



Policy Statement

EMERGENCY ACTION – College Campus

Date: July 2016

Aim

To provide a uniform action plan to be practiced, in preparation for an emergency to provide the best chance for safety for all.

Rationale

All members of the College community need to be aware of the preferred action plan in the event of an emergency such as fire, smoke, building damage, toxic emissions, bomb threat or threatening behaviour from an unwelcome visitor on the College campus.

Implementation

EMERGENCY ACTION - EVACUATION

An evacuation may be necessary if:

- There is a fire or smoke inside the building
- Gas or toxic fumes inside the building
- Clear and present danger

In the event of a fire or any emergency inside a building
ALL STAFF – Assess and call 000
Alert SMLC Chief Warden/Wardens and Deputy Wardens
Begin evacuation

There are two possible actions for fire/smoke:

1. (a) Under the direction of the SMLC Warden/Deputy Warden evacuate those in immediate danger first and others as needed, known as a Cascading Evacuation.

 (b) SMLC Chief Warden will be central and will meet Fire Chief and liaise with Wardens.
2. Staff attempt to extinguish the initial fire with a fire extinguisher/fire blanket/fire hose if the fire is smaller than a wheelie bin, while the Fire Service is on the way *if safe to do so* while/after those in immediate danger have been evacuated.

EVACUATION ALARM: 5 blasts on a whistle or siren, announcement over the PA system or phone.

Once the alarm has been sounded:

- SMLC Warden/Deputy Wardens grab their Emergency Back Pack and Vest if possible and direct the College community through the evacuation process.
- Children are to line up and staff will move them quickly and calmly to the nearest assembly point - OVAL/RESERVE/HARDCOURT as per Evacuation Plan or otherwise directed by SMLC Wardens/Deputy Wardens.

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- Anyone on College grounds follow Evacuation Plans on display in all areas.
- In a smoke filled environment evacuees may need to get down low and cover mouth (with DRY material) and nose as best they can
- If possible close doors and windows on leaving and take the class roll and a mobile phone with you.
- All staff assist in supervising students, covering wardens and deputy wardens.
- Visitors also need to join the evacuation
- Contractors on site need to be alerted and act accordingly
- Arrange students in class groups and ensure everyone is calm, determine who is present and the potential where-about of anyone missing from the group.
- Wardens/Deputy Wardens do a methodical sweep of the school, the aim is to ensure that *everyone is out of the buildings and away from the danger*. Do not re-enter danger zone, Wardens or Deputy Wardens report back to the SMLC Chief Warden via text message the status of their sweep area and if the area is clear of people.
- Groundsmen are to man the entrance to the school stopping all traffic bar Emergency Services from entering. Use of mobile phone to communicate with Chief Warden.

AT ALL TIMES KEEP YOUR GROUP OF CHILDREN TOGETHER – BUDDY UP CHILDREN IN DISTRESS

If an evacuation is called while on OUTSIDE duty:

- If the fire alarm sounds while outside then no one is to re-enter a building but staff are to gather students together and move to the *nearest* assembly point-OVAL/RESERVE/HARDCOURT
- Arrange students in class groups if possible and ensure everyone is calm.
- Wardens and Deputy Wardens will direct staff and students and sweep buildings if safe to do so and all areas keeping Chief Warden informed promptly by TEXT.

See Flow Chart in Warden/Deputy Wardens folder for quick reference.

EMERGENCY ACTION - LOCK DOWN

- If a staff member encounters an aggressive person they are to remain calm and if safe to do so suggest that the person leaves the school grounds
- Do not attempt to act as adjudicator
- If aggression continues every attempt is to be made to notify the Office/another staff member to engage a LOCK DOWN.
- call the POLICE immediately (000) giving details

LOCK DOWN: 1 long (15 sec) blast of a siren or whistle, announcement over the PA system or phone

- Students and staff are to remain in the classroom, staying down low and out of sight and silent as best as possible, preferably a staff member or adult with each cluster of students.
- An adult to secure all windows and external doors and switch off lights; be watchful of others needing to enter the building for safety.

