BUNBURY CATHEDRAL GRAMMAR SCHOOL

SCHOOL EMERGENCY PLAN

RATIONALE:

The type of Emergency which the School may face will vary. Hence the procedure to deal with any emergency must be flexible in order to be used effectively in different situations and at different times of the day or night.

The procedure also needs to be able to cover the different areas of the School, namely the Primary, Secondary, Boarding and Support areas of the School. At all times the primary concern must be the safety of all members of the School community - students, staff and visitors - ahead of attempts to protect School property.

The most obvious and likely causes of an emergency situation in the School in its particular, semi-rural location are:

- a fire, either
  - a bush fire from the bush area to the North-East
  - a fire from a School building (eg a Science laboratory, the Café or a Boarding Unit)
  - a fire from the bush areas between the Technology carpark and the Gymnasium, and around the Gymnasium
- a chemical spill on the South West Highway
- a dangerous person on the School grounds
- a bomb threat
- an earthquake
- a very bad storm (mini typhoon)

PLAN:

In most cases, the Emergency will be signalled by the sounding of the Emergency siren, located in the Secondary Administration building, or by sounding the Boarding siren, located in the Parents’ Retreat in Boarding next to the Duty Staff office.

- During the School day the siren would be sounded on the authority of a member of the School’s Executive. If a member of the Executive is not available, then the staff member should sound the siren on their own initiative.
- After School office hours the Boarding siren would be sounded by the Duty Boarding staff member, after consultation with the Head of Boarding, or one of the Boarding Heads of House, if possible. If a Senior Boarding Staff member is not available, then the staff member should sound the siren on their own initiative.

NOTE WELL:

There may be an occasion when it is necessary to place the School in Lockdown mode (see 1A), without sounding the Emergency Siren (eg. where a dangerous person is on the School grounds and may be panicked by the sounding of the siren). In this case a “Silent” Lockdown would be activated by teaching staff not currently teaching and/or support staff visiting each teaching block, as unobtrusively, safely and quickly as possible, to inform them of the “Silent” Lockdown, if telephone contact to these blocks was impossible. These Staff would fill the role of a Block Checker (see 1.A (x) (c)).

A “Silent” Lockdown may also be appropriate in the Boarding Emergency Procedure (see section 5).

Such a Lockdown would normally be activated by a member of the Emergency Response Group ERG), comprising of the Head of School, the Head of Secondary, the Bursar and the Head of
Primary. In Boarding, it would usually be activated by the Head of Boarding, or the Head of the other Boarding House.

1. CONTINUOUS SOUNDING OF EMERGENCY SIREN – the sound rises to a high frequency, unchanging sound, which sounds continuously for two minutes, then stops – this signals an emergency situation. It may or may not be followed by the intermittent ringing of the School bells in Primary and Secondary (see 1(b) and (iv) below).

RESPONSE: SCHOOL GOES INTO LOCKDOWN MODE
A. In the event of the lockdown emergency siren (ie. a high frequency unchanging sound) sounding during class time this entails:
(i) Teaching staff teaching a class at the time of the emergency
   (a) collecting students in their current class into the stipulated classroom, closing all external windows and closing and locking the classroom door (going into lockdown).
   (b) listening for the immediate intermittent ringing of the School bells after the siren, for a period of one minute, indicating that it was unsafe for any students or staff to leave the Teaching Block. If this immediate, intermittent ringing of the School bells is heard after the siren, the Teaching Staff member should seat the students on the floor, if possible under a desk, out of sight from outside the classroom (Staff need to be aware that the lockdown phase may continue for some period of time).
   (c) reconciling students present against the roll for the class.
   (d) waiting for the Block Checker to arrive and giving the checker the names of any students who are unexplained absences from the class.
   (e) switching off evaporative air conditioners (J, L, P, U Blocks).
   (f) waiting for further instructions, the evacuation siren or the “all clear” bells.
   (g) If teaching on ovals, or elsewhere on the School grounds, bringing their classes to the nearest teaching block as a collection point, and going into lockdown there.

(ii) The I Block Staff Centre becoming the CONTROL ROOM for dealing with the Emergency.

   Staff Centre internal phone numbers - 6138 and 6139;
   Primary Administration - 6100

Other important phone numbers are attached, including Block phone numbers, and mobile phone numbers of the Emergency Response Group, and Primary and Secondary Deputy Heads.
(iii) The Head of School (chair), the Heads of Primary and Secondary and the Bursar collecting in the Staff Centre (Control Room) as the EMERGENCY RESPONSE GROUP (ERG) to manage the emergency. In the event of the Head of School being off campus or away, the Head of Secondary will chair the group.

(iv) Teaching staff not currently teaching

EITHER

on hearing the immediate intermittent ringing of the School bells after the siren, for a period of one minute, indicating that it is unsafe for any students or staff to leave the Teaching Block, locking the external doors of all classroom blocks, and ensuring that all students and staff are sitting quietly on the floor, if possible under a desk in the teaching block, if possible out of sight from external windows and awaiting further instructions (Staff need to be aware that the lockdown phase may continue for some period of time).

OR

If the intermittent ringing of the bell does not happen immediately after the siren, these teaching staff reporting immediately to the Staff Centre (Control Room) to act as Block Checkers, or Evacuation Assistants as directed by the Deputy Heads.

(v) The Support Staff reporting to the Staff Centre (Control Room), unless

- they have heard the intermittent ringing of the School bells immediately after the siren, which will require them to find the nearest building and to go into lockdown mode there (doors locked, windows closed, evaporative air conditioners switched off)
  - they are with the Grounds and Maintenance Staff who are on duty (eg fighting a fire with the mobile fire fighting vehicle)
  - they are advised by other means that they are to go into lockdown mode in the nearest building (ie doors locked, windows closed, evaporative air conditioners switched off)

(vi) The Emergency Response Group arranging to

- contact the appropriate Emergency Service group (phone 000)
- nominate a Contact Person for Emergency Services from the Emergency Response Group (either the Bursar, or Head of Secondary)
- decide if, and when an SMS/email message will be sent to parents concerning the emergency, and who will send it.

