

## **AIPAH EMERGENCY EVACUATION PLAN**

### **LIST OF POSSIBLE THREATS/HAZARDS/EMERGENCIES**

Listed below are the threats, hazards, emergencies which have been identified in this school as being of possible relevance:

1. Fire and Explosions
2. Bomb threats
3. Severe storms
4. Heavy rain
5. Terrorist activities
6. Kidnapping

### **EVACUATION POLICY PROCEDURE**

ALL STUDENTS ARE TO BE EVACUATED IN THE EVENT OF AN ALARM SO THAT THEY CAN BE ACCOUNTED FOR.

Staff to incorporate **RACE**:

- R-Rescue** Rescue people in immediate danger if you can do so without endangering yourself. Exit via a safe fire exit. Never use lifts. Close doors to the room with the fire
- A-Alarm** Sound the alarm and call the school office to notify the precise location of the fire
- C-Confine** Close all doors and windows if time permits but the safety of staff and students are paramount
- E- Evacuate** Evacuate the building

### **DELEGATION OF DUTIES**

Upon hearing the alarm, all teachers and staff must follow the procedure outlined in response to a particular threat. The alarm sounds will differ to indicate the type of emergency.

#### **Fire/Bomb Threat/ Evacuate: Continuous long, loud blasts [fire], continuous short loud blasts [bomb threat]**

Teachers must evacuate their classes in an orderly manner to the evacuation point (refer to diagram) via the most direct and safest route. Admin staff must leave the office and move to the evacuation point.

#### **Lockdown/ Take refuge in room – do not evacuate: Very short staccato blasts**

Teacher and admin staff must lock and or secure all entry points to the classroom/office and take refuge in a safe area within the room. This may be under the desk and/or away from windows. Lights are to be turned off.

### **FIRE**

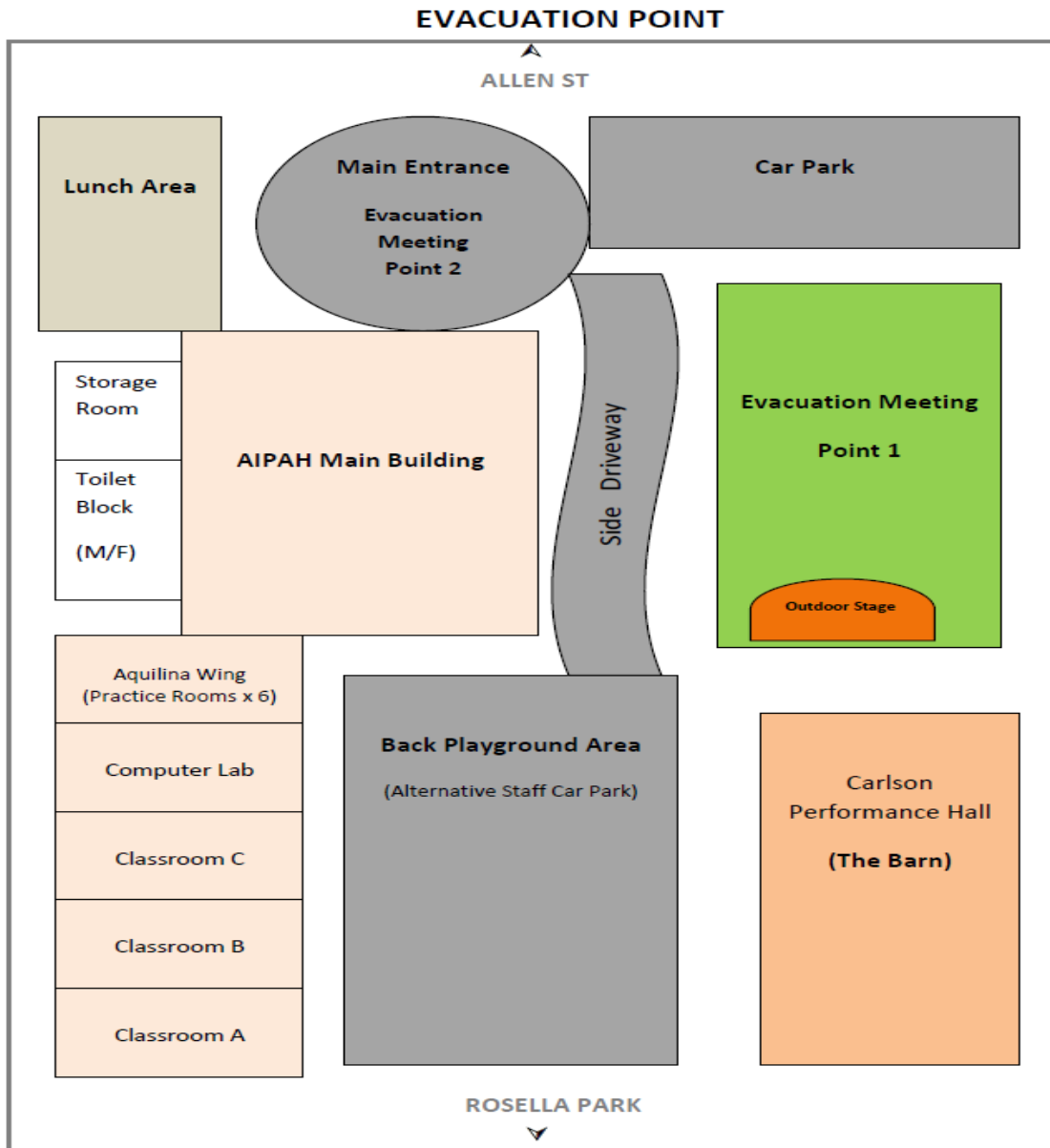
Staff will evacuate their rooms in an orderly manner to the evacuation point (refer to diagram) via the most direct and safest route. If time permits close all windows and doors upon leaving. All possessions/bags are left in the room and if time permits, windows should be closed. Close doors after the last person has evacuated.

