

Emergency Procedure 2022 – (Evacuation & Lockdown)

[A]—EVACUATION

In the event that the school needs to be evacuated, the steps below need to be followed:

- Notify the Administration Block by phone or personal message immediately.
- Administration to sound the alarm – push alarm button or hand operated siren - siren ringing of the bell.
- **Administration staff rings the appropriate authority (000).**

TELEPHONE FIRE DEPARTMENT IN EVENT OF FIRE OR EVACUATION EVENT

- The Fire Brigade must be called immediately to all fires or evacuation events, no matter how small the outbreak appears to be, or even if only suspected
- Lift the receiver and dial 000 (*Triple Zero*).
- WHEN CONNECTED TO THE FIRE STATION STATE:

“FIRE AT CENTENARY HEIGHTS STATE HIGH SCHOOL, SOUTH STREET OR RAMSAY STREET.”

Speak slowly and distinctly and do not replace the receiver until the above wording has been correctly repeated by the Fire Brigade Operator.

FIRE WARDENS

1. Each building will have a building tag which is to be presented to the oval to signify that it has been checked.
2. In the event of a fire/ drill, a person who is in the building will act as Fire Warden. This does not necessarily mean it will be the HOD.
3. The first person to enter the staffroom will take the building tag off the hook and keep it with them to say that they are the fire warden for that block.
Put on the red fire warden vest.
4. This person will check all classrooms, toilets and supply rooms on the appropriate level to ensure that all rooms are vacant.
5. A Fire Warden from T Block is to check to see J Block staffroom for key tag if all still there, please check J Block.
6. After checking the building and surrounds, proceed to the Gazebo outside N Block, place your tag on corresponding Velcro dot for your block.
7. Report to the relevant HOD to have your name checked off.



In the event of a HOY, HOD or DP being absent another staff member will be needed to complete the role. All role descriptions are in the box in the gazebo near N block.

HOY Role: Yellow Vest

- The first HOY for each year level to get to the Gazebo outside N Block will get the **yellow vest embroidered with their appropriate year level** from the **box**.
- This HOY will go to the square marked on the cricket pitch with their year level and stand in that spot. Once the **Admin Person 1** comes with the **IDattend** rolls they will give the rolls to each of the nominated HOYs. - All PCG teachers for this year level will go to this HOY to get their PCG roll.
- HOY is to remain in this spot and PCG teachers are to come to him/her.
- HOY is to stay on square on cricket pitch to wait for rolls to be returned.
- When all year level Emergency PCG rolls are completed and returned to the year level HOY, HOY will then take the document wallet containing all the Emergency rolls to D.P. 2.
- HOY will then report to HOD 1 to be marked off the permanent staff roll.

HOD Role: Blue Vest

HOD's – first 7 HOD's to get to the Gazebo outside N Block will go to the box to get document wallet containing staff lists and vest. i.e. The first HOD will get the **document wallet containing the first list of permanent staff**.

- HOD roles:

- HOD 1 - roll for full time Teaching Staff with surnames beginning from A – H
 - HOD 2 - roll for full time Teaching Staff with surnames beginning from I – Q
 - HOD 3 – roll for full time Teaching Staff with surnames beginning from R – Z
 - HOD 4 – roll for part time Teaching Staff and Support Staff
 - HOD 5 – roll for Teacher Aides
 - HOD 6 – roll for Ancillary Staff
 - HOD 7 – Supply Staff/ Preservice Teachers/ Visitors
 - HOD vests are blue and embroidered with the description as above i.e. full time teaching staff, part time teaching staff, teacher aides etc.
- The first 7 HOD's are to stand immediately in front of the terraces on the grass but backing onto the first step. They are to stay in this position until their rolls are completed.
- Upon completion of the rolls, submitted them to D.P. 1.

