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Emergency Procedures

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LOCKDOWN

alarm sound with repeated short monotone sounds

EVACUATION

siren sound with long ascending tones

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1. INITIAL RESPONSE

1.1.DETERMINING THE TYPE OF EMERGENCY

Listed below are examples of different types of emergencies:

- Acts of Violence/Disorderly Behavior
- Biological or Chemical Threat
- Bomb Threat or act of aggression by an individual or group
- Explosion/Threat of Explosion
- Fire On-Site
- Fire in Surrounding Area
- Loss of Utilities (including: water, sewage, electricity, etc.)
- Animal Disturbance (including: snakes, etc.)

1.2.DETERMINE THE MAGNITUDE OF THE EMERGENCY

It is the immediate responsibility of all staff to make the Principal or Head of Operations, aware of any potential emergency as soon as it becomes known.

Identifying the magnitude of an emergency will determine the allocation of resources. Three levels of emergency are described below.

- **Internal:** An emergency handled by school personnel without assistance from outside services. Examples include; temporary power outage and/or animal disturbances.
- **External *support*:** A moderate to severe emergency in most cases is handled by school personnel with the assistance from outside agencies (e.g., police, fire, rural fire service, ambulance, etc.). Examples include; fires on the school grounds and acts of violence.
- **External *management*:** A major disaster that school personnel cannot handle without the management of outside services. Examples include; major bushfires.

1.3.DETERMINE IMMEDIATE RESPONSE ACTIONS

There are three primary emergency responses which require specific procedures. These are; Lockdown, Emergency Evacuation and Off-site evacuation.

- A **Lockdown** takes place when there is an immediate threat of violence on school grounds. This means students stay inside in the place where they are when the alarm sounds or immediately proceed to the nearest supervised classroom.
- An **Evacuation Assembly** (on site) occurs when it is safer to bring the whole school together in the Evacuation Assembly Area (the School Hall). A second evacuation point could be nominated on the day of the emergency by the Principal or Head of Operations, or a representative from an emergency services (via the Principal).

- **Off-site Evacuation** is likely when being on the school grounds is not safe and evacuation from the premises is preferable, such as when there is a major bushfire threat. Off-site evacuation is advised by an external Emergency Services Agency.

2. IMMEDIATE RESPONSE ACTION

2.1. LOCKDOWN [ALARM SOUND WITH SHORT URGENT MONOTONE BURSTS]

Decision made that the type/magnitude of the emergency determine that being indoors would provide a greater level of protection to staff and students.

- **Alarm:** Lockdown alarm - rings or until manually shut off

(<https://drive.google.com/file/d/0B4Bb2KY9VvTqZkwtSFljYW8waWM/view>)

- **Description of action (inside):** Students and staff remain inside pending further instructions.
- **Description of action (outside):** Make way to nearest supervised classroom; if on the oval, make way to D12.

2.2. EMERGENCY EVACUATION [ALARM SOUND WITH LONG ASCENDING TONES]

The whole school, and visitors are required to make their way to the Evacuation Area (School Hall)

- **Alarm:** Emergency alarm

(<https://drive.google.com/file/d/0B4Bb2KY9VvTqcG5CZTftZGpXaE0/view>)

- **Description of action:** Students and staff evacuate/move via designated routes to the Emergency Assembly Area (Hall).
- **Junior School:** form into **Home Room/Class Lines**.
- **Secondary School:** form into **Year Group Lines**.

2.3. OFF-SITE EVACUATION

Decision made that the type/magnitude of the emergency determines that it is unsafe to remain on the school grounds. Normally this would follow an Evacuation Assessment.

3. LOCKDOWN

3.1. RATIONALE

These procedures are to apply in the event of a sudden danger from a person or persons (e.g. mentally unstable person, violent person, terrorist, intruder, hostage situation, etc.) or advice from the police or other emergency authorities that a whole site lock down procedure is appropriate.

3.2. ALARM

Alarm sound with short repeated monotone continues until manually disarmed.

3.3. IMMEDIATE ACTION

- Description of action (inside): Students and staff remain inside pending further instructions.
- Description of action (outside): Make way to nearest supervised classroom
 - Students on the oval make their way to D12, D15 and D16.
 - Students on play equipment make their way to B13
 - A Courtyard and Hall forecourt distributes students across A11 - A13.
 - B Courtyard duty teacher distributes students across B1 - B5, B9 - B12
 - D Courtyard duty teacher distributes students across D12, D13, D1 - D8
 - All other staff make their way to the closest classroom to where they are to supervise students coming into rooms.

3.4. WCS STAFF INSTRUCTIONS

- The person who first becomes aware of the danger should immediately notify the Principal or Head of Operations of the emergency.
- The Principal or Head of Operations to activate the lockdown alarm.
- The Principal or Head of Operations to take control of the situation and to contact Police/Essential Services (if the notification of the event was internal).
- Student movement (class time):
 - Students in regular classrooms: remain where they are.
 - Students in the Library, Education Support Centre or Administration Areas: remain where they are.
 - Students in Senior Studies Centre (E3 or Library) : remain where they are regardless of staff presence.
 - Individuals or small groups absent from lessons (i.e. toilet): check safety of route, then go to the nearest room where an adult is present.
 - Classes outside: Make their way to the nearest available classroom.
- Student movement (recess and lunch times):
 - *Preschool - Year 6*: Proceed immediately to the closest available classroom.
 - *Years 7-12*: Proceed to the closest available classroom.
 - *Staff*: Accompany students to the nearest available classroom.

- Securing classrooms and work-spaces:
 - Turn lights off.
 - Lock **all** doors and windows.
 - Close any curtains or blinds if fitted.
- Staff and student instructions:
 - Staff to take mobile phones if accessible.
 - Staff turn their phones to silent.
 - Ensure students to turn their phones off.
 - Where possible, switch school phones to Night Mode.

Students must be closely supervised by staff and instructed to remain silent. Students must position themselves under desks and/or around walls inside rooms. They should not be in view from outside of the room. Lights should be turned off. Because of varied conditions in rooms, staff should exercise discretion to determine and advise the safest locations in rooms. Students should not leave the room unless instructed to do so.

- Staff in Administration areas should seek shelter in protected offices.
- Remain in Lockdown mode until advised otherwise.