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- If, in the event of a lock down, and the classroom is considered to be at risk, staff are strongly encouraged to move the children to the safest/closest available room, staying down low and hiding out of sight as much as possible.
- Staff members need to make themselves familiar with the students in their care at that time.
- A staff member may answer the phone but if the initial words are not a greeting followed by instruction or by the words “all clear” then assume that a danger still exists.
- Lock down will stay in place until designated staff members either phone through or present in person with greeting and words ‘all clear”.
- Wardens and Deputy Wardens may be called upon to help in these situations double check areas for students and checking doors and windows, reminding staff of lights out and silence.
- Mobiles on silent may be used for calls or texting SMLC Chief Warden if essential.

AT ALL TIMES KEEP THE GROUP OF CHILDREN TOGETHER - BUDDY UP CHILDREN IN DISTRESS with others/older students as best as possible

If an emergency lock down is called while on OUTSIDE duty:

- Staff members or adults to calmly gather and lead all children into the nearest secure room via the shortest possible route unless otherwise directed, locking doors and windows behind them and turning out lights. W/DW assume a sweep if possible send others indoors and keeping themselves safe.
- Staff and students must then stay down low and out of sight. Follow processes as mentioned above.
- Staff may direct students to a safe and out of sight location in the yard such as tree area, hard court shed or vegetable patch – whatever is close. If in out of way location staff may use a mobile phone to text location to Chief Warden if possible, be watchful and alert.

See Flow Chart in Warden/Deputy Wardens folder for quick reference.

EMERGENCY ACTION - BOMB THREAT

- May be a brief, anonymous alert, a note or digital message
- Caller may stay on the line
- A suspicious item may be found

BOMB THREAT: Evacuate under the direction of the Chief Warden to a predetermined location.

Receipt of Threat

By Phone:

- Remain calm
- Endeavour to keep caller on the line for as long as possible and alert others
- Obtain as much information as possible and record the information on the bomb/substance threat checklist (Appendix A)
- Notify Police and SMLC Chief Warden

In Writing:

- Alert the Police and also Chief Warden immediately to begin evacuation

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The Evacuation

- Evacuate in cascading motion from the area/s most in danger first followed by complete evacuation. Evacuate to location other than predetermined locations
- Keep students together in class groups
- Chief Warden directs evacuation
- Volunteers fall in with class groups
- Inform contractors of evacuation

See Flow Chart in Warden/Deputy Wardens folder for quick reference.

EMERGENCY ACTION - SHELTER IN PLACE

In some situations it is safer for the students to be indoors. At these times all staff return to their classroom and monitor students and await further notifications if necessary

Some examples of a SHELTER IN PLACE include: strong winds or violent storm, heavy smoke or bushfire in the area, gas leak in the area.

SHELTER IN: 2 short blasts of the siren or whistle, announcement over PA system

- All members of the community take shelter indoors with staff assuming a duty of care
- Primary staff to their classrooms supporting each other
- Secondary staff resuming duty indoors but may require additional support from others

EMERGENCY ACTION - SLEEPOVERS ON CAMPUS

- In the event of a planned sleep over on campus staff and supervising adults, under the direction of college staff need to make themselves familiar with the location of exits and fire extinguishers and the emergency evacuation plan and location of assembly points.
- Staff need to be familiar with emergency action procedures and possible action
- They need to establish telephone access either through a land line or mobile.
- Exits need to be kept clear at all times.
- First priority is the safety of everyone present followed by alerting the fire service and an attempt can be made to extinguish a fire if possible.