Teachers Roles:

- Get your class to the oval in a safe and timely fashion.
- Once on the oval, ensure your class disperses to their PCG class.
- Assist classes to line up alphabetically until their PCG teacher takes over.
- Return to the front of your PCG line closest to the cricket pitch to get your Emergency Roll from the HOY.
- Roll to ensure it is an accurate reflection of who should be present.
- All students are to remain standing until their PCG teacher indicates they may sit down as all students have been accounted for.
- When all students have been accounted for, return the completed Emergency rolls and pencil to their HOY on the cricket pitch.
- After returning the roll to the HOY, proceed to HOD 1, 2 or 3 (fulltime teachers) or HOD 4 (part time teachers) to get their name marked off the staff roll.
- PCG teachers then remain with their class standing at the furthest end of their line from the cricket pitch.
- Non-PCG teachers are to go to HOD 1, 2 or 3 (full time teachers) or HOD 4 (part-time teachers) to get their names marked off the staff roll.
- Non-PCG teachers also stay at the opposite end to the cricket pitch helping to supervise classes.
- The cricket pitch is to be kept clear of students and staff except for the HOY's to enable clear, easy access.

Teacher Aide Roles:

- If you are not on a gate or toilet duty, head straight down to the oval in a safe and timely manner.
- Go to HOD 5 (teacher aides) (blue vest with teacher aides embroidered on it) to get your name marked off the staff roll.
- After your name has been marked off, proceed to the oval to assist teachers with their classes.
- Use your discretion to go where you know teachers will need support with particular students.
- ❖ Keep the strip with the cricket pitch clear.
If you are assigned **a gate duty**, ensure that you take your mobile phone with you.
- ❖ **Gate duty people are to text the school phone 0491226407 with:**
 - **The gate that they are on**
 - **Staff members they have with them**
 - **Students they may have with them**
- ❖ In the event that someone does not text from a gate for whatever reason, D.P. 3 will go to that gate to physically check that the person is there, if it is safe to do so.
Do not ring the mobile yourself unless there is an emergent issue.
- ❖ You will be contacted by D.P. 3 at the end of the event to be given the all clear.
- ❖ W Block Administrative Officer
 - check the downstairs area of W Block (toilets & classrooms) to ensure no staff/ students in them.
- ❖ **Take a mobile phone & your orange hi-vis vest with you.**
- ❖ Go to the Catto Street entrance to ensure no-one enters or leaves the school grounds.
- ❖ **SOO's** – Head towards the South Street gates.
 - **Take a mobile phone & your orange hi-vis vest with you.**SOO 1 – Check B Block toilets to ensure no staff/ students in them.
 - Go to South Street drivewaySOO 2 – Check A Block to ensure no staff/ students in them.
- ❖ B Block Administrative Teacher Aides – Check Uniform Shop/ Text book Office/ International Kitchen & Tuckshop to ensure no staff/ volunteers/ students in them.

- **Take a mobile phone & your orange hi-vis vest with you.**
- Go to gate behind I Block

❖ **Administrative Staff Roles –**

Admin. Person 1 –

- Print rolls.
- **Take green hi-vis vest and the Emergency class lists**, list of visitors, Pre-service Teachers & Supply Teachers to the oval to give to HOD 7.
Emergency rolls need to be given to HOYs
- Report to the relevant HOD.

Admin. Person 2

- **Take a mobile phone & your orange hi-vis vest with you.**
- Go to boom gates entrance to ensure no-one enters or leaves the school /HYU7grounds.

Admin. Person 3

- **Take a mobile phone & your orange hi-vis vest with you.**
- Go to exit near Denise Kable complex to ensure no one enters or leaves the school grounds.

B.S.M. 1/ 2

- Check the administration building to ensure no staff/ students are in them.
- Go to entrance on corner of South and Ramsay Street.
- **Take a mobile phone & your orange hi-vis vest with you.**
- When the all clear is given, **D.P. 3 will ring you back on your mobile phone to give the all clear.**
- Do not leave your gate/ entrance until D.P. 3 has contacted you.

Deputy Principal's Roles:

D.P. 1

- Get the pink vest and job description from the wall opposite the Executive Assistant's office. Go directly to Gazebo outside N Block.
- Stay at the Gazebo. You are responsible for ensuring HOY's & first 7 HOD's get the correct document wallet containing their PCG classes rolls and vests.
- Fire wardens will check in with you to notify of the status of their building.
- Go to the terraces and liaise with D.P. 2.
- As HOD's return their rolls, investigate any missing staff with D.P. 2.