All Clear: Executive staff will knock on doors stating; their name and will advise that all is clear and it is safe to leave.

3.5.ADDITIONAL INSTRUCTIONS

- In any situation where a threat is being made or appears likely to be made to any person, all personnel should use discretion to attempt to de-escalate the situation rather than increase the risk of confrontation.
- Lockdown practice drills will be conducted and supervised by the Principal or their delegate at least twice per calendar year. Preschool to conduct four drills per calendar year. Staff in the Preschool and teachers of Kindergarten & Hope School should be advised of each practice drill in order to forewarn and prepare students.

3.6.PRESCHOOL INSTRUCTIONS

Preschool staff are to comply with the **Wycliffe Preschool – Procedure Quality Area: 2 – Children’s Health & Safety – Lockdown**. Where there is a difference between this document and Preschool documents staff are to follow the Preschool documents.

Key Roles:


- If the emergency is taking place in or near the Preschool building, Preschool staff contact Reception (by dialing 100) and inform reception of the nature of the emergency.
- Preschool Teacher/Director to:
- Collect the student attendance sign-in and emergency contact list.

- Group the children together, count children and reassure them.
- Preschool staff to:
- Check the building and playground including the bathroom, office, store rooms and cubby and then join the group.
- Assist in locking the doors and windows and switching off lights.
- Preschool staff move the children into the staff bathroom and lock the door.
- **All Clear** - At the conclusion of a lockdown, an executive staff member or police must:
- Enter the preschool building using a master key via the door into the playground (not the door on the verandah).
- Knock on the door to the Disabled/Staff bathroom and identify themselves.

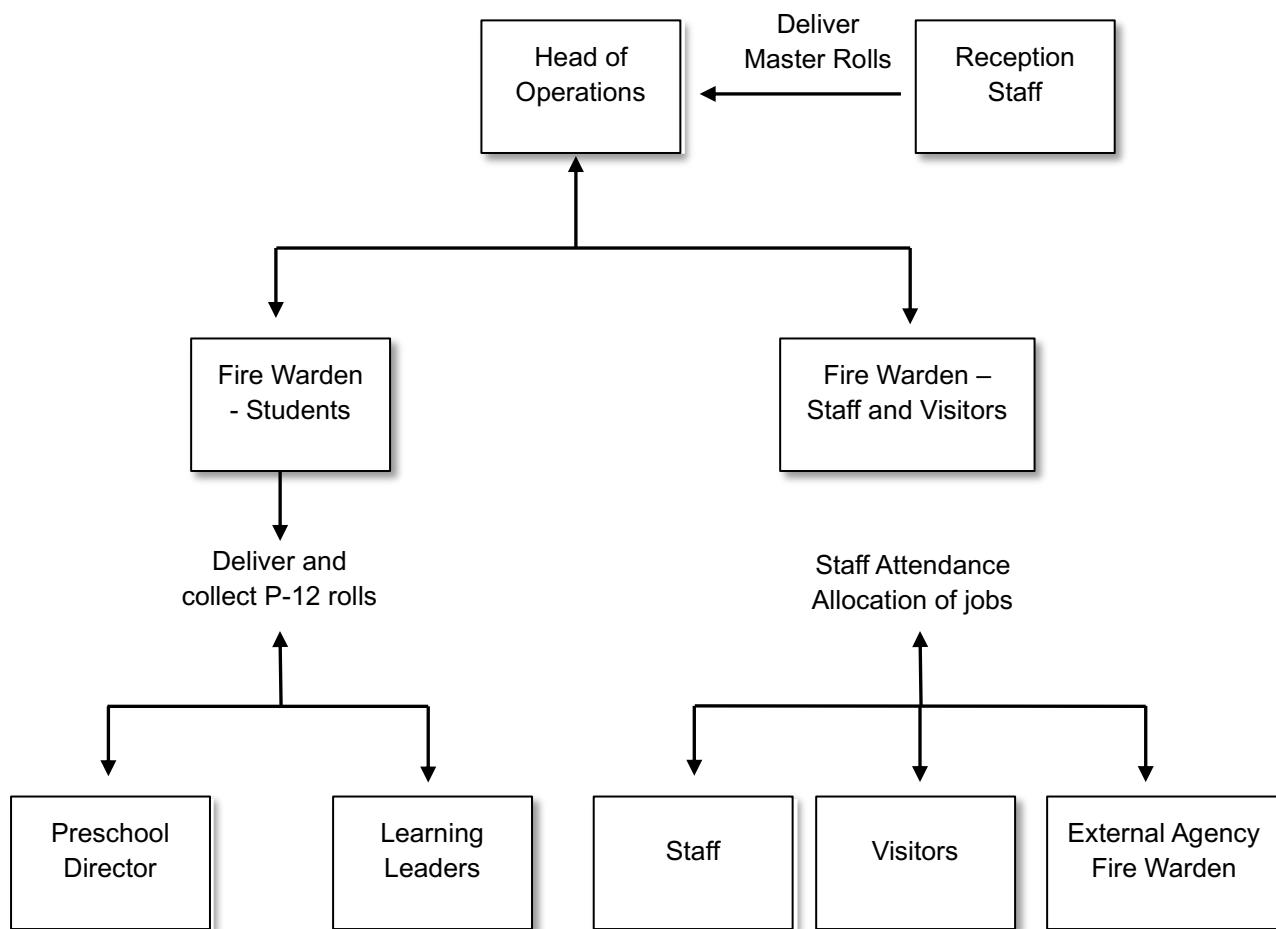
4. EVACUATION ASSEMBLY 8:00AM – 3:00PM

4.1. WCS/HOPE STAFF INSTRUCTIONS

- The Evacuation Assembly Area is the School Hall, unless an alternative venue is advised by the Principal/Head of Operations on the day of the emergency.
- On hearing the Emergency Alarm (siren sound with long ascending tones or loud hailer siren if power failure) staff, visitors and students should cease work.
- Staff to assess the immediate risk to life. If safe, staff to close (not lock) all windows and doors, turn off gas, machinery and electricity and instruct students to follow the appropriate evacuation route. Staff should also bring personal items if easily accessible. Students are not to bring bags with them. If a student requires a sensory support item they may, where possible, bring these with them. The priority is always a timely evacuation.
- Staff with students to evacuate students and visitors as quickly as possible (but in an orderly, calm fashion) to the Evacuation Assembly Area (Hall) by the route shown on the Emergency Evacuation Map. First arriving staff to open emergency doors to forecourt, carpark and D quad.
- Staff without students to conduct a visual inspection of rooms in current courtyard, checking for people and securing facilities by closing (not locking) all windows and doors. Report the block you have checked to the Fire Warden – Staff and Visitors.
- Staff to escort students to their designated class/year group position (see below) and have them sit down.
- Staff and Visitors to report to appropriate Learning Leader - Staff, to have name marked off then actively supervise students.
- At the Emergency Assembly area, the Principal or Head of Operations will inform the School of the nature of the emergency (if not already known) and indicate whether any other form of emergency response may be necessary.