(vii) In the case of a fire, the Emergency Response Group identifying any students with extreme allergic reaction to smoke (list in emergency box), and arranging to take them off site, driven by a staff member and probably in the staff member’s private car. The staff member should preferably not be a Home Group Teacher (Secondary) or Class Teacher (Primary). The Staff member should phone the student’s parents prior to taking the student off campus to arrange a pick up point, and the staff member should then return to help at School, unless contacted by telephone and told not to do so.
(viii) The Deputy Head (Pastoral) and the Deputy Head (Academic) in Secondary, and the Primary Deputy Head directing the emergency procedure in the Secondary and Primary sections of the School, in consultation with the Emergency Response Group.

Steps (ix) to (xvi) will apply if the immediate intermittent ringing of the School bells after the Emergency siren, for a period of one minute, which would indicate that it was unsafe for any students or staff to leave the Teaching block, has not happened.

(ix) For the Secondary School, the Secondary Deputies

(a) the Deputy Head (Pastoral) collecting the red Emergency Box from the Deputy Head (Pastoral)’s office, as well as the students' daily absentee list and the daily excursion lists, and moving to the Staff Centre (Control Room).

(b) the Deputy Head (Academic) collecting the Staff and students sign-in-sign out files, the Visitors file and the Sick Bay sign-in-sign out file, and moving to the Staff Centre (Control Room).

(x) For the Secondary School, the Deputy Head (Pastoral), assisted by the Deputy Head (Academic)

(a) allocating available staff members to relieve other Executive staff from classes (the Head of School, the Head of Secondary, the Deputies, the Head of Boarding). Current teaching timetables for these staff will be kept in the Red Emergency box.

(b) appointing staff to manage the communication system to be used during the Emergency – either phones or walkie-talkies.

(c) appointing Block Checkers, issuing them with their instruction sheets and sending them out to the blocks.

(d) overseeing the collection of the names of students missing from their class groups through the information returned to the Control Room by the Block Checkers.

(e) reconciling the missing students against the daily absences, the students in sick bays, the students who have been collected early from School, students on excursion, students at lessons “off Campus”, or students studying in Boarding.

(f) ensuring that staff with students out of classrooms (eg on the ovals), or off campus (eg on excursion), are contacted and made aware of the emergency.

(g) consulting with the Emergency Response Group to receive further instructions on additional steps to be taken.
(xi) **The Assistant Bursar**
(a) allocating staff members to manage the main Administration phones in Primary and Secondary.

(b) checking that Administration staff have phoned all School Houses, the Clothing Shop, the Health Centre (from Term 2, 2012), the Chapel, the Before & After School Care Centre and Boarding to ensure that they are aware of the emergency.

(c) allocating a support staff member (e.g. the Administrative Assistant) to bring two first aid kits, plus epipen, with them to the Staff Centre (Control Room) and to take the kits with them in the case of an evacuation.

(d) checking the location of all the Support Staff, remembering that the Grounds and Maintenance staff may be on duty (e.g. fighting a fire with the School’s mobile fire fighting vehicle)

(e) reconciling the missing Support Staff against known other commitments or working hours.

(f) awaiting further instructions from the Deputy Heads of Secondary, or the Emergency Response Group.

(xii) **The Head of Boarding and the Head of the other Boarding House**
(a) returning to the Boarding Houses and finding the Duty Boarding staff member.

(b) acting as the Block Checker for the Boarding Houses, moving all students in the Houses out of their rooms and into the C1 Common Room as the collection point.

(c) following the instructions for a Block Checker with the students in C1 (probably both Boarding and Day students in the room at the time).

(xiii) **Support Staff not allocated specific emergency jobs** by the Assistant Bursar remaining in the Staff Centre (Control Room) to await further instructions from the Emergency Response Group.

(xiv) **Block Checkers** moving to their allocated blocks, and following the instructions on their given sheets. This includes
(a) ensuring all external doors and windows in the block are closed and locked from the inside of the block

(b) reporting the names of any unexplained, missing students from the classes in the block they have been allocated, to the Staff Centre, preferably by telephoning the Staff Centre.

(c) ensuring all evaporative air conditioners (J, L, P and U Blocks) are switched off in the block they have been allocated.
(d) Ensuring all gas appliances are turned off (eg in E and P Blocks, and the Café)

(xv) For the Primary School, the Deputy Head of Primary running the following programme from the Primary Staff Room:

(a) all students are to remain in their classrooms in lockdown mode.

(b) the Class teacher responsible for each class at the time is to account for all students.

(c) Teachers not currently teaching and at least one representative from the ECC (probably an Educational Assistant) are to report to the Primary Administration office.

(d) The staff referred to in (c) above will be allocated as Block Checkers. The blocks to be checked are as follows:
   Early Childhood Centre (and the second Centre from the start of Term 2, 2012)
   Year 2 and 3 block
   Year 4 and 5 block
   Year 6 block
   Primary Multipurpose Hall
   M block (SEN Block)

The Block Checkers will
(i) ensure all external doors and windows in the block are closed and locked from the inside of the block.

(ii) report the names of any unexplained, missing students from the classes in the block they have been allocated, to the Primary Administration Office.

(iii) ensure all evaporative air conditioners in Primary (all L Block classrooms other than ECC) are switched off in the block they have been allocated.

(iv) ensure all gas appliances are turned off.

(e) A runner will need to be available to account for students in the Library and Primary Multipurpose Hall, should telephone communication not be possible.

(f) Block Checkers will confirm the presence of students in the classrooms. Where students are out of the room (in the Library, at Music lessons etc) the Block Checker responsible for that area will confirm the whereabouts of those students, either by phone or in person if the communication system is not operational.
(g) Block Checkers will report their class numbers to the Deputy Head of Primary. They will alert the Deputy Head of Primary, and hence the Head of Primary if there are still students unaccounted for.