D.P. 2

- Get the pink vest and job description from the wall opposite the Executive Assistant's office.
- Go to the oval via the Swimming Pool and Caldwell Building to ensure no staff/ students are in them.
- Collect all the PCG rolls from the HOY's and investigate any staff missing with D.P. 1
- **Remember, staff on gates will be on D.P. 3's roll.** Cross-check with D.P. 3.

D.P. 3

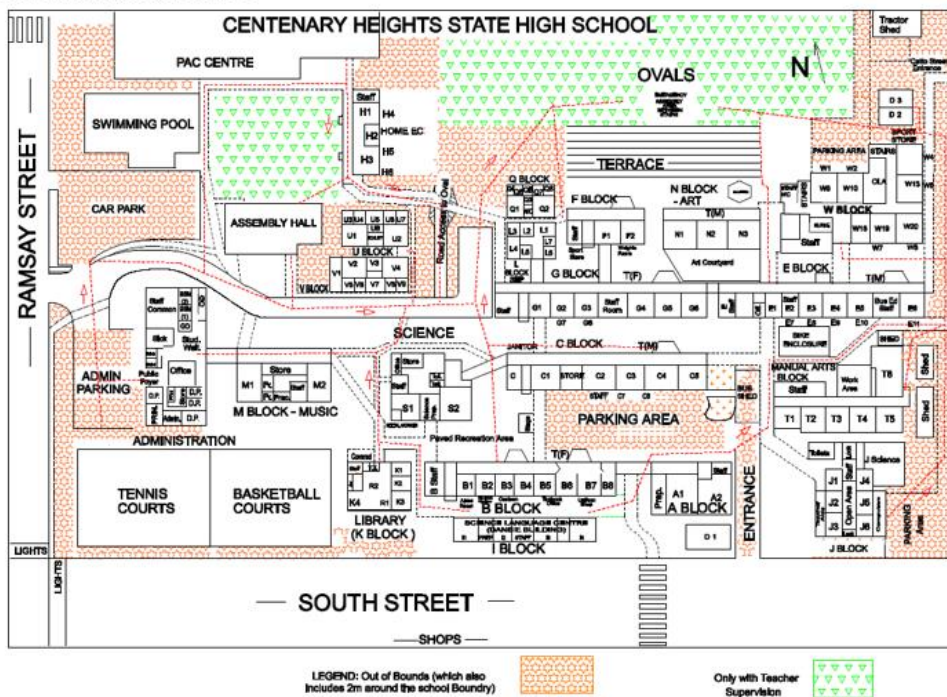
- Get the pink vest and job description from the wall opposite the Executive Assistant's office and also the school mobile phone.
- Go to the Gazebo outside N Block via the Hall to ensure no staff/ students in it.
- Go to the steps on the terraces (closest to the oval).
- Receive a text message staff members who are positioned on gates to ensure they are in position and accounted for.
- Mark staff members off on the appropriate rolls as they contact you
 - Support any staff needing help until the all clear is given.
 - Ensure you have had yourself marked off!
 - Phone each staff member on the gates when the all clear is given so they know the drill/ emergency is over.

W Block Staff:

