



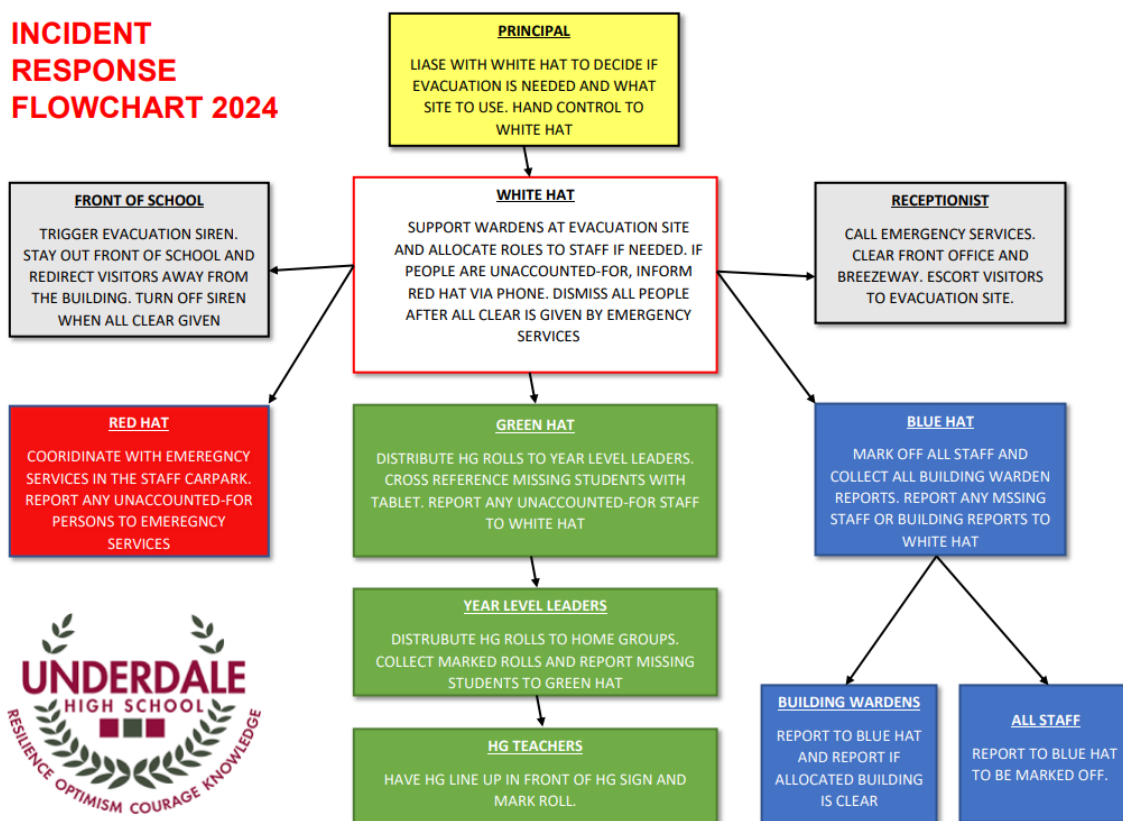
Emergency Management Plan

Underdale High School



Incident Response Group

INCIDENT RESPONSE FLOWCHART 2024



Site Profile

Site Name	Underdale High School
Address	19 Garden Tce, Underdale, SA
Telephone	8301 8000
Email	dl.0965.info@schools.sa.edu.au
Hours of Operation	0800 - 1600



Staff/ Student Information

Number of enrolments	656
Number of staff	83
Proportion of staff health factors (%)	6
Proportion of student disability/special needs (%)	19.5

Tones used for activation of emergency procedures

Shelter in place

Alarm tone method used	Electronic Bell
Pattern of alarm tone	3 Short Bursts

Lockdown

Alarm tone method used	Electronic Bell
Pattern of alarm tone	10 Short Bursts

Onsite Evacuation

Alarm tone method used	Electronic Bell
Pattern of alarm tone	Long Continuous

Offsite Evacuation

Alarm tone method used	Electronic Bell
Pattern of alarm tone	Long Continuous
Method to inform wardens to use alternative location	Loudspeaker

Student collection protocol

Student attendance record	Yes
Student collection during emergency	yes



BOMB THREAT PROCEDURE 2024

This procedure is to be used to assess threats and
ALL bomb threats must be considered real unless something tangible is found.