{For bomb threats – everyone must take their identified bags and possessions with them on evacuation}

If the alarm is raised during recess or lunch, staff on playground duty will begin the evacuation and a message must be relayed via the PA system alerting all staff of an evacuation. Teachers have a duty of care for students and all must be present at evacuation.

Class and roll call teachers are to mark the class roll immediately (brought from administration). Any missing children are to be reported immediately to the Principal. Teachers and students will then quietly await further instructions from the Chief Warden or Emergency Services.

During Performing Arts (PA) or extra curricular rehearsal time if the alarm is sounded, all PA teachers are to evacuate students to the evacuation point. Rolls are to be marked off there by the supervising teacher



**KEY DUTIES: Wardens**

|   |   |
|---|---|
| Debra Aarons (Principal):                     | Chief Warden, to oversee evacuation of whole school           |
| Susan Duong (S.S)/* Belinda Torpy (Admin):    | Check ground floor of Kenilworth including bathrooms          |
| Issac Chung (BDM)/* Meeja Yoo (Admin):        | Check 1 <sup>st</sup> floor of Kenilworth including bathrooms |
| Alan Rhodes (Teacher)/* Reg Barber (Teacher): | Check all demountable areas including student bathrooms       |
| Belinda Torpy (Admin)/* Susan Duong:          | Collect student rolls, staff rolls and sign out sheets.       |
| Susan Duong/Issac Chung:                      | Liaise with Emergency Services                                |

\*Indicates 2<sup>nd</sup> person to cover for the absence of the first

## WHAT TO DO IN THE EVENT OF A THREAT

### Evacuation Procedure

**If you notice a potential threat, alert Administration immediately**



**Administration will sound the Evacuation Siren (different to the Lockdown Siren) and/or broadcast messages on the PA**



**Upon hearing the evacuation alarm, all teachers will evacuate their classes to the evacuation meeting point. Rescue people in immediate danger, if possible, and, if time permits, all doors and windows to be closed [fire evacuation only]**



**All wardens are to commence their duties and report the all clear to the Principal at the evacuation meeting point as soon as possible.**



**Class and roll call teachers are to mark class rolls and report any missing students to the Principal. Wait for further instructions.**

## ALERTING RELEVANT AUTHORITIES

Susan Duong or Issac Chung will contact Emergency Services, however in critical situations any staff member can make contact for an emergency response time.