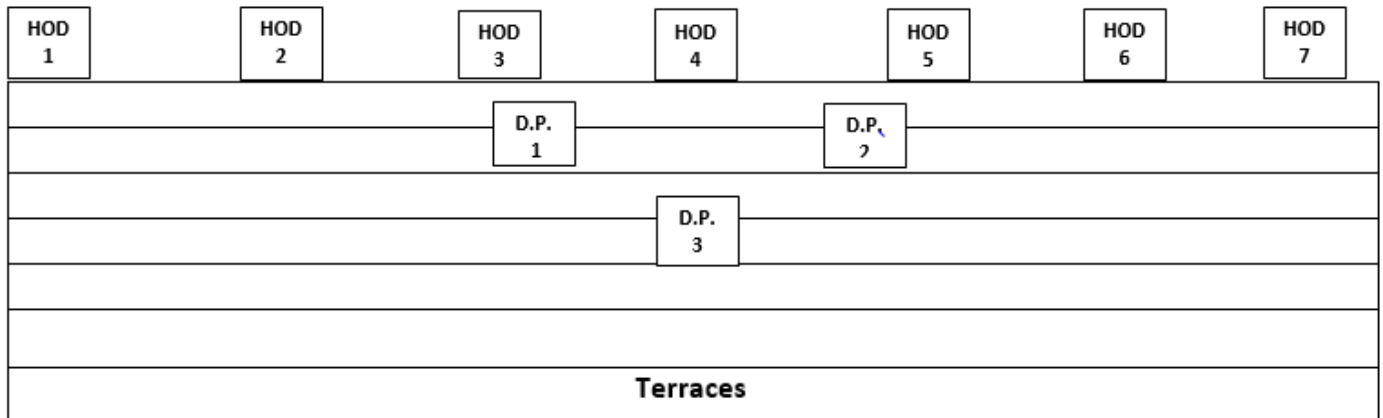
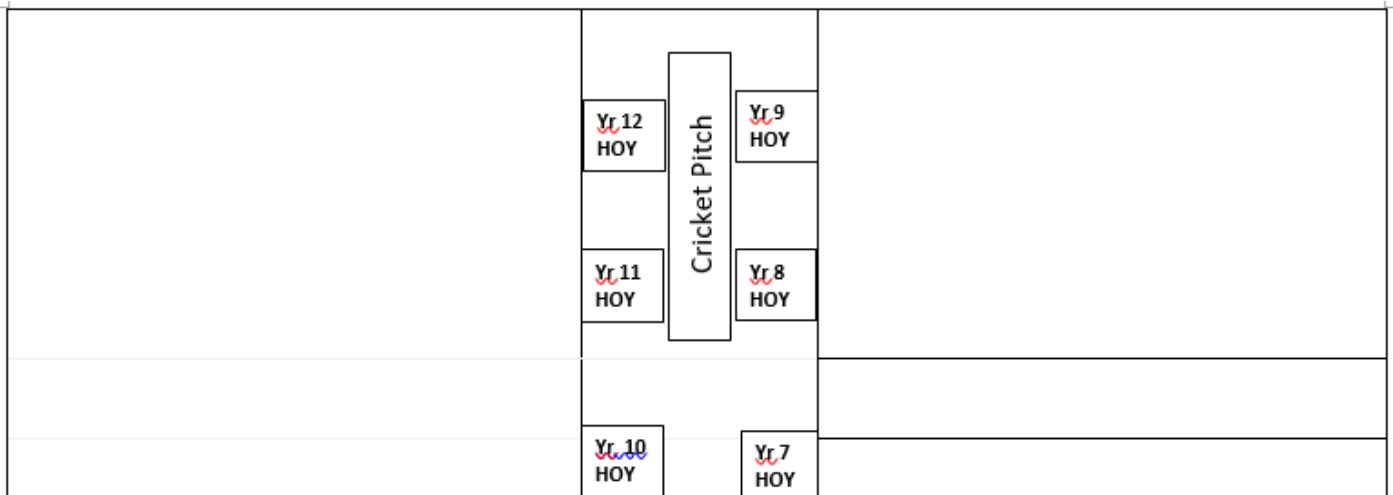
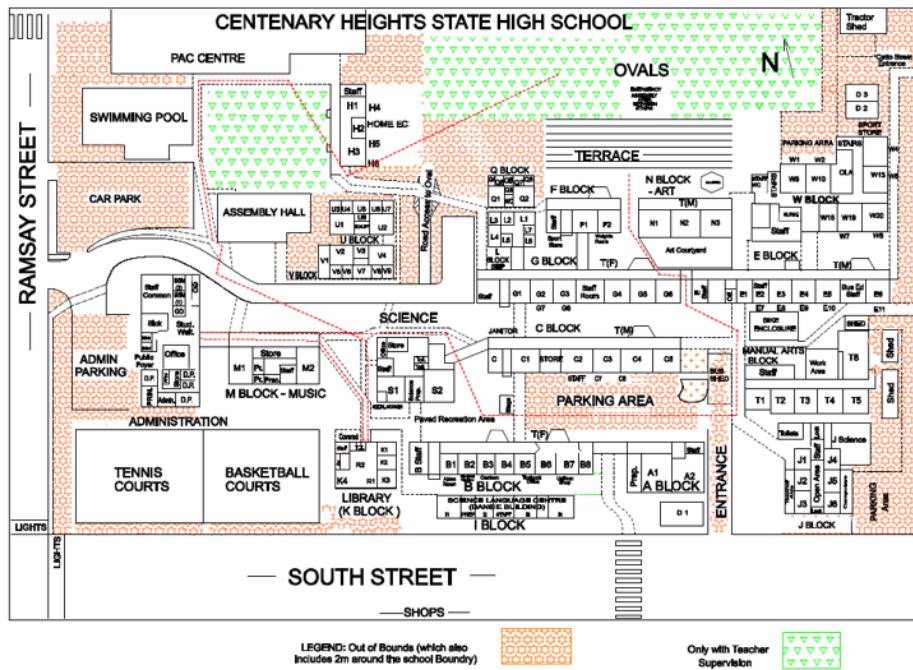
- As part of the fire warden role, staff members in W Block are responsible for taking the boxes containing all the equipment to the Gazebo outside N Block and ensure someone waits at the boxes until D.P. 1 is positioned.
- **Notes regarding map:**