Threat Overview

Bomb threats are usually in form of communication that is either written or verbal.

Written threats may be made in the following ways and are used to disrupt or cause alarm:

- Electronically
 - Emails
 - Web chats
 - SMS
- Letters

These procedures are designed to help staff respond to and deal with a threat in accordance with current directions provided by the Australian Federal Police and *Australian Standard 3745-2010* and help to assess the level of the threat and, on the information available, decide on a course of action.

Telephone Threat

Any person receiving a telephone threat should observe the following:

- **Keep calm.** If possible attract the attention of a fellow colleague.
- **Keep the caller on the line** as long as possible to gather information.
- **Use the site's threat check list.** The checklist can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings.
- **Obtain as much detail as possible** about the bomb and its location.
- **Listen carefully** for any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity of the caller.
- **Do not discuss the call** with other staff in order to minimise distress; be discreet with the information and take direction from the chief warden or manager.
- **Immediately after the threat**, contact your supervisor, chief warden and notify the police.
- **Complete your site's threat report form** and provide it to the chief warden, or in their absence, the police when they arrive.
- **Wave the THREAT card** to alert those around you that a threat is being made

Written Threats

Once it has been confirmed that a message is a bomb threat, the message and envelop or its container should be placed in a paper envelope or a paper folder for further examination by police/forensics. Do not photocopy the letter or note.

Email Threats



It is possible that a threat may be received as an email. In this event evidence is still available within the software. To preserve the evidence:

- Save an electronic copy of the email and any attachments.
- Print a hard copy of the email for referencing the details of the threat.
- Notify the chief warden and the police.

Threat Evaluation

Following the receipt of the threat, the chief warden must consider the level of threat and decide on the appropriate action, using:

- The threat report.
- Results of searches by the Incident response group.
- Information obtained from staff within the building and the police.

The threat may be assessed as:

- Non-specific threat
 - For example, a call made by a child and/or childish laughter in the background or where little detail is received.
- Specific threat
 - For example, a call made in a calm and deliberate manner where greater detail regarding timing, location or type of device is given.
 - To help determine the level of threat from a suspect item found during a search, consideration must be given to:
 - Calling triple zero (000).
 - Whether the item was hidden.
 - If it is an obvious device.
 - If it is similar to the original threat description.
 - If it is typical of all other items in the area.
 - If there has been reports of unauthorised person's onsite.
 - If there is evidence of forced entry.
- Other factors that may provide assistance are:
 - A threat is only that until something obvious is found.
 - A perpetrator will infrequently give warning of an attack.
 - The consequence for issuing a threat is not as severe as the placement or initiation of a device.

Persons with Special Needs

On being notified that a threat has been received, floor or area wardens should ascertain the location of any person with special needs in their area. If a decision is made to evacuate the building, the chief warden should arrange for a person with special needs to be removed from their floor using a lift. All lifts must be checked for any suspect object prior to use.

The most appropriate search methodology should be considered and used as follows:

- Supervisory search
 - A supervisory search is discretely undertaken by supervisory staff members without alerting other staff members to the threat. Each supervisor searches their own area



of responsibility; however, because it is only a superficial walkthrough, it is only 50-65 per cent effective.

- Occupant search
 - Occupants are best qualified to search their respective areas and should be readily able to assess and identify items that do not belong. This type of search is relatively fast and efficient and may avoid privacy problems but may require additional staff training. This form of search is considered to be 80-90 per cent effective.

Initiating a Search

The methods to initiate a search include:

- Sending an encoded message over a public-address system such as CODE PURPLE.
- Using a telephone cascade system. For example, contact 3 people, who are then required to contact another 3 people until all appropriate staff are notified to commence the search.
- Direct personal contact with staff.

Students

- **DO NOT take bags/belongings!**
- **DO NOT go to lockers!**
- Move calmly, quickly, and quietly in an orderly manner to the designated exit.
- ***Once outside the building move to assembly point as per map and assemble as a Home Group with your Home Group teacher and remain here until told otherwise.***
- ***STUDENTS MUST COMPLY WITH THE SCHOOL SOCIAL MEDIA POLICY AT ALL TIMES. DO NOT POST DETAILS/PHOTOS/VIDEO OF AN EMERGENCY EVENT TO SOCIAL MEDIA!***

Search Procedures

Hand-held radio transceivers and mobile phones **MUST NOT** be used during a bomb threat. Under certain conditions, transmissions can trigger an electrically-detonated or radio-activated bomb. Two-way radios if available should be switched on and carried, to allow for communication during the search. While it is safe to receive messages, they should not transmit while in the threat area or near a suspect package.