### Emergency Services

|              |     |
|--------------|-----|
| Fire Brigade | 000 |
| Amulance     | 000 |
| Police       | 000 |

### Utility Contacts

|             |              |                   |
|-------------|--------------|-------------------|
| Gas         | 0418 202 780 | Doumit's Plumbing |
| Water       | 0418 202 780 | Doumit's Plumbing |
| Electricity | 9838 9711    | Randall Electrics |

### Other Emergency Contacts

|                            |                           |
|----------------------------|---------------------------|
| Westmead Hospital          | 9845 5555                 |
| Mental Health 24hr         | 9840 3047 Western Sydney  |
| Poisons Hotline            | 131 126                   |
| Infectious Disease Hotline | 1800 004 599              |
| Police Assistance Line     | 131 444                   |
| Alcohol and Drug Info      | 9361 8000 or 1800 422 599 |
| DoCS Helpline              | 132 111                   |
| Domestic Violence          | 1800 200 526              |

For all other emergencies please contact:

|                   |              |
|-------------------|--------------|
| Issac Chung (BDM) | 0405 235 325 |
|-------------------|--------------|

## DISSEMINATION OF PLANNED PROCEDURES

The procedures outlined in this document will be disseminated to the following groups:

1. The school staff
2. The student body
3. The parent body
4. The relevant authorities

Staff will be kept abreast of the Schools Emergency Plan through the medium of staff meetings, with access to the plan available through the school server and intranet. The student body will be reminded of the planned procedures which are relevant to them at assemblies and in the classroom situation. Parents will be informed about the policy and a copy of the policy will be given to the relevant authorities. Any additions or alterations will be given to them. Regular casual staff shall receive a copy of the emergency plan. Copies of the plan will be posted on the notice board in each faculty staff room.

The aim of this dissemination of information will be to inform people, not alarm them, and sensitive issues such as possible bomb threats and kidnappings will be kept low key.

## **GUIDELINES FOR SPECIFIC EMERGENCIES**

### **Fire and explosion**

The outbreak of fire is to be reported immediately to Debra Aarons, Issac Chung or Susan Duong at the school who must alert the fire brigade and sound evacuation alarms.

The following information should be given

- a) name and address of school
- b) location and nature of fire

Approximately 80% of fire fatalities are caused by smoke inhalation or by breathing superheated air and gases. It is therefore necessary in any fire situation where such products are forming that evacuation be instituted without delay. All possessions should be left in the rooms when evacuating.

### ***Internal Explosion, Gas leaks, Chemical Hazard***

Where there is an escape of gas, chemicals or threat of an explosion within the school buildings, immediate evacuation from the affected buildings is essential

### ***External Fire, Explosion, Gas leak, Chemical hazard, Transport Accidents***

Where adjoining buildings or facilities are affected the Principal should act in accordance with the advise of the Fire or Police Authorities or order immediate evacuation where deemed necessary

### ***BOMB THREATS***

This class of threat has increased in the last ten years. It has been found that a very small minority of persons obtain satisfaction or express their vindictiveness by making a threat or placing a bomb or suspect explosive devise on or near school premises. It is not generally understood that this threat in itself is a very serious criminal offence, which, upon conviction, could result is a gaol sentence. Persons arrested for this offence invariably inform Police, that their aim in making the threat or placing the suspect device on school premises was not to cause injury or damage but to disrupt the normal activities of that school

This information should be brought to the notice of staff in order that they may be able to assess a bomb threat in its proper perspective and then take action.

### **Receipt of a Bomb Threat:**

A bomb threat is usually received by telephone. If such a threat is received, it is important to remain calm as the information given by the caller and replies to the questions asked by the school official, could be of vital assistance to Police. Efforts must be made to keep the caller on the telephone as long as possible to obtain information needed by the Police. Whilst the caller is on the line a call should be placed on a separate line to 000 so that the call can be traced.

