

LAMBTON HIGH SCHOOL EMERGENCY PROCEDURES - WHOLE SCHOOL EVACUATION Revised April 2017

All staff should be aware of the school emergency procedures and be able to assist in its smooth implementation. We have a legal obligation to ensure the safety of students at all times. There is a wide range of emergencies that can occur – eg bomb threats, fire, toxic emissions, hostage situations, earthquake, cyclone, etc. This policy, however, deals specifically with **whole school evacuation**, which is the most common response to major crises.

Guidelines

1. **WARNING SYSTEM IS: A continuous bell and/or PA announcement and/or loud hailer.**
2. The Principal and/or Deputy Principals will operate and control this evacuation.
3. Classes are to move by the **nearest and safest stairway as shown on evacuation plan** in a **quiet orderly fashion**, to the nearest open space, and then to South Oval. Staff are to make a quick count (of their class) to ensure no students are missing from the classroom group as soon as possible after exiting the building. **After** lining up for Roll Class in the designated areas of South Oval, rolls will be checked and unexplained absences are to be reported to the Deputy Principal or Principal. **Pupils should be kept quiet, calm and together in roll classes.**

As second evacuation point is at **the Stadium car park** where it is South Oval is deemed to be too close to the danger.

4. Move by nearest exit to the designated open space (see attached map). Move as a class group with teacher.

BLOCK A to front lawn then to South Oval via the footpath along Young Road and Womboin Road; or to East field and to South Oval **via** the double gates to the east of the basketball courts

BLOCK B to East Field then to South Oval past C Block

BLOCK C to East Field then to South Oval **via** the double gates to the east of the basketball courts

BLOCK D to South Oval **via** the double gates to the east of the basketball courts

BLOCK E to South Oval **via** the gates on the basketball courts

BLOCK F to South Oval **via** the passageway between D & E blocks thence to gates on basketball courts lawn to the east of the car park

BLOCK G to front lawn then to South Oval **via** the footpath along Young Road

BLOCK H to front lawn then to South Oval **via** the footpath along Young Road and Womboin Road

MPC to South Oval **via** east field and double gates on east side of basketball courts

Classes should remain in their designated area until the Principal or delegate has decided that the school is safe for reoccupation and that the pupils have been accounted for. Head Teachers are required to unlock the gates between A/H and H/G.

5. **Some specific problems** (and their appropriate handling) are:

FIRE

a) Do not try to extinguish the fire. Your priorities are:

- Move students to safety
- Pupils should take their own bags
- Notify the front Office