A minimum of 25 metres from the device is recommended as the safe distance for transmission when using a radio or mobile phone.



The police may request staff conduct a search of the building. All wardens should be instructed in bomb threat strategy during their routine training. Police will not normally search a building following receipt of a threat because:

- They are unlikely to know the layout of the building and the various places a device may be concealed.
- They will not know what should be in a particular place and what should not be. Staff members should know and be able to search more effectively and thoroughly.

Detailed searches take a considerable amount of time. Site occupants may not be permitted to return for some hours. Consideration should be given to their welfare, for example, in summer or wet weather, relocation to a more comfortable location with shade or shelter or for a provision of refreshments.

If a search is decided upon, wardens should be directed to search their area and report the location and appearance of any suspicious items.

Wardens should look for anything that:

- Should not be there.
- Cannot be accounted for.
- Is out of place.

If a suspicious object is found:

- No one is to touch or move it.
- Clear people away from the immediate vicinity.
- Secure the area.
- Inform your supervisor.
- Initiate evacuation.
- Inform the police.

Assembly Area

The designated safe assembly area is to be well away from the building, out of the line of sight and well clear of windows.

The evacuation assembly areas should be searched by wardens nominated by the chief warden. The wardens used for this search should be from an area away from the threat.

For biological threats evacuate upwind and upslope of the building with a minimum of 150 metres distance.

Detailed Room Search

Divide the room into sections, for example halves or quarters. Search teams should:

- Listen for any unusual sounds.
- Conduct a passive search only (look without touching).
- Operate with one team progressing clockwise and one team anti-clockwise, checking the area as follows:
 - Floor to waist level



- Waist to head level
- Head to ceiling level
- Mark the area as clear, using chalk marks, post-it labels or similar.

Course of Actions

Course of action – deciding to evacuate

The police will normally leave the decision to evacuate to the Incident Response Group, but may provide advice or recommendations.

Course of action – disregard the threat

The option to disregard the threat or 'do nothing' may be tempting when receiving a threat from an intoxicated person or a child. The chief warden must be absolutely sure it is a prank call. If there is the slightest doubt, the chief warden must adopt one of the other options.

Course of action – search and evacuate only if a suspicious object is found

This choice means people will be in the building for a longer period if there is a device present. Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the chief warden may then consider that the building can be declared safe. The chief warden may consider this option appropriate if the threat level is assessed as low.

Course of action – search with partial evacuation

When the threat level is considered to be moderate and there is no reason to believe an initiation to be imminent, the chief warden may consider partial evacuation. This means retaining all essential staff members and search teams.



Course of action - evacuate immediately without search

In the event of a call that the chief warden considers high risk there may be advisable to evacuate as quickly as possible, without conducting search, especially where there is a possibility of imminent initiation.

When the time of an initiation has been disclosed in a threat, the chief warden must ensure search procedures are terminated well before the deadline, even if the device has not been found. All searching must cease no later than 20 minutes before the time given.

Where the threat stipulates a 'time-to-explosion' but it does not eventuate a minimum of 20 minutes must elapse before reoccupation, commencing or continuing the search. Where evacuation was ordered without search, then a search must be undertaken before personnel are permitted to reoccupy the building.

Evacuation

If the evacuation of part of or complete evacuation of the building is ordered, the procedures are similar to an evacuation for a fire. Wardens are to:

1. Direct occupants to the nearest exit and instruct them to take all personal items with them. Guide them to the nominated assembly area using a path of egress away from the suspect item if the location is known. Wardens should ask occupants to visually check their area for any suspicious articles as they leave their floor or area.
2. Conduct a final check of all areas including toilets, strong rooms, plant rooms, store rooms and all other occupiable spaces to ensure they are clear of occupants.
3. Advise the chief warden when their area has been evacuated. Ensure internal doors, except fire doors, are left open if possible, and that occupants do not re-enter the buildings.
4. Proceed to the nominated assembly area and remain in charge of occupants until directed to return to the building.

Threats After Hours

Should a threat be received outside normal working hours, the recipient should report the matter to the police, alert other persons/tenants occupying the area, and evacuate the building using the emergency exits. Do not re-enter the building until advised by police.

