mr Norton Sands	Principal's Assistant	Mrs Christine Hoerlein
WH & S Adviser	Mrs Rebecca Scurr	First Aid Officer	Mrs Amanda Magee
Property Services	Mr David Lennox BBBB BBB BBB	Mr David Millerick CCCC CCC CCC	

Procedures

1. Office notified of a possible emergency or an emergency in the most efficient way possible – the nature and location of the incident must be reported. Extension DDD (Christine) or EEE (Linda)
2. Depending on the nature of the emergency siren sounded by **Principal's Assistant**.
3. **Principal's Assistant** ensures Principal M AAAA AAA AAA, Property Services (David Lennox) M BBBB BBB BBB & WHS Adviser (Rebecca Scurr) M FFFF FFF FFF are advised immediately, then takes the "*Emergency folder"* to the "Coms Room" (usually the Principals office). The Principal's Assistant reports adult attendance (support staff and volunteers) to the Chief Controller.
4. On the sounding of the alarm, all teaching staff are to ensure they and any students are inside school buildings and out of sight. If possible the door is to be locked. Further staff, if possible, are to stay close to the phones but out of sight. Please use the phones immediately to communicate any concerns.
5. On the sounding of the alarm, all other staff need to move out of sight. Only visitors with a "visitors pass" or an approved volunteer badge should be allowed access to buildings. (Note: All staff and students should be in uniform and so should be clearly identified as safe to be provided shelter).
6. The Principal will make contact with Emergency Services personnel and wait for their advice as to when the situation has cleared.
7. The sounding of the end of emergency tone (*ding, ding)* will occur once the emergency has passed.
8. A debrief will occur following any real incident.
9. The WHS advisor and Student Welfare staff will assist in monitoring staff and student welfare. Counselling and support will be made available as needed.
10. An evaluation meeting is scheduled soon after the event to evaluate the effectiveness of the procedures, with notations made to refine and improve processes recorded. A record of these procedures, attendance rolls and an evaluation meeting minutes and upgraded procedures are then filed for future events with the WHS advisor (usually within a week of the 'event'.)

The reality of requiring a lockdown is thankfully rare. None-the-less it is essential staff and student know what to do. As even practice of a lockdown can be a disturbing event, at Staines Memorial College we will advise and remind staff and students of procedures regularly, and we will usually only schedule once a year unannounced practice. The practice in Term 4 will provide timely opportunity to talk about being indoors for severe weather events given the increased chance of storms, hot weather and fire.

A lockdown emergency (not practice) will cause our Critical Management Plan to take effect.