If any staff member receives a call from a person threatening the school with a bomb the following procedures should be followed:

1. If you are alone, stay on the phone and follow the checklist
2. Report the call immediately to NSW Police and then to either the Principal or Business Development Manager
3. If there are other people with you, stay on the line and ask one of them to make contact as above
4. Follow procedures on the checklist
5. The school should be evacuated as soon as possible after emergency services have been called. Students must take their bags with them when evacuating. On the arrival, emergency services directions should be followed

## BOMB THREAT CHECKLIST

This form relates to the School Emergency Evacuation Plan

### **1 Initial Actions**

|               |       |                        |                     |
|---------------|-------|------------------------|---------------------|
| Time of call: | AM/PM | <b>Do not hang up!</b> | Keep caller talking |
|---------------|-------|------------------------|---------------------|

### **2 Exact Wording of Threat**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

### **3 Questions to Ask**

|                                    |  |
|------------------------------------|--|
| When is the bomb going to explode? |  |
| Where exactly is the bomb?         |  |
| When did you put it there?         |  |
| What does the bomb look like?      |  |
| What kind of bomb is it?           |  |
| What will make the bomb explode?   |  |
| Did you place the bomb?            |  |
| Why did you place the bomb?        |  |
| What is your name?                 |  |
| Where are you?                     |  |
| What is your address?              |  |

### **4 Listen for**

|          |  |
|----------|--|
| VOICE    | accent / impediment / tone / speech / diction / manner                       |
| LANGUAGE | polite / incoherent / irrational / taped / read out / abusive                |
| NOISES   | traffic / voices / machinery / music / noises on the line / local call / STD |
| OTHER    | sex of caller / estimated age  |

***Do not hang up***

### **5 After the Call**

|  |       |
|--|-------|
| Note the time of the end of the call:  | AM/PM |
| Name of recipient (print):   |       |
| Signature:   | Date: |
| <b>Report the call to your local Manager/Supervisor,<br/>who will contact the Police and the Campus Warden</b> |       |

## **LOCKDOWN PROCEDURE**

This procedure will be acted upon in situations where it is safer for the school community to stay locked in classrooms (eg. severe electrical storms or an unwanted intruder).

On sounding of the Lockdown Siren, staff will close all windows and lock all doors and all present will sit on the floor until the all clear is given.

**Rationale:** The development of an effective lockdown policy will assist in the minimisation of injury and/or threat to human life

**Objectives:** To lock down and secure all buildings as soon as possible in the event of a dangerous or threatening situation.

### **Operating Principles:**

#### **THE ALARM FOR A LOCKDOWN WILL BE A DIFFERENT SOUND**

#### **FROM THE FIRE ALARM**

- Teachers should discuss with their classes what to do when a lockdown alarm is sounded. This should be reinforced every term.
- Should any staff or student notice a potential threat to safety **administration should be alerted immediately.**
- The lockdown alarm will sound different to the evacuation alarm, and drills should be conducted regularly to ensure that staff and students are aware of the sounds.
- Anyone outside or moving between buildings or classrooms when the alarm is sounded is to move as quickly as possible to the nearest room occupied by another adult and remain there until the threat has passed.
- Lights are to be turned off, windows and doors securely locked, move to the floor and remain below window level where possible.
- Under NO circumstances once lock down has taken place is anyone to go looking for missing students.
- All drills must be taken seriously.
- Buildings remain locked until the all clear is given, this will be done so via the Public Address (PA) system.

## **WHAT TO DO IN THE EVENT OF A THREAT**

### **Lockdown Procedure**

**If you notice a potential threat, alert Administration immediately**



**Administration will sound the Lockdown Siren (different to the Evacuation Siren)**



**Lights are turned off, windows/doors locked and everyone must take refuge in a secure area away from the windows.**



**Anyone outside must move to the nearest room occupied by an adult immediately**



**Nobody is to leave the room until notification of an “all clear” is provided over the Public Address (PA) system**