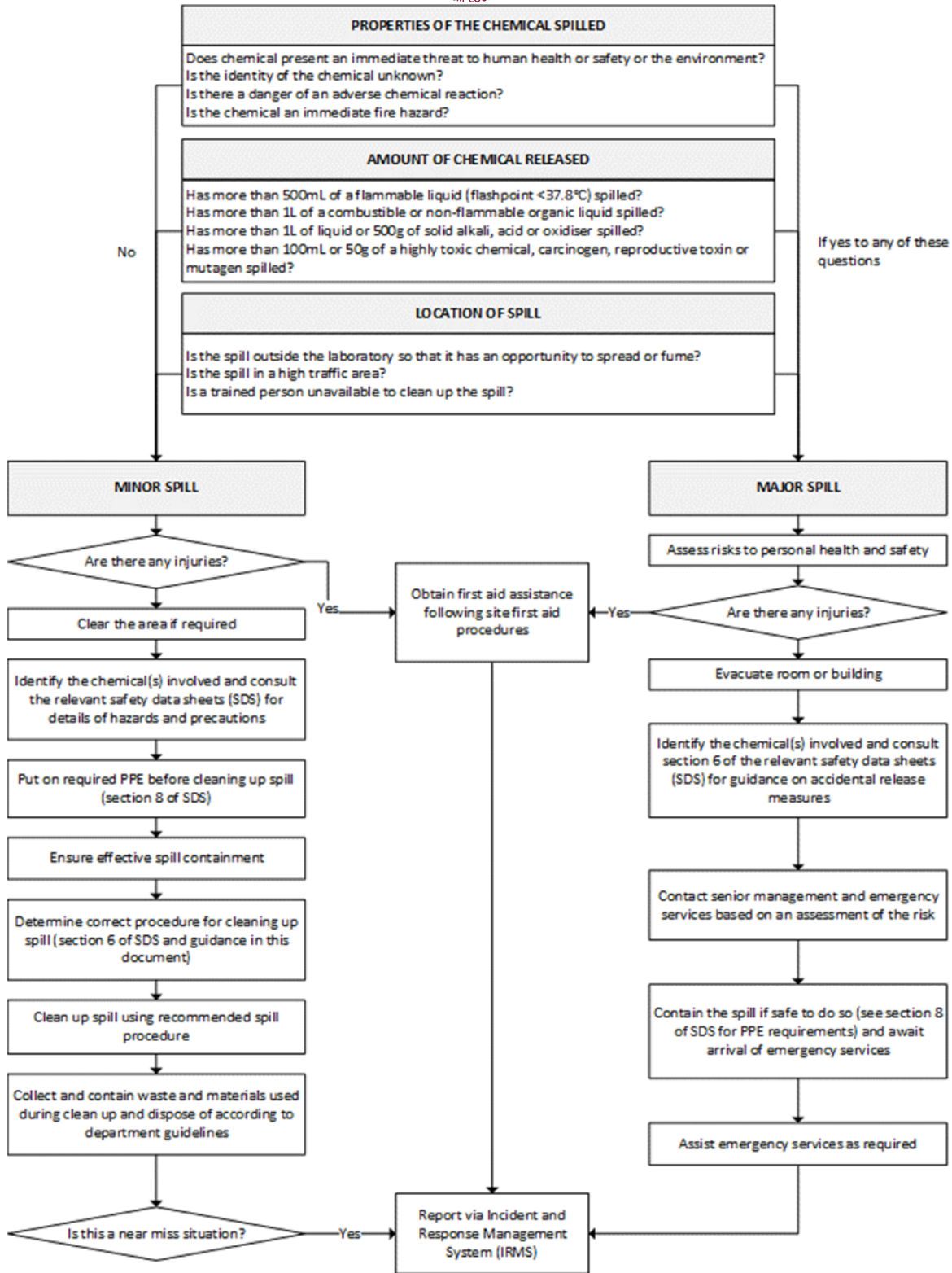
Decision to Reoccupy

Once an evacuation has been completed, the chief warden and/or building management will decide when to reoccupy the building if a suspicious object has been found. The police will assume control until the object/building is declared safe. After this time, the chief warden will assume control.



CHEMICAL SPILL MANAGEMENT 2024

The response to a chemical spill will depend on the hazards and properties of the chemical, and the volume of the spill. Refer to the flowchart below:



Chemical Spill Clean Up for Minor Spills

General procedures for cleaning up minor spills of hazardous chemicals are provided below. Always refer to the SDS for the spilled chemical for specific instruction on clean-up. Ensure to immediately



contact the Lab Technician/ WHS Officer if a chemical spill occurs in an area without an available spill kit.