(h) The Assistant to the Head of Primary will be responsible for receiving and relaying communication from the Emergency Response Group in the Control Room to the Deputy Head of Primary.

(i) If necessary, the Deputy Head of Primary will consult with the Emergency Response Group in the Control Room to receive further instructions on additional steps to be taken.

(xvi) **All staff and students at the School** remaining in their classrooms with students, in the Staff Centre or at specific emergency working venues until further information is received, which would be either

(a) the sounding of the “ALL CLEAR” – through the continuous sounding of the School bells, or

(b) the **EVACUATION OF THE SCHOOL** - through the sounding of the Evacuation siren, an unmistakable continuous, changing two-tone siren sound, or

(c) other instructions delivered to individual classrooms, teaching blocks or school groups, either by phone, or by word of mouth delivery from the Block Checkers.

B. In the event of the lockdown emergency siren (ie. a high frequency unchanging sound) sounding for the school to go into lockdown mode immediately before school (ie. 8:30am to 8:45am), at recess, at lunchtime, or immediately after School (3.20pm to 3.30pm), the students will report to their Home Group rooms (Years 8-12), or Year 7 House rooms, or Class rooms (K-Year 6) to go into lockdown mode. The Home Group Teacher, or Year 7 House Teacher, or Class Teacher, respectively, will be responsible for meeting the students in these rooms and managing the lockdown situation (ie following the process previously stipulated in 1A(i)), and any resulting evacuation should it be necessary. All staff who are not a Home Group Teacher, Year 7 House Teacher, or Class Teacher, will be required to follow the procedure as shown from 1A(iv) above.

C. In the event of the lockdown emergency siren (ie. a high frequency unchanging sound) sounding at other times, outside of normal school hours or the times shown in (xvi) above (ie. outside of 8:30am to 3.30pm), Boarding students in Boarding should report to their Boarding Houses to go into lockdown mode as part of the Boarding Emergency Procedure. Other students and teaching staff on campus should report to the Chapel (Secondary) or the Primary Multi-Purpose Hall (Primary) to go into lockdown mode. Students on the Highway Oval should report to the gymnasium with their coach, or teacher responsible, and students on the Palmer Oval should report to the Café, with their coach, or teacher responsible (once the School Pavilion is built, students and staff on the Palmer Oval will be expected to report to the Pavilion), to go into lockdown.
mode). The members of the Emergency Response Group present on campus at the time will meet in the Control Room (Staff Centre) and ensure that a Staff member is nominated to manage the lockdown process, and any resulting evacuation, in each of the five venues, as well as to offer the necessary support in the venues.
2(a) CONTINUOUS SOUNDOING OF THE EVACUATION SIREN – the sound rises and falls as a two tone, continuous siren for two minutes – signals that all staff, students and visitors need to evacuate their current positions and collect on the Irene Bourne Early Childhood Centre lawned area, unless told by the Emergency Response Group, or its representative that the collection point is elsewhere.

RESPONSE – SCHOOL (INCLUDING ALL STUDENTS, STAFF AND VISITORS) EVACUATES THE BUILDINGS TO THE IRENE BOURNE EARLY CHILDHOOD CENTRE LAWNS/GRASSED AREA, UNLESS TOLD OF AN ALTERNATIVE COLLECTION POINT

This entails:

(i) The Secondary Deputy Heads appointing Evacuation Assistants from the staff (Teaching or Support) to move quickly to the ECC lawns with “Goldsmith”, “Knight”, “Redding”, “Wilson”, “Primary”, “Teaching Staff who are not Home Group Teachers” and “Support Staff” collection point signs. These Evacuation Assistants are also given coloured identification vests to wear and should spread themselves widely around the collection point area, holding the signs high in the air.

(ii) All classes exiting the block in which they are currently positioned through the nearest external door and walking quickly and safely under the supervision of their current teacher, to the Early Childhood Centre Lawn/grassed area (referred to from here as the ECC lawn). Points to note include:

(a) students from Boarding, the Chapel, the Café, E and G Blocks should evacuate their blocks in a southerly direction onto the paved area in front of the Chapel, and then along the paved area, in front of the Administration building to the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(b) students from U Block should evacuate down the path from the U Block locker area, along the path between E and G block and then along the paved area in front of the Chapel and Administration building to the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(c) students from P and O Blocks should evacuate in a westerly direction towards Highway Oval, then continue along the service road behind the Primary Multipurpose Hall heading towards the ECC lawn.

(d) students from J and V Blocks should evacuate along the main ring path, to the central Quadrangle, then South down the corridor past the Staff Centre, and across the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(e) students from the Year 7 Centre should evacuate in a southerly direction, between E Block and Marie Palmer Boarding, then along the undercover area in front of the Café onto the paved area in front of the Chapel and Administration building to the bus standing roundabout, then along the path in front of ECC to the ECC lawn.
(f) students from T Block should evacuate down the main path travelling South from the front of the Technology building and along the corridor in front of the Staff Centre, across the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(g) students from Primary should evacuate from their classrooms, along the nearest Primary corridor, then head towards the hard courts and follow a route behind ECC to the Primary Collection point on the ECC lawn.

(iii) The Members of the Emergency Response Group (Head of School, Bursar, Heads of Primary and Secondary) wear white helmets; The Secondary Deputies, the Primary Deputy Head, the Heads of House and the Assistant Bursar wearing orange hats and orange vests; and The Heads of House and Associate Heads of House wearing House Coloured helmets and yellow vests for easy identification at the collection point.

(iv) Secondary students collecting in their Home Groups within Houses in their House areas, while the Primary students will collect in their Year groups within the Primary collection area.

(v) The Heads of House, the Primary Deputy Head, the Deputy Head (Academic) and the Assistant Bursar running the roll call for the Secondary Houses (with assistance from their Home Group teachers), the Primary School (with assistance from the Primary Class teachers), the Teaching Staff who are not Home Group Teachers, and the Support Staff respectively.

