



BETHANIA LUTHERAN SCHOOL

EMERGENCY RESPONSES

AND

EVACUATION PROCEDURES

EMERGENCY CONTACT NUMBERS

Emergency Phone Numbers PH: 000 or 112

* Police
* Fire Brigade
* Ambulance

Police Station – Beenleigh PH: 07 3807 7770

Poisons Information Centre PH: 13 11 26

State Emergency Service PH: 13 25 00

Lifeline – 24 hours crisis counselling PH: 13 11 14

Electricity Loss of Supply PH: 13 62 62

Security

* Control Room PH: 07 3865 6178
* Patrol PH: 0438 703 885

**STAFF:**

Catherine Eyers PH: 0410 237 804

Sarah Schnetker PH: 0407 027 360

Justin Kennedy PH: 0415 732 327

Alistair Duncan PH: 0402 229 383

Margaret Nicholls PH: 0414 336 213

Kindy PH: 3200 5829

Kindy/Alicia PH: 0434 961 313

OSHC PH: 3805 3666



BETHANIA LUTHERAN SCHOOL

EMERGENCY RESPONSES AND EVACUATION PROCEDURES

**PREAMBLE**

This document details responses to various emergency situations as they may arise in the life of the Bethania Lutheran School community. These may include, but are not limited to, fire, earthquake, severe storm, bomb or bomb threat, hostage, intruder, gas leak or poison spill.

The very nature of emergency situations means that they often cannot be predicted. However, well-understood and practiced responses will assist in ensuring the protection and safety of each member of the school community in the event that a situation does arise.

This document outlines the responses for several emergency situations. It may be that in the future a situation arises which was not foreseen and is not specifically covered by this policy. In such a situation the Principal will take charge and will direct the response until such time as a statutory officer from the Emergency Services replaces his/her authority.

**POLICY**

It is the policy of the Bethania Lutheran School that in the event of an emergency situation arising at the school the highest priority will be placed on ensuring the protection and safety of all members of the school community.

At least one emergency drill will be conducted each term. This may be with or without warning.

Signs will be placed near the door of each room indicating the location to which its occupants should move in the event of an evacuation. These signs must be kept clearly visible at all times. Staff members will ensure they remain familiar with this policy and its requirements at all times.

All visitors on school grounds must report to the reception area, and if authorised to remain must sign in and obtain a visitors pass. The exception to this is parents/carers who are dropping off or picking up students within normal school hours, and parents/carers attending a scheduled meeting with a staff member.

EVACUATION PROCEDURES CHECKLIST

**DURING CLASS TIME**

In the event that any member of the school community discovers a fire on, or threatening, school property or life, the following steps should be taken:

1. The immediate safety of people in the vicinity should be ensured.
2. The office will be notified by any means available.
3. Administration Staff will commence the Evacuation Alarm Signal.

The evacuation signal will be sounded: **This will be a continuous siren sounding over the school Public Address system.** The siren will continue until the danger is passed and a verbal all clear signal is given. In the event that the public address system is not working, the alternative signal will be the continuous use of a portable siren. The portable siren is located on the shelf next to the door in the PA to the Principal’s office.

1. Administration Staff will alert the fire brigade (Phone 000 or 112 – Mobile contact).
2. School staff will commence the evacuation plan as follows:

The Principal will go to the grassed area in front of the church for student/teacher/visitors assembly. The Deputy Principal or their delegate will wait at the main school gates for the arrival of Police/Fire Brigade and to prevent others from entering the campus. The Assistant to the Business Manager will wait at the church gates to prevent others from entering the campus. The Principal will assume charge of the situation until the arrival of appropriate statutory officers. In the Principal’s absence, the Deputy Principal will assume the Principal’s responsibilities.

