



Illawarra Christian School

EMERGENCY PROCEDURES

for

TONGARRA CAMPUS

original signed

_____ (Principal ICS Tongarra)

date _____

review by _____

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Biblical Basis

Matthew 24:41-44

“...⁴¹ Two women will be grinding at the mill; one will be taken and one left. ⁴² Therefore, stay awake, for you do not know on what day your Lord is coming. ⁴³ But know this, that if the master of the house had known in what part of the night the thief was coming, he would have stayed awake and would not have let his house be broken into. ⁴⁴ Therefore you also must be ready, for the Son of Man is coming at an hour you do not expect...”

Mark 13:32-37

³² “But concerning that day or that hour, no one knows, not even the angels in heaven, nor the Son, but only the Father. ³³ Be on guard, keep awake. For you do not know when the time will come. ³⁴ It is like a man going on a journey, when he leaves home and puts his servants in charge, each with his work, and commands the doorkeeper to stay awake. ³⁵ Therefore stay awake—for you do not know when the master of the house will come, in the evening, or at midnight, or when the rooster crows, or in the morning— ³⁶ lest he come suddenly and find you asleep. ³⁷ And what I say to you I say to all: Stay awake.”

Preamble

It is clear from Scripture that God is concerned for the well being of the creation (Psalm 104) and particularly for his people (1 Peter 5:7). Parents are entrusted with the pastoring of their children (Ephesians 6:4). Part of that pastoral role is the protecting of the child from danger of any type - physical, emotional, or spiritual – in so far as parents are able to do so by preventative means. Further in the event of an accident parental care extends to first aid action with a view to minimising danger, injury or trauma.

The school and the staff in particular, take on this responsibility when the students enter the school grounds. As such, teachers need to be aware of their personal responsibilities to provide a safe educational environment and also how to respond should an emergency situation arise.

The commitment that the school undertakes as part of their WH&S responsibilities is driven by the care, love and support that God shows to his people. We will therefore endeavour to go beyond our simple legal responsibilities and be exemplary in our

planning, implementation and conduct should emergency situations occur.

The legal system perceives teachers as acting in 'loco parentis'. This means that teachers assume the responsibility of the pastoral role from the parents with all its implications while the children are at school. Few parents have to deal with thirty or more children at any one time yet rather than making the responsibility less, the law sees teachers as having a higher duty of care than most other people.

“Teaching staff owe a duty to take reasonable care for the safety and welfare of students whilst students are involved in school activities or are present for the purposes of a school activity. The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken. In discharging their duty of care responsibilities, teaching staff must exercise their professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities. When non-teaching staff, volunteers and external providers agree to perform tasks that require them personally to care for Students (in the absence of a member of the teaching staff), they will also owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.”¹

Aim

The aim of this document is to provide clear, concise instructions about the actions that need to be taken in an Emergency Situation.

¹ Duty of Care for Students DEC <http://det.wa.edu.au/policies/detcms/navigation/safety-and-welfare/duty-of-care-for-students/?oid=Category-id-3457100>

EMERGENCY PHONE NUMBERS

Name / Title	Phone number
Police – Oak Flats (Lake Illawarra Command)	4232 5599
Police - Dapto	4262 9499
Ambulance	000
Cordeaux front office	42395200
Dr Bertram mobile	
DOCS	4255 6666

General instructions
for emergency procedures and planning and review of drills

There are several emergency situations that may occur within the school. Each situation will require a different response and staff and students need to be aware and regularly trained in how to respond to each emergency.

Marshall, the Marshall assistant and block wardens should be reminded each year of the special responsibilities that they have. It is the responsibility of the WH&S committee members to ensure these people are reminded at the start of each year.

To assist in this process, all staff must do a safety review at the start of each year. This should include training in the emergency evacuation procedure and other WH&S and general safety awareness. Records of this training should be kept in personnel files.

To further assist in the understanding of these emergency procedures regular drills should be undertaken. It is expected that evacuation or lockdown drills will be carried out several times each year (at least twice per year, but preferably once per term).

These drills should cover a range of different situations and occur at different times of the day. Some drills will be conducted without prior warning. These should be coordinated by the WH&S committee.

At the completion of each emergency situation or drill, a review should be carried out by school executive, and all staff at the next available staff meeting. These reviews should be forwarded with comments to the WH&S committee for their review of these procedures. The review sheet in Appendix A is supplied as a proforma for this review.

