Emergency Response Policy

AIM

To ensure that in the event of an emergency a safe, organised and controlled evacuation of all staff, students and visitors will be carried out in the minimum possible time with the least possible risk.

EMERGENCY CONTROL ORGANISATION (ECO)

The ECO will consist of the following people:
- The Headmaster
- The Deputy Headmaster
- All class teachers
- Administration staff

These persons shall:
- be familiar with the building layout
- have knowledge of the communication system
- have knowledge of the colour codes for evacuation

EMERGENCY CONTROL POST

The emergency control post will be the reception area. It will be staffed at all times during an emergency.

NB: Before any evacuation the emergency must be identified and defined. Therefore if there is a situation that could endanger life the Headmaster should be contacted immediately. The course of action will then be decided.

Evacuation

The evacuation of students and staff from dangerous or potentially dangerous areas should be planned to ensure efficient and speedy operation. All staff and students should be familiar with alternative exit and assembly areas.

In the event of an emergency the Headmaster, or, in his absence, the next most senior member of the Administrative Staff, will give instructions to sound the evacuation signal and to contact the emergency services.

In the event of a fire emergency the danger area will be cleared first. Floors above will be cleared next, followed by the floors below in a descending order.

The following actions will need to be undertaken in the event of an emergency:
1. Staff member to notify the Headmaster of emergency. Staff member should stay at
the scene of the incident.

2. Headmaster to instruct Reception staff.

3. Reception staff sound evacuation signal upon instruction Headmaster.

THE EVACUATION SIGNAL IS THE CONSTANT RINGING OF THE SCHOOL BELL FOR
FIVE-SECOND PERIODS, INTERRUPTED BY ONE-SECOND BREAKS. IT WILL BE PRE-
RECORDED AND SITUATED AT RECEPTION.

- Emergency Control Organisation members proceed to allocated areas.

- Once all students and visitors have vacated each floor, the pre-designated members of
  Staff will complete an inspection of their appointed floor area, make certain all persons
  are evacuated, report accordingly to the Headmaster, Warden (Helen Lam) and move
  to the point of assembly.

- Upon arrival at the point of assembly, students are to assemble in their year group,
  where their teacher will mark the roll. Each teacher is to confirm with the Headmaster
  that all students in their group are present. Any discrepancies must be reported to the
  Headmaster immediately.

- Classes must remain with their teacher at all times and use the nearest exit or staircase
  whenever possible as directed by the “Evacuation Plan” located in each room. Should
  an exit be blocked the teacher in charge must ensure that the class moves in an orderly
  manner to the nearest alternative exit or staircase and then by the shortest and safest
  route to the evacuation area.

THE EVACUATION AREA IS THE Canley Vale Railway Station Car Park.

- Upon arrival at the Evacuation area teachers are to assist in marking the Tutor rolls
  supplied by a member of the ECO.

- Any teachers not otherwise assigned should report to the Reception Area to obtain
  instructions.

- Evacuation Control personnel will check their designated area to ensure that everyone
  has evacuated to assembly area and report the ‘all clear’ to the Headmaster. They will
  close all doors behind them. All areas should be cleared within ten minutes.

- Teachers should be prepared to move their classes across the road area to Canley Vale
  Railway Station if instructed by the Headmaster.

- Students and staff may only return to their classroom when instructed to do so by the
  Headmaster or Senior Member of Staff in attendance at the Evacuation Area.
DISPLAY OF BUILDING FLOOR PLANS

In order to enable an efficient evacuation of the school a copy of evacuation procedures and an appropriate floor plan will be displayed in all rooms. The plans must indicate the location of fire extinguishers, hydrants, gas, water and electrical main controls, the first aid post, and all fire escape/exit doors, control stations and assembly area.

EMERGENCY PROCEDURES BOMB THREAT

All bomb threats will be treated as real. On receipt of a bomb threat the Headmaster will notify the police. The officers will assist and advise as necessary on any searching or evacuation which may be required.

The overwhelming majority of bomb threats are conveyed by means of a telephone call. It is of prime importance that the receiver of the call records the exact message as given by the caller and holds the caller on the line as long as possible. To assist in keeping the caller in conversation for as long as possible the receiver will ask the caller prepared questions on the Bomb Threat Check List.

FIRE EVACUATION

Any smell of smoke, flame or fire alarm should be investigated. If possible, fight the fire AFTER notifying someone else who will advise reception to phone the fire brigade.

If the automatic fire alarm is triggered, the Headmaster in conjunction with another nominated staff member will investigate the fire location as signalled on the fire board. The Headmaster will decide if there is a need to evacuate.

Once the fire alarm is signalled all ECO members should report to their designated area.

The evacuation signal will be sounded.

The fire station is automatically notified and will attend. It is required that the building must begin evacuation and can only return to the building once given clearance from the fire brigade. When the evacuation alarm sounds all students and staff are to suspend what they are doing and listen to the announcement, as it will direct them to either remain where they are or to evacuate to an assembly area (normally to the exits of the school.).

Teachers will instruct their students to leave all their personal belongings including school bags behind and commence evacuation. Close all windows and doors.

Classes must remain with their teacher at all times and use the nearest exit as displayed in each classroom and on each floor of the building.

Once the situation is assessed the Headmaster will decide on one of the following messages is to be given to the school:
• False Alarm. The Headmaster or Senior Member of Staff at the Assembly Point will deliver one of the following announcements as appropriate.

“Attention please. Attention Please. We have had a false alarm. Please disregard and continue with your regular routines. Would you remain where they are until given the signal to return to your classrooms is given.”

• Fire but no impact on other buildings

“Attention Please. Attention Please. There is a situation requiring attention in the building. All students, staff and visitors are asked to stay away from the building. Please remain in this assembly area until otherwise advised.”

• Evacuation- fire affecting other areas

“Attention Please. Attention Please. We have had an evacuation alarm. Would all pupils, staff and visitors please make you way immediately with the teaching staff to the exits of the school.”
Lockdown Emergency

In the event of an emergency requiring a LOCKDOWN (for instance, armed aggression or sudden violent and unpredictable behaviour) any member of the School Community should instantly inform the Reception Staff and the Headmaster. In the event that an emergency is declared, the LOCKDOWN ALARM will be sounded. The LOCKDOWN ALARM is the continuous ringing on the School Bell of the Morse Code SOS signal.

On hearing the LOCKDOWN ALARM, teachers will immediately:

- Close all doors and windows.
- Turn out all lights.
- Instruct students to get under their desks and remain silent.
- If possible, barricade the classroom door with available furniture. Teachers and students should remain silently in LOCKDOWN POSITION until the ALL CLEAR (continuous ringing of the school bell for repeated periods of thirty seconds) is sounded.
- Students may then resume their seats and their lesson, but should remain in their classroom in a state of alert until a message from the Headmaster or Reception is received.