Teachers and students will commence the evacuation plan as follows:

* Upon hearing the signal, all persons on school property will evacuate the buildings.
* Teachers will collect their Emergency Roll from its position in the classroom.
* Children will stop what they are doing. They will remain silent and still.
* The teacher will direct children to stand and move calmly from the room in single file.
* The teacher will lock the classroom door; turn off lights and the air conditioner when the last person has left the room.
* For Prep, the teacher should lead the group and the Aide or parent helper (if available) should follow.
* The group will proceed along the designated route from each room to the assembly area. In the event that a route is blocked, the teacher should seek the safest alternative route.
* At all times, running and talking will be kept to a minimum.
* Specialist teachers will accompany their class to the designated area for that class at the assembly area where the class teacher will assume responsibility. Specialist teachers will remain with the class and assist the teacher wherever possible.
* Music Tutors will accompany their students to the designated area where they will hand them over to their class teacher.
* The grounds man will lock the grounds shed and commence to check allocated building.
* Administration Staff will also bring class lists, staff absentee list, the student absentee list, the visitor sign-in book and a first aid kit.
* Upon arrival at the assembly area, each class will form 1 line and wait silently while the teacher marks the roll.
* In the event that a person is not accounted for, the Principal must be advised as a matter of utmost urgency.
* The PA to the Principal will check staff are present/accounted for and visitors as per the sign in book.

6. One person (building warden) is to check each building block to ensure total evacuation and report to the Principal. Please note that this may not be able to happen for several reasons eg the class, teacher/teacher aide are not in their building; a teacher aide is away and not replaced; it is a Friday.

The most important part of the evacuation is that people are quickly accounted for and the Principal is notified immediately if this is not the case.

The business manager and grounds man will do a final check of all buildings and report to the Principal.

* Prep (including external toilets) Grounds man
* Year 1/toilets Year 1 Teacher Aide
* Year 2/3/uniform shop Year 2 Teacher Aide
* Year 4/5/6 and senior toilets Year 4/5/6 Teacher Aide
* Library Librarian and/or Library Assistant
* Learning Enrichment/toilets Year 3 Teacher Aide
* Music Music staff
* Administration Business Manager
1. Students/staff/visitors with mobility issues are to be assisted by available adults. However – if this endangers their own life, they are to leave the person but inform the Principal (or the Fire Service and then the Principal)

of their location.

1. When all persons are accounted for the Principal will, in the case of a drill exercise, stop the alarm and announce the all clear over the public address system.
2. In the event of a real situation the alarm will continue.

**EVACUATION - MOVEMENT**

|  |  |
| --- | --- |
| **Kindy** | Through classroom doors, up path to front gate and proceed across the carpark to the grassed area in front of the church |
| **Prep** **(H Block)** | Through northern classroom doors, to western side gate, turn right and proceed toward the carpark, turn left and proceed along the edge of the carpark and across to the grassed area in front of the church |
| **Music****(G Block)** | Through front doors, turn right and proceed toward the carpark, turn left and proceed to the grassed area in front of the church |
| **Year 2** **(D Block)** | Through western sliding door, turn right, then left on to the path in front of the multi-purpose building, then proceed to the grassed area in front of the church |
| **Uniform Shop****(D Block)** | Through front door, turn left and proceed through the small covered area, turn left on to the path in front of the multi-purpose building, then proceed to the grassed area in front of the church |
| **Year 1** **(B Block)** | Through the western doors, onto the central path between A & B Blocks, heading towards the carpark, turn left and proceed to the grassed area in front of the church |
| **Year 4,5,& 6****(K Block)** | Through the western doors, onto the veranda, turn left and follow the path around H Block (prep), along the edge of the carpark and proceed to the grassed area in front of the church  |
| **Library** **(F Block)** | Through the front door, turn right and then turn left towards the carpark, proceed along the edge of the carpark and across to the grassed area in front of the church |
| **Year3** **(C Block)** | Through the western doors, turn right and proceed through The Meadow, turn left on to the path in front of the multi-purpose building, then proceed to the grassed area in front of the church |
| **ITSupport/Learning Enrichment****(E Block)** | Through the western doors, turn right onto the central path, proceed through the small covered area, turn left on to the path in front of the multi-purpose building, then proceed to the grassed area in front of the church |
| **Reception/****Business Mgr****Principal/Sick Bay/Staff Room****(A Block)** | Through the rear doors and proceed on to the path in front of the multi-purpose building, then proceed to the grassed area in front of the church |
| **Multi-Purpose Building** | Through the north-facing gate, turn left onto the path and proceed to the grassed area in front of the church |

|  |
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| **NOTE:** Contingency – should access to the grassed area in front of the church be unsafe, the Principal will instruct people to assemble at another location |

EVACUATION PROCEDURES

**DURING LUNCH TIME AND RECESS**

1. The alarm will sound

**This will be a continuous siren sounding over the school Public Address system.** The siren will continue until the danger is passed and a verbal all clear signal is given. In the event that the public address system is not working, the alternative signal will be the continuous use of a portable siren.

