



Gravesend Public School Emergency Procedures



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Rationale

Emergencies may occur in the school that requires the evacuation or containment of students and staff for safety reasons. A procedure for this must be established and practiced by all staff, students and community groups who attend the school.

Aim

To familiarise staff, students and visitors with the procedure for school Evacuation or Lockdown.

Evacuation Objectives:

In the event of an emergency to:

- Move the students and staff to a safe area in an orderly manner and contact emergency services.
- Secure relevant documents, records and the school.
- Ensure that the school is safe before staff and students return.

Lockdown Objectives:

- Secure students and staff within school buildings and contact emergency services.
- Ensure all individuals are out of eyesight.
- Ensure the safety of each individual within the school till the 'All Clear' has been given.

Warning Device

Megaphone Siren is used to alert students and staff of emergencies. It is played through the intercom.

Evacuation: Continuous siren –10 seconds, pause- 2 seconds, repeat

Lockdown: 3 siren cycles, pause, 3 siren cycles, repeat – secure classrooms and secure students.

Implementation-Evacuation

Marshaling Areas

School playing field fence-line to South West of canteen, See Marker.

If access to this area is dangerous, then the staff should move students to the Recreation Ground via the tennis courts.

Rolls – Copy of roll to be carried by the SAM, teachers leading students to the marshaling area and mark roll once there. Be ready to provide Principal with 'all correct' or with concerns.

Canteen Volunteer Staff / Playgroup move to the marshaling area via the alternative route through center of school playground or via toilet block.

All staff, visitors and volunteers move to the marshaling area with the students.

Principal or Principal's representative- will pass students to classroom leaders, call emergency services, proceed around the school to check that all buildings and rooms are clear and locked, meet with emergency services and once the incident is over, give the 'all clear'.

Stand Down

Principal or Principal's representative will announce the end of the emergency when the all clear has been received from the relevant authorities and all individuals are accounted for. "All Clear" three times through the Megaphone.

Drill

There will be one evacuation exercise each semester. A copy of these procedures is to be displayed in all rooms.

Implementation-Lockdown

Classrooms

All staff and students are to lock the classroom door, if possible, pull down blinds, move chairs and sit under desks, sitting as silently as possible. All individuals are to be away from all windows and line of sight into classrooms.

Principal or Principal's representative- will call the emergency services on the school mobile and proceed to walk around the school and check all rooms are locked and individuals are inside safe or deal with any individuals needing first aid.

Stand Down

Principal or Principal's representative will announce the end of the emergency when the all clear has been received from the relevant authorities and all individuals are accounted for. "All Clear" three times through the Megaphone.

Drill

There will be one Lockdown exercise each semester.
A copy of these procedures is to be displayed in all rooms.

Evaluation

A debrief will be held after each practice and after an incident to communicate overall effect and to address any issues that may arise.

These procedures will be reviewed annually.

Class Leaders:

3-6 Kay Rolfe or additional adult.

K-2 Deb Motley

DRILL DATE	Type of Drill	Evaluative comment
28/03/2018	Evacuation	Processes need reviewing and updating, all clear in 3 mins. Tharawonga attended
26/10/2018	Evacuation	All clear in 1.5mins
02/11/2018	Lockdown	All clear in 2mins, airhorns were not consistent, look for an alternative.
24/06/2019	Evacuation	All clear in 2 mins
20/8/2019	Evacuation	All clear in 3mins, New airhorns were still insufficient. Find a siren of some kind.
21/2/2020	Evacuation	All clear in 3 mins, air horns did not work, megaphone siren to be used in future. Door locks to be re-keyed for future.
13/3/2020	Lockdown	All clear in 3 mins, Siren used, was clear for all classes. Door locks to be fixed and blind to be installed in infants door.

Emergency Assembly Point detailed in Black



2068 - Gravesend Public School
Site Plan (10596)

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