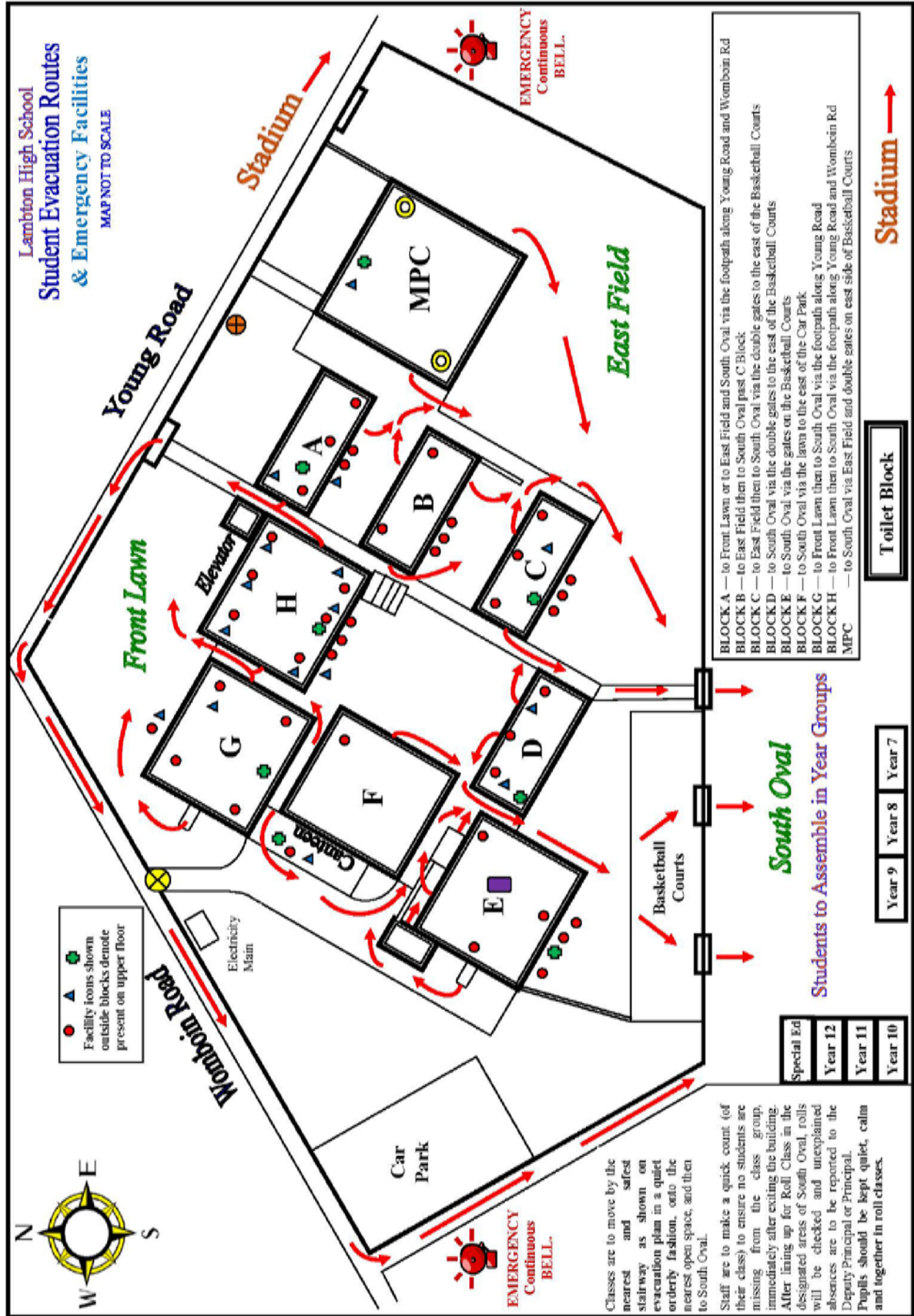
b) Unless trained, do not operate fire extinguishers. Using the incorrect chemical or operating extinguisher incorrectly creates additional hazards

BOMB

a) Pupils should take their own bag.

b) Any unclaimed or suspicious looking objects should be noted, avoided, and the Police informed on their arrival.

APPENDIX 1- EVACUATION ROUTES



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APPENDIX 2- GUIDELINES FOR TEACHERS

A. If you have a class

1. When you hear the signal, direct class to move. Where practicable, staff and students should take their own bags and move immediately.
2. Close and lock the windows
3. Move the class into the corridors and lock the doors behind you.
4. Move your class in an orderly fashion via the *correct pathway* to South Oval, as shown on the "**STUDENT EVACUATION ROUTES**" map.
5. On South Oval direct your class to their year groups and then move to the head of your Roll Class or Group.
6. Roll Call (see separate page for more information)
 - Keep your students orderly.
 - **Ask students to sit down during roll call.**
 - Mark your roll. Record students that are absent on the absence sheet provided.
 - After you have completed the roll call, give to the HT or delegate in charge of your roll group. Return the marked roll immediately to the relevant Deputy/SASS
 - Continue to keep students seated and orderly.

B. If you do NOT have a class

1. Secure your staffroom windows – last person to leave locks the door.
2. Move to the South Oval and report to your year group assembly area.
3. Roll Call - keep your students orderly. Ask students to sit down during the roll call. Mark your roll. Record students that are absent on the absence sheet provided. After you have completed the roll call, give the sheet to the HT in charge of your roll group. The sheet will be collected from that person in charge by a SASS person.

C. If Acting, Relieving, Casual or Temporary Teachers - do the duties of the person you are replacing unless otherwise directed.