The WH&S committee is to review these procedures each year and forward any proposed changes to the school executive. Any significant changes need to be made clear to all staff at an appropriate staff meeting.

These emergency procedures rely on the use of the school bell system. In the case of a bell failure the following steps need to be carried out by the Marshall or deputy. Using the air horn and loudhailer, contact needs to be made with every part of the school, including Prep, E block, Library and oval if needed. These should be stored with the emergency bag in the Principals office.

In the event of an emergency evacuation the Marshall's assistant (or reception officer) needs to collect the following items from the front office before proceeding to the evacuation area.

- Class rolls
- Visitor sign on book
- First Aid gear
- Loudhailer
- Emergency bag from Sick Bay

The Marshall is responsible for all decisions made during the evacuation or lockdown. The Marshall is responsible for the ringing of the appropriate bell and the cancelling of the emergency, when they deem it is safe to do so.

The Marshall (or deputy) is responsible for the direction of emergency services into the school and the safety of students, staff and visitors.

To help the Marshall with these responsibilities, an assistant has been assigned to assist

them. The assistant shall keep records of which rolls have been checked, any students who are missing and other organisational details that need to be collected. A simple checklist in Appendix C can be used by the Marshall assistant to keep these records.

Class teachers and block wardens are to report information to the Marshall's assistant.

FIRE WITHIN THE SCHOOL

In the event of a fire within the school perimeter, an emergency evacuation should be called. Staff are to move students under their care to the emergency evacuation area. The fire brigade should be notified immediately by the Marshall or delegate and particular care taken to ensure all students and personnel on site are accounted for.

Small fires may be extinguished by the fire extinguishers positioned around the school, but under no circumstances should the safety of people be compromised.

Access to fire extinguishers and fire exits must not be blocked or locked in any way which will make them inoperable in an emergency.

EMERGENCY LOCKDOWN

In some circumstances, such as wild animals or suspicious visitors within the school, it may be required to lock the school down with all students inside locked classrooms, windows closed and blinds pulled down. Students and staff to position themselves away from windows and doors. (Towards the centre of the room is the best location)

To minimise this risk, the school insists on all visitors wearing labels that need to be displayed at all times within the school grounds. Staff should ensure that any people within the school grounds without the required label are directed immediately to the front office to sign in.

BOMB THREAT

There is a possibility that the school may receive a bomb threat through the main office. If this occurs the front office staff must contact the Marshall and police immediately and the school should be evacuated until the police determine that it is safe to return. Evacuation may be within the school grounds or in an area nearby as determined by the threat and the Marshall.

Appendix B is the form that should be filled in by the office receptionist at the time of the bomb threat notification.

FLOODING

In the event of severe rain and the possibility or actual occurrence of flooding within the school grounds students will need to be moved to areas that are safe. Threats to be considered include debris moving through the school, small children slipping over, congestion and high levels of movement in the car parks, reduced visibility in car park, electrical threats and possible electrocution, power failures and slips, trips and falls in uneven or flooded grounds. Normally a lockdown procedure will be implemented with some situational modifications as determined by the Marshall at the time of the incident.

STORM AND WINDS

In the event of severe storm and winds around the school grounds students will need to be moved to areas that are safe, particularly indoors. Threats to be considered include flying debris moving through the school, small children slipping over, congestion and high levels of movement in the car parks, reduced visibility in car park, electrical threats and possible electrocution, power failures and slips, trees falling over, branches falling, loose material

around the school, broken glass and windows, trips and falls in uneven grounds. Normally a lockdown procedure will be implemented with some situational modifications as determined by the Marshall at the time of the incident.

CHEMICAL SPILL OR GAS LEAK

In the event of a **serious** chemical spill or gas leak an evacuation from the areas affected to an area downwind of the leak/spill must be carried out. This should be under the direction of the Marshall and the coordinator of the area in which the spill/leak has originated.

Further action may be required depending on the severity of the leak/spill and the type of chemical released.

In the event of a **minor** chemical spill or gas leak, the coordinator of the area from which the leak / spill has originated should apply their own emergency procedures and notify the Marshall.

