

Delany College Granville

Lockdown and Evacuation Policy



Reviewed April 2018

Table of Contents

Rationale	3
Wardens in the event of an emergency	3
Lockdown in the event of an emergency	4
Initiating lockdown procedures	4
Lockdown procedures in the administration area	4
Lockdown procedures for staff and students during class times	5
Lockdown procedures for staff and students before or after school, or during recess and lunch breaks	5
Evacuation in the event of an emergency	6
Initiating evacuation procedures	6
Evacuation procedures for designated Wardens	6
Evacuation procedures for all non-warden staff	7
First aid kits, evacuation site kit	7
Staff, student and visitor lists	7
Reference documents	8

Rationale

The purpose of the Lockdown and Evacuation Policy is to:

- minimise the impact of these events on students, staff, and visitors
- facilitate the management of the workplace and safety of all personnel in the case of an emergency
- facilitate the return of the workplace to normal operations as soon as possible following an emergency
- provide staff with tools that will improve their ability to respond to an emergency.

Effective planning and management of emergencies helps minimise trauma and distress to those within schools and allows teaching and learning to be maintained or resumed as a priority. Natural disasters such as floods, fires and storms can strike a community with little or no warning. Students rely on and find great comfort in the adults who protect them. Staff should therefore know how to help them through an emergency and support their recovery

Wardens in the event of an emergency

- [This is a list of the roles and responsibilities of wardens during a lockdown](#)
- [This is a list of the roles and responsibilities of wardens during an evacuation](#)

[Return to top of document](#)

Lockdown in the event of an emergency

Lockdown may be the appropriate response when the Incident Controller (Principal or delegate) has identified an external and immediate danger and determined that it is safer for students, staff and visitors to remain inside the classroom or assemble in an indoors communal area such as the gymnasium. Examples of this type of hazard may include an intruder, severe storms, gas leaks and chemical spills.

Initiating lockdown procedures

- Signal the lockdown siren (an intermittent siren burst), and other voice communication may be appropriate
- The following announcement should be used:
Attention staff and students. This is a lockdown procedure. Please turn off lights, close windows and doors and move students to a part of the classroom out of sight. Check outside your classroom and have any staff or students who are outside move into your room. Any staff, student or visitor who is not in a classroom should move to the closest room. Remain quiet and calm. You are to remain in lockdown until further notice.
- The lockdown siren will continue to sound until the event is over or a judgement is made regarding its sounding
- Fire evacuation alarms are not to be sounded
- At the conclusion of this procedure an announcement will inform the College that the lockdown has concluded

Lockdown procedures in the administration area

- Assemble students, staff and other personnel in the reception office and seat them on the floor
- Close shutters, turn off lights, lock the front and side doors that provide access to this space, then lock the office door
- Instruct personnel to remain calm and silent during this time
- Get information that records visitors to the site at this time and have it ready for the Chief Warden
- Do not provide access to this space to any unknown person, or person who is or suspected of being an intruder
- At the conclusion of this procedure an announcement will inform the College that the lockdown has concluded
- Account for all personnel who work in the administration area at the conclusion of this procedure

[Return to top of document](#)

Lockdown procedures for staff and students during class times

- Instruct personnel to remain calm and silent during this time
- Assemble students, staff and other personnel and seat them on the floor in a sheltered area in the room which, if possible, is out of sight from doors or windows
- Look outside in the grounds or hallways for others who may not have heard the signal and advise them of the lockdown
- Allow only known staff, students or other personnel into your room
- Medication for life threatening conditions only (e.g. asthma, diabetes) should be taken inside if possible. Do not allow students to retrieve school bags from outside the room
- Close and lock all external doors and windows. Do not attempt barricades.
- Instruct personnel to remain calm and silent during this time
- Do not provide access to this space to any unknown person, or person who is or is suspected of being an intruder
- Begin a list of names of those in the room normally not under your daily duty of care (e.g. aides, cleaners, students from another class) and everyone who left the room just prior to the lockdown (e.g. a student who went the office or toilet). The office may ring for this list. Do not ring the office during the lockdown
- At the conclusion of this procedure an announcement will inform the College that the lockdown has concluded
- Conduct a roll call at the conclusion of this procedure and account for any students who were out of the room during this procedure

[Return to top of document](#)

Lockdown procedures for staff and students before or after school, or during recess and lunch breaks

An emergency during non-class times presents a significantly greater challenge for the management of the lockdown procedure, the safety and security of all, and the account for all staff, students and visitors.