1. Students will immediately walk to the end of the path outside the multipurpose courts and wait for the junior playground duty teacher to direct them across the car park. Students will then walk to the Church Assembly Area. Students moving from the oval are to walk along the rear fence line, staying away from the buildings.

NB During the lunch eating time the supervising teachers will escort children to the church assembly area.

1. Duty teachers will ensure a prompt response to the signal.
2. Prep staff must return (if possible) to the prep yard to assist the staff on duty with the removal of Prep students to the assembly area.
3. Administration staff will take a set of class lists, staff absentee list, student absentee list, visitor sign-in book and first aid kit to the assembly area and distribute the class lists to class teachers for roll call.
4. The duty teachers will supervise the initial assembly of students until the arrival of the Principal and the class teacher.
5. Designated staff will check all buildings as prescribed above.
6. Students will assemble in class lines. Specialist teachers, administration and non-teaching staff will also report to the Church Assembly Area.
7. The command post will be at the designated Church Assembly Area.
8. When all persons are accounted for, buildings checked and classes reported present, the Principal will, in the case of a drill exercise, stop the alarm and announce the all-clear. Or, in the case of a real situation the Principal will continue to monitor the situation and act as appropriate.

**BEFORE AND AFTER SCHOOL TIMES**

If there are any students or adults on site the lunchtime procedures will apply.

**EMERGENCY LOCKDOWN PROCEDURES**

**GENERAL GUIDELINES**

Lockdown procedures are designed to secure staff and students in the case of potential threats such as:

* Bad weather
* Toxic spills
* Livestock on the loose
* Dangerous persons

When a threat occurs (as above) the Principal should follow these procedures:

Contact police, if necessary, with as much information as possible **(POLICE 000 or 3807 7770 or 112 from a mobile)** and at the same time arrange for a lock down signal to be activated.

The lock down signal will be:

**Music playing (Crowded House) over the school public address system.**

Or alternatively, when the lockdown button cannot be reached, the message over the PA will be **Could Tony Ryan please go to his music lesson.** (This should be repeated several times).

Administration will then call:

(Groundsman) on 0450 621 280

Kindy 3200 5829

Outside School Hours Care on 3805 3666

Church on 3200 5357

The following numbers are provided so staff, without the use of landlines, can notify if they are in danger, isolated or have a student missing. Mobiles should be turned to silent if possible. The primary contact will be the Deputy Principal. In their absence or in the case of the Deputy standing in for the Principal the Head of Pastoral Care is to be notified.

 Catherine Eyers 0410 237 804 Principal

 Sarah Schnetker 0407 027 360 Deputy Principal

 Justin Kennedy 0415 732 327 Head of Pastoral Care

Margaret Nicholls 0414 336 213 PA to the Principal

Alistair Duncan 0417 621 875 Business Manager

Shanel Edwards 0426 246 526 BM Assistant

Michael Neldner 0421 131 965 Pastor

Rob Ross 0450 621 280 Grounds

Jenna Lee 0422 047 677 PJL

Natasja Kuiper 0435 433 028 PTS

 Gemma Lemin 0433 993 520 1GL

Joanne Mayes 0417 733 634 1JM

Ashlee Cooper 0438 111 217 2AH

Phoebe Watson 0431 882 864 2PW

Emma Jans 0438 143 371 3EJ

Donna Wenke 0428 302 278 3DW

Brittany Vangsness 0401 656 492 4BV

Tanya Morris 0448 186 449 4TM

Jemma Robinson 0423 183 194 5JR

Sophia Barker 0422 277 467 5SB

Jessica Maxfield 0419 172 682 6JM

Lynda Nicol 0404 917 706 Enrichment - Support (Mon, Tues, Thur)

Anthea Douglas 0422 892 886 Enrichment – Extension, Coding & Robotics (Mon, Tues, Thur)

Katrina Gorman 0412 526 542 Enrichment - Support (Mon, Tues, Wed)

Sarah Schnetker 0407 027 360 Library

Michelle Meara 0422 679 193 Library Assistant

 Justin Kennedy 0415 732 327 HPE

 Megan Gilmour 0434 989 396 HPE ((Tues)