The boxes marked with HOY Year 7 etc on the oval will be kept permanently marked on the oval (6 boxes in total).

EVACUATION ROUTES



WARNING SIREN ROUTES



B] LOCKDOWN PROCEDURE

Centenary Heights State High School lockdown procedure is to ensure that students, staff and visitors are safe in situations where there is a perceived threat of physical harm at the school site by confining people to classrooms and other school buildings.

Warning:

A staff member who becomes aware of a perceived danger will advise the administration immediately. Administration will then implement the following procedure.

Signal:

The signal for lockdown will be a bell that sounds like an alert

Lockdown procedure when in class:

Upon the signal:

- Teachers need to ensure that all students, teacher aides, visitors and/or volunteer parents are inside the classroom.
- ALL doors and windows are then to be locked for security. The door should be monitored, in case any students are returning from the toilets. ALL doors and windows are to remain locked until the all clear message is given by admin. (*Any hopper windows accessible on the ground floor should also be closed*). It is essential that all staff remain calm so that students are not distressed.
- **Mobile phones and laptops are to be turned off and out of sight. Do not use mobile phones.**
- Teachers should conduct a roll check to account for all students.
- STAFF AND STUDENTS **MUST** STAY OUT OF SIGHT AND REMAIN QUIET DURING THE LOCKDOWN SO AS NOT TO DRAW ATTENTION TO THEMSELVES. (In the Assembly Hall- If the numbers allow, students are to go behind the stage curtain and down the stairs to under the assembly hall-into dressing rooms and toilets. In doing so keep away from the glass doors.)

Lockdown procedure for students in classes outdoors:

- Classes on the Tennis / Basketball Courts are to seek refuge in the Library.
- Classes on the bottom oval are to go to the Long St. Embankment unless the AG shed is open.
- Classes outdoors go to the nearest appropriate room.
- Other unsupervised students are to proceed to the nearest classroom with a staff member/s present.

Lockdown procedure at lunchtime:

In the event of a lockdown at first or second break, all staff are expected to gather students calmly and quickly, and direct them to safe rooms, which **may not necessarily be their PCG room**. Under these circumstances, a roll check would not be possible.

- Teachers (**providing it is safe and practical to do so**) should proceed to closest classroom and unlock it to let students in from the surrounding area.
- Students from anywhere in the school can gain access to this room. After an adequate amount of time the door to your room must be locked (*so that any would be offender cannot enter*). All students and staff must then remain as out of sight and quiet as possible.

Lockdown procedure before or after school – Onsite event:

In the event of a lockdown before or after school due to an onsite event such as an intruder on school grounds, staff on school grounds are expected to gather students calmly and quickly, and direct them to the closest classroom or safe assembly point. Under these circumstances, a roll check would not be possible.

- Students on the basketball/Tennis courts are to seek refuge in the Library.