	GALLERY	
	 First Aid / Hope	
	<hr/> KITCHEN <hr/>	
External Agencies	Staff	6
	12	
	11	Junior
	10	School
Preschool	9	Classes
	8	
	7	<hr/> K <hr/>
	<hr/> STAGE <hr/>	

4.2.REPORTING CHAIN



4.3.SPECIAL RESPONSIBILITY DUTIES (REVISED ANNUALLY)

Emergency Evacuation Procedures 2024

- Special Roles and Responsibilities

Role	Staff	Backup
Principal	David JOHNSTON	Brett DUNCAN (Term-time) Andrew SMITH (Student vacation periods)
Head of Operations	Brett DUNCAN (Term time)	
Fire Warden - Students	Richard NEWTON	Ruth VAN LEERDAM
Fire Warden – Staff and Visitors	Leisel GRAY	Belinda DAWKINS
Learning Leaders – Staff (Roll) and Visitors	Stewart BISHOP (Admin / Support & IT) Andrew SMITH (Visitors) Andrew STEWART (Senior) Catherine GLANVILLE (Junior) Cat PRICE & Cass KATIC (Hope) Julie TAYLOR or Rebecca HOWES (Preschool) Renee UDEN or Louise FARRAND (L.E JNR) Mark GEE (L.E SENIOR)	Erica RAWLINSON (Admin / Support & IT) Jason HOSKING (Senior) Jeff BROWN (Junior) Cat PRICE & Cass KATIC (Hope) Julie TAYLOR or Rebecca HOWES (Preschool) Renee UDEN or Louise FARRAND (L.E JNR) Tim INNES (L.E SENIOR)
Learning Leaders - Students (Roll)	Julie TAYLOR (Preschool) Sarah ALLISON (Hope) Lyndal MITCHELL (Junior) Natalie MADDOCK (Senior)	Rebecca HOWES (Preschool) Fiona TOULMIN (Hope) Judy DILLEN (Junior) Poppy GEE (Senior)
Master Rolls	Wendy KUSCHERT	Lincy JACOB
First Aid Warden	Julie KLEIN	Kathy BOXWELL Lincy JACOB Wendy KUSCHERT
Attendance/Visitors Registers	Lincy JACOB	Kathy BOXWELL Wendy KUSCHERT Julie KLEIN
Main School Front Gate – Property Manager	Dale KILLEEN	Paul DOWSE
Animal Officer	Peter CROMPTON	Michael WOODRUFF

- Allocating Roles by Staff & Visitor Warden

Role	Procedure - Responsibilities
Gas Bottle Attendant	- Turn off LPG gas bottles - Make way to Evacuation Assembly
Access and Western Laneway from Rickard Road	- Collect Walkie Talkie - Advise persons wishing to enter the school that there is an emergency situation and that the school is closed to all but Emergency Services
Building Clearance	- Open every door, call out to ensure rooms are evacuated - Advise anyone who is still in the room to evacuate immediately - Close doors and windows and doors but DO NOT LOCK - Move to Evacuation Area
Student Rolls	- Collect Rolls from Learning Leader - Once completed return Rolls to Learning Leader
Animal Officer Support	- Support Animal Officer collecting livestock - Make way to Evacuation Assembly
Junior School Student Bag Collection	- Assist in the collection of Junior School bags from D & C quads

4.4.EVACUATION ASSEMBLY: EXECUTIVE AND SUPPORT STAFF INSTRUCTIONS

4.4.1. *Principal*

In the event of the Principal being absent, the Head of Operations will carry out these instructions/responsibilities.

- Initial Response Procedure
 - a. Verify that an emergency exists, and the nature of that emergency is identified.
 - b. Communicate with Emergency Services, media and local relevant authorities regarding specific details of the nature of the emergency. On verification that an emergency exists that may threaten the school (possibly on advice from Emergency Services), seek detailed instructions from Emergency Services.
 - c. Note the absence of the following key personnel on the day:
 - Principal/Head of Operations
 - Fire Wardens
 - Property Manager
 - First Aid Warden
 - d. In the absence of the key staff, delegate roles appropriately.
 - e. Ensure clearing of Administration Staff – Upper Level of Administration Building
 - f. Principal to be in the Administration Building to direct and meet Emergency Services at the Bus Bay Area when they arrive. Collect his/her Emergency Evacuation Folder from the cupboard above the Admin Photocopier. The maps within this folder are to be handed to the Emergency services; Current School Map showing utilities (location of Fire Hydrants, Hose Reels, Fire Indicator Panel's), Chemical Register, Safety Data Sheets and Gas Bottle locations.
 - g. Inform the Police and/or Fire Brigade of:
 - Most recent school-based information on the nature of the emergency,
 - staff/students' assembled location (Hall)
 - number of staff and students
 - any known medical issues or emergencies
 - h. In the event of an emergency evacuation required by external emergency authorities, the Principal should be the last to leave campus after confirming all students and staff have vacated the site.
 - i. Maintain an avenue of communication with Emergency Services.
 - j. Maintain an avenue of communication with the Head of Operations and Property Manager via UHF/CB Radios – **Channel 17**.

- k. Instruct the Head of Operations to issue the 'all clear' notice if/when appropriate.
- Preparatory Duties

You should prepare as follows:

- a. Be familiar with the roles and responsibilities of all staff.
- b. Ensure that the Head of Operations is briefed on the duties of the Principal.
- c. Ensure all staff are briefed on procedures and duties.
- d. Be aware of the location of documents required, including contact phone numbers for members of external combat agencies.