Carly Flynn 0423 878 372 Music, Coding & Robotics

Ruth Ross-Pe’er 0423 512 683 Music Tutor (Tues, Wed, Thurs)

Helen Heim 0412 200 712 Year 4/5/6 Aide

Leanne Welke 0413 000 072 Year 3 Aide

Marcelle McManus 0456 065 892 Year 2 Aide

Veronica Maxwell 0414 858 452 Year 1 Aide

Amanda Meurant 0434 382 480 Prep Aide

Selina Keen 0404 035 913 Prep Aide

Sharon Pickering 0402 861 246 Learning Enrichment Aide

Lee-anne Brooks 0409 795 369 Uniform Shop

Kelly Layet 0408 634 505 Marketing

Teachers are to ensure their room is secured (lock all windows / external doors) and blinds are closed.

**EMERGENCY LOCKDOWN PROCEDURES**

**TEACHERS IN CLASSROOMS WITH A CLASS**

* The code that the lockdown is in effect will be music playing through the PA system (Crowded House) or if this option is unavailable or deemed too dangerous an announcement over the PA will be made ‘Could Tony Ryan please go to his Music lesson’.
* Immediately close and lock all external doors and windows. Close blinds.
* Turn lights off.
* **Teachers are to keep all students inside classrooms.**
* Students are to sit under their desks and remain quiet.
* The teacher shall call the roll to ascertain all students are accounted for. In the event of a student unaccounted for the Deputy Principal should be immediately informed by phone.
* Do not answer any knocks on the door.
* In case of a medical emergency, notify the office.
* Administration will direct student release in person or by phone.
* An "all clear" announcement will end the lockdown.

**TEACHERS OUTSIDE WITH A CLASS**

* Unless otherwise instructed, teachers should move their class to the nearest available classroom area, if it appears safe to do so, and follow the lockdown procedures.
* If it seems unsafe to return to the classroom area, teachers should use their own discretion in moving their class as far away from danger as possible.

**SPECIALIST TEACHERS WITH A CLASS**

* Unless otherwise instructed, students are to remain with that teacher and lockdown as per standard Lockdown Procedures. The specialist teacher is to mark all students are present as per the emergency roll in their room.

**Specialist Music Tuition and Learning Enrichment**

* Unless otherwise instructed, students are to remain with that teacher and lockdown as per standard Lockdown Procedures. Music tutors notify home class teachers so rolls can be checked.

**STAFF NOT TEACHING**

* Staff members who are not teaching should remain in their offices and await further instructions.

**GROUNDS STAFF**

* Unless otherwise instructed by mobile phone, or it seems unsafe to do so, grounds staff should immediately leave the grounds and act as a liaison with Administration and police. They should also prevent other persons from entering the Campus.
* All vehicles should be securely locked and the Maintenance shed door locked.

**DURING LUNCH TIME AND RECESS**

* Students will immediately walk back to their classrooms from the playground. Students already in a building eg music, library will remain where they are.
* During the lunch eating time the supervising teachers will direct children to the library.
* Duty teachers will be contacted via walky-talky and ensure a prompt response to the signal.
* Classroom teachers will secure the classroom and call the roll
* Follow procedures as above.

**LOCKDOWN PROCEDURES – OTHER CONTINGENCIES**

* If students are **in transit** they are to immediately return to their classroom
* Where students are waiting for **parent pick-up after school**, teachers are to escort them to the Library.

**EMERGENCY PLAN SEIGE, HOSTAGE OR BOMB THREAT (POLICE 000 or 112 FROM A MOBILE)**

**A. IF INTRUDER ENTERS THE OFFICE AREA**

1. At all times KEEP CALM - maintain the status quo (Don't phone out)
2. Assess the situation -

a. Number of Persons

b. Dangerous weapons

c. Whether carrying bag or similar to disguise possible weapons/explosives

d. Nature and cause of disruption - i.e. marital, kidnapping, custody.

e. General demeanour eg calm, irrational, nervous

1. Management

a. Assess the situation

b. Principal will assume control at all times. No-one will interfere.

c. Principal will attempt to withdraw person/s to his/her office

*Subsequent role of office staff*

1. A code will be established between the principal and office staff (Could Tony Ryan please go to his music lesson), which indicates that contact of the police is necessary.
2. Office staff move to the adjacent classroom.
3. Office staff to contact police. (Use mobile phone or classroom telephone outside of the office area)

**Dial 000**

1. Advise the police:

 Number of people

 Where they are

 Weapon or bag

 General demeanour

 Appearance

Do not return to the office.