Safe assembly points for students entering or exiting via

- Catto St gate are to move directly to W Block
- Ramsay St gate near pool move to PAC auditorium
- Ramsay St gate near Administration Building move to Hall
- Gate near South and Ramsay St lights move to Hall
- South St gate near basketball courts move to Library or S Block
- South St gate near pedestrian crossing move to J Block

Lockdown procedure before or after school – Offsite event: (an offsite event is an incident that is not happening on school grounds but within the community)

In the event of a lockdown before or after school due to an offsite event, all staff on the school grounds are expected to gather students calmly and quickly and direct them to safe assembly points.

- Students on the Basketball/Tennis courts are to seek refuge in the Library.

Safe assembly points for students entering or exiting via

- Catto St gate are to move directly to W Block
- Ramsay St gate near pool move to PAC auditorium
- Ramsay St gate near Administration Building move to Hall
- Gate near South and Ramsay St lights move to Hall
- South St gate near basketball courts move to Library or S Block
- South St gate near pedestrian crossing move to J Block

All students on school grounds are to move to closest safe assembly point. Staff onsite are to move students, if safe to do so, to closest safe assembly point. After an adequate amount of time, the door to your room must be locked. All students and staff must then remain as out of sight and remain as quiet as possible. Under these circumstances, a roll check would not be possible.

Consideration has been given to identifying safe assembly points that have access to toilet blocks. In the event of an offsite event and if it is safe to do so, students and staff are able to access toilets within the block they are situated.

If lockdown has occurred before school (offsite or onsite event) and the all clear has been sounded, staff and students will move directly to the areas indicated below to have attendance roles marked and to inform students of class schedule.

- Year 7, 8 and 9 students, PCG Teachers, Heads of Years and Year level Deputy Principals go to the Hall
- Year 10 and 11 students, PCG Teachers, Heads of Years and Year level Deputy Principals go to the Terraces
- Year 12 students, PCG Teachers, Heads of Years and Year level Deputy Principal go to the PAC

Procedure for Principal or delegated person

- Lockdown is initiated by sounding the Signal.
- Call 000 for assistance.
- Advise ARD or RD in accordance with Joint DET/QPS Protocol.

Procedure for Admin Staff

<https://gedu.sharepoint.com/sites/2121/Shared%20Documents/WH&S/Emergency%20Evacuation%20Plans/2022/Evacuation%20and%20Lockdown%20Procedure%20CHSHS%202022.docx>

- Secure Administration Block.
- Advise Parents and Staff via SMS (see Appendix 1)
- Advise any adjacent schools or businesses (see Appendix 2)
- Advise bus and taxi companies if it is a before or after school lockdown (see Appendix 2)
- Support Principal as required.

Procedure for Teachers

- If in class, stay in the classroom.
- Cease outside activities and take students to the nearest classroom or other securable room.
- Lock classroom doors. Close windows and blinds. Turn lights off, fans and electrical devices.
- Check outside your classroom and direct students into classrooms.
- Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move.
- Check rolls/class lists. Record the names of all people in the classroom
- Check medical details and health plans of students in the classroom
- Staff may only use mobile phone to receive school generated SMS or to give administration and police further information about the emergency if appropriate (phone should be on silent).
- Stay calm and encourage others to be calm and silent.

If a Full Lockdown:

- Lessons stop immediately;
- Lock classroom doors and barricade;
- Position students in least visible positions;
- Prevent any unauthorised persons accessing classrooms.
- If class or group are not on the school site the teacher should keep the students off-site until an all clear SMS is received.

Procedure for students

- If outside move to nearest classroom.
- Lock classroom doors.
- Remain calm and silent inside classrooms.
- Follow directions of the teachers.
- Be out of 'line of sight', i.e. under desks or against walls.
- **Mobile phones and laptops are to be turned off and out of sight. Do not use mobile phones.**
- Remain in location until directed by Teachers, Principal or Police to move.

Procedure for Parents

- Information about the school's lockdown procedures will be disseminated to all parents via the schools website.
- Usually a lock-down situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so.
- Only one parent or carer will receive the lockdown notification via SMS

Parent/carers are requested to follow the following during a lockdown situation:

- Do not come to the school, as child/ren will not be released to parents during a lockdown.