(vi) The Emergency Response Group moving to the ECC lawn, to make key decisions on procedure in consultation with the Deputies of Primary and Secondary - phone contact numbers for the Group and Deputies are attached.

(vii) The first action of the Emergency Response Group being to confirm that the Emergency Services have been contacted, and if not, to contact Emergency Services (phone 000), and to appoint a Contact Person from the Group (either the Bursar or the Head of Secondary) to communicate with Emergency Services and meet them upon arrival at the School. The Group should also decide whether or not to send an e-mail/additional e-mail message to parents to inform them of the developments in the emergency.

The Head of Boarding, and the Assistant Head of Boarding, after checking that all Boarding units have been evacuated, arranging for all School buses on campus to be driven to the Early Childhood Centre carpark in preparation for an evacuation of the younger students by vehicle if necessary. If all School buses are off campus, the Head of Boarding or the Assistant Head of Boarding will phone the Emergency Response Group on one of the attached numbers to inform them of this.

(viii) All students, staff and visitors awaiting further instructions from the Emergency Response Group.
If Emergency Services are in attendance at the School, the School’s Emergency Response Group would follow the directions of the Emergency Services personnel (eg the Police, State Emergency Services or FESA) - Emergency Services personnel would help with the mechanics of an evacuation if they were on site. School staff should follow the instructions of Emergency Services personnel in this case.

Staff need to be aware that they are at all times responsible for their students, and should ensure that their Class/HG is with them and accounted for at all times until the emergency is over, or the child is collected by the child’s parent or responsible adult.
2(b) DECISION FROM THE EMERGENCY RESPONSE GROUP TO EVACUATE THE SCHOOL. The decision to evacuate the School may only be taken by the Emergency Response Group, who will follow instructions given to them by Emergency Services (ie Police, FESA or State Emergency Services) if on site.

RESPONSE – THE SCHOOL COMMUNITY, COLLECTED ON THE ECC LAWNED AREA, OR AN ALTERNATIVE COLLECTION POINT, IS EVACUATED BY SCHOOL AND CONTRACTOR BUSES IF AVAILABLE (TO HAY PARK). The Emergency Response Group will make a decision on whether or not to contact parents by SMS message/e-mail in this case, and what the content of the message would be.

This would entail:

(i) The students being loaded onto the buses at the ECC carpark in Year order for Primary, from youngest to oldest (K first and Year 7 last), then by Home Group, by House in alphabetical order for Secondary students, with their Class teachers (Primary students) or House staff (Secondary students) to supervise them.

(ii) the students being transported to Hay Park hockey grounds, where students could have access to the South West Sports Centre for ablutions if necessary.

(iii) All of the Emergency Response Group, other than the Head of Secondary and Bursar, would evacuate with the students once all other students, staff and visitors have left the campus, other than those meeting Emergency Services personnel or who may be working with Emergency Services personnel. The Head of Secondary or Bursar will remain on campus to communicate with Emergency Services Personnel.

(iv) The students awaiting further instructions from the Emergency Response Group, who would have evacuated with the students (other than the Bursar or the Head of Secondary), but it would require staff supervising parents collecting their children from the South West Sports Centre carpark.

If Emergency Services are in attendance at the School, the School’s Emergency Response Group would follow the directions of the Emergency Services personnel (eg the Police, State Emergency Services or FESA) -

Emergency Services personnel would help with the mechanics of an evacuation if they were on site. School staff should follow the instructions of Emergency Services personnel in this case.

Staff need to be aware that they are at all times responsible for their students, and should ensure that their Class/HG is with them and accounted for at all times until the emergency is over, or the child is collected by the child’s parent or responsible adult.
2(c) THE EMERGENCY RESPONSE COMMITTEE DECIDES TO USE A SAFER COLLECTION POINT FOR A LARGE GROUP OF STUDENTS IN THE CASE OF AN EMERGENCY, WITHOUT A FULL SCALE EVACUATION.

RESPONSE – students at risk are moved to safer collection points, depending on the nature of the emergency.

(i) Possible collection points are identified as
   (a) for Secondary – the Café, the Chapel
   (b) for Primary – the Early Childhood Centre, the Primary Multipurpose Hall, the L7 and L8 classroom block
   (c) for either – the Auditorium, the Gymnasium or the Primary Multi-Purpose Hall.

In particular, in the case of a fire on campus students should be kept inside buildings rather than exposing them to radiant heat, providing the students are considered to be safe in the buildings. If a fire is approaching from surrounding bush areas, and when there is no time to safely evacuate the School to Hay Park, the students, staff and visitors would be collected in the Primary Multi-Purpose Hall as the safest building in which to shelter. See pages 28 and 29 for guideline instructions to the ERG about a bushfire.

This procedure may be followed by 2(a) and 2(b) – Evacuation of the School to Hay Park, or 3 – the “All Clear” signal, on the advice of the Emergency Response Group.

3. CONTINUOUS SOUNDING OF THE SCHOOL BELLS – this is the “All Clear” signal and is the continuous sounding of the normal School bells for two minutes

RESPONSE – SCHOOL RETURNS TO NORMAL PROGRAMMES

This entails:

(i) If the School is in lockdown mode and the students are in their classrooms, the students returning to their normal classes and the School day continuing with a normal programme. No special dismissal of students will be required in this case.

(ii) If the School has evacuated to an outside venue, or students have been collected in an internal collection point, such as the Primary Multi-Purpose Hall, the Gymnasium, the Chapel or the Early Childhood Centre, the students being dismissed on the instruction of the Emergency Response Group, through the Deputy Head (Pastoral) for Secondary students, or the Deputy Head (Primary) for Primary students, and under the supervision of their class teachers, (Primary students), and Home Group teachers (Secondary students). This would be done in reverse Year order for the Primary students (ie Kindy first, Year 7 last), and then the Secondary students by Home Group, by House, as determined by the Deputy Head (Pastoral).
(iii) The Emergency Response Group will decide on whether a later formal assembly of the School community is required on site to explain the details of the emergency (see Section 4 – Debriefing).

