



# **IRFAN COLLEGE EMERGENCY EVACUATION AND LOCKDOWN POLICY AND PROCEDURE**

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Prepared by: Executive Staff

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Date prepared: January 2014

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Revised: June 2020

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Review by: Executive Staff

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Date for review: January 2021

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Status: Active

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# Emergency Evacuation Procedure

## Purpose:

In the event of fire, severe storm, earthquake, explosion, plane crash, toxic spill, siege, hostage incident or bomb threat, evacuation of the College buildings will be required to ensure the safety of all students, staff, parents and visitors.

## Aim:

The aim of the Emergency Evacuation Procedure is to:

- evacuate all students, staff, parents and visitors in an organised and controlled movement from a threatened danger area to a safe area;
- evacuate everyone from school buildings to the safe area in the minimum possible time; and
- ensure that exposure to danger and the possible risk of injury are minimised.

## Site Analysis:

The areas in the school where a fire, explosion or toxic spill are most likely to occur include:

- computer rooms
- staff room
- administration office area

## Evacuation Procedure:

### Initial Emergency Notification

1. In the event of an emergency, the person (teacher or responsible student) witnessing the incident must alert the office and state the nature of the emergency.
2. The office staff member receiving the incident alarm (nominally the school secretary), will notify the principal. If the principal is out of the school, then the next most senior staff member should be contacted and informed of the emergency immediately.
3. The school secretary will then contact the Emergency Services (Fire Brigade/Police) by dialling '000' on an external telephone line. If the external landline telephone system is not functioning, the school mobile phone is to be used. The following information is to be communicated to the Emergency Services:
  - school name, address and telephone number;
  - details of the incident (fire, explosion etc); and
  - indicate that evacuations are being carried out
4. The Principal (or other person nominated by the Principal) will sound the evacuation signal. (ALARM).  
CONTINUOUS BELLS - 15 seconds (if there is electrical power) or  
HAND BELL - 15 seconds (if there is no electrical power)

### TO BE REPEATED AS NECESSARY

### **Administration Staff Actions**

1. In the event that the principal is absent from school, deputy principal, the business manager, head of policy and compliance and primary/secondary curriculum coordinators will adopt the role of Chief Warden.
2. Where practicable, all electricity and gas should be switched off at the appropriate main switch.
3. The Admin staff will collect and transport to the Emergency Evacuation Assembly Area, folder containing the following items:
  - Daily changes and student absences sheet
  - Student Family Details
  - Staff Details
  - Timetable
4. Office staff is to carry out the following actions:
  - evacuate students from the sick bay room
  - ensure all monies are secured

### **Classroom Teacher Actions**

1. Teachers in class rooms are to instruct their students to evacuate to the Emergency Evacuation Assembly Area on the Field near the gate.

#### **The classroom teacher is to ensure the following procedure takes place.**

- students cease work immediately
  - leave all books, practical work, personal possessions and bags
  - at the direction of the teacher, students stand and move out of the room in a controlled and quiet manner.
  - the teacher is to accompany their class to the Emergency Evacuation Assembly Area.
  - follow the escape route indicated on the Emergency Evacuation Map next to the room exit
  - if practicable, the teacher is to close all the windows in the room.
  - the door is to be closed after the last person exits - do not lock it
2. As each class reaches the Emergency Evacuation Assembly Area, the students are to assemble into classes under the direct supervision of their teacher. Students are to remain in the assembly area until the ALL CLEAR is given by the Fire Brigade and/or communicated by the Chief Warden (Principal).
  3. Class teachers will mark their class roll, and check it against the daily absences sheet. The names of students missing must be given to the Assembly Warden (Coordinators).
  4. The Assembly Warden will notify all known missing students, staff and visitors to the Police/Fire Brigade.
  5. Staff with special responsibilities are to carry out their duties and report immediately to the Administration Marshall at the Emergency Evacuation Assembly Area to have their name checked against the staff list.

## **Before/After School, Recess and Lunch**

In the event that the alarm is sounded before/after school, at recess or lunch, playground teachers and security personnel escort students from Zone A and B through gates 1 and 2 to the Evacuation assembly area. All other teachers will move to the playground areas and assist staff on duty.

## **General Considerations**

1. Regular inspection and maintenance of installed fire protection equipment must be undertaken. (AS1851.1 and AS2444)
2. The priority for staff is the evacuation and supervision of students. Staff is not to engage in any fire fighting operations until the evacuation is complete and ONLY if trained to use the equipment.
3. Students are never to be utilised in any fire fighting activities.
4. An Emergency Evacuation Equipment will be set up and kept in the college administration office (front office).