Acid or Alkali Spills

Neutralise minor spills of acid or alkali before absorbing them for disposal. For larger spills, where complete neutralisation is not practical, use absorbent media without first neutralising the spill, or use purpose made absorbent pads with built-in neutralisers.

Neutralisation of concentrated acids or alkalis generates heat and fumes. Ensure good ventilation and use the PPE specified in the SDS when cleaning up the spill. If good ventilation is not possible, absorb the solution using absorbent media without attempting to neutralise it first.

To neutralise a minor acid spill:

- sprinkle the neutralising agent (sodium bicarbonate, sodium carbonate or calcium carbonate) over the spill slowly, starting from the edges and working in towards the centre
- allow neutralisation reaction to proceed until effervescence stops
- avoid breathing in the fine powder and gas (carbon dioxide) generated
- test pH using test strips or universal indicator solution – a pH within the range pH6 to pH8 is acceptable as trade waste
- absorb the neutralised liquid with absorbent material
- pick up contaminated absorbent material using tongs or a dustpan and broom and place in a strong plastic bag
- wipe the area down with a wet paper towel followed by a dry towel
- place used paper towels and disposable PPE such as gloves and apron in the plastic bag with the absorbent material, seal the bag and place in school industrial waste bin.

To neutralise a minor alkali spill:

- remove combustible materials close to the spill, as alkali neutralisation can generate heat
- do not touch the spilled fluid, even with nitrile gloves
- sprinkle the neutralising agent (vinegar, sodium bisulphite, boric acid or oxalic acid) over the spill liberally, starting from the edges and working in towards the centre
- allow neutralisation reaction to proceed until the reaction stops (1 to 5 minutes)
- if heat was produced during neutralisation allow the mixture to cool
- test pH using test strips or universal indicator – a pH within the range pH6 to pH8 is acceptable as trade waste
- absorb the neutralised liquid with absorbent material from the spill kit
- pick up contaminated absorbent materials using a dustpan and broom and place in a strong plastic bag
- wipe the area down with a wet paper towel followed by a dry towel
- place used paper towels and disposable PPE such as gloves and apron in the plastic bag with the absorbent material, seal the bag and place in school industrial waste bin.



Biological Spills

Biological spills may contain potentially pathogenic microorganisms or potentially infectious or hazardous biological material. Biological spills must be cleaned up immediately to minimise the risk of infection and contamination. Only the teacher or laboratory employee should clean up biological spills. Tell students to report all spills to the teacher immediately.

To clean up a biological spill:

- large spills or spills that have caused a lot of splashing may lead to the generation of aerosols – evacuate the room for 30 minutes to allow aerosols to disperse before cleaning up the spill
- for small liquid spills:
 - put on gloves and protective clothing
 - cover the area with enough paper towels to contain and absorb the spill
 - pour disinfectant over the paper towels and immediate surrounding area and leave for 30 minutes
 - remove paper towels and place in a plastic bag for disposal in normal waste bin
 - wash the decontaminated area with warm water and neutral detergent
- for larger liquid spills and spills containing sharps such as broken glass:
 - put on gloves and protective clothing, including face or eye protection
 - create a dam with absorbent material to confine the spilled material if needed
 - check the spill for sharps and if these are present remove with forceps and discard into sharps biohazard waste before cleaning up the spill
 - cover the spill with enough paper towels or other absorbent material to contain and absorb the spill
 - flood the area with disinfectant and leave for 30 minutes
 - remove paper towels or other absorbent material and place in a plastic bag for disposal
 - wash the decontaminated area with warm water and neutral detergent
- wipe down surfaces that may have been contaminated with aerosols using disinfectant solution
- thoroughly wash decontaminated areas with warm water and neutral detergent
- disinfect contaminated PPE prior to washing with warm water and a neutral detergent
- if reusable forceps were used to remove sharps, wrap forceps in foil or place in a clean test tube and cover the opening with foil and sterilise in an autoclave or pressure cooker
- wash hands with soap and water once the spill has been cleaned up.

Additional considerations for biological spills on the body:

- take off contaminated clothing and wash the affected area with soap and water – disinfect or autoclave contaminated clothing before washing it
- emergency eyewash facilities can be used where the eyes, face or mucous membranes have been contaminated with biological material
- seek medical attention if microbiological substances are ingested or enter the eye
- see a designated first aider for assessment of any sharps injuries and seek medical attention where there is a risk of contamination with microbiological substances.