TEACHER EVACUATION ROLLS 2017

Class Roll	TEACHER	Class Roll	TEACHER
7EnL	Imogen Peles	10EnL	Karen Sandland
7EnA	Ryan Davies	10EnA	Jim Keath
7EnM	Dallas Smythe	10EnM	Angela Cohen
7EnB	Joanne Lawrence	10EnB	Eugenia McKinnon/Lily Sharman
7EnT	Naomi Creighton	10EnT	Sarah Smith
7EnO	Anne Grivas	10EnO	Adam White
7EnN	Vicki Nowak	10EnN	Nathan Tolley
7-9H Class	Belinda Bruce	RES	Con Papadopoulos
RES	Alison Corliss	RES	Geoff Coburn
8EnH	Margo Freer	11EnAA1	Chris Mannweiler
8EnL	Iftchah Ahmad	11EnAA2	Ella Foster
8EnA	Kirrily Furey	11EnAA3	Amanda Cossettini
8EnM	Helen Thurn	11EnAA4	Andrew Bozinovski/Alan Wright
8EnB	John Raschke	11EnSA1	Jane Newbold/ Michelle Gray
8EnT	Robyn Martindale	11EnSA2	Stephen Nash
8EnO	Joanna Lidster	11EnSA3	Helen Ranger
8EnN	Shaun Fletcher	11EnCECA	Bridie Watt/Tim Hickey
RES	Carolyn Nolan	11ESL	Sharna Leman
RES	Megan Davies/Toni Pearce	RES	Daniel Wilson
9EnL	James Lorang	12EnAA1	Anee Farley
9EnA	Bronwyn Jones	12EnAA2	Donna McSweeney
9EnM	Rhiannon Predny	12EnSA1	Leisa Harvey
9EnB	Lanai Elbourne	12EnSA2	Sarah Lambert
9EnT	Maria Glabus	12EnSA3	Cassandra Vodicar
9EnO	Debbie Attenborough	12EnSA4	David Connell
9EnN	Kurt Nicholson	12EnCECA	Marilyn Swift
RES	Richa Yadav	12 ESL	Sue Crowe/Kylie Woods
RES	Sylvana D'Accione	RES	Margriet Orr

APPENDIX 4 SPECIAL DUTIES - TEACHERS

TEACHERS

M Rosser	<ul style="list-style-type: none"> • Contact Fire Brigade, Police, Ambulance, Media and District Office
P Riley	<ul style="list-style-type: none"> • Overall coordination • Take Megaphone • Placement of roll class markers for his particular years • Ensure that South Oval gates are open • Overall responsibility at the marshalling area in South Oval/Co-ordinating Years Responsible for • Responsible for the accurate marking of rolls in South Oval of their relevant years • Acting Principal if Principal is absent
D Ball	<ul style="list-style-type: none"> • Overall coordination • Take megaphone • Placement of roll class markers for his particular years • Ensure that South Ovals gates are open • Overall responsibility at the marshalling area in South Oval/Co-ordinating Years Responsible for • Responsible for the accurate marking of rolls in South Oval of their relevant years • Acting Principal if Principal is absent
Head Teachers	<ul style="list-style-type: none"> • Support the assigned Year Adviser and assist in seating students in roll groups. Lead role in the management of staff, student and/or parent matters for their group.
Year Advisers	<ul style="list-style-type: none"> • Year Adviser: management role of their designated year group. Responsible to collect rolls off Laraine Mitchell and return once completed • Year 7: Scott Howard • Year 8: Aaron Taylor • Year 9: Anita Reynolds • Year 10: David Ling • Year 11: Ben Donaghey • Year 12: Elissa Ivory
J Dean/D Sweeney	<ul style="list-style-type: none"> • Check security of Library • Check girls' toilet in quadrangle • When on South Oval check Library staff present – report to G Wynn
G Wynn	<ul style="list-style-type: none"> • At South Oval collect Staff List and Staff Leaving Premises Book and follow up discrepancies in staff (teaching & SASS) • Check SLSOs all present • Take the staff 'sign on' book (this can be used to record the attendance of interns) and to take a list of casuals replacing teachers
B Hill	<ul style="list-style-type: none"> • Secure back up tapes from student server • Assist G Wynn in marking off staff on South Oval
C Gocher	<ul style="list-style-type: none"> • Check female staff toilet and girls' senior student toilet in A block
G Coburn	<ul style="list-style-type: none"> • Check MPC including toilets and change rooms • Check male staff toilet and boys' senior student toilet in A block
T Cullen	<ul style="list-style-type: none"> • Assist with emergency care on South Oval
J FitzSimons	<ul style="list-style-type: none"> • Assist with emergency care on South Oval
C Bertram	<ul style="list-style-type: none"> • Remains at the Front Gate (Young Rd) to prevent any person entering the school grounds during the emergency
Brad McCudden	<ul style="list-style-type: none"> • Remains at the Car Park Gate (Womboin Rd) to prevent any person entering the school grounds during the emergency