4.4.2. *Head of Operations*

- Initial Response Procedure
 - a. On verification with the Principal that an emergency exists within the school, initiate appropriate alarms. The location for Evacuation Assembly's is the Hall. Determine whether a change of location from the Hall to the Library or Oval is required.
 - b. Collect from next to the photocopier in Administration:
 - The Emergency Kit (black suitcase)
 - c. Collect the pink clipboard containing
 - Daily Bulletin - WCS & Hope
 - Staff Timecard sheet - WCS & Hope (printed earlier in the day)
 - Student absences sheet - WCS & Hope (printed earlier in the day)
 - d. Proceed to the Emergency Assembly Area.
 - e. Distribute the following documents to the Fire Warden - Students:
 - Master lists (P-12)
 - Electronic or printed version - live student attendance roll class
 - 1. Printed version to be processed by :
 - a. Senior Administration Assistant
 - b. Enrolment Officer
 - c. PA to Principal
 - f. Distribute the following documents to the Fire Warden - Staff and Visitors:
 - Master staff list - broken up into Secondary / Junior / Preschool / Hope / Admin & Support (red folders)

- Staff sign in sheet – Timecard
 - Evacuation procedures: Special Responsibilities Checklist (only to be sent out if we need to do a sweep)
- g. As soon as the whole school is assembled, the Head of Operations will address students, staff and visitors and encourage a calm and sensible atmosphere. Maintain confidence and a firm discipline at all times.
 - h. Liaise with the Fire Wardens – Staff and Students to ensure that all school staff and students are accounted for.
 - i. Liaise with the Principal and keep students, staff and visitors informed throughout the assembly.
 - j. In the event of an emergency off-site evacuation required by external emergency authorities,
 - To direct staff and assign staff responsibilities.
 - To travel on the first bus with students to the designated off site evacuation area.
- Preparatory Duties
You should prepare as follows:
 - a. Be familiar with the roles and responsibilities of all staff.
 - b. Ensure that the Principal is briefed on the duties of the Head of Operations.
 - c. Ensure all School staff are briefed on procedures and duties and that all School students are briefed on procedures and expected behaviour in emergency situations.
 - d. Be aware of the location of documents required.
 - e. Ensure all key personnel have completed preparatory duties and are revising these on a regular basis (WH&S Committee to be aware and implement any changes).
 - f. Oversee the maintenance and currency of the Emergency Procedures documentation, including regular reviews.
 - g. Ensure regular drills of Lockdown and Emergency Assembly are carried out.

4.4.3. *Fire Warden - Students*

- Initial Response Procedures
 - a. Liaise with Learning Leaders (Students) – Distribute vests and rolls for marking

- b. Ensure rolls marked and returned to Fire Warden (Students) /Head of Operations – reconcile students with live Daily summary/Emergency and ensure all students are accounted for.
- c. In the event of an emergency evacuation required by external emergency authorities, to facilitate that evacuation procedures are carried out appropriately.

4.4.4. *Fire Warden – Staff and Visitors*

- Initial Response Procedures
 - a. Collect from the shelving in Administration
 - Loudhailer
 - UHF/CB Radio – Channel 17 and distribute to Property Manager & Head of Operations & Principal
 - b. Liaise with Learning Leaders (Staff and Visitors) – Distribute vests and rolls for marking.
 - c. Ensure rolls marked and returned to Fire Warden – reconcile staff and visitors with daily bulletin, timecard and Sine and ensure all staff and visitors are accounted for.
 - d. In the event of an emergency evacuation required by external emergency authorities, to facilitate that evacuation procedures are carried out appropriately.

4.4.5. *Enrolment Officer*

- Preparatory Duties

You should prepare as follows:

- a. Maintain the Emergency Clipboards with up to date Student and Staff Master Lists in line with current enrollments and employment. Information to be compiled as follows:
 - WCS Junior Class Lists (P-6)
 - WCS Senior Year Lists (7-12)
 - Hope Class Lists
 - Preschool Class Lists
 - Staff Master Lists by school section: Preschool, Hope, Junior, Senior, L.E Jnr, L.E Snr, Admin & IT.
- b. Maintain the Principal and Head of Operations Emergency Clipboards:

- 4 x Current School Maps showing utilities specifically the location of Fire Hydrants, Hose Reels, Fire Indicator Panels and location of Chemical Store Register. (See map at end of this document)
 - Emergency Services telephone numbers
 - Emergency Procedures School Document
 - Staff Lists
 - WCS Master Class List (P-6), WCS Year Lists (7-12), Hope Class List (Whole school).
- c. Maintain the Emergency Kit:
- Safety vests x 10
 - Torches and batteries
 - Glow sticks
 - Portable AM radio and batteries
 - P2 respirator masks
 - Pens
 - National Fire Keys (#003) for gas bottle cage (Attached to clipboard)

4.4.6. *Reception Staff*

- Initial Response
 - a. Print off the Evacuation Summary x 1 and Daily Bulletin by 9am and place in pink clipboard
 - b. Secure all records, close filing cabinets, close windows, close doors (but do not lock).
 - c. Place sign on front door eg Evacuation in progress or Evacuation drill in progress
 - d. Assist the First Aid Warden with movement of required equipment and students from First Aid to the Emergency Evacuation First Aid Post (Gallery).
 - e. Collect the following items and place in black trolley
 - Medication box with key x 2 (WCS & Hope)
 - Medication folder x 2 (WCS & Hope)
 - EpiPen & Puffer
 - Red Medical Bags
 - Extra Student Medications
 - f. Collect First Aid Kit

4.4.7. *Property Manager*

In the absence of the Property Manager, the Assistant Property Manager will carry out their responsibilities.

- Initial Response
 - a. On hearing the alarm, report immediately to the Principal and assist in ascertaining the location of the fire or the nature of any other emergency.
 - b. Collect a UHF Radio Channel 17, Vest, P2 mask and proceed to the main gate.
 - c. Close gates to traffic and prevent entry to school except for emergency services.