Flammable Liquid Spills

To clean up spills of flammable liquids follow the process below:

- control all sources of ignition – turn off gas, electrical and heat generating equipment
- contain the spill by spreading absorbent material over the spill, starting from the edges and working in towards the centre
- allow the absorbent material to completely soak up the liquid
- pick up contaminated absorbent materials using tongs or a dustpan and broom
- place the waste into the chemical resistant bin
- if the chemical is water soluble, wipe the area down with a paper towel, followed by wet mop and detergent and then dry down the area
- small spills of volatile organic liquids (<100mL) may be evaporated in a fume cupboard
- dispose of all waste correctly – refer to the information sheet on ‘chemical waste disposal’ for guidance.

Other Liquid Spills

To clean up spills of liquids other than corrosives or flammable liquids, follow the process below:

- contain the spill by spreading the absorbent material over the spill, starting from the edges and working in towards the centre
- allow the absorbent material to completely soak up the liquid
- pick up contaminated absorbent materials using tongs or a dustpan and broom
- dispose of all waste material in a strong plastic bag, seal bag
- if the chemical is water soluble, wipe the area down with a paper towel, followed by wet mop and detergent and then dry down the area
- dispose of all waste correctly – refer to the information sheet on ‘chemical waste disposal’ for guidance.

Solid Spills

Follow the process below to clean up a spill of a solid chemical:

- wear a dust mask
- sweep solid material into a plastic dustpan, taking care to minimise generation of dust
- place material in a sealed container
- wipe the area down with a wet paper towel and dry down the area
- dispose of used paper towel in a strong plastic bag, seal bag
- dispose of all waste correctly – refer to the information sheet on ‘chemical waste disposal’ for guidance.

Spill Kits

Spill kits must be present in all work areas that store and use hazardous chemicals. The type of spill kit used should reflect the type of hazards present. The kit may be a commercial kit or a self-



assembled kit. Kits must be stored in a location where individuals can quickly gain access to items needed in the event of a spill. Kits are to be replenished on an annual basis.

Spills kits are located in the following areas at Underdale High School:

- Laboratory Prep Room – CO13
- Design and Material Technologies
- Maintenance Shed
- Automotive – Pappa’s Shed



BUILDING EVACUATION PROCEDURE 2024

Building Evacuation & Lock-in Procedures are of vital importance to the health and safety of students, staff and visitors. As they are used infrequently and often only in practice situations, it is easy to overlook the very high priority they must have. We urge all staff to study this document carefully and visualise our roles and responsibilities seriously, so that if the worst happens, **we are prepared and ready.**

EVACUATION:

All personnel, students, staff (teaching and non-teaching) and any other visitors in the school must move to the evacuation site as directed when the evacuation signal occurs.

Personnel must always assume that the procedure is an emergency.

Staff and students must know the **preferred routes** (see map) to Evacuation Site A (the oval behind the tennis courts) and Evacuation Site B (the far North end of the oval).

Evacuation will **ALWAYS** be to Evacuation Site A (the oval behind the tennis courts) unless staff are notified by loud speaker to move to Evacuation Site B (the far north end of the oval).

All movement must be orderly, calm and as quiet as practicable so that instructions may be heard.

Signal

- Continuous bell and/or siren.
- In the event of power failure, an air horn will replace the siren.

Assembly Point

- Staff and students are to proceed to Evacuation Site A area (oval near the tennis courts) unless directed otherwise.
- Students are to line up into Home Groups behind their designated Home Group number.
- Students should be instructed to self-organise into alphabetical order.
- Students that are nervous of crowds may be allowed to stand at the end of the line.
- If using an assembly area without Home Group signs line up in Home Group order (**ie start at 7.1 through to 12.5**)
- Students without a Homegroup must line up to the right of the 12.5 signpost.
- After hours the assembly point is the staff car park

Evacuation Exits

Each class room and office area will have a clearly displayed map, which shows the exit to be used, and to where personnel are to move unless directed otherwise by an Emergency Response Team or Emergency Services member.

The map must not be removed from any area and the WHS Officer is responsible for ensuring that the information regarding evacuations or other emergency procedures are present in all areas at the beginning of each term.