Items included in this box will include:

- First - aid kit
- Student medication box
- Fire Blanket
- Hi vis Safety Vests (for staff with special emergency evacuation responsibilities)
- Loud Hailer (Megaphone) and a set of fresh batteries

## Emergency Evacuation Responsibilities:

Evacuation Role	Staff Position	Emergency Evacuation Responsibilities
Warden Chief	Principal	<ul style="list-style-type: none"> <li>• Ensure all necessary functions and actions for an effective evacuation.</li> <li>• Liaise with parents, community and press.</li> <li>• <b>Communicate the ALL CLEAR.</b></li> <li>• <b>Sound the evacuation ALARM.</b></li> <li>• <b>Announcement to be made through PA system if vacating to Assembly Area 2.</b></li> </ul>
Deputy Warden	Deputy Principal	<ul style="list-style-type: none"> <li>• Act as Chief Warden in Principal's absence</li> <li>• Assist the Chief Warden.</li> <li>• Organise the classes at the evacuation assembly area.</li> <li>• Notify Fire Brigade/Police of all persons reported missing.</li> </ul>
	Business Manager  Assistant Business Manager	<ul style="list-style-type: none"> <li>• Act as Chief Warden in Principal /Deputy Principal's absence.</li> <li>• Assist the Chief Warden.</li> <li>• Assistant Business Manager to replace business manager's role in his absence.</li> <li>• Check that the Maintenance and Canteen staff have switched off the gas and electricity.</li> <li>• Check the Staff attendance and notify the Chief Warden of staff missing.</li> </ul>
Replacement Warden	Head of Policy and Compliance	<ul style="list-style-type: none"> <li>• Act as Deputy Warden in the Principal's or Deputy Warden's absence.</li> <li>• Check that the Emergency Evacuation Equipment has been taken by the office staff to the Assembly area.</li> <li>• Coordinate the movement of students to the evacuation assembly area through gate 1(IT support supervise in absence.)</li> </ul>
	Primary Curriculum Coordinator	<ul style="list-style-type: none"> <li>• Act as Deputy Warden in the Principal's or Deputy Warden's absence.</li> <li>• Check the primary toilets and coordinate the movement of students to the evacuation assembly area through gate 2.</li> <li>• Collect primary class rolls folder from the Administration Marshall at the field and distribute class rolls to the respective teachers.</li> <li>• Collect marked class rolls and place it in the folder. Complete the evaluation section</li> </ul>

	Secondary Curriculum Coordinators	<ul style="list-style-type: none"> <li>• Act as Deputy Warden in the Principal's or Deputy Warden's absence.</li> <li>• Check the secondary toilets and coordinate the movement of students to the evacuation assembly area through gate 2 (prayer hall exit).</li> <li>• Collect secondary class rolls folder from the Administration Marshall at the field and distribute class rolls to the respective teachers.</li> <li>• Collect marked class rolls and place it in the folder. Complete the evaluation section.</li> </ul>
Emergency Services Contact	Principal's Personal Assistant	<ul style="list-style-type: none"> <li>• Notify the Principal of the Emergency. <b>Telephone the Emergency Services. '000'</b></li> <li>• Collect College Chemical Register.</li> <li>• Collect casual teachers' and visitors sign in iPad.</li> <li>• Take the Emergency Evacuation kit (Note: Manually operated Front gate key copy is kept in the Emergency Evacuation kit.)</li> <li>• Hand out class rolls to the coordinators at the field.</li> </ul>
Assistant to Administration Marshall	Office staff	<ul style="list-style-type: none"> <li>• Act as Principal's Personal Assistant in his/her absence.</li> <li>• Collect Evacuation folders A and B</li> <li>• Collect Loud Hailer (Megaphone) and a set of fresh batteries.</li> <li>• Check Sick bay room for students and assist them to the Assembly area.</li> <li>• Ensure all monies are secured.</li> </ul>
Emergency Services Liaison	Maintenance Personnel	<ul style="list-style-type: none"> <li>• Open the vehicle entry/exit gate if possible.</li> <li>• Open the pedestrian crossing vehicle entry/exit gate if possible.</li> <li>• Shut down electricity switchboard near the main gate.</li> <li>• Note: (Manually operated Front gate key copy is kept in the emergency evacuation kit.)</li> <li>• Liaise with the Fire Brigade and Police on arrival.</li> </ul>
Student Supervision	Class Teacher	<ul style="list-style-type: none"> <li>• Escort students in class to the Evacuation Assembly area and supervise.</li> <li>• Collect class roll from respective Coordinator and mark it.</li> <li>• Notify the coordinator of any student missing.</li> </ul>
Canteen	Canteen Staff	<ul style="list-style-type: none"> <li>• Switch off gas cylinders outside block D.</li> <li>• Shut the canteen door without locking.</li> <li>• Pull down the shutters.</li> <li>• Ensure all monies are secured.</li> </ul>