4 DEBRIEFING
At the conclusion of any emergency situation, the School’s Emergency Response Group will meet as soon as possible after the Emergency is over for a full debriefing on the emergency situation and the School’s response. This may include:

(i) pastoral support for students, staff and families, and arranging suitable counselling services if required.

(ii) decisions on information to be divulged to the School community who were on site at the time of the emergency.

(iii) the nature of any media response.

(iv) the effectiveness of the Emergency procedure, including feedback from staff.

(v) written reports from key members of the group (ie the Head of Secondary, the Head of Primary, the Bursar) for the Head of School.

5 BOARDING EMERGENCY PROCEDURE – the Boarding Emergency Procedure will be used after School hours when the Administration offices are closed. The alarm is sounded by a Duty staff member sounding the Boarding Siren, which is found in the Parents’ Retreat on the wall near the light switch. If possible, the alarm should be sounded by a Boarding Duty staff member after consultation with the Head of Boarding, or the Head of a Boarding House. The procedure is shown below:

(i) In case of a fire, or emergency, the staff member on duty will sound the siren.

(ii) The first alarm is a \textbf{continuous siren running for two minutes}. Everyone returns to their units and goes into lockdown mode, with windows closed and external doors locked. Boarding staff go into lockdown mode in the nearest unit or remain in the building they are in at the time of the alarm.

It may be appropriate for a \textit{“Silent” Lockdown} to be implemented. In this case the lockdown would be undertaken by Boarding Duty staff members, if possible after consultation with the Head of Boarding or Head of Boarding House, aided by senior Boarding students where necessary. Boarding Duty staff and/or senior students would visit the Boarding Units and surrounds as safely, quickly and unobtrusively as possible, to put Boarders into “Silent” Lockdown in their Units.

(iii) The second alarm is either

- a \textbf{repeated alternating sound of the siren}, when students and staff move to C Block, closing all windows and locking the external doors.

OR
the “All Clear” being sounded (a second continuous sounding of the siren), when students and staff return to their normal programmes.

Points (iv) to (x) apply when the second alarm is a repeated alternating sound of the siren.

(iv) In the case of a fire, the staff member sounding the siren needs to contact another staff member and have any student suffering a known severe medical reaction to smoke transported from the site.

(v) Staff on duty check all units, close and lock all doors and bring the “sign out” books to C Block.

(vi) The Emergency Services will be informed of the emergency if it is necessary (dial 000). A staff member should be appointed to meet the Emergency Services at one of the main School gates when they arrive.

(vii) The Head of Secondary, or if unavailable the Deputy Head (Pastoral), and the Bursar should be contacted as soon as possible to inform them of the emergency situation. One of these staff will inform the Head of School.

(viii) Boarders are to sit in their unit groups. Duty Seniors do a check to see who is missing and this is checked against the “sign out” book. A staff member also checks to ensure all residential staff, and families, are accounted for and any additional staff who may be working in the Café or grounds have been accounted for.

(ix) Duty staff will decide the course of action to take at this stage, which may involve

(a) moving to a safer area, either

- the grassed area near the Boarders’ car park, or
- the Early Childhood Centre Oval
- the Highway Oval
- another building, such as the Primary Multi-Purpose Hall (the safest building in case of fire), the Café, the Chapel, the Auditorium or the Gymnasium, keeping the doors and windows closed and locked.

OR

(b) remaining in C Block with the doors and windows closed and locked (if there is no immediate danger of damage to that building compared with other possibilities)

(x) Boarders are to stay in the designated area until the “All Clear” is sounded, which is a second continuous sounding of the siren.
Further Points to Note:

(i) The emergency contact numbers are
   (a) Any emergency 000
   (b) FESA 9780 1900
   (c) Gelorup Bush Fire Brigade 0427 959 380
   (d) Police, Bunbury Station 9722 2111
   (e) State Emergency Services 13 25 00

(ii) The procedure requires
   (a) audible sirens with back up power supplies
   (b) back up power for the phone system, or an alternative communication method to be used during the emergency procedure (eg walkie talkies or a bank of mobile phones).
   (c) The red Emergency box updated termly, including;

   LISTS:
   • Lists of students in all option classes
   • Lists of House and Home Group (Secondary)
   • Lists of Classes (Primary)
   • Lists of Students in the Whole of School
   • List of students with extreme allergic reaction to smoke
   • Teaching timetables for the Head of School, the Heads of Primary and Secondary, the Deputies of the Primary and Secondary Schools, the Head of Boarding
   • List of Support Staff
   • Large A4 size signs, coloured, with four House names, Primary, Teaching Staff not HG Teachers, Support Staff printed on them

   OTHER:
   • 8 sets of yellow flags
   • 4 while helmets - ERG
   • 4 orange helmets, 4 orange vests – Deputies and Assistant Bursar
   • 8 House coloured helmets (2 for each of 4 Houses) and 8 yellow vests – HoH and AHoH
   • Yellow vests – Evacuation Assistants

(iii) Once Emergency Services have been contacted, they will want to know
   • What is the emergency?
   • Where is it?
   • Who will meet them on site (probably the Grounds and Maintenance Manager, or the Bursar, or the Head of Secondary), and where (at one of the main School gates?)
   • Where are the students and staff?

(iv) The School needs to ensure that hazard reduction takes place each year. This is currently done through a five year “burning off” programme which is done of the
School’s bush areas under the guidance of the Gelorup Bush Fire Brigade, and an annual reduction of leaf litter and gutter cleaning before the summer season.

(v) As has been the School’s practice in the past, the Ground Staff should be trained by the Gelorup Bush Fire Brigade to fight fires, and the Grounds and Maintenance manager should be trained as a group leader in fire fighting.

(vi) The School’s mobile fire fighting vehicle must be checked regularly (twice a year at the start of summer and winter) to ensure that it is operating correctly.