- Preparatory Duties

You should prepare as follows:

- a. Maintain functioning National Fire Padlocks for gas bottles (003 Key) required.
- b. Check the Fire Pump booster regularly and ensure that it is maintained in operational order (i.e., internal/external agency).
- c. Be aware of the location of the PA system and associated back up power source (i.e., battery) and that these are functional in the case of an emergency.
- d. Ensure that the keys to the school which may be required by the Emergency Services are available.
- e. Ensure that Maps of Site to be kept up to date.
- f. Ensure that up-to-date lists of Chemicals Register is kept on shelving adjacent to the Admin Photocopier.
- g. Maintain supply of bottled water within the school hall.
- h. Ensure the UHF/CB Radios are charged and available.

4.5. EMERGENCY ASSEMBLY: PRESCHOOL STAFF INSTRUCTIONS

Preschool staff are to comply with the **Wycliffe Preschool – Procedure Quality Area: 2 – Children’s Health & Safety – Evacuation**. Where there is a difference between this document and Preschool documents staff are to follow the Preschool documents.

If the situation requiring an emergency response is taking place in the preschool building or surroundings the preschool staff member who became aware of the emergency must contact the office on extension 100 and alert other staff in the preschool.

To alert other staff in the preschool the emergency whistle is blown by whichever staff member becomes aware of the emergency. There is a whistle located near each exit.

4.5.1. Prepare to Leave

- **Teacher/Director Procedure**

- a. Group the children together. If the situation occurs during outside play the children will gather with the teacher near the door into the preschool building and then quickly move inside as a group assembling in the preschool room near the exit door opening onto the verandah. If the situation occurs during inside time the children will stop their play and assemble with the teacher over near the exit door opening onto the verandah.
- b. Reassure the children and remains calm during this process.
- c. Collect the folder containing the student attendance list for each day and the emergency contact list. This folder is kept on top of the small section of lockers outside the office.
- d. Collect the preschool mobile phone from on top of the small section of lockers outside the office and the plastic ties for the gates.
- e. Carry out a head count whilst Child Care Workers check the building and join the group. The teacher informs Child Care Workers if there are any missing children. The number of children should match the number of children signed in for the day on the Sign In and Out Sheet.

- **Child Care Worker Procedure**

- a. If the emergency situation occurs during outside time the Child Care Workers will gather any children in the upper part of the playground and ensure they join the teacher and other children near the door into the preschool room.
- b. Check all areas of the playground including the upper section near sandpit, inside the cubby house, the shed area, and lower playground area before entering the preschool building.
- c. If the emergency situation occurs during inside time the Care Workers will direct the children from different parts of the room over to the exit door leading onto the verandah.
- d. Collect the red trolley, containing first aid and emergency supplies, and the labelled Action Plan Medication Bag, from the kitchen area.
- e. Checks the building including the children's bathroom and office for any remaining children and then joins group.
- f. Reassure children and remains calm during this process.

- g. Recheck the areas of the room or playground if the teacher has found there to be missing children based on the head count.
- h. The Primary Child Care Worker carries out a head count and confirms the number of children with the Teacher. The number of children should match the number of children signed in for the day on the Sign In and Out Sheet.

4.5.2. Evacuation to EVACUATION Assembly Area

- a. With the children holding hands in pairs the group will leave the preschool building following the Teacher and keeping in front of the Primary Child Care Worker. The building will be left unlocked.
- b. All staff will be alert to children who may require extra assistance and those children will hold the hand(s) of a staff member if possible. The Secondary Child Care Worker will position themselves within the middle of the group of children, holding hands with younger or anxious children.
- c. The group will cross the pedestrian crossing, proceed along the side A5,6 and down the access ramp enter the school hall through the lower doors adjacent to the hall car park (
- d. If the gas bottles situated in the small car park near the hall are deemed to be dangerous due to the environmental conditions present at the time then the children will be enter via the hall stairs.
- e. Once in the Hall the children will sit together in a group along the wall closest to the car park.
- f. The Teacher will check the roll ensuring all children, preschool staff, visitors, students, parents and volunteers are present and accounted for.
- g. All staff members will continue to reassure, comfort, and praise the children throughout this entire process.

4.5.3. Off Site Evacuation

In the event of an offsite emergency evacuation required by external emergency authorities, the Preschool Director will go to the assembly areas in A Courtyard to ensure that the evacuation procedures are carried out appropriately for preschool.

4.5.4. *Additional Logistics*

- a. Classroom doors and windows should be closed but not locked.
- b. Preschool staff should take their personal valuables with them to the Emergency Assembly Area (Hall).
- c. Children should take their bags (if deemed necessary by the Preschool Director) to the Emergency Assembly Area.
- d. Once inside the assembly area, assemble children, check attendance of children.

4.6. EMERGENCY ASSEMBLY: SPECIAL RESPONSIBILITIES

4.6.1. *Duty of Care*

1. Staff on Special Responsibility Duties should ensure that students initially under your care are supervised by another member of staff at the Emergency Assembly Area before leaving to take up Special Responsibilities.
2. On completion of Special Responsibility Duty (if applicable), you must report to the Fire Warden – Staff and Visitors.

4.6.2. *Special Responsibilities Overview*

1. The Emergency Procedures Special Responsibilities document is included within this Emergency Procedures document. This details the particular emergency responsibilities allocated to specific school staff.

The Emergency Procedures Special Responsibilities document will be reviewed and amended annually as required.

2. Special Responsibilities include:
 - Fire Warden - Students
 - Fire Warden – Staff and Visitors First Aid Warden
 - Animal Officer
 - Gas Bottle Attendants
 - Laneway Attendant
 - Building Clearance

4.6.3. *Special Responsibility Specific Duties*

4.6.3.1. *Warden Instructions*

- On hearing emergency alarm / siren, proceed with your class to the Evacuation Assembly Area.
- Ensure hall doors are opened (Forecourt, D quad and Carpark) for safe entry of students to the Assembly Area if area is not under direct impact of fire.
- *Fire Warden – Students* collect the following documents from the Head of Operations
 - Master Class Lists P-6, Year Lists 7-12, Master Class Lists Hope School and distribute to Learning Leaders.
 - Check for any absentees not listed on the Evacuation Summary and advise Head of Operations

- *Fire Warden – Staff and Visitors* to collect the following documents from the Head of Operations:
 - Master Staff List. All staff are to report to Fire Warden – Staff and Visitors to be accounted for.
 - Visitor Sign in sheet, Staff Sign in sheet and Contractors Sign in sheet. To ensure those on site are accounted for.
 - Daily Bulletin Sheet (available behind the Visitor Sign in sheet)
- Liaise with the appropriate staff members to establish all students and staff are accounted for.
- Report final reconciliation of staff and student lists to the Head of Operations.
- Fire Warden – Staff and Visitors to assign special roles and responsibilities to staff and ensure roles are completed.
- In the event of an emergency evacuation required by external emergency authorities, you are to:
 - Report to the Head of Operations and await their instructions to move to your position for the evacuation.
 - Upon instruction, move to the Bus Bay where you will take a note of the teachers and the class(es) under their direction. Ensure that all students under the direction of a particular teacher board the same bus as their supervising teacher.
 - Keep a record of the buses (number plates) and the teachers and classes aboard each bus.
 - When the last bus has departed, you will report to the Administration Block and deliver the list of buses to the Principal. (All remaining staff, on instruction from the Principal, will travel together to the evacuation location.)