LOSS OF ELECTRICITY

In the case of a loss of electricity in the school, a portable generator is available and will be used to supply power for the pumping and flushing systems to provide water to toilets and for drinking purposes. Notify the Marshall

As the bells will not function, the air horn and loudhailer will need to be used for emergency notification if required.

GRASS / BUSH FIRE IN SURROUNDING AREAS

In the event of grass or bush fires around the school grounds, students will need to be moved to areas that are safe, particularly indoors (although the Shearers Shed would not be ideal). Threats to be considered include smoke, reduced visibility in car park and grounds, sparks and spot fires. Normally a lockdown procedure will be implemented with some situational modifications as determined by the Marshall at the time of the incident.

The external perimeter sprinkler system should be activated and local RFS notified.

EMERGENCY EVACUATION - During Class-time:

IN CASE OF AN EMERGENCY EVACUATION A REPEATING, INTERMITTENT BELL WILL BE RUNG:

- Leave the rooms in the direction shown on the Evacuation Map located on the wall. Use an alternative route only if this avoids an obvious danger. Teachers should close windows and doors as you leave but do not lock them. Leave everything behind – do not take anything with you.
- Avoid running, pushing and panic as injury could occur
- Move to the Emergency Evacuation Point as a class group
- Students sit in two lines for each roll class to the East of the Emergency Evacuation Point sign (Prep closest to the bus bay, with Yr 12 closest to the Hall. Classes to face the road).
- Office staff need to bring class rolls, sign-in book and first aid kit from the administration building.
- Block wardens should ensure that their patrol areas are clear of students and report to the Marshall Assistant.
- Library staff collect students from the library and adjacent study rooms.
- Class and roll teachers mark the roll and confirm attendance, reporting missing students to the Marshall Assistant.
- Staff not responsible for a roll class shall report to the Marshall to be given additional tasks.
- Students remain at assembly point in roll call/class groups until directed otherwise by Marshall.
- The Marshall will direct the proceedings and request available staff to complete set tasks.

EMERGENCY EVACUATION – During break time / between periods:

IN CASE OF AN EMERGENCY EVACUATION A REPEATING, INTERMITTENT BELL WILL BE RUNG:

- Teachers on duty to direct students to proceed in an orderly manner from their play area to the Emergency Evacuation Point.
- Staff at the Emergency Evacuation Point will direct students to sit in two lines for each roll class to the East of the Emergency Evacuation Point sign (Prep closest to the bus bay, with Yr 12 closest to the Hall. Classes to face the road).
- Office staff need to bring class rolls, sign-in book and first aid kit from the administration building.
- Block wardens should ensure that their patrol areas are clear of students and report to the Marshall Assistant.
- Library staff collect students from the library and adjacent study rooms.
- Class and roll teachers mark the roll and confirm attendance, reporting missing students to the Marshall's Assistant.
- Staff not responsible for a roll class shall report to the Marshall to be given additional tasks.
- Students remain at assembly point in roll call/class groups until directed otherwise by Marshall.
- The Marshall will direct the proceedings and request available staff to complete set tasks.

EMERGENCY EVACUATION – Before School starts:

IN CASE OF AN EMERGENCY EVACUTATION A REPEATING, INTERMITTENT BELL WILL BE RUNG:

Teachers on duty to direct students to proceed to the Emergency Evacuation Point.

- Two staff members should be directed to close the main school gates and wait there to:
 - direct traffic, answer enquiries and allow entry of emergency vehicles.
 - to prevent students from disembarking from buses unless permission is gained from the Marshall.
- Staff to direct students to the Emergency Evacuation Point where they will be directed to sit in two lines for each roll class to the East of the Emergency Evacuation Point (Prep closest to the bus shelter, with Yr 12 closest to the Hall. Classes to face the road).
- Office staff need to bring class rolls, sign-in book and first aid kit from the administration building.
- Class and roll teachers mark the roll and confirm attendance, reporting missing students to the Marshall Assistant. Anecdotal information from others students should be sought to confirm if students have arrived.
- Block wardens should ensure that their patrol areas are clear of students and report to the Marshall Assistant. **This is vitally important at this unstructured period of the day.**
- Library staff collect students from the library and adjacent study rooms.
- Parents in the car park should be directed to move cars out of the school grounds through the Eastern gate or otherwise assemble with the rest of the school.
- Staff not responsible for a roll class to report to the Marshall to be given additional tasks.
- Students remain at assembly point in class groups until directed otherwise by Marshall.
- The Marshall will direct the proceedings and request available staff to complete set tasks.