(vii) The Gelorup Bush Fire Brigade has maps of the School with hydrant positions and keys to all external gates. These maps and keys must be kept up to date by the Bursar.

(Dr) BRUCE MATTHEWS
Head of School
STAGE 1 - SIREN SOUNDS – Continuous sounding, monotone siren sound for 2 minutes – SCHOOL GOES INTO LOCKDOWN
(AFI means "await further instructions" when used below; ERG means "Emergency Response Group")

Teaching staff teaching
Lockdown, close all windows, lock doors; if intermittent School bell sounded for a minute seat students on floor under a desk, out of view, reconcile students; switch off evaporative air conditioners; AFI

Teaching staff not teaching
Report to Staff Centre unless with G & M Manager dealing with emergency, or intermittent School bell sounded for 1 minute, in which case lock all external doors of Teaching Block ensure students on floor under desks and out of sight; AFI

Emergency Response Group (ERG)
collect in staff centre; contact emergency services; make decision on SMS/email message to parents; identify severe asthmatics and arrange to evacuate

Support Staff
Report to Staff Centre unless with G & M Manager dealing with emergency, or intermittent School bell sounded for 1 minute, when staff go into lockdown mode, AFI

Deputy Heads
Run emergency procedure as below

Assistant Bursar
Allocate a support staff member for phones in Primary and Secondary Admin; check all School Houses, Chapel, Boarding, Clothing Shop phoned; First Aid kits plus epipen allocated; check and reconcile Support Staff in Staff Centre; AFI

Deputy in Primary School
Allocate Block Checkers for Primary; oversee collection of names of missing students; reconcile students unaccounted for; have runners for Library and Primary Multipurpose Hall in case phones down; inform Head of Primary of students unaccounted for; AFI from ERG

Deputy in Secondary School
Collect red Emergency box, staff off campus list, absentee list, excursion list relieve School Executive staff; allocate staff to man phones; appoint Block checkers; oversee collection of names of missing students; reconcile missing students against available lists; AFI from ERG

Deputies in Secondary School
Allocate red Emergency box, staff off campus list, absentee list, excursion list relieve School Executive staff; allocate staff to man phones; appoint Block checkers; oversee collection of names of missing students; reconcile missing students against available lists; AFI from ERG

Block Checkers
Moving to their allocated blocks, and following the instructions on their given sheets. This includes
a. ensuring all external doors and windows in the block are closed and locked from the inside of the block
b. reporting the names of any unexplained, missing students from the classes in the block they have been allocated, to the Staff Centre.
c. ensuring all evaporative air conditioners (J, L, P and U Blocks) are switched off in the block they have been allocated.
d. ensuring all gas appliances are turned off (eg in E and P Blocks, and the Café)
e. AFI

ERG decides to move some students to safer venue without a full scale Evacuation
Deputy Head (Pastoral) and/or Deputy Head (Primary) responds to decision by ERG, by contacting the Block Checker of block to be evacuated and issuing the instruction; the students concerned evacuate in an orderly fashion under the direct supervision of the Class teacher, and move to the new location;
Possible new locations:
For Secondary – the Café, the Chapel
For Primary – the ECC, the Primary Multipurpose Hall, the L7 and L8 classroom block
For either – the Auditorium, the Gymnasium, the Primary Multi-Purpose Hall

In the case of a fire; this may be particularly useful, and moving students away from a burning building to a safer location may be an example of where this above process is useful. In the case of an approaching bush fire, when there is no time to evacuate the School off campus, the students, staff and visitors will collect in the Primary Multi-Purpose Hall or the safest building.
If Emergency Services are in attendance at the School, the School’s Emergency Response Group would follow the directions of the Emergency Services personnel (e.g., the Police, State Emergency Services or FESA). Emergency Services personnel would help with the mechanics of an evacuation if they were on site. School staff should follow the instructions of Emergency Services personnel in this case.

Staff need to be aware that they are at all times responsible for their students, and should ensure that their class/HG is with them and accounted for at all times until the emergency is over, or the child is collected by the child’s parent or responsible adult.

**STAGE 2a**

- EITHER (a) Continuous sounding of the School bells – ALL CLEAR
- (b) Continuous two-tone siren – EVACUATION OF BUILDINGS

**EVACUATION OF THE BUILDINGS** – continuous two-tone siren

*Deputy Head appoints evacuation assistants**, issuing signs and vests, and assistants move to selected muster point; Classes evacuate through nearest external door and move to the selected muster point, usually the Early Childhood Centre lawn/grassed area;

**Evacuation Routes are:**

(a) **students from Boarding, the Chapel, the Café, E and G Blocks** should evacuate their blocks in a southerly direction onto the paved area in front of the Chapel, and then along the paved area, in front of the Administration building to the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(b) **students from U Block** should evacuate down the path from the U Block locker area, along the path between E and G block and then along the paved area in front of the Chapel and Administration building to the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(c) **students from P and O Blocks** should evacuate in a westerly direction towards Highway Oval, then continue along the service road behind the Primary Multipurpose Hall heading towards the ECC lawn.

(d) **students from J and V Blocks** should evacuate along the main ring path, to the central Quadrangle, then South down the corridor past the Staff Centre, and across the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(e) **students from the Year 7 Centre** should evacuate in a southerly direction, between E Block and Marie Palmer Boarding, then along the undercover area in front of the Café onto the paved area in front of the Chapel and Administration building to the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(f) **students from T Block** should evacuate down the main path travelling South from the front of the Technology building and along the corridor in front of the Staff Centre, across the bus standing roundabout, then along the path in front of ECC to the ECC lawn.

(g) **students from Primary and ECC** should evacuate from their classrooms, along the nearest Primary corridor, then heading towards the hard courts and then following a route behind ECC to the Primary Collection point on the ECC lawn.

(h) **At the muster point, the Secondary Deputy (Pastoral) issues orange, helmets and vests to the Secondary Deputies, the Primary Deputy Head and the Assistant Bursar, and House coloured helmets, with yellow vests to the Heads of House, Associate Heads of House, which are to be worn for the duration of the evacuation process.**

**Secondary students** collect in their Home Groups within Houses in their House areas, while the **Primary students** will collect in their Year groups within the Primary collection area.

