



*"To Live, To Love, To Grow In Christ"*

# HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

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## **Emergency Evacuation and/or Lockdown Procedures**

### **Purpose:**

The purpose of this procedure is to ensure a safe effective and timely removal of staff, students, and community members on the premises from any potentially dangerous situation. Examples include, medical, unwarranted visitors, fire, bomb threat, dangerous products, stray or wild animals. This list is not definitive but rather an indication of what we must potentially prepare for to ensure the safety of our school community.

### **Rationale:**

Holy Spirit Catholic Primary School ensures that the safety and wellbeing of all students and staff, is given absolute priority.

***Evacuation movements and designated class areas are nominated for general scenarios only. They may vary dependent on the suspected location of potential threats as identified above. Our staff are aware of their roles and responsibilities though any potential emergencies.***

***Following any emergency, a debrief is provided to all staff so that they are able to speak with their students.***

***We do not disclose personal information or details around fire and lockdown when it is not a drill to ensure we protect the privacy of everyone.***

***Parents are always informed where the emergency is not a drill.***

### **Background Information**

At Holy Spirit Catholic Primary School, emergency and lockdowns are conducted each term. This includes Community of Learners and Out of School Hours Care.

***Please note that these drills also occur during school holidays where children attend Vacation Care and Community of Learners.***

**In the event of an emergency, this is what we have in place at Holy Spirit Catholic Primary School.**

### **Fire**

In the event of a fire notify the administrative staff immediately. They will then:

- a) Sound the alarm/hand bell.
- b) Phone Northern Territory Fire and Rescue Service

### **When the alarm is heard:**

#### **CHILDREN**

#### **In Classrooms**

- Two student leaders move into position.
- Beginning with those nearest the door, whole class lines up behind them - needs to be planned and practised.
- Wait for teacher and move to designated Assembly Area.

### **With Specialist Teacher**

- Stop what you are doing and listen for directions from Specialist Teacher.
- Proceed as above and move to designated Assembly Area.

### **In small Groups** (Student support, music, and counsellor rooms)

- Go quietly with the person in charge to designated class areas and wait for your class.

### **Students on messages** (Canteen, Office, Library)

- Go directly to the designated class area, do not run.
- Wait for your class, do not return to your classroom.

## **TEACHERS**

### **In Classrooms or with specialist teachers**

- Be familiar with evacuation map in your classroom/learning area.
- Check storerooms, toilets, and outside areas near your room.
- Move children quietly and walk safely to designated Assembly Area
- Bags and personal belongings remain, they are not collected.
- Upon roll call, report to Fire Warden all present and accounted for, or missing and last seen.
- Inform Fire Warden of any additional people with you.

### **On Release, Recess or Lunch**

- Go to designated Assembly Area.
- Obtain class list/pencil from administrative officer in Assembly Area.
- Complete roll call for your class
- Upon roll call, report to Fire Warden all present and accounted for, or missing and last seen.
- Inform Fire Warden of any additional people with you.

## **FIRE WARDEN**

- Put on hat and visibility vest.
- Collect loud hailer.
- Continue sounding siren and oversee evacuation.
- Designate Grounds person/Deputy to report location of fire to Fire Chief Officer

## **WORK HEALTH AND SAFETY OFFICER**

- Take 'Fire Evacuation Checklist' for Fire Warden
- Assist and support as required

## **ADMINISTRATION OFFICER**

- Sound the electrical alarm as back up
- Collect staff and class lists/absentees/pencils from desk
- Check all administration areas – Principal, Deputy, APRE, Sick Bay, server room
- Move to designated area
- Give class lists/pencils to teachers/specialist on request.
- Report to Fire Warden.

## **FINANCE OFFICER**

- Phone Northern Territory Fire and Rescue Service and direct to Strele Street entrance
- Have copy of staff on site/absent
- Lock safe.

## **LIBRARIAN/ TECHNICIAN**

- Check Library, Work Room, Resource Room
- Report to Fire Warden.

## **GROUNDSMAN**

- Check After School Care, shed, toilets and Room 1
- Report to Fire Warden.

### **SUPPORT STAFF** (Inclusion Support Assistants and Aboriginal Islander Education Worker)

- If working in classes, move to designated area.
- Report to Fire Warden

### **CANTEEN**

- Report to Fire Warden.

### **LOCKDOWN:**

In the event of a threat that is identified on the grounds of the school and when the Executive determines that the children are safer if they remain in their classrooms then a lockdown situation will be announced over the loudspeaker system. In this instance students will be directed to return to a classroom closest to their current location and where an adult is supervising. Doors will be locked, and teachers will advise the front office of details in three categories: "All present" / "Missing last seen" / "Additional student" has joined the group and provide student name.

### **For lockdown:**

- ***Holy Spirit, Holy Spirit, Holy Spirit*** – message over loudspeaker to inform all staff and students that lockdown is in place (whether drill or real)
- ***To Live, To Love, To Grow in Christ*** – message given to inform staff and school community that lockdown has lifted.
- ***All Clear*** – lockdown has ceased.

### **Potential threats might include:**

- Medical emergencies
- A person displaying violent unsafe behaviour.
- An animal with the potential to cause harm.
- Persons unknown to the school community who are presenting as a potential threat.
- Grounds and maintenance issues that cannot be addressed in a given time frame e.g. burst water pipe.
- Incident that is not threatening students but of a nature that Executive may deem as not suitable/safe/appropriate for student viewing.

### **Evaluation**

This policy and procedure is flexible in nature to ensure it suits the context and the fluidity of the school environment. While flexible, adjustments made must be in consultation with the Principal.

This policy will be reviewed as deemed necessary as part of the School Strategic Plan.

### **Ratification**

This policy is ratified by the School Board every three years.

### **Review**

This policy will be reviewed in 2024.