EVACUATION/LOCK DOWN DRILLS

- Emergency drills are a requirement of Work, Health and Safety Legislation and need to be treated with respect from staff and students.
- Drills need to happen termly and staff need to be aware of the drill occurring
- Staff follow the direction of Wardens who report to the SMLC Chief Warden
- Prepare students for possibility of smoke filled room – crawl
- Staff need to control student movement as best as possible according to evacuation plans, but make safe decisions accordingly.
- Students need to move quietly to enable effective communication by wardens and staff
- Gather students for ease of counting and checking who is present giving thought to the whereabouts of those not present
- Feedback as needed
- First Aiders aim to attend different assembly points

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PREPARING FOR AN EMERGENCY

- Send letter to school families annually in the first week making them aware of St Martins Emergency Action Policy and Procedures.
- Appoint and train Wardens/Deputy Wardens. (Trained Person/Chubb/PowerPoint) (2 yrs tenure)
- Train all staff in use of a fire extinguisher (Chubb/Fire Service/PowerPoint)(bi annual)
- Train office staff to make emergency calls and respond as best as possible to a threatening phone call.
- Ensure SMLC Chief Warden has white vest, school maps and phone and mobile on hand, updated folder
- Ensure Wardens have red vest, whistle and torch on hand in backpack, updated folder
- Ensure Deputy Wardens have yellow vest on hand, updated folder
- Ensure all staff have correct contact numbers for Chief Warden in mobiles and vice versa or on hand near phone system
- Wardens and deputy wardens be aware of leadership role during drills and in an emergency. If more than one present at an evacuation point then they need to confer and one take outright leadership. Wardens and Deputy Wardens may send group text messages to Chief Warden – work together for efficiency and effectiveness, always identifying members of a group
- Talk through procedures with staff annually and at inductions, seek feedback after drills
- Talk through procedures with students in a serious manner
- Primary classes working with heat/flames plan for an extra adult present
- Practice lock down and evacuation drills termly
- Wardens and Deputy wardens assume leadership at assembly points
- Senior staff be prepared to assume leadership role at assembly areas if no Wardens/Deputy Wardens or senior staff are present
- Ensure evacuation plans are in place and sirens audible and in working order
- Respect the need for awareness
- Review accordingly
- Wardens and Deputy Wardens meet with WHS Officer twice a year for review and updates
- Groundsmen carry mobile phone at all times.
- All staff have contacts in mobile phone.

Definitions

SMLC Chief Warden – Oversees all wardens, liaises with Emergency Authority, point of contact for all Wardens and staff for status of emergency and issues with missing students/persons (White Vest)

Warden – lead role in emergency action, coordinate evacuation (Red Vest)

Deputy Warden – Supporting role, go between (Yellow Vest)

First Aider – Senior first aid training (Green Vest)

Fire Chief – Metropolitan Fire Chief

Ambulance – SA Ambulance Service

SES – State Emergency Service

Cascading Evacuation – evacuate those in immediate danger and then those close to the danger. Leave those in no danger at all in their location for time being. Follow direction of MFS Chief on arrival.

Sirens – Accessed via the Front Office, 2/3 Classroom Foyer, Ark Office.

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References

Metro Fire Service

CFS

Ambulance

SES

Review Date and Specifications

July 2018

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APPENDIX 1



BOMB THREAT CHECKLIST

Remember - keep calm - do not hang up - keep the caller talking for as long as possible

Questions to ask

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What kind of bomb is it?
5. What does the bomb look like?
6. What will make the bomb explode?
7. Why did you place the bomb?
8. Where are you?
9. What is your name?
10. What is your address?

Exact wording of threat

Information on caller

Sex _____ Age _____ Race _____

Length of call _____

Callers Voice

- | | | |
|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughing | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Stuttering | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Familiar | <input type="checkbox"/> Raspy |

If the voice is familiar, who did it sound like?

Action on Call

Number call received at _____

Recipient _____

Time _____ am/pm Date ___ / ___ / ___

Call reported to _____

Telephone No. _____ Date ___ / ___ / ___

Threat Language

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Speech type |
| <input type="checkbox"/> Taped Message | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Abusive/foul | |
| <input type="checkbox"/> Message read by threat maker | |
| <input type="checkbox"/> Other _____ | |

Background Noises

- | | |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Motor noises | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Aircraft | |
| <input type="checkbox"/> Other _____ | |

Remarks

Instructions

Report IMMEDIATELY to Chief Warden on 17.

DO NOT discuss with other staff.

DO NOT return to the area until advised by Chief Warden, Warden or Deputy Warden.

IMMEDIATELY after receipt of the call, please complete this form.

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