**The Heads of House, the Deputy Head (Primary), the Deputy Head (Academic) and the Assistant Bursar** run the roll call for the Secondary Houses (with assistance from their Home Group teachers), the Primary School (with assistance from the Primary Class teachers), the Teaching Staff who are not Home Group Teachers, and the Support Staff, respectively.

**The Emergency Response Group** moves to the ECC lawn, to make key decisions on procedure in consultation with the Deputies of Primary and Secondary.

**The first action of the Emergency Response Group** will be to confirm that the Emergency Services have been contacted, and if not, to contact Emergency Services (phone 000), and to appoint a Contact Person from the Group (either the Bursar or the Head of Secondary) to communicate with Emergency Services and meet them upon arrival at the School. The ERG decides on further e-mail/SMS message to parents, if necessary and possible.

**The Head of Boarding, and the Head of the other Boarding House**, after checking that all Boarding units have been evacuated, arrange for all School buses on campus to be driven to the Early Childhood Centre carpark in preparation for an evacuation of the younger students by vehicle if necessary. If all School buses are off campus, one of the above staff will phone the Emergency Response Group on one of the attached numbers to inform them of this.

**All students, staff and visitors** AFI from the ERG.
This would entail:

(i) The students being loaded onto the buses at the ECC carpark in Year order for Primary, from youngest to oldest (K first and Year 7 last), then by Home Group, by House alphabetical order, for Secondary students, with their Class teachers (Primary students) or House staff (Secondary students) to supervise them.

(ii) The students being transported to Hay Park hockey grounds, where students could have access to the South West Sports Centre for ablutions if necessary,

(iii) All of the Emergency Response Group, other than the Head of Secondary or Bursar, evacuating with the students once all other students, staff and visitors have left the campus, other than those meeting Emergency Services personnel. The Head of Secondary or Bursar will remain on campus to communicate with Emergency Services Personnel.

(iv) The students awaiting further instructions from the Emergency Response Group, which would have evacuated with the students (other than the Bursar or the Head of Secondary). Probably it would require staff to supervise parents collecting their children from the South West Sports Centre carpark.

OR

If Emergency Services are in attendance at the School, the School’s Emergency Response Group will follow the directions of the Emergency Services personnel (eg the Police, State Emergency Services or FESA) –

Emergency Services personnel would help with the mechanics of an evacuation if they were on site. School staff should follow the instructions of Emergency Services Personnel in this case.

Staff need to be aware that they are at all times responsible for their students, and should ensure that their Class/HG is with them and accounted for at all times until the Emergency is over, or the child is collected by the child’s parent or responsible adult.

STAGE 4 - DEBRIEFING – At the conclusion of an evacuation from the School site, the School’s Emergency Response Group will meet as soon as possible after the Emergency is over for a full debriefing on the emergency situation and the School’s response. This may include:

(i) pastoral support for students, staff and families, and arranging suitable counselling services if required.

(ii) decisions on information to be divulged to the School community who were on site at the time of the emergency.

(iii) the nature of any media response.

(iv) the effectiveness of the Emergency procedure, including feedback from staff.

(v) Written reports from key members of the group (ie the Head of Secondary, the Head of Primary, the Bursar) for the Head of School.
STAGE 1

- SIREN SOUNDS – Continuous sounding, monotone siren sound for 2 minutes – SCHOOL GOES INTO LOCKDOWN

Before School, at Recess or a Lunchtime (between 8.30am to 3.30pm)

(i) Secondary students to Home Group Classrooms
(ii) Year 7 students to Year 7 House Group Classrooms
(iii) Primary students to Classrooms
(iv) Other staff follow procedures shown on left
     Home Group Teachers, Year 7 Teachers and Primary Class Teachers supervise Home Groups, House Groups or Class Groups
(v) All other staff follow procedure for an Emergency during lessons

At Other Times (before 8.30am or after 3.30pm)

(i) Boarders follow Boarding procedure.
(ii) Secondary students collect in Chapel.
(iii) Primary students collect in Multi-Purpose Hall.
(iv) Sports teams collect in Gymnasium.

Members of ERG on Campus meet in Staff Centre

ERG decides on how best to manage the Emergency following the procedures for an Emergency during School hours where possible, and issuing instructions to students and staff as appropriate.
CLASSROOM NOTICEBOARDS

1. CONTINUOUS SOUNDOING OF EMERGENCY SIREN – the sound rises to a high frequency, unchanging sound, which sounds continuously for two minutes, then stops

**RESPONSE: SCHOOL GOES INTO LOCKDOWN MODE**

- Students collect in their classroom, or nearest classroom, closing all external windows and closing and locking the classroom door
- If the siren is followed immediately by the intermittent ringing of the normal School bells for a minute, students should be seated on the floor of the classroom, under a desk if possible and out of sight from outside the classroom, until further notice
- Teacher checks the roll for the class, switches off all evaporative air conditioners (J, L, P, U Blocks)
- Teacher and student wait for the Block Checker to arrive to report any students unaccounted for
- Students and staff wait for
  - further instructions, or
  - the evacuation siren, or
  - the “all clear” bells – the normal, single tone ringing of the School bells

2 CONTINUOUS SOUNDOING OF EVACUATION SIREN – the sound rises and falls as a two tone, continuous siren for two minutes, then stops

**RESPONSE: SCHOOL (INCLUDING ALL STUDENTS, STAFF AND VISITORS) EVACUATES THE BUILDINGS TO THE IRENE BOURNE EARLY CHILDHOOD CENTRE LAWNS/GRASSED AREA, UNLESS TOLD OF AN ALTERNATIVE COLLECTION POINT**