1. If possible, initiate Lockdown Procedures using the announcement “**Could Tony Ryan please go to his Music lesson”** that is all children will be returned to, or remain in the classroom. The exterior doors are to be locked, blinds closed. Turn lights off.

*Subsequent role of the Deputy Principal*

i. Deputy Principal is to be informed of the situation. If necessary he/she will inform all teachers of the situation

j. Children will remain in their classrooms

k. As a last resort the Deputy Principal will supervise the evacuation of the school upon direction from the Principal.

**B. IF AN INTRUDER ENTERS A CLASSROOM AREA**

1. At all times KEEP CALM - maintain the status quo.

2. Assess the situation

a. Number of Persons

b. Dangerous weapons

c. Whether carrying bag or similar to disguise possible weapons/explosives

d. Nature and cause of disruption - i.e. marital, kidnapping, custody.

e. General demeanour eg calm, irrational, nervous

f. If person(s) are unknown: Height……………..

 Sex ………….........

 Age ………….........

 Colouring (hair, skin) …………

 Nationality ………..

3. Management

a. Remain in the classroom and aim to preserve the safety of children and yourself by following the directions of the assailant.

 DO NOT PROVOKE THE ASSAILANT

 Work for CALM to prevail.

 b. Principal is to be contacted immediately by any means available.

 c. Police **(dial 000)** are to be called immediately from the office or any means possible

 d. If possible, the Principal will intervene and assume control until Police arrive.

NO ONE else will interfere.

 e. Police will supervise ongoing procedure

NOTE: The Principal will advise the Deputy Principal and all teachers of the situation. If the Principal is involved in the situation the Deputy Principal will be the point of contact for teachers.

**C. IF AN INTRUDER IS IN THE PLAYGROUND OR NEAR NEIGHBOURHOOD**

1. At all times KEEP CALM - maintain the status quo.

2. Staff members present should assess the situation -

a. Number of Persons

b. Dangerous weapons

c. Whether carrying bag or similar to disguise possible weapons/explosives

d. Nature and cause of disruption - i.e. marital, kidnapping, custody.

e. General demeanour eg calm, irrational, nervous

f. Appearance

3. Management

 a. Assess the situation

 b. Principal is to be contacted immediately by any means available.

 c. Police to be called immediately **Dial 000**

d. If possible, the Principal will intervene and assume control until Police arrive. NO ONE is to interfere.

e. If possible, Lockdown Procedures will occur, that is all children will be returned to, or remain in the classroom. Exterior doors are to be locked, blinds closed. Turn lights off

g. Teachers are to keep all students inside classrooms

h. Students are to sit under their desks and remain quiet

 i. If safe, and possible, stack tables and desks against low glass areas and close blinds

 j. Police will supervise ongoing procedure

NOTE: The Principal will advise the Deputy Principal and all teachers of the situation. If the Principal is involved in the situation the Deputy Principal will be the point of contact for teachers.

**D. BOMB THREAT PROCEDURES**

1. Remain calm, be courteous and don’t interrupt the caller.
2. Note if the caller is male or female, an adult or a child?
3. If the caller’s number is displayed on the handset, note the number.
4. Attempt to gain as much information as possible:

(There is a checklist positioned in reception, staff room and business office)

* + When is the bomb going to explode?
	+ Where is the bomb located?
	+ What does it look like?
	+ What kind of bomb is it?
	+ What will make the bomb explode?
	+ Where the caller is?
	+ How the caller knows about the bomb?
	+ Whether other bombs have been placed and where?
	+ Why the bomb was placed?
	+ Inform the caller that the building is occupied and that the bomb could cause injuries or death.
	+ Listen for any background noises and any caller mannerisms, voice characteristics or accents.
1. Do **NOT** hang up - keep the line open even if the other party hangs up. Do **NOT** hang up.
2. Immediately go to another telephone and **Dial Police 000**
3. Await further instruction and advice.

**IF YOU FIND A BOMB (OR SUSPECT YOU HAVE)**

1. Do **NOT** touch it. Ask all persons to leave the area within the building.
2. Seal the area as best possible (e.g. block entrance).
3. Immediately go to another area and **Dial Police 3807 7770**.
4. Await further instruction and advice.