## **Scheduled Evacuation Drills:**

1. A minimum of four (4) evacuation drills will be scheduled each school year, with one (1) each school term. (AS1485-1983)
2. Two (2) of the drills will be conducted with full prior notice to staff, while the other two (2) drills will be conducted with partial notice to staff.
  - Full prior notice includes: term, week, day, time.
  - Partial notice includes: term, week only.
3. Students should be given partial notice of all four (4) of the evacuation drills.
4. An evacuation drill with partial notice will be initiated by a person arranged in advance by the Principal. A principal from a neighbouring school would be a suitable person.
5. Different scenarios will need to be created to deliberately alter the behaviour of staff and students. The means of egress to the Emergency Evacuation Assembly Area could also be deliberately blocked so that alternative routes would need to be found.
6. A debriefing after each evacuation drill will need to be conducted in an effort to gain feedback and to establish the degree of success of the drill. Formal evaluation forms will distributed to key personnel for this purpose.
7. In the case of scheduled emergency evacuation drills, the residents on the College boundary will be notified in advance and in writing. They will be notified of the proposed evacuation drill dates and times, so as not to cause them unnecessary anxiety.

### **Evacuation Assembly Area Considerations**

1. All persons missing during an evacuation will be reported to the Fire Brigade/Police via the Assembly Area Marshall. Staff will take instruction from the Emergency Services with regard to missing students and/or staff. No person is to attempt to re-enter the school premises to search for missing people.
2. Staff is to assist Emergency Services personnel on request.
3. Students are to be carefully and closely supervised at all times.
4. No-one is to leave the Emergency Evacuation Assembly area without first gaining permission from the Deputy Warden.
5. No-one is to return to the school site without the ALL CLEAR being given by the Emergency Services and communicated by the Chief Warden (Principal).
6. A second Emergency Evacuation Assembly Area will need to be considered in the event that toxic fumes or other hazardous situation affects the safety of people at the first Assembly Area.

### **Procedural Considerations**

1. Set up the Emergency Evacuation Equipment with first-aid equipment and current class lists. Purchase fresh batteries for the megaphone.

2. Explain and demonstrate the evacuation procedure fully to staff and follow up with a full explanation to students. It must be expressed to students, of the seriousness of conducting emergency evacuation drills. The expectations of student behaviour during these drills will be very high.
3. Emergency Evacuation maps and Procedures are to be displayed prominently in every classroom and workplace in the College.

## **PLAN B**

In case we have to evacuate the school premises, all students and staff need to walk out of the safest front gate at that point in time and assemble on the field at the corner of Elizabeth Drive and Duff Road.

## **Lockdown**

### **Rationale**

Staff, students and visitors in Irfan College, have the right to learn, work and be present in a safe and secure environment. However, the possibility of a major incident of violence is a reality which cannot be overlooked. Everyone who spends any amount of time at Irfan College on a regular basis, needs to know how to protect themselves and how to protect our children, in the event of a major incident or threat of school violence.

### **Roles and Responsibilities**

Clearly defined roles, responsibilities and expectations are critical in emergency situations. At a minimum, plans should include expectations of staff, students, parents and police.

### **Effective Practices**

**Principal** -The Principal is responsible for over-all planning, the final content of the plan, scheduling of drills and training of students and for the overall safety of staff and students. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation, however the Principal shall provide full cooperation with police.

**Staff** – School staff, and in particular administrators, have the overall responsibility for the training, safety and well-being of students. Administrators during a violent incident have additional responsibilities in terms of working closely with police.

**Students** – Students have a responsibility to be familiar with the plan and to respond quickly to the direction of staff during a crisis situation. Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident, must come forward with that information as soon as possible. This is also the case during an incident.

**Police** – Police are responsible to respond to and investigate violent incidents.



During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration and other emergency services, throughout the process.