- Students and staff leave the classroom in the direction indicated in the plan attached, walking, and staying with their class group and class teacher
- Students and staff move to the muster point (usually the Early Childhood Centre lawn)
- Students identify the “PRIMARY” or “HOUSE” sign at the muster point, and collect in their Class group (Primary) and Home Group by House (Secondary)
- Class and Home Group staff reconcile the roll for their class of Home Group and report any students unaccounted for to their Head of House
- Students and staff wait for
  - further instructions, or
  - the “all clear” bells

**Staff need to be aware that they are at all times responsible for their students, and should ensure that their Class/HG is with them and accounted for at all times until the emergency is over, or the child is collected by the child’s parent or responsible adult.**
EVACUATION ROUTE FROM CLASSROOM SHOWN BELOW:
CONTACT PHONE NUMBERS – EMERGENCY PROCEDURE

Staff Centre – Secondary 6138 and 6139 (internal lines)
Staff Room – Primary 9722 6100 (no internal line)

The emergency contact numbers are:
- Any emergency 000
- FESA 97801900
- Gelorup Bush Fire Brigade 0427 959 380
- Police, Bunbury Station 9722 2111
- State Emergency Services 132500

Head of Secondary 0409 029 607 and 6002 (internal line)
Head of Primary 0417 183 505 and 6101 (internal line)
Bursar 0439 900 527 and 6010 (internal line)
Deputy Head (Academic) 0418 288 377 and 6003 (internal line)
Deputy Head (Pastoral) 0408 012 528 and 6009 (internal line)
Deputy Head (Primary) 0410 384 477 and 6102 (internal line)

Secondary Administration 9722 6000 and 6000 (internal line)
Primary Administration 9722 6100 and 6100 (internal line)
Head of Boarding (Taylor) 0417 185 780 and 6155 (internal line)
Head of Other Boarding House (Schulze) 0417 017 381 and 6151 (internal line)

Grounds and Maintenance Manager 0417 017 384 and 0417 017 385 (Paul)
Canteen 9722 6136 and 6136 (internal line)
Café 9722 6135 and 6135 (internal line)
Clothing Shop 9722 6165 and 6165 (internal line)
Health Centre (from Term 2, 2012)

Boarding Houses
- Taylor 9722 6155 and 0417 185 780
- Schulze 9722 6151 and 0417 017 381
- Smith 9722 6157 and 0408 694 654
- Johnstone 9722 6153 and 0404 886 590
- Dunbar 9722 6159 and 0417 017 38
Primary School
Large Group Safe Collection Points
A Bushfire is detected or a StateAlert Warning is Received!

Use all Communication options to locate where the bushfire is!
Call 000 to report it if it is on Campus!
Is the Fire in the Evacuation Trigger Zone?

Monitor the Fire’s behaviour. Initiate procedures if it moves into the Evacuation Trigger Zone.

Does The ERG Consider The School Is At Serious Risk?
eg Is it threatening the School or nearby evacuation roads? Are wind changes predicted that could blow the bushfire towards the School or surrounding roads? Is there a StateAlert Warning?

Potentially Dangerous Situation
Start preparations for evacuation & self defending the School.
Everyone relocates to the Primary Multi-Purpose Hall (PMPH).
Contact FESA and Police for assistance if appropriate.
Contact School Community to provide update.
AND
MONITOR THE BUSHFIRE’S BEHAVIOUR.

IS THERE SUFFICIENT TIME TO SAFELY EVACUATE?

Bushfire Attack is Possible.
Prepare to Shelter from Radiant Heat and Actively Defend The PMPH.

Evacuate to Safe Destination not in a Bushfire prone area.
OPTIONS FOR ERG

- Monitor the bushfire.
- Restrict attendance.
- School closure.
- Muster at PMPH.
- School evacuation.

MONITORING

The School will use its own monitoring systems and the daily Fire Danger Ratings, in combination with the State Alert and ABC Radio warnings and the sighting/presence of smoke, to initiate an early self evacuation investigation and decision. In the absence of Emergency Services warnings the School should be prepared to voluntarily self evacuate the School early rather than delay

SCHOOL FIRE DANGER MONITORING PROCEDURES

<table>
<thead>
<tr>
<th>Fire Danger Rating</th>
<th>Monitoring Procedures *</th>
<th>Evacuation Trigger Zone (km from School)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>Monitor FESA and DEC ** websites continuously. Monitor ABC radio broadcasts continuously. Assess for smoke by actively observing around the School every 15 minutes.</td>
<td>0 – 40 km</td>
</tr>
<tr>
<td>Extreme</td>
<td>Monitor FESA and DEC websites continuously. Monitor ABC radio broadcasts continuously. Assess for smoke by actively observing around the School every 15 minutes.</td>
<td>0 – 30 km</td>
</tr>
<tr>
<td>Severe</td>
<td>Monitor FESA and DEC websites every 15 minutes. Monitor ABC radio broadcasts at 15 minutes before and after the hour. Assess for smoke by actively observing the School surrounds every 30 minutes.</td>
<td>0 – 20 km</td>
</tr>
<tr>
<td>Very High and High</td>
<td>Monitor FESA and DEC websites hourly. Monitor ABC radio broadcasts at 15 minutes before and after the hour. Assess for smoke by actively observing the School surrounds every hour.</td>
<td>0 – 10 km</td>
</tr>
<tr>
<td>Moderate and Low</td>
<td>No specific procedures but notify the Head of School or Bursar if a bushfire is identified.</td>
<td>0 – 5 km</td>
</tr>
</tbody>
</table>

* The person with overall responsibility for monitoring is the Bursar (after hours: the Head of Boarding).
** FESA = Fire and Emergency Services Authority.
DEC = Department of Environment and Conservation.

StateAlert Warnings

An Advice: This is to advise that a bushfire has started but there is no immediate danger.

Watch and Act: Issued when a fire is approaching and conditions are changing. FESA recommend people need to leave or prepare to actively defend.

Emergency Warning: Immediate danger, threat to life and buildings, message includes siren.

All Clear: Danger has passed/fire under control. Return to School may be possible.