

GOOSEBERRY HILL PRIMARY SCHOOL
EMERGENCY PROCEDURES



WARNING:

Identified by prolonged continuous siren (at least 30 seconds) or continuous ringing of hand bell

If outside everyone is to return to their classroom. Nature of emergency will be communicated by PA and advice given as to how to proceed.

LOCK DOWN

A lock down occurs when there is an immediate threat and it is necessary to take urgent action to safeguard staff and students.

If a **LOCKDOWN** all staff and students will remain where they are and follow advice of Principal. An announcement will be made over the PA advising "Lock Down Procedures are in place".

All people must remain inside, toilets checked and exterior doors locked. **No staff or students to move from the building they are in.** Students are kept away from windows. Teachers to maintain calm.

Teachers should record names of children in their area

Normal movement on PA announcement only. Principal will announce "all clear" when normal activities can resume.

Do not unlock any doors until advised "All Clear" by Principal

PREPARE

Once advice is given to prepare to relocate students are to fill their water bottles and await further instructions

SAFER LOCATION

When advised by the Principal classes should proceed to the Safer Location – No personal items, except water bottles, are to be taken by students unless otherwise advised.

Safer Location 1 ECE – Kindy, Pre Primary, A Block
Safer Location 2 Keene UCA – B Blocks, Brooks, Library

Specialist teachers will take their class to the nearest Safer Location, where the class teacher will join them and take control of their class. Art, Music, Phys Ed to Keene Area and Music 2 and Languages to ECE. Specialist teachers to then remain at the Safer Location where they report to the Deputy Principal for further instruction.

IMSS teacher to take any children in their care to the nearest Safer Location and return them to their teacher and remain there.

Canteen Manager to account for all staff present and proceed to Safer Location.

Any other staff or **visitors** on site to proceed to nearest Safer Location

Teacher from each block to check toilets

Pre Primary students should remain in their classrooms and Kindy students to evacuate to that area. Kindy teacher should take any student medication.

Do not return to any buildings until all clear given by Incident Manager