

Evacuation Procedure – Students

You must comply with all instructions issued by staff

1. **Continuous siren sounds.** This is the evacuation alarm.
2. Stop what you are doing and listen carefully to your teacher for instructions.
3. The class teacher will escort students out of the building and to the grassed area on the outer perimeter of number one oval (the evacuation assembly area). Follow the routes indicated by the evacuation arrows and maps located in classrooms and other strategic areas of the school.
4. Bags should be left in rooms unless instructions are issued to the contrary by a supervising teacher.
5. Doors of classrooms and buildings must be closed, but not locked as the last person leaves.
6. Students involved in outdoor classes are to move safely to the evacuation assembly area with their teacher. Agriculture classes on the farm north must proceed via the horticulture area. Students in agriculture classes on the farm area near South House and west of the boarding school are to proceed via the dairy road to the emergency evacuation area.
7. At the evacuation assembly area, assemble in alphabetical order in roll call groups, with Year 7 closest the railway line proceeding in year and roll class order to Year 12 near the change shed adjacent to number one oval. Wait for your name to be marked off by your roll teacher.
8. Wait quietly for further instructions.
9. **DO NOT** re-enter the buildings until instructed to do so by the staff member in charge.

Please behave sensibly at all times.

Be patient.

A genuine evacuation may require you to remain in the evacuation assembly area for an extended period.

Lockout and Lockdown Plan

Lockout

Lockout – procedure to stop unauthorised persons from entering the school. It is used when the threat is general or an incident is happening off school property. This allows school activities to continue with the least disruption as possible during the event.

Lockout procedures:

1. The sound that prefaces announcements will repeat itself before an announcement is made to alert staff and students to implement the lockout (or a message will be sent out around the school).
2. Students who are in the playground or outside day school area (farm, ovals, etc) are to immediately return to the nearest school building and classroom where a staff member will stay in each classroom to supervise.
3. Staff and students in perimeter classrooms should draw curtains and blinds to gain privacy.
4. The only entry during the lockout is through the main entrance.
5. Provide the all clear signal (as in point one above).
6. At all times, follow directions given by staff.

Lockdown

Lockdown – should be used when there is an immediate threat to the school – e.g. intruders. Lockdown minimizes access to the school and secures staff and students in rooms.

Lockdown procedures:

1. The sound that prefaces announcements will repeat itself before an announcement is made to alert staff and students to implement the lockdown (or a message will be sent out around the school).
2. All outside activities will cease immediately. Staff will accompany all students and return to the nearest school building or evacuate to a designated off site location as directed during the incident. If the lockdown occurs during recess or lunch, all staff will assist in directing students to the nearest rooms; a staff member will stay in each classroom to supervise.
3. Staff will secure all doors and move students out of line of sight of doors or windows. Staff should draw curtains and blinds to gain privacy. Students remain calm and quiet.
4. Students in corridors will be directed into the nearest classroom. The door should then be closed and secured.
5. Staff will maintain room security and will not open doors for anyone under any circumstances. Students and staff should stay where they are until official notification that the lockdown has ceased is provided by the principal.
6. At all times, follow directions given by staff.