**Parents/Guardians** – Parents and guardians must be informed of the existence of this plan and should reinforce with their children, student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation

### **Lockdown Procedure**

The following lockdown procedures should take place for response to a severe storm / dangerous animal / siege / hostage / dangerous airborne particles or similar emergencies where students are required to **remain indoors or return to classrooms**. Staff are required to ensure that they and their students are familiar with these procedures.

1. An alarm will be raised by an External Public Announcement. This will be followed by an Internal Public Announcement with emergency details.

The person who discovers the emergency should contact admin immediately so emergency services may be contacted and emergency procedures are put into action.

**2. In some cases of a siege or hostage, notification of the situation may be by telephone or other means as it may trigger a dangerous response from the intruder**

3. Lock all doors and windows, turn off lights and fans and sit under a desk. Keep a low profile by sitting on the floor and out of line of sight of doors and windows until the “ALL CLEAR” is given.

4. Administration will also delegate staff to undertake a complete sweep of all school buildings where it is safe to do so.

5. Staff members are required to include and take charge of any visitor / contractors that are in their vicinity at the time of the alarm activation.

6. Teachers should complete a roll call and advise admin that all students are accountable for or of any missing students and their whereabouts. Also inform Admin of any extra students/visitors present in the classroom at time of lockdown.

7. Encourage everyone to remain seated and calm. Insist on silence. Students must not use mobile phones

8. Staff are not to place themselves at risk at any stage.

9. Phone lines are to be kept clear unless immediate threat exists. Admin will advise staff of lockdown situation as time and safety permits.

10. When the threat is over, the principal or an admin staff member acting on behalf of the principal will advise all staff of the “All Clear”.

11. Plans need to address that staff and students should be moved from washrooms into classrooms but not if it means moving into immediate danger. In those instances, staff and students should remain in the washroom and attempt to make the washroom appear vacant.

12. During lockdown the primary means of communicating from the classroom to the office is through whatsapp.

### **Procedures to end a Lock down**

Plans should include how a lock-down will be terminated.

### **Effective Practices**

Plans to conclude a lockdown will vary by location. It may include a general announcement via the PA system by the principal, or it may be a room to room visit from police/school administration with some sort of an identification process, so that the occupants of a locked room know in fact that whoever is giving them the all-clear, is in fact authentic. Local plans should include procedures for ending lockdowns at off-site evacuation locations. In all cases where police have responded, plans should clearly indicate that the decision to end a lockdown shall only be made after approval of the on-scene police, Incident Commander.

***The College shall conduct a minimum of two lockdown drills during each school year.***

### **Communication with Parents/Guardians/Community**

Communication with parents, guardians and the community in general, is important so as to ensure a good understanding of lockdown procedures, without instilling fear.

### **Effective Practices**

Consideration of sending a newsletter to each home at the beginning of the school year, to inform parents of lockdown procedures and to encourage parents to reinforce with their children, the importance of understanding the procedures and following staff direction.

Parents need to be informed of where they should proceed in the event of an actual incident involving a lockdown. Communication with parents around the importance of lockdowns is vital. Parents should be informed of what is expected should they arrive at school during a drill, or if they are present within the school when a lockdown is called. In all incidents of a lockdown which was not a drill, it is recommended that a communication to parents be sent home with each student at the conclusion of the school day or as soon as possible. Parents should be encouraged to ensure contact information is kept up to date so they can easily be reached by staff in the event of an emergency.

### **School Recovery following a Lockdown**

Plans should include provisions to address the aftermath of a school lockdown.

### **Effective Practices**

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident, will dictate who should be included in the debriefing.

In serious situations where injuries or loss of life occurs, the Board's trauma response plan will normally be initiated. In all cases, communication with parents is vital.

### **Plan Review**

Each school plan, as well as the Board plan, shall be thoroughly reviewed annually.

## **Evacuation Assembly Area**

K to Year 6 – On the field near the main gate

Year 7 to Year 12 – On the field near the benches with shade

**Kindergarten and Year 1 students and secondary staff walk to the field through Gate 2 (Parent Pick up Gate)**

**Year 2 and Year 3 students walk to the field through Gate 2 (Parent Pick up Gate)**

**Year 4, Year 5 and Year 6 students walk to the field through Gate 1 (Bus Exit Gate)**

**Year 7 – 10 students walk to the field through the Gate 3 outside the Prayer Hall**

**Year 11 and Year 12 students and Admin block (2) staff walk to the field through Gate 3.**

# New Building Evacuation Map (BLOCK D)