APPENDIX 5 SPECIAL DUTIES - SASS

SASS	
N Leader	<ul style="list-style-type: none"> • Check security of labs before leaving for South Oval • Make sure chemical store room is locked • Check marked rolls for Year 12 against absentee sheet and record any discrepancies on the relevant discrepancy sheet
K Hicks/T Stewart	<ul style="list-style-type: none"> • Secure cash and close student office • Check marked rolls for Year 7 against absentee sheet and record any discrepancies on the relevant discrepancy sheet • T Stewart to update parent emergency contact details in evacuation kit each Term • T Stewart/K Hicks to take evacuation kit to South Oval
S Perkins	<ul style="list-style-type: none"> • To ring the warning continuous bell indicating the evacuation • Check marked rolls for Year 9 against absentee sheet and record any discrepancies on the relevant discrepancy sheet.
B Baker	<ul style="list-style-type: none"> • Check security of kitchens before leaving for South Oval • Assist Laraine Mitchell with checking of the Year 8 rolls
L Mitchell	<ul style="list-style-type: none"> • Take visitors book and contractor's maintenance book • Check marked rolls of Year 8 against absentee sheet and record any discrepancies on the relevant discrepancy sheet • Responsible for keeping staff list updated
S Williams	<ul style="list-style-type: none"> • Assist J Dean/D Sweeney with library security before leaving for South Oval • Assist Sonia Perkins with checking of the Year 9 rolls
Front Desk	<ul style="list-style-type: none"> • Put phone on night switch • Phone canteen and inform them of emergency • Take SASS sign-on book and staff leaving premises book • Assist Tracey Hickey with checking of the Year 10 roll.
T Hickey	<ul style="list-style-type: none"> • Take First Aid Kit containing EpiPen and asthma puffer to South Oval • Check marked rolls of Year 10 against absentee sheet and record any discrepancies on the relevant discrepancy sheet.
C Kyneur	<ul style="list-style-type: none"> • Collect school mobile phones • Take casual mobile phone to South Oval • Secure administration area after everyone has evacuated and lock front door • Check that all SASS, GA, Canteen and cleaning staff are present against SASS sign on book and staff leaving premises record – report to G Wynn any discrepancies • Distribute rolls, day sheets and absentee sheets to all years. This is to include; TAFE students' rolls in the Year 11 and 12 folders and absentee sheets for each year group.
C Carraro	<ul style="list-style-type: none"> • Check for 'outside' workers on premises and direct them to South Oval • Ensure that South Oval gates are open • Assist in placing pegs for roll call • Set up six desks and twelve chairs.
A Chisholm	<ul style="list-style-type: none"> • Check all Canteen Staff are present; report to C Kyneur any discrepancies.
N Chapple/R Caldwell	<ul style="list-style-type: none"> • Check Senior Girls Toilet and Female Staff Toilet in A Block. • Take First Aid Kit containing EpiPen and asthma puffer to South Oval • Assist N Leader with checking of Year 12 rolls.
A Parker	<ul style="list-style-type: none"> • Check marked rolls of Year 11 against absentee sheet and record any discrepancies on the relevant discrepancy sheet. • Give staff list to G Wynn and assist as required.
SLSO's	<ul style="list-style-type: none"> • Assist SASS with roll marking as directed by the SAM. • Jodi to assist Anne Parker with checking of the Year 11 rolls. Margaret and other SLSO casuals to assist G Wynn as required.