

# **AMATA ANANGU SCHOOL**

# **EMERGENCY PROCEDURES**

## **CONTACTS**

**Amata Police 8956 2928**

**Front Office 11053**

**Site Leader xxxx xxx xxx**

**Deputy xxxx xxx xxx**

**Pool 8956 7871**

**Clinic 8956 2910**

**Site Leader to call emergency services**

# lockdown protocol

Your first priority is your own safety then that of your students and colleagues

## LOCKDOWN / INVACUATION – CODE BROWN

### Code Brown protocol – stay in, out of sight and lock up – Continuous beeping alarm

#### ALL STAFF AND VISITORS ON SITE

- LOCK UP, BLINDS DOWN, LIGHTS OFF, DIRECT STUDENTS TO SIT UNDER DESKS, AWAY FROM WINDOWS AND DOORS AND KEEP NOISE TO A MINIMUM – LISTEN FOR ANNOUNCEMENT OVER PA SYSTEM AND LOOK TO WARDENS FOR DIRECTION. DO NOT ALLOW ANYBODY ACCESS TO YOUR BUILDING.
- Ascertain if any children or staff are missing from your learning space
- Report missing people immediately to onsite Leadership by phone or text

#### TEACHERS - ACT with caution if announcement does not address the cause of the LOCKDOWN

- Lock up, stay out of sight and don't permit access to **anyone**
- Direct the yellow hat warden (Leadership/Admin) to assist with securing the admin area – lock the front doors - reassure staff and any students present
- If safe to do so, allow any students/staff inside from the internal yards – use your best judgement as they could be the reason for the lockdown!
- Stay in place until PA announcement tells you the exercise is now complete – ALL CLEAR
- After roll call text leadership Sue (xxxx xxx xxx) or Nat (xxxx xxx xxx) to report IF there are any missing students AND to report if you have students/children and adults who are not usually in that building.
- If you see a threat/potential cause of lockdown call Leadership

#### ANANGU EDUCATORS

- ANANGU EDUCATORS will assist with the securing of the area locking the doors, pulling the blinds down and carry out duties as directed by the teacher
- Stay in place until PA announcement tells you the exercise is now complete – ALL CLEAR

#### CHIEF WARDEN – Site Leader (Yellow Hat)

- Assess situation
- Contact emergency services if required
- Make at least 3 PA announcements (if safe to do so)
- Continue to inform school community via PA of progress of lockdown - IF SAFE TO DO SO
- Record the chain of events

### Using the PA in Admin area

1. Ensure the volume is turned up
2. Hold **PRESS TO TALK** button

### **Code brown protocol lockdown script to read over PA (public address) system 3 times:**

ATTENTION STAFF, STUDENTS AND VISITORS OF AMATA ANANGU SCHOOL, THIS IS A CODE BROWN PROTOCOL.

TEACHERS, PLEASE FOLLOW CODE BROWN PROTOCOL AND ADVISE PEOPLE IN YOUR AREA, I REPEAT THIS IS A CODE BROWN PROTOCOL. PLEASE LOOK TO YOUR TEACHERS FOR FURTHER INSTRUCTIONS

**IF SAFE TO DO SO – announce the reason for the lockdown – ie. Severe weather alert**

**\*\*\*\*READ THIS MESSAGE 3 TIMES\*\*\*\***

### **At the end of the exercise script to read over PA (PUBLIC ADDRESS):**

ATTENTION STAFF, STUDENTS AND VISITORS OF AMATA ANANGU SCHOOL, BE ADVISED THE EXERCISE IS NOW COMPLETE. YOU MAY RETURN TO YOUR USUAL ACTIVITY, THANK YOU FOR REMAINING CALM AND FOLLOWING INSTRUCTIONS.

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# evacuation protocol

## EVACUATION - CODE ORANGE

### Whoop whoop sounding of the bell

or over the PA system if an off-site evacuation is required

#### ANY ONSITE VISITORS AND SUPPORT STAFF

- DIRECT STUDENTS TO SAFELY MOVE AS QUICKLY AS POSSIBLE TO THE PRIMARY EVACUATION AREA (REAR GATE)– REPORT STUDENT/STAFF ABSENCE TO THE YELLOW HAT WARDEN (DEPUTY PRINCIPAL OR DELEGATE ON THE DAY) ONCE YOU HAVE SAFELY REACHED THE EVACUATION POINT - LOOK TO LEADERSHIP (RED AND YELLOW WARDENS) FOR FURTHER DIRECTION.
- IF YOU HAVE BEEN DIRECTED BY THE PA SYSTEM TO **EVACUATE OFF-SITE** – LISTEN TO EVACUATION MESSAGE CAREFULLY AND MOVE STUDENTS AS QUICKLY AS POSSIBLE THROUGH THE REAR GATE EXIT TO THE EXTERNAL BASKETBALL COURT.