EMERGENCY LOCKDOWN

IN THE CASE OF AN EMERGENCY LOCKDOWN A CONTINUOUS, UNBROKEN BELL WILL RING.

During Class-time:

- Remain in rooms and shut all windows, blinds and doors. Students and staff should be encouraged to stay away from the windows and doors as far as is practicable.
- *If a student has been released from class at the time of the emergency they should seek shelter in the closest occupied classroom. Efforts should then be made to notify their class teacher or the front office that they are in a different room.*
- The Marshall, or suitable delegate, will personally notify each class and staffroom when the situation is safe.

During break time / between periods

- At recess or lunch, all students will be directed by staff to move directly to their normal classrooms (P-6) or to their morning Roll Call room (7-12) and shut all windows, blinds and doors.
- Staff who are outdoors at the time should ensure an orderly and quick movement of the students.
- Staff should move immediately to their classroom or Roll Call room. Staff with no class or roll class are to move to their staff room and shut all windows, blinds and doors.
- The Marshall, or suitable delegate, will personally notify each class and staffroom when the situation is safe.

Before School

- This is a very unstructured period of the school day and there will be considerable confusion amongst parents, students and visitors should this emergency occur.
- Staff need to be vigilant in identifying any hazards and reporting them immediately to the Marshall or front office.
- Parents who are known to teachers should be directed to move to a classroom and stay there until the emergency has been resolved.
- Both school gates should be closed (not locked) and at least two staff members (preferably in cars and males) positioned to stop anyone from entering the school grounds.

- Staff will inform bus drivers they will not be allowed to let students off unless permission is gained from the Marshall.
- Students at school will be directed by staff to move directly to their normal classrooms (P-6) or to their morning Roll Call room (7-12)
- Staff who are outdoors at the time should ensure an orderly and quick movement of the students.
- Staff should move immediately to their classroom or Roll Call room and shut all windows, blinds and doors. Staff with no class or roll class are to move to their staff room and shut all windows, blinds and doors.
- The Marshall, or suitable delegate, will personally notify each class and staffroom when the situation is safe.

Policy History

<u>Policy Version N^o</u>	<u>Changes made to the Policy</u>	<u>Date Reviewed</u>	<u>Date presented to Board</u>	<u>Changes made by</u>	<u>Date of next review</u>
1					
1.1	Minor changes to wording. Inclusion of biblical basis.		4.3.2010	G. Batten & C. Muscat	2013
1.2	Minor changes to wording & formatting. Inclusion of biblical basis. Removal of some former staff members	21/2/2014	6/3/2014	G. Batten & C. Muscat	2016

Emergency Evacuation Review Sheet
(for use by nominated staff)

Name _____ **Date** _____

Bell sounded at _____ **Evacuation complete at** _____

Type of Evacuation..... Drill or Emergency

Other details

Comment on the following items and any other noted during the incident.

- Bell volume, clarity
- Recognition of incident by staff and students
- Response of staff and students
- Orderliness of movement to Evacuation area
- Bottlenecks or problem areas in movement of staff and students
- Speed of movement to evacuation area
- Orderliness of staff and students at Evacuation point
- Roll of Block Wardens
- Organisation at Evacuation Point
- Knowledge of roles and responsibilities of staff members and students
- Dismissal of students after incident

PHONED THREAT DATA SHEET

STEP 1: RECORD THE THREAT

If you have recording equipment, **START IT.**

Telephone number at which call was received: _____ Extension: _____

Date Call Received: _____

Time Call Received: _____

Write down the threat exactly as made by the caller: _____

Phone Number Appearing on Caller ID: _____

STEP 2: GET MORE INFORMATION

"Where is the bomb right now?" (If caller refuses to answer, say "The building is occupied and that the detonation could result in death or serious injury to many innocent children.")

"When is the bomb going to explode?"

"What does the bomb look like?"

"What kind of bomb is it?"

"What will cause the bomb to explode?"

"Who planted the bomb?"

"Why was the bomb planted?"

"When was the bomb planted?"

"How did the person get the bomb in the building?"

"What is your address?"

"What is your name?"

DO NOT HANG UP!