Procedure

Principal/Delegate calls for evacuation -

- Emergency Services are notified by Receptionist.
- Building Wardens check designated areas, then report to Finance Officer for further instruction.



- Designated personnel take relevant information.
- At the end of the emergency the all clear will be delivered by Emergency Services or the Chief Warden.

Role of the Subject Teacher

- Must be familiar with the room evacuation process as indicated on instructions and map posted nearby.
- Bags are **NOT** to be taken; students must not go to lockers.
- Doors must **NOT** be locked.
- Lead students from classrooms to assembly point via designated exits

Role of the Home Group Teacher

- Assemble students in a single line in alphabetical order, facing your Home Group number.
- Home Group lists will be distributed by the Year Level Coordinator.
- Account for all students, **STAY** with Home Group.
- Students that are nervous of crowds may be allowed to stand at the end of the line.
- Year Level Coordinator will gather information from you to be given to Student Warden (Green Hat).

Role of the Year Level Coordinator

- Report to Staff Warden (Blue Hat) at the evacuation point
- Collect home group lists from Student Warden (Green Hat) and hand out to Home Group teachers.
- Report missing Home Group Teachers to Staff Warden (Blue Hat) and ask available teachers to act as Home Group Teachers as replacements.
- Collect lists from Home Group teachers and report details to Student Warden (Green Hat).

Teachers on Non-Instruction Time

- Report to the Staff Warden (Blue hat) at assembly point. Assist where required. Remain at this location.

Students

- **DO NOT take bags/belongings!**
- **DO NOT go to lockers!**
- Move calmly, quickly, and quietly in an orderly manner to the designated exit.
- ***Once outside the building move to assembly point as per map and assemble as a Home Group with your Home Group teacher and remain here until told otherwise.***
- ***STUDENTS MUST COMPLY WITH THE SCHOOL SOCIAL MEDIA POLICY AT ALL TIMES. DO NOT POST DETAILS/PHOTOS/VIDEO OF AN EMERGENCY EVENT TO SOCIAL MEDIA!***

Disabled Students/Staff

- DO NOT take bags.
- If **AMBULANT** – evacuate with class to assembly point according to evacuation instructions.
- If **NON-AMBULANT** –

GROUND FLOOR – teacher will direct class to designated building exit. Teacher and/or Building Warden will then move disabled student/staff to exit to join rest of class, and if safe to do so will move with all students to assembly area. If not safe to do so, the teacher/building warden will



leave the disabled person at the building exit, and will evacuate with class to assembly area. The position of the disabled person will be immediately reported to the Chief Warden. Emergency Services will be responsible for the rescue of this person. No-one is to remain with a disabled person so as to put more lives at risk.

FIRST FLOOR – **DO NOT USE LIFT IF A FIRE** – teacher/Building Warden **will** move disabled person to the **nearest wet area**. Teacher or Building Warden reports position immediately to Chief Warden. Emergency Services will be responsible for the rescue of this person. No-one is to remain with a disabled person so as to put more lives at risk.

- A classroom SSO will be assigned to check welfare of disabled students at the evacuation point.

Non-Teaching Staff

Report to the Staff Warden (Blue hat) at the designated assembly area and await further instructions unless performing Building Warden duties.

Wardens

- Teaching and Non-Teaching staff who have been appointed Building Wardens are to clear their designated areas and report to Staff Warden (Blue Hat) to await further instructions. **Do not go back into your area** if you are not in it when the signal is given. When the area of danger has been determined, the Chief Warden may send **Building Wardens** to check designated areas.

The Chief Warden (white hat) – Maja Williams will be at the designated assembly point and will coordinate proceedings, delegate required tasks and liaise with appropriate Emergency Services if necessary until all clear is given.

The Supervising Warden (red hat) – Mitchell Zerella is placed at the carpark gate, and will direct Emergency Services to the emergency. The Supervising Warden will liaise with the Chief Warden as required.

The Staff Warden (blue hat) – Nicole Musci will be at the designated evacuation point, **but not** next to the Chief Warden or Student Warden, and will record building warden reports and any staff unaccounted for. They will convey this information to the Chief Warden.

The Student Warden (green hat) – Liz Griffin will be at the designated evacuation point, **but not** next to the Chief Warden or Staff Warden. They will distribute home group class lists to Year Level Coordinators and will record any students unaccounted for. They will convey this information to the Chief Warden. They will have First Aid supplies and health plan information.

