LOTA STATE SCHOOL

Evacuation and Lockdown Procedures

2014
**EVACUATION**

An evacuation will be deemed necessary in the event that all persons need to leave the school grounds.

**Evacuation Routes**
Please refer to Evacuation Route maps located in each classroom and public space within the school. Staff, visitors and volunteers should familiarize themselves with these routes.

**Evacuation Meeting Point**
Eastern end of the oval in front of the mango trees.

**Evacuation Siren Sound**
The evacuation siren is a wind-up whirling sound.

The following process should be followed during an EVACUATION:

1. **EVACUATION SIREN** (whirling siren)

   - **NON-TEACHING STAFF**
     - **Principal/Acting Principal** – check toilets and escort students to the evacuation meeting point.
     - **Groundsperson** – check Library and escort students to the evacuation meeting point.
     - **Admin Staff** – retrieve visitor sign in book and assemble at evacuation meeting point.

   - **TEACHERS AND STAFF IN CHARGE OF STUDENTS**
     - **Class Teachers** – retrieve class roll and escort students, in two lines, to the evacuation meeting point.
     - **Staff in charge of students** – escort students, in two lines, to the evacuation meeting point. Locate class and join them.
     - **All other staff** – immediately leave area and assemble at evacuation meeting point.

   - **VOLUNTEERS /VISITORS/EQ STAFF**
     - **Volunteers in classrooms** – support teachers with evacuation process (take direction from teacher.)
     - **Tuckshop/Uniform Shop** – immediately leave area and assemble at evacuation meeting point.
     - **Library** – immediately leave library and assemble at evacuation meeting point.

**Once at the Evacuation Meeting Point:**
Volunteers and Visitors - immediately report to Admin Officer; then support Class Teachers with students.
Teachers - mark roll and report all students present, or missing students, to Principal.

All persons, whether volunteers, visitors, EQ teaching or non-teaching staff or contractors MUST adhere to the Evacuation Siren Sound and evacuate to the designated meeting point.
LOCKDOWN – during teaching time

A Lockdown will be called in the event of an external or internal threat to the safety of all persons located on school grounds.

Lockdown Siren Sound
The sound of a Lockdown is an AIR HORN.

Lockdown Protocol
In the event of a Lockdown, all staff, students and other persons on school grounds must shut and lock all windows and external doors (including those of adjoining rooms) and remain seated on the floor away from external line of sight.

Lockdown Doors
All doors to classrooms are Lockdown Doors. This means that when the Cleaner/Groundsperson unlocks the doors in the morning they are left so when shut external entry is inhibited, but internal exiting is enabled. No person is to change this lock configuration.

The following process should be followed during a LOCKDOWN.

LOCKDOWN SIREN
(Air Horn)

<table>
<thead>
<tr>
<th>TEACHERS AND OTHER PERSONS LOCATED WITHIN CLASSROOMS WITH STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately instruct students to sit on the floor, dispersed around the room (train students to do this without you having to instruct them.)</td>
</tr>
<tr>
<td>Secure all external doors and windows - ensure windows to adjoining rooms are secured ie photocopier and staffroom.</td>
</tr>
<tr>
<td>Mark roll and call office to confirm all students’ present; or missing students and their location.</td>
</tr>
<tr>
<td><strong>Students in toilet</strong> - teach students that if they are in the toilet to remain in the locked cubicle. Students outside should go to the nearest room.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL OTHER PERSONS ON PREMISES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain in the room. Tuckshop - pull down rollers and secure door and windows.</td>
</tr>
<tr>
<td><strong>With Students</strong> - instruct them to sit on the floor, dispersed around the room (students should do this automatically.)</td>
</tr>
<tr>
<td>Secure all external doors and windows to room and adjoining room/s.</td>
</tr>
<tr>
<td>Mark roll and call office to confirm all students’ present; or missing students and their location. and/or</td>
</tr>
<tr>
<td>Call office to confirm your presence.</td>
</tr>
</tbody>
</table>

ONLY THE PRINCIPAL/GROUNDSPERON OR POLICE (in the event of an actual lockdown) CAN GIVE THE ALL CLEAR FOR A RELEASE.
**LOCKDOWN – during non-teaching time** *(including PE lessons)*

In the event that a Lockdown is called during non-teaching time (including: playtime, before/after school, PE lessons, outside activity days such as sport days, reward days etc) the following process should be activated:

1. **LOCKDOWN SIREN** *(Air Horn)*
2. **STUDENTS ARE INSTRUCTED TO GO TO THE NEAREST SECURE AREA**
   (Teachers should organize class drills with students at least once per term)
   - **Prep/Year One Playground** - Year 2 classroom
   - **Under buildings** - Block A or Block C classrooms
   - **PE lesson** - Library
   - **Hall** - Library
   - **Oval** - Library or Year Six/Seven rooms
   - **Library** - remain in Library
   - **Toilets** - remain in Toilet
   - **Tennis Courts** - remain in Tennis Court or teachers move students to year 6/7 classroom or library.

Persons in staff room should report to Block C classrooms.
All other persons remain where they are and follow Lockdown protocol.

3. **Secure windows and doors as normal**
4. **MARK ROLLS**
   At the beginning of each term Robyn will give each staff member a complete roll list for the entire school.
   Staff should mark off student names and call the office.
   Admin staff will check off student and adult names against student master list and visitor sign in register.

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**CAN GIVE THE ALL CLEAR FOR A RELEASE.*