4.6.3.2. First Aid Warden Instructions

- Collect First Aid Kits and the First Aid Register, First Aid signs and 'blu tac' in preparation for establishing the First Aid post in the Gallery.
- Delegate within Operational and Support staff in the Administration Building to assist with moving equipment and students to a First Aid Post, to be established in the Evacuation Assembly Area.
- Establish whether the current location (Gallery) is stable.
- Report to the Fire Warden -Students and advise when First Aid Post is operative. Provide information about existing students transported with existing ailments.
- Report to the Fire Warden - Staff & Visitors and advise when First Aid Post is operative. Provide information about staff who are part of the first aid post.
- Ensure that any significant medical issues are detailed to the Head of Operations as these may need to be evacuated via notification to external emergency authorities.
- Register in First Aid Register all casualties and take particular note of those handed over to medical authorities.
- Await further instructions from Head of Operations
- In the event of an offsite emergency evacuation required by external emergency authorities, the First Aid Wardens will travel with the students to any evacuation location. Ensure that First Aid kits and the First Aid Register are taken with you.

4.6.3.3. Animal Officer & Support Instructions

- Move to the Agriculture Plot.
- Collect the Animal Emergency Welfare kit and poultry cages from the agriculture storeroom.
- Collect poultry and return to the assembly area.
- Report to the Fire Warden – Staff and Visitors and inform of the completion of your Special Responsibility.

4.6.3.4. Rickard Road Laneway Attendant

- Collect a safety vest, UHF radio – Channel 17 and a P2 respirator mask.
- Proceed to the laneway access near the Preschool and lock the gate.
- Report to the Fire Warden – Staff and Visitors and inform of the completion of your Special Responsibility

4.6.3.5. Gas Bottle Attendant Instructions

- Collect a National Fire Key (#003) from the Fire Warden – Staff and Visitors and ensure that the gas supply is turned off at each designated location. Gas bottles are located next to:
 - Hall car park

- B12
- A2
- Proceed to the Evacuation Assembly Area by the safest route.
- Report to the Fire Warden – Staff and Visitors and inform of the completion of your Special Responsibility.

4.6.3.6. Building Clearance Instructions

- Locations are as follows:
 - Building Clearance 1: A Block and Music Demountables
 - Building Clearance 2: B Block
 - Building Clearance 3: C Block including Café and Demountables
 - Building Clearance 4: D Block
 - Building Clearance 5: E Block - Excluding Main Hall (Evac Assembly Area)
 - Building Clearance 6: Administration Ground Level and Library
 - Building Clearance 7: Administration Upper Level 1
 - Preschool to be checked by Director of Preschool
- Check all classrooms have been vacated, windows closed, and classroom doors **closed but not locked** throughout the block you are assigned. Collect any unattended bags.
- Report to the Fire Warden – Staff and Visitors and inform of the completion of your Special Responsibility.

5. EVACUATION ASSEMBLY: OUTSIDE THE HOURS OF 8:00 AM – 3:00PM

5.1.WCS STAFF INSTRUCTIONS

Emergency procedures existing outside 8.00am – 3.00pm are the responsibility of the individual staff member supervising the class (or other adult in a position of supervision of an activity on the school grounds).

The Evacuation Assembly Area remains the school hall unless advised otherwise.

5.1.1. *Initial Response Procedure*

- If the nature of the emergency first becomes evident to an individual, the person who first becomes aware of the danger should call the Emergency Services 000. If possible, the school emergency alarm should be activated. In the case of a lockdown being required, staff should contact Emergency Services 000, and follow the Lockdown Procedure.
- On hearing one of the Emergency Alarms, staff should follow normal lockdown or evacuation procedures relevant to the type of emergency and have a mobile phone with them.
- If applicable, once at the Evacuation Assembly Area, contact the Principal, Head of Operations or Property Manager and inform them of the nature of the emergency.

5.1.2. *Preparatory Procedure*

- All staff should have access to the phone number of the Principal, Head of Operations and Property Manager.
- Staff on campus outside the hours of 8.00am to 3.00pm should have access to a mobile phone for use in an emergency.

5.2.EXTERNAL AGENCIES USING SCHOOL FACILITIES INSTRUCTIONS

Emergency procedures existing outside 8.00am – 3.00pm are the responsibility of the individual agency and staff of the external agency.

External Agency staff are to comply with their **Emergency Procedures**. These documents supersede these guidelines.

If the situation requiring an emergency response is taking place in the facilities being used or surroundings the Agency staff member who became aware of the emergency must notify emergency services on **000** and contact the school office on extension 100 and alert staff.

6. OFF-SITE EVACUATION

6.1. INSTRUCTIONS

Note that liaison with the external authority is via the Principal (or delegate). An off-site evacuation will usually occur post-assembly.