- Parents and visitors will be restricted from entering the school site during a lockdown.
- If the Lockdown is before school do not drop your child/ren to the school until you receive the all clear SMS.
- Do not call the school as this may tie up emergency lines that must remain open.
- Do not expect your child/ren to call or text you, nor should you call your child/rens mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

All Clear:

- On advice from Police that the threat has been mitigated sound signal to cease the Lockdown.
- The all clear will be given by bell, (which is a different sound to class bell) of 2 rings x 3 seconds long.
- Initiate contact with all Teachers and staff via email to request feedback on lockdown process.
- Teachers to identify any students who may require follow-up support. Symptoms may not present immediately.
- Students requiring support due to the lockdown are able to connect with support services staff who will be temporarily located in the Hall.
- Any student expressing the need for a parent to collect them will be directed to report to the office.
- If you are unable to collect your child/ren only a listed parent/carer can advise school who is collecting their child/ren from school.
- Resume normal educational services as soon as possible.

Wording for Lockdown SMS

(160 character max. allowed in one message)

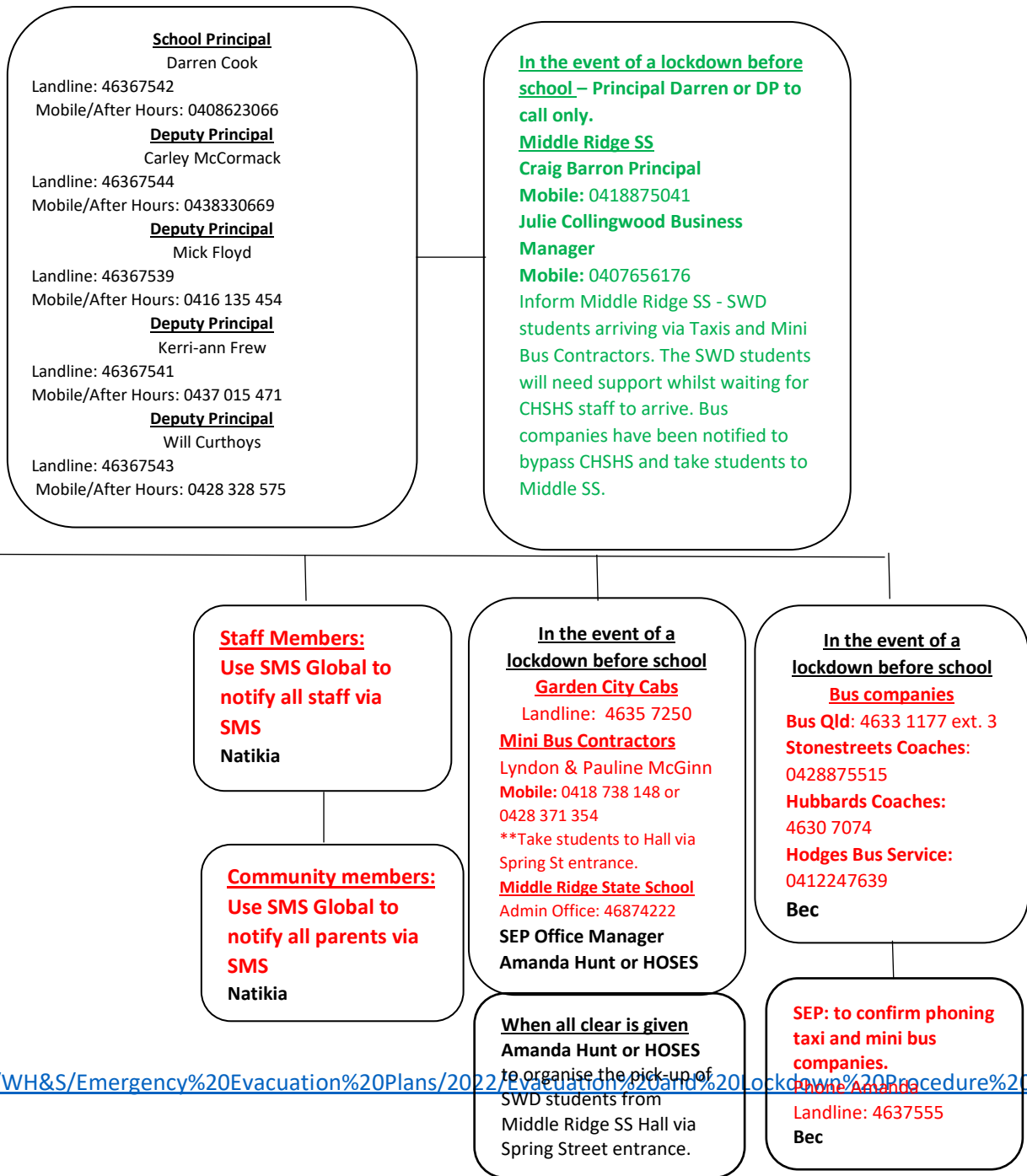
	In-School Emergency	Community Event
Parents – ALERT	Parents – CHSHS is in internal lockdown. All students & staff are safe. Please do not enter school grounds. Update will be sent when resolved. Mr Cook Principal – (160 characters)	Parents - CHSHS is in lockdown. There is an Offsite event. All students & staff are safe. Please do not enter school grounds. Update will be sent when resolved. – (160 characters)
Parents – ALL CLEAR	Parents – CHSHS has been given the all clear. Staff and students are safe and have returned to their normal routine. Darren Cook Principal – (138 characters)	Parents – CHSHS has been given the all clear. Staff and students are safe and have returned to their normal routine. Darren Cook Principal – (138 characters)
Staff – ALERT	Staff - CHSHS in internal lockdown. Staff off campus go to Middle Ridge SS. On campus move to safety. Instruct & check all student devices are off/out of sight. – (160 characters)	Staff-CHSHS in offsite event lockdown. Staff off campus go to Middle Ridge SS. On campus move to safety. Instruct/check all student devices are off/out of sight. – (160 characters)
Staff – ALL CLEAR	Staff – CHSHS has been given the all clear. Staff and students are safe and should now return to their normal routine. Darren Cook Principal – (140 characters)	Staff – CHSHS has been given the all clear. Staff and students are safe and should now return to their normal routine. Darren Cook Principal – (140 characters)