#### TEACHERS– SUPERVISE AND COMMUNICATE

Teachers in each learning area are the supervisors of the evacuation procedures for each class space.

- Ensure the evacuation signal is acknowledged and acted upon by all staff in the learning space
- Evacuate the class and proceed to the rear gate
- Admin support staff to ensure that the Admin building is clear and that all people are out of toilets and storerooms
- After consulting with support staff, text the Chief Warden (Site Leader) via mobile to report “THE BUILDING IS CLEAR”
- It is important for the Wardens to identify the assembly point and ensure all TRT’s or visiting personnel are made aware of where to go. If possible, they should check to make sure that all other classes from their building are present at the assembly point and then report to the Chief Warden.
- Support class teachers/managers to conduct a roll call and report any missing students to the Chief Warden

#### ANANGU EDUCATORS – ASSIST AND CLEAR

- Assist teachers to evacuate staff and students safely from building to rear gate
- Carry out a final check of the area to ensure all students and staff have evacuated safely.
- Report “THE \_\_\_\_\_ (name) CLASS IS CLEAR” directly to the teacher.
- Support class teachers to conduct a roll call and identify any missing students

## CHIEF WARDEN

This is the Principal or delegate (Sue or Nat)

- Use the PA to encourage an orderly evacuation to a safe place of assembly, adjust if an assembly point is near a place of concern
- Assist the Emergency Services – communicate “THE LEARNING SPACE IS CLEAR” for each classroom when communication received from the teacher OR identify missing students and classrooms that may not be clear.
- Record the chain of events

### **At the end of the exercise script to read over PA (PUBLIC ADDRESS):**

ATTENTION STAFF, STUDENTS AND VISITORS OF AMATA ANANGU SCHOOL, BE ADVISED THE EXERCISE IS NOW COMPLETE. YOU MAY RETURN TO YOUR CLASSROOMS, THANK YOU FOR REMAINING CALM AND FOLLOWING INSTRUCTIONS.

### **Code ORANGE EVAC protocol lockdown script to read over PA (public address) system 3 times:**

ATTENTION STAFF, STUDENTS AND VISITORS OF AMATA ANANGU SCHOOL, THIS IS A CODE ORANGE PROTOCOL - LEAVE THE BUILDING AND EVACUATE TO THE NEAREST ASSEMBLY POINT AS PER THE MAP IN YOUR CLASS SPACE.

TEACHERS AND ANANGU EDUCATORS PLEASE FOLLOW CODE ORANGE PROTOCOLS AND ADVISE PEOPLE IN YOUR CLASS TO GO THE NEAREST ASSEMBLY POINT, I REPEAT THIS IS A CODE ORANGE PROTOCOL – SEND PEOPLE OUTSIDE TO THE NEAREST ASSEMBLY POINT.

REPORT YOUR ROLL CALL TO THE CHIEF WARDEN ONCE YOU HAVE REACHED THE ASSEMBLY POINT. I REPEAT REPORT YOUR ROLL CALL TO THE CHIEF WARDEN ONCE YOU HAVE REACHED THE ASSEMBLY POINT.

### **INSTRUCTIONS FOR THE PA SYSTEM IN THE ADMIN AREA - WHOLE SCHOOL MESSAGE**

1. Ensure the volume is turned up
2. Hold **PRESS TO TALK** button

# EMERGENCY ACTION PLAN – off-site evacuation protocol

## OFF-SITE EVACUATION (bomb threat/major threat) – CODE PURPLE

This will be announced via PA - 3 times

Staff should leave as quickly as possible by any exit gate closest and meet at the rear basketball court

Staff to follow evacuation protocol and where possible wear a hi-vis vest

**CHIEF WARDEN TO CALL AMATA POLICE 8956 2928**

