EMERGENCY DRILL

In any emergency situation (fire, terrorist, bomb, lock out situation etc.).

Any person discovering an emergency will immediately inform a teacher who will inform the Principal (P) or Assistant Principals.

EMERGENCY SIGNAL

1. (a) In the case of an emergency in the K-2 Department, the AP’s will inform the Principal or School Assistant.

   (b) In the case of an emergency in the 3-6 Department the School Assistant or Principal will inform the AP’s.

2. An emergency in either the Primary or K-2 Department will be signalled by either:-
   a) The Fire and Lockout signal or
   b) The Lockdown Signal.
   Followed where possible by an advisory message over the school P.A. system.

3. The all-clear signal will be by ringing of the normal school bell.

MAPS

Details of the route form each classroom to the Safety area i.e. the Oval is to be displayed in each room.

If the prescribed route for a class is blocked or threatened the teacher must use their initiative to decide on the best route to follow to ensure the safety of the children.

If outdoors the teacher on duty will take the children straight down to the oval.

PROCEDURE

CLASSROOM TO SAFETY AREA

Children should proceed in a quick, calm, orderly manner to the safety area. This should be stressed.

In case of bushfires in surrounding bushland assemble in the 3-6 quadrangle.

ON THE WARNING SIGNAL
1. Teachers are to take class to safety area, children in two lines.

2. Teachers to take Class Rolls and pen. N.B. Class Rolls should be marked first thing in the morning and should be easily accessible at all times. All Rolls are to be kept in the top drawer. School Class Lists should be collected by APP and by API who will pass lists to the teacher, taking their classes in case Rolls not accessible. (Class lists in envelope in staffroom.)

3. Teachers should check alcoves, hat room etc. before departing and close classroom windows and doors (if possible) to eliminate draughts and confine fires. Allocate children class jobs to close these if possible.

4. Children descending stairs are to be kept to the left hand side if possible to allow firemen/other personnel to pass.

5. In case of emergency no time should be wasted collecting belongings.

6. Classes not in own room at the time of an emergency are to be attached to another class on the way to the safety area while Teacher returns to the classroom to collect the Roll, if it is feasible.

7. Class Teacher is to meet his/her class from the Library/RFF as soon as practicable.

8. Teacher in Room 12 (or in case of the room not being occupied the teacher from Room 13) will check K-2 toilets. School Assistant will check Sick Bay and send sick children to join class unless child unable to, in that case put them out of the building, e.g. on grass. AP will check Primary toilets.

9. Any teacher leaving the school during school hours must inform the Principal/AP or APP.

10. Teacher nearest to APP to take that class to oval.

11. Procedure During Breaks: On hearing the alarm

   - Students and teacher/s in the playground proceed immediately to the assembly area.
   - If it is safe to do so, other teachers go directly to the assembly area.
   - Executive carry out normal roles.
SENIOR SCHOOL ASSISTANT

- Upon becoming aware of fire/bomb etc will ring the relevant authorities, i.e. 000. Local numbers are:
  
  Fire 9476 4318  
  Police 9476 9799  
  Ambulance 9282 0920

- Direct emergency authorities whether to enter through Cawthorne or Ida Street gates.

- Phone a warning to the LIBRARY and CANTEEN. Stay at the phone for as long as possible.

- Take the file boxes (students/staff cards), visitors register, casual staff folder with them. Put in a safe place. Set of class lists and roll sheets for the day.

- Check sick bay.

AT THE ASSEMBLY AREA

- Class teachers will check their Rolls.

- If a child is missing, inform AP Year 2.

- The AP Year 2 will consult his/her checklist to determine any possible spot child might be. Liaise with other Executive/Authorities.

- Visitors / Auxiliary staff - report presence to the Principal.

- Deputy Principal with aid of executives in charge of investigating any missing personnel.

PRINCIPAL/DEPUTY PRINCIPAL/ASSISTANT PRINCIPALS

- Close down gas, electricity (Principal takes keys).

- Check all rooms starting closest to emergency.

- Assist emergency authorities.

- Bring mobile phone.

- G.A. will assist where directed.
OTHER PERSONNEL

Scripture teachers, canteen staff, general assistant, visitors and parent helpers should be aware of signals and their meaning.

RETURN TO CLASSROOM

- No building is to be re-entered until a Fire Department or Police official declares it is safe to do so.
- The ALL CLEAR SIGNAL will sound when the emergency is over.
- Return to classrooms as directed.
- Call Roll, report any missing children to AP’s.

IF NECESSARY

- Direct children home and make suitable arrangements for those whose parents are not at home.
- Operational room for further action (Principal’s office).
- Recovery room.

OTHER EMERGENCY SITUATIONS TO BE AWARE OF

- POWER DOWN - make sure that when you leave you have turned off all the lights, heaters, computers, TV’s etc. so they are not subject to a power surge etc when electricity re-starts. (This procedure can also be followed if this occurs during the day.)
- Bush fire - Fire control Officer to come and give assessment.
LOCKDOWN PROCEDURES
HORNSBY NORTH PUBLIC SCHOOL

PURPOSE
Situations may necessitate staff and students staying inside the school buildings in order to maintain their personal safety. In such situations pre-ordained procedures will facilitate safety and result in calm, confident responses from staff and students.

PROCEDURES
The staff and students will be alerted to follow the Emergency Lock-Down Procedure by the sounding alert alarm and the words “This is a lockdown” repeated twice.

PROCEDURES DURING CLASS TIME
On hearing the alarm:
- Students immediately move and sit in an area of the room that is out of sight of the windows.
- Classroom doors and windows to be locked.
- Blinds are to be drawn (where available).
- Children are to be kept away from windows.
- Teachers check class roll. If possible use mobile phone to advise school office IF students are missing.

SPECIAL NOTES
- Classes that are involved in outdoor activities should go to the closest building.
- Students who are outside of rooms without a teacher need to be trained to go to the nearest classroom. That teacher should report to the office that the child is with them.
- Parents who are on site during a Lock Down or Lock Out Emergency must follow staff instructions during the emergency or practice.

PROCEDURES DURING BREAKS
On hearing the alarm:
- Students and teacher/s in the playground proceed immediately to the library block.
  - Kindergarten, Year 1 and Year 2 to the library.
  - Years 3 and 4 to the top classrooms.
  - Years 5 and 6 to the Year 6 classrooms.
- If it is safe enough to do so, other teachers go directly to the library.

NO STUDENTS OR TEACHERS ARE TO LEAVE THE CLASSROOMS FOR ANY REASON UNTIL THE ALL CLEAR IS GIVEN.
DESIGNATED RESPONSIBILITIES

i) The senior office manager is to ensure that the police and the school response unit have been advised of the school lock down.

ii) Class teachers should assist the situation by turning on their own personal mobile phone and using this to notify the office of any concerns or student absences.

iii) The Principal is to monitor and manage the lock down of each classroom from the main office. Should any students be reported as missing from class roll calls the Principal should ascertain their whereabouts.

LOCKDOWN OVER
The Principal (or her delegate) will give the all clear for the lock down status to be lifted. This will be the alert alarm sounded and voice "lockdown over proceed to the oval" twice. Teachers are to bring students and the roll to this oval to ensure everyone is present before classes resume.

REACTING TO IDENTIFIED DANGERS
Circumstances will dictate as to appropriate reactions to potential dangers.
The important thing to remember is that:

TEACHERS HAVE AS THEIR PRIORITY THE MAINTENANCE OF THEIR OWN AND THE STUDENTS' PERSONAL SAFETY. CLASSES MUST NOT BE LEFT UNATTENDED.