St Ambrose Catholic Primary School, Pottsville

Critical Incident Management Plan
Updated for 2016 Building Program

(Incorporating Evacuation and Lockdown Procedure)
Rationale

St Ambrose Primary School, Pottsville is committed to ensuring, so far as reasonably practicable, the health and safety of all individuals while on school grounds. An important component of this endeavour includes the management evacuation protocols when staff and students are required to evacuate buildings due to a threat of harm.

The following evacuation procedures should take place in the event of an emergency where students are to be evacuated outdoors or to remain outdoors and in the event of the school being placed into a lockdown situation.

Staff are required to ensure that they and their students are familiar with these procedures.

Evacuation and Assembly Procedure

A. During the 2016 Building Program (Semester 2, 2016), the “Assembly area” referred to within this policy is located at the horse-shoe driveway at the entrance of Sts Mary and Ambrose Church (Charles Street, Pottsville).

B. Class groups on the second level of the classroom building are to be to follow signed corridors and pathways within the school, exit the fenced area using the office gates, proceed to the Assembly area under the covered school walkway and assembly in class groups on the driveway.

1. A CONTINUOUS ALARM will be sounded over the Public Address System. This is the signal to evacuate the whole school to the Assembly area via their emergency route, to their designated area.

2. The person who discovers the emergency should contact administration immediately (Phone Principal – 110, Assistant Principal – 112 or Office Manager – 111) so emergency services may be contacted and emergency procedures are put into action. If however the fire can be easily extinguished, use classroom fire extinguisher. Principal or their delegate will notify Emergency Services – 000.

3. Staff should be concerned solely with the safe evacuation of people (not in saving personal or school property).

4. An updated version of each class roll must be taken by Administration staff to the assembly area, considering safety first.

5. Children will be kept calm in class groups and will proceed according to the Emergency Evacuation Map (refer to points A and B for alternative Evacuation pathways and Assembly area). There must be no running, but evacuation should be executed quickly. Unless stated otherwise, only the top and bottom oval gates will be used for evacuation. Line up in class order.

6. Teachers in charge of each class will mark the roll, cross-checking with details provided on print out and immediately alert administration staff to any inconsistencies.

7. Administration Staff should check the following areas in the event of an evacuation:

   Office Manager: Sick bay (Collect first aid kit), Principal’s and Assistant Principal’s offices and meeting room, ensuring front door is locked on departure.
   Principal: Student toilets and hall, ensuring hall is secured on departure
   Assistant Principal: Office disabled toilet, Staff toilets, Staffroom, Canteen & Library, ensuring staffroom, canteen and library are secure before departure.

8. Teachers should check Withdrawal rooms adjacent to their classroom.

9. Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that particular area (eg. Art, Music, Drama, Sick Bay or Music Tutors) to the assembly area. Their escort will ensure they rejoin their class.
10. Learning Support students must be escorted to their allocated class. If a teacher is on release time, they must join their class.

11. Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area.

12. All staff must know the whereabouts of fire extinguishers and how to use them.

13. Return to work area / class may only occur after the ALL CLEAR signal has been given.

14. All visitors, contractors, volunteers must follow directions from staff.

**Critical Incident – LOCKDOWN Procedure**

The aim of the Lockdown Procedure is to:

- Ensure the safety of all students, staff, and visitors present at the school during the event of a critical incident
- Ensure that exposure to danger and risks of harm are minimized.

Examples of Critical Incidents may include:

- The death of a person on school property during school hours
- Students, staff or visitors being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds

**Lockdown Procedure**

**Initial Notification**

1. In the event of a critical incident, the person witnessing the incident must use the 2-way radio (channel 16) if on playground supervision or use the internal telephone system and dial 111, stating the nature of the incident. If unable to access either of these, report the incident via runner or in person to the office to raise the alarm.

2. The office staff member receiving the incident message will notify the principal or delegated authority.

3. The Principal and/or the delegated authority at the time of notification will determine the need for a Lock Down and initiate the procedure should it be warranted. At Principal’s discretion, Emergency Services will be notified on 000.

**‘Lock Down’ Announcement**

Initially a Lockdown siren will be sounded. On hearing this notification all work is to immediately cease and all students are to pay immediate attention to announcements and to teacher instructions.

Following the siren an announcement which will state the following:

"This is a Lockdown. This is not a drill.
Please secure all classes and building entrances."

**Student and Staff Movement**
Students and staff will remain in their rooms and make efforts to close and lock the door and windows that could allow access into the room. *Vacant rooms adjacent to you are to be locked also* i.e. Withdrawal Rooms. Refer to Schoolworx and inform the office of students present at school but absent from the class.

The librarian and or teachers using the library at the time of the lockdown are to make an effort to close and lock the doors and windows of the library. Classes in the library or hall are to remain there.

Students and staff involved in activities on the fields are to move promptly to their classrooms, unless otherwise instructed. Report your position to the office and wait for instructions.

Teachers on ‘Release from Face-To-Face Time,’ are to remain in the staff room or work area to assist the Principal. They may be required to assist with emergency vehicular movement at the front of the office.

*If the ‘Lockdown’ announcement is given before school or during Recess or Lunch, students are to move directly to their classrooms unless the supervising teacher deems it unsafe to proceed. All teachers are to move promptly to their classrooms to assist in further supervision as directed by authority.*

**Responsibilities**

- **Principal/Designated Authority** to coordinate the procedure.
- **Secretary** to telephone the Police or relevant support services.
- **Parent Helpers and Teachers** are to remain with classes.
- **Students** are to remain seated and quiet at all times. Instructions will come via the internal paging system.

**No one is to leave a locked room until the ‘All Clear’ is given**

**‘All Clear’ Signal**

The ‘All Clear’ announcement will be communicated by the Principal or delegated authority via the intercom system.

The ‘All Clear’ announcement will state the following:

*“The Lockdown has now ended. Normal class activities may resume.”*

**Lockdown Follow –Up**

The executive will investigate the incident and implement an evaluation in accordance with the school’s Critical Incidents Management Plan.

**Related Documents**

- St Ambrose Bushfire Risk Control Guide

**CONTINUOUS IMPROVEMENT**

Our school executive team, in consultation with staff through the WHS Representatives will regularly monitor, evaluate and review this Critical Incident Management Plan.
This Management Plan will be reviewed within twelve months of its date of adoption.

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In Case of Fire

- **R**emove persons from immediate danger.
- **A**lert nearby personnel and the Incident Controller, call 000.
- **C**onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- **E**xtinguish or control fire (if safe to do so).