In the event of an offsite emergency evacuation required by external emergency authorities, the following procedure will be followed (assuming bus evacuation):

- After the external authority has issued instructions for transport to be called, the Head of Operations will be notified to be ready to proceed with the evacuation.
- The Head of Operations will delegate x2 Traffic Wardens, who will move to their positions to carry out their respective responsibilities. All other staff remain on their respective duties.
- First aid, associated students, the Head of Operations and delegated Staff member to travel with the first bus and establish a base at the evacuation assembly area.
- Preschool - Year 6 staff, students, visitors and support staff to move to A Courtyard and line up there ready to board transport via steps near the bridge.
- Years 7-12 students and staff move to B Courtyard and line up there ready to board buses via entry near B5.
- Classes must remain with their designated teachers at all times.
- Cars will need to be left in the car park until the all clear is given to return.
- Teachers will remain with their class(es) under the general direction of the Head of Operations.
- Staff responsible for rolls must keep a list of the names of all children collected by parents and the time they were collected. Under **no circumstances** will children be released to another parent unless the written direction of that parent is sighted by the teacher, or the Head of Operations confirms by phone contact.
- The Principal will take a list of the names of all the staff remaining at the school at that time and of their intended destination after leaving the school and their means of transport.
- The Principal will direct the securing of the school before authorising the remaining staff to evacuate to the area determined by the external authorities.

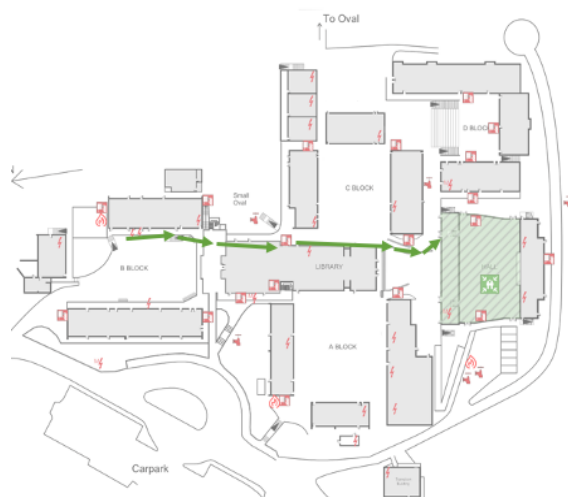
6.2. TRAFFIC WARDEN INSTRUCTIONS

In the event that an **off site evacuation** is required by external emergency authorities. In many cases, this role will require a staff member to perform other duties until/unless required. This will be determined by the Principal or Head of Operations.

- Move as directed by the Principal or Head of Operations
- Ensure you are wearing a Safety Vest

- Traffic Wardens [BUSES/LOADING] will move to the bus bay and wait for the buses to arrive. Upon their arrival they will notify the Head of Operations in person and return to the car park to direct traffic movement.
- Traffic Wardens [GATE/PARENTS] will move to the school gate where all traffic other than buses and emergency vehicles will be directed to park outside the grounds. Parents and caregivers arriving to collect students should be directed to the Evacuation Location designated by emergency services.
- Traffic Wardens will keep a list of buses (number plates) entering and leaving the school and the times of departure.
- After the last bus registered has left, a Traffic Warden will return to the Administration Block and deliver the list of vehicles to the Principal.
- Principal will advise Traffic Wardens to stand down after evacuation.

APPENDIX A: EMERGENCY EVACUATION ROUTES [MAP] – EXAMPLE FOR ADMINISTRATION



Legend

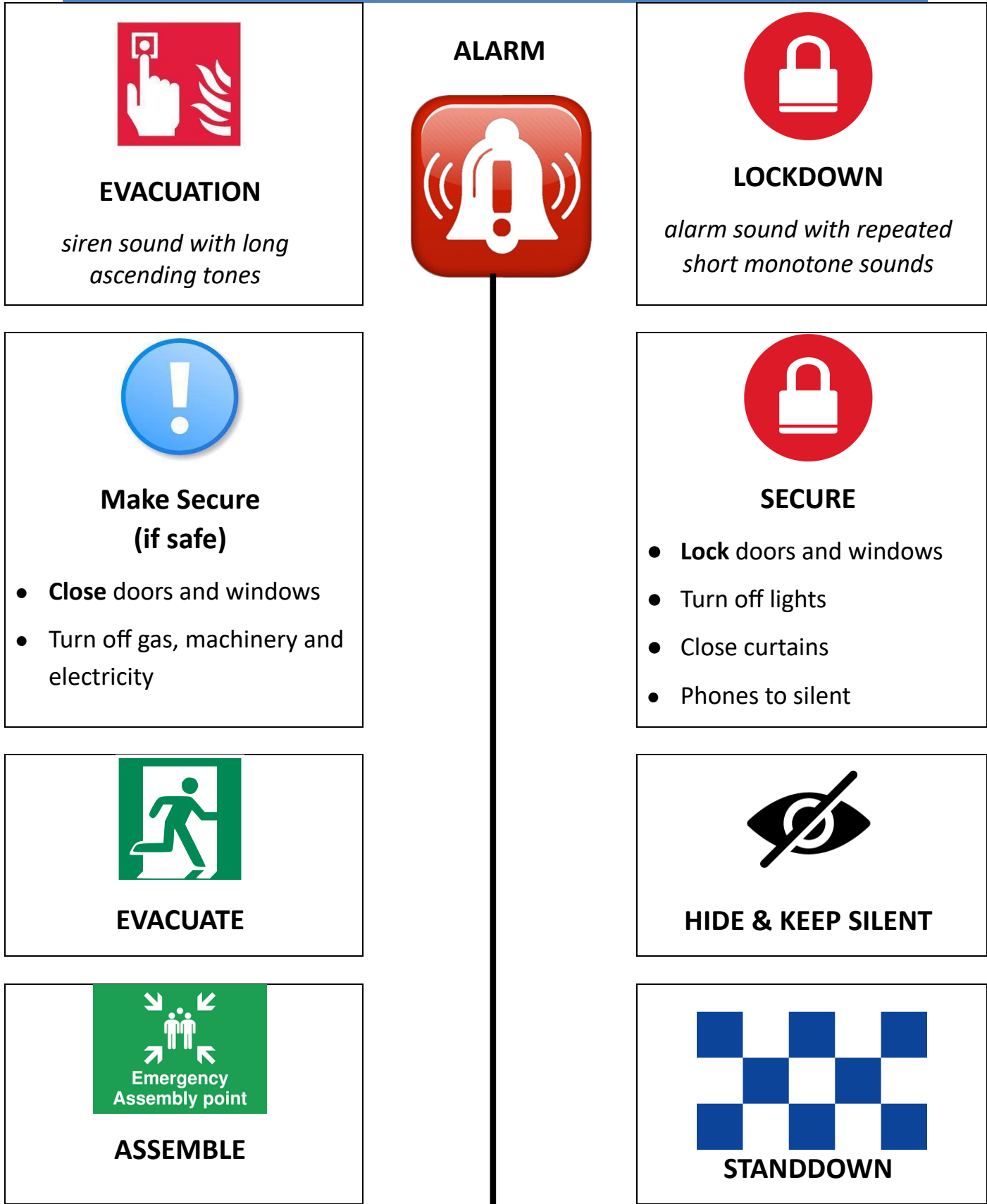
Assembly Area	Fire Hydrant	You are here
Break Glass	Fire Blanket	000
CO2 Extinguisher	Fire Hose Reel	101
Dry Chemical Powder	First Aid Kit	
Emergency Exit	Gas Bottles	
Emergency Exit	Gas and Water Cutoff Switch	
Emergency Power Stop Button	Main Switchboard	
Emergency Power Button	Switchboard	
Emergency Warning and Intercommunication System	Sand Bucket	
Fire Doors	Water Extinguisher	