STEP 3: DESCRIBE THE CALLER

Sex of the caller: Male Female Unsure

Approximate Age of Caller: _____

Caller's voice was (circle all that apply):

SPEED AND PITCH

Hurried or Rapid	Moderately paced	Slow
Hushed or quiet	Loud	Deep
High-pitched	Squeaky	

EMOTION

Distant	Excited	Angry
Sad	Happy	Calm
Agitated	Matter-of-Fact	Boastful
Sincere	Crazed	

QUALITY

Stutter	Lisp	Slurred
Whispered	Laughing or Giggling	Raspy
Nasal	Deep Breathing	Crying
Stressed	Whining	Cracking Voice
Clearing Throat		

LANGUAGE

Accented ()	Well-spoken	Foul
Taped	Incoherent	Message read
Irrational	Broken	Drunk

Could you tell if the call was: Local? Long Distance? Cell Phone?

Was the voice familiar? Y N If yes, how or who? _____

Was the voice disguised? Y N If yes, how? _____

STEP 4: DESCRIBE THE ATMOSPHERE

Did it sound like (circle): a mobile phone call

or a land line phone call

Background Sounds Heard on the Call (circle all that apply):

Train	Airplane	Party
Children	Quiet	Static
Echo	Street noises	House noises
Vehicle noise	Voices	Animal noises
PA system	Music	Motor
Factory machinery	Office machinery	

Could you make out anything said in the background?

Please do not hang the phone up until instructed by Police or Marshall.

Published in "Bomb Threat Response: An Interactive Planning Tool for Schools" by the Bureau of Alcohol, Tobacco and Firearms, United States Department of the Treasury and the Safe and Drug-Free Schools Program, United States Department of Education.
Downloaded in August 2009

Checklist for Emergency Evacuation

(for use by Marshall's Assistant)
Students checked from each class

Class	Checked /comments	Teacher	Block Warden	Completed
Prep			Admin –Mrs Hodges/Miss O'Regan	
Kinder			A block – Mr Bertram	
Kinder / 1			B block – Mrs Evans/Mrs Kerr	
Year 1			C block – Mr Barker	
Year 2			D block – Mrs Struthers	
Year 3			E block – Mr J Nichols	
Year 4			F block – Mr Ross	
Year 5			G block – Mrs Batten	
Year 6			H block – Mr Ellicott	
Year 7			Library – Mrs Vaartjes/Mrs Curran/Mrs Bertram	
Year 8			Shearer's Shed – Mr Maina	
Year 9			Prep room – Mrs Oliver	
Year 10			Demountables – Mr Barker	
Year 11			Comments:	
Year 12				

Visitors Log checked and Visitors sighted
(comments)

Yes / No

Head Office and Ancillary Staff sighted
(comments)

Yes / No

Details of First Aid Treatment

Special Responsibilities

In the event of an emergency evacuation being necessary the following personnel have these particular responsibilities. (Block wardens)

Role and responsibility	Responsible position	Responsible person
Marshall	Principal or deputy	Mr Batten Mrs Bertram
Marshall Assistant	Administration	Mrs Scherlowski
Check and clear Administration building	Principal's Assistant	Mrs Hodges or Val O'Reagan
Collect Rolls, Sign-in books, First Aid Kit, Loudhailer and Emergency bag	Reception	Mrs De La Torre
Check and clear A Block	TAS Head Teacher	Mr Bertram
Check and clear B Block		Mrs Evans/Mrs Kerr
Check and clear C Block	Science Head Teacher	Mr Barker
Check and clear Agriculture Area	Science Head Teacher	Mr Barker
Check and clear D Block	Mathematics Head Teacher	Mrs Struthers
Check and clear E Block (up and down stairs)	Welfare Coordinator	Mr. J Nichols
Check and clear Hall and F Block (sports shed, toilets and change rooms)	Sports Coordinator	Mr Graham
Check and clear G Block	English Head Teacher	Mrs Batten
Check and clear H Block (Head Office and Kindergarten Classes)	Finance Manager	Mr Ellicott
Check and clear Library and break out rooms	Librarian	Mrs Vaartjes / Mrs Bertram / Mrs Curran
Check and clear Shearers Shed, classrooms and toilets	Primary Teacher	Mr Maina
Check and clear Prep class	Prep teacher	Mrs Oliver
Check and clear demountables behind Admin	Science Head Teacher	Mr Barker