Z

Appendix 2

Phone tree

In a disaster or emergency event, the following phone tree will be activated



Lockdown Procedure Flowchart

Lockdown

- Lockdown is initiated by sounding the signal
- Advise Parents and staff via SMS
- Advise any adjacent schools and businesses
- Before or after school lockdown advise bus and taxi companies

During Class time

- Staff ensure all student, teacher aides, visitors and/or volunteer parents are inside the classroom

During class time - outside

- Classes on the Tennis/ Basketball Courts are to go to the Library
- Classes on the bottom oval are to go to the Long Street embankment unless the AG shed is open.
- Other unsupervised students are to proceed to nearest classroom or room with a staff member/s present

During Break time

- Staff should proceed to nearest classroom and unlock it to let students in from surrounding areas
- After an adequate amount of time the door must be locked

Before or after school

- Staff on school grounds, gather students calmly and quickly and direct to safe assembly points.
- Or nearest classroom if not safe to move to assembly points. [documents/WH&S/Emergency%20Evacuatio](#)
- After an adequate amount of time the door must be locked

- ALL doors and windows are to be locked
- Close curtains or blinds
- Lights, fans and electrical devices are turned off
- **MOBILE PHONES and laptops are to be turned off and out of sight.**
- Staff mobiles are to be on silent so SMS can be sent or received
- Staff and students must stay out of sight and remain quiet
- Keep calm

Before or after school (offsite event) safe assembly points for students entering or exiting school via:

- Catto St gate are to move directly to W Block
- Ramsay St gate near pool move to PAC auditorium
- Ramsay St gate near Administration Building move to Hall
- Gate near South and Ramsay St lights move to Hall
- South St gate near basketball courts move to Library or S Block
- South St gate near pedestrian crossing move to J Block

All Clear

- Police will advise when area is safe
- All clear bell will sound
- SMS sent to parents and staff
- Before school lockdown: Administration will notify Middle ridge SS lockdown is over, students to be transported back to CHSHS
- When all clear is given for a before school lockdown, students proceed to areas indicated on lockdown procedure, for roll marking.
- Identify staff or students that may need follow up support