- When the lockdown siren sounds, all wardens (listed at the top of this document) must move through their allocated spaces to ensure lockdown procedures are being followed
- The following announcement should be used: [Attention staff and students. This is a lockdown procedure. Move immediately to the nearest downstairs classroom. Once inside turn off lights, close windows and doors and move students to a part of the classroom out of sight. Check outside your classroom and have any staff or students who are outside move into your room. Any staff, student or visitor who is not in a classroom should move to the closest room. Remain quiet and calm. You are to remain in lockdown until further notice.](#)
- Wardens responsible for classroom spaces must keep any personnel together, select the safest space, and assemble all in this space, then remain under classroom lockdown conditions until the conclusion of the lockdown
- The movement of students and staff from the yard should proceed as follows:
 - Field - move into art rooms
 - Lower undercroft - science rooms 1 & 2
 - Canteen and basketball court 2 - CAC 1
 - Basketball court 1 - DTC 4
 - Upper undercroft - administration building
- Collect a list of names of those in the room normally not under your daily duty of care (e.g. aides, cleaners, students from another class)

[Return to top of document](#)

Evacuation in the event of an emergency

Evacuation may be the appropriate response when the Incident Controller (Principal or delegate) has identified an external and immediate danger and determined that requires all personnel to vacate the premises. Examples of this type of hazard may include a fire, gas leaks and chemical spills.

Initiating evacuation procedures

- Signal the evacuation siren (an long repeated siren burst), and other voice communication may be appropriate
- In the event of an electrical fire an air horn may be used to alert staff to the evacuation
- The evacuation siren will continue to sound until the Chief Warden is satisfied that the site is cleared

Evacuation procedures for designated Wardens

- Instruct personnel to remain calm and silent during this time
- If you are teaching a class or supervising the yard your first responsibility is to ensure that a colleague will lead your class through the evacuation procedure. You should remain (and move) with your class until this handover
- Before moving to the evacuation point wardens should report to the Assistant Principal and then move immediately to the evacuation area to help with supervision
- **The Assistant Principal/Chief Warden** will be located in the centre of the basketball court
- **Traffic wardens** are to (where reasonably possible) get a high-vis vest and stop sign, then move immediately to their designated crossing intersection
- **Room wardens** are to ensure that their designated section of the school has been completely evacuated, report back to the Assistant Principal to confirm their area is clear, and then move immediately to the evacuation area to help with supervision
- **Wardens of mobility-limited students** are to move immediately to the upper undercroft area and meet student, then exit along Grimwood Street. The evacuation point for these students is always William Street park. Upon safe arrival at this venue the Assistant Principal should be informed by phone, and then remain at this site until instructed to return.
- **Attendance warden** is responsible for collecting paper-based student and staff lists, and paper or electronic visitor lists, and have these available for distribution at the evacuation site.
Further, this person is responsible for checking the attendance rolls for staff and visitors at the evacuation site.

Evacuation procedures for all non-warden staff

- Instruct personnel to remain calm and follow instructions during this time
- Instruct students and staff to leave behind their bags and equipment
- Staff should consult the evacuation diagram in their teaching space, or in the space they are at this time, and direct students to the appropriate exit
- If the teacher has a mobility-limited student they should assign one student only to move together to the upper undercroft area. Where this is not possible the student should remain with the class as far as possible, and the Assistant Principal should be notified of the arrangement
- Turn off electrical equipment
- Close the door behind you (do not lock doors, as fire fighters may need access)
- Conduct a roll call at the conclusion of this procedure and account for any students who were out of the room during this procedure

First aid kits, evacuation site kit

- The designated person should collect first aid kits and immediately evacuate the site
- The designated person should collect the site evacuation kit and immediately evacuate the site

Staff, student and visitor lists

- The Attendance Warden should collect paper-based student and staff lists, and the visitor list (either on paper or electronically) and immediately evacuate the site

Procedures at the evacuation point

- The Evacuation Site warden will oversee all activities at the site and remain in contact with the Assistant Principal or Chief Warden
- Student Learning Leaders are responsible for distributing and collecting mentor class attendance roles
- The Attendance Warden is responsible for distributing and collecting the student attendance lists to Student Learning Leaders
- The Attendance Warden is responsible for marking the staff and visitor attendance
- Mentor teachers are required to find and remain with their class for the duration of the stay at the evacuation point, and to return to the school with their class at the conclusion of the evacuation
- All non-mentor teaching staff are required to be actively supervising students while at the evacuation site

Procedures where a staff, student or visitor is unaccounted for

- The Attendance Warden, working with mentor teachers and Student Learning Leaders, should determine if any personnel are missing
- In this event the Attendance Warden should immediately contact the Assistant Principal or Chief Warden
- The Chief Warden will inform the attending authorities of this situation

[Return to top of document](#)

Reference documents

[CEDP Planning for a School Emergency.docx](#)

[CECNSW EMP Manual V3 Aug 2017](#)

[Return to top of document](#)