Building Wardens – must clear designated areas if safe to do so and report to the Staff Warden (Blue Hat) at the evacuation point.



FIRST AID PROCEDURE 2024

Designated First Aiders

DESIGNATED FIRST AIDERS: (MUST HOLD HLTAID012 AND SHOULD COMPLETE HLTAID009 ANNUALLY)

FIRST CONTACT: LIZ GRIFFIN – Student Services ext 108

SECOND CONTACT: MITCH ZERELLA – WHS/Lab Technican ext 116

THIRD CONTACT: JONATHON LAMB – ICT technician ext 105

FOURTH CONTACT: CRAIG WARD – HPE ext 113

FIFTH CONTACT: LOUISE SPENCER – Business Manager ext 106

General First Aid

The primary site for the application of first aid is Student Services. Students can present here during breaks for assistance, and during class if permitted by a teacher. First Aid kits are sign posted around the school by the below sign.



No creams/medications to be applied to injuries UNLESS the student has a health care directive in place.

If a student is suspected to be under the influence of illicit drugs appropriate first aid will be administered dependant on the situation. (For example: monitor in sick room, or call ambulance if required) The Executive/Leadership team will be notified to attend.

A record will be made on Daymap of all first aid applied, including an approximate time and a brief description. An Injury report will be made if required or the teacher/first aider deems it necessary.

First Aid Kits are to be replenished on a six monthly basis. If additional first aid supplies are needed, please see Student Services for additional stock.

Sunscreen is supplied in Student Services for student use at their discretion. If a student or staff member has a known allergy to this product they must supply their own.

Emergency First Aid

- In an emergency contact Student Services, via phone or Red Card Procedure. The person reporting the injury to provide location, name of injured person and the nature of injury.
- Student Services to inform the Front office of their movements; to allow cover to be organised for them and to ensure Executive are made aware of emergency.



- Check if injured person has a known medical condition; take appropriate First Aid kit and medication.
- If Student Services are unavailable, contact one of the other first aiders listed above.
- The teacher will maintain control of the class/yard when first aid help arrives.
- The first aider in charge will determine what extra support is required and when.
 - I.e. the defibrillator is required, or 000 to be called.
- The defibrillator can be located on the wall in the back hallway of the school's gymnasium.
- Normal procedures regarding parent/caregiver contact are to be followed - Student Services to arrange, UNLESS it is a serious situation, in which case an Executive or Leader will contact.
- The Front Office is to be notified if 000 are to be called. They will organise a staff member to direct ambulance services via Joyce Ave.
- If a student/staff member needs to be taken by ambulance to hospital, the first aider in charge will determine if it is necessary for someone to accompany them and who that person should be.
- If a student is missing and/or injured Executive and/or Leadership are to be notified immediately. No SSOs are to search alone for the student – they must be accompanied by a Leader or Executive member. All search groups should ensure they have a First Kit before they start searching.



LOCKDOWN PROCEDURE 2024 REMAIN IN ROOM – NO MOVEMENT

Signal

10 SHORT BURSTS OF THE SIREN

When this stops it is **NOT** the end of the emergency. Personnel should wait for all clear from Emergency Response Team or Emergency Services before moving from area.

Action

- During class, teachers should lock the door if able, close any curtains or blinds and move students away from these. Mobile phones should be switched off or onto silent. The class should remain calm, still and quiet.
- If you are outside the buildings (on oval, returning from excursion, moving between lessons, etc...) then get inside the **nearest** available room or building that is open (eg: main building, resource centre, gym); or for which you have a key.
- If you have sent students to the resource centre, a computer room, etc. don't expect them back – they will be kept in the room that they have been sent to.
- In the case of students going to/from another room in the main building (this includes toilets), they should go to the nearest room that is unlocked and safe.
- Staff who are not conducting classes are to remain where they are. If the room has an external door then this is to be locked.
- The Admin team, if possible, will attempt to lock the main building and office areas.
- No movement should occur in the corridors of buildings – resist the temptation to see what is going on.

REMAIN UNTIL:

- All clear is delivered by Emergency Services or a member of the Emergency Response Team
OR
- Normal lesson siren sounds

WHEN ALL CLEAR GIVEN:

- Mark class roll on Daymap, including any students who have taken refuge in your classroom.
- Send report of any missing or extra students to Student Services with a student.

REMEMBER:

- The safety of all personnel is of paramount importance
- Do not put yourselves at risk. Property is replaceable.