



Our Lady of The Rosary

CATHOLIC PRIMARY SCHOOL, THE ENTRANCE

SHELLY BEACH ROAD, SHELLY BEACH NSW 2261 – P.O. BOX 210, THE ENTRANCE 2261

“Celebrating Community”

Ph: 4332 5594 Fax: 4334 5599

School Policy No: A13

School Emergency Procedures Policy

POLICY

The School Emergency Policy at Our Lady of the Rosary Catholic School ensures the safe movement from the school of all students and personnel in the case of an emergency.

PURPOSE

The purpose of this policy is to: ensure the safety of students and personnel in situations that are not covered by day-to-day safe movement throughout the school; ensure that all members of the school community understand and implement the appropriate evacuation procedures.

OUTCOMES

- In any event that necessitates the premises being evacuated, an evacuation will be carried out so that all adults and children leave the site calmly and quickly and proceed to a place of safety.
- The safety of students and personnel is paramount
- Through planning, practice and evaluation all students and personnel will be fully aware of evacuation procedures.

EMERGENCY CONTROL ORGANISATION (ECO) PERSONNEL

CHIEF WARDEN	WHITE
DEPUTY CHIEF WARDEN	WHITE
AREA WARDEN	YELLOW
WARDEN	RED
FIRST AID OFFICER	GREEN
COMMUNICATIONS OFFICER	IF WORN, WHITE

EVACUATION SCHOOL REQUIREMENTS

If there is a fire or emergency in your classroom or the area you are working in, immediately evacuate and alert the office so the alarm can be sounded.

- Evacuation procedures must be practised and evaluated once each term (four times a year).
- The class teacher must instruct the children to stand and walk quickly from the classroom following the evacuation plan onto the oval.
- When possible teachers are to close windows, turn off lights and electrical items and close the classroom on exiting.
- Librarian and Year 5 teachers are responsible for checking library and computer room.
- Year 3 teachers to check Viv Simnett Room, Reading Room and Hall.
- Learning support teacher is responsible for evacuating all areas away from classrooms ie toilets, staff room, and sports shed.
- All staff and students are to take part in drills.
- The Administration Officer / Assistant is to phone emergency services 000, collect the printed rolls/class lists, switch off electrical equipment and evacuate administration area.
- Teachers collect class lists Administration Officers, call the class roll and remain with their class until the evacuation is complete.
- Evacuation plan and procedures must be displayed in all areas of the school.
- All staff and students to be familiar with evacuation procedures.

LOCKDOWN REQUIREMENTS

If there is a storm, an incident involving hazardous materials, unwanted visitors or intruders:

- A whistle will be blown over the PA system
- Students are ushered into classrooms with doors, windows and blinds locked
- Visitors to school will become part of the lockdown procedure and will not be permitted to leave the building/s
- External gates will be locked if the situation allows
- No one is permitted to enter school grounds
- No one is to be walking around outside
- Toilets will be checked by: KR teacher, 2Blue teacher, 5Blue teacher
- Area wardens to secure external doors
- Teachers and students are to sit on the floor away from doors and windows
- Lights should be turned off
- Students who are away from their class when the lockdown signal is given should move into the nearest occupied classroom
- Student rolls to be taken and missing students reported by phone to the office
- Teachers **should not open doors** to any person
 - * other than a police officer
 - * until informed it is safe to do so
 - * until the door is unlocked from the outside
- Lockdown plan and procedures must be displayed in all areas of the school.
- All staff and students to be familiar with lockdown procedures.

If the lockdown occurs Before school, at Recess, at Lunch or after school students must look to the teachers on duty and follow their signal – to the hall if able to do so.

Review Date

Draft Policy – 2001; Evaluated – Dec 2002; Dec 2003
Revised – Dec 2004; Reviewed 2011, 2015
Date of next review 2018

Additional Information

Evacuation Plan
Emergency Evacuation Procedures, taken from *Health and Safety at Work, Students Safety in Schools Policy Guidelines*.

References

Policy CSO 509



Our Lady of the Rosary Catholic Primary School

The Entrance

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REGISTER OF EMERGENCY CONTROL
ORGANISATION (ECO) PERSONNEL

CHIEF WARDEN	Principal: Mr David Fletcher
DEPUTY CHIEF WARDEN	Assistant Principal: Ms Fran Kane
AREA WARDEN	Kindy Red Teacher: Mrs Stefanie Dobb Year 2 Blue Teacher: Mrs Lisa-Marie Peers Year 4 Gold Teacher: Mrs Kay Taylor Year 5 Blue Teacher: Mr Mick Curran
WARDEN	Mrs Liz Starling
FIRST AID OFFICER	Mrs Lucy Thornley
COMMUNICATIONS OFFICER	Mrs Tracy Hawkings