APPENDIX B: FIRE WARDEN - STAFF & VISITORS ALLOCATED ROLES CHECKLIST

Special Responsibility	Staff Assigned	Staff Return & Completion of task
Access and Western Laneway from Rickard Road (advise UHF Channel 17)		
Gas Bottle Attendant		
Animal Officer Support – Ag Plot		
Junior School Bag Collection		

Location	Confirmed clearance & security	Initial Inspection Staff Member who advised of clearance	Staff Assigned to Secondary Inspection	Confirmed clearance & security
Preschool				
A quad				
B quad				
C quad				
D quad				
Playground				
Admin Lower and Library				
Admin Upper				

APPENDIX C: EMERGENCY RESPONSE FLOWCHART



EVACUATION

siren sound with long ascending tones

ALARM



LOCKDOWN

alarm sound with repeated short monotone sounds



Make Secure (if safe)

- Close doors and windows
- Turn off gas, machinery and electricity



SECURE

- Lock doors and windows
- Turn off lights
- Close curtains
- Phones to silent



EVACUATE



HIDE & KEEP SILENT



ASSEMBLE



STANDDOWN

APPENDIX D: EMERGENCY LOCKDOWN SCRIPT - PARENTS/GUARDIANS ARRIVING TO COLLECT STUDENTS

Situation: Emergency Evacuation - Sheltering in Place

Audience: Parents/Guardians arriving on site to collect students

Scene: Wycliffe Christian School Entrance or Hall

Staff Member: "Good [morning/afternoon], thank you for coming. We understand that you're here to collect your child, but due to the current emergency situation, we must follow our lockdown procedures."

Pause for Parent Response

Staff Member: "For everyone's safety, including your own, we ask that you remain on-site and join us in sheltering in place. Leaving the premises could place you and others in danger, so we are requesting your cooperation during this critical time."

Pause for Parent Response

Staff Member: "The school is fully equipped to keep your child and all other students safe during this situation. We have trained staff, secure locations, and supplies ready. Please rest assured that your child is being well cared for."

Pause for Parent Response

Staff Member: "We will keep you informed as the situation develops. Please remain calm and follow the instructions of school personnel. We can connect you with your child, you can sit and stay with them, it is important that everyone stays inside and sheltered until it's safe to leave."

Pause for Parent Response

Staff Member: "Thank you for your understanding and cooperation. Your safety and the safety of your child are our top priorities. We will let you know as soon as it's safe to depart."

End of Script

Notes:

- Ensure all staff are briefed on the lockdown procedure and are prepared to assist and communicate with parents.
- Provide clear signage and announcements to reinforce the shelter-in-place directive.
- Have additional staff available to manage any large groups of parents arriving on-site.

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Encouraging Learning founded on God's Word

nurturing faith

unwrapping truth

encouraging discernment

enabling thoughtful action

APPENDIX E: EMERGENCY LOCKDOWN SCRIPT - STAFF REQUESTING TO LEAVING DURING EMERGENCY

Script

Situation: Staff Requesting to Leave During an Evacuation or Shelter-in-Place Emergency

Audience: Staff

During an evacuation shelter-in-place in an emergency, staff may be concerned about their children, property, or other personal matters. The following script provides a way to address these concerns while emphasizing safety and adherence to emergency procedures.

Principal or Head of Operations:

"Attention, everyone. As you know, we are currently in an evacuation shelter-in-place situation. Your safety is our top priority, and we must follow the emergency procedures strictly to ensure everyone's well-being. If anyone feels the need to leave the premises to check on their children, property, or any other concerns, please understand that for your safety and the safety of others, we cannot allow anyone to leave at this time. This is a precautionary measure, and I ask for your full cooperation. We understand this is a stressful situation, and if you have specific concerns, please come to me privately so that we can discuss any options available. We will provide updates as soon as we have more information, and we will do our best to address your concerns. For now, please stay calm, remain in your designated safe area, and continue to follow the instructions provided. Your safety is our priority."

If Staff Insist on Leaving

Principal or Head of Operations

"I understand your concerns, and I want to help, but leaving the building or breaking shelter-in-place protocols could put you and others at greater risk. Emergency services are aware of the situation, and they are responding accordingly. Please stay with us until we receive official clearance to end the lockdown/shelter-in-place. Thank you for your understanding."

Note:

The key is to maintain a balance between empathy and firmness to ensure safety compliance.

APPENDIX F: CATASTROPHIC EVENT CONSIDERATIONS

Catastrophic Event

In a situation where a catastrophic event has occurred, and the school has been closed, it is crucial to address the duty of care responsibilities and safety protocols.

Key Considerations

1. Duty of Care

- If the school is closed, the duty of care for the safety of students, staff, and any potential visitors still applies.
- Clear communication is vital. Ensure that there are signs indicating the closure and any potential hazards.
- Emergency contacts and procedures are readily available to the public (through the schools communication channels).

2. Access and Safety

- If the gates are closed and signs are up, ensure these barriers are secure and clearly indicate that no access is permitted for safety reasons.
- If there is any ongoing danger (e.g., structural damage, fire, etc.), the relevant authorities (e.g., emergency services, police) should be informed, and they should take over the site's security.

3. Communication

- Keep parents, staff, and local authorities informed about the closure and any updates regarding the safety and reopening of the school.
- Make sure to communicate any remote or alternative arrangements, if necessary.