LOCKDOWN & LOCKOUT: Emergency Warning – Continuous ringing of bell.

Plan 1: During Class Time
1. Students must return to their classrooms unless in the Admin building or already under direct adult supervision. Teachers check that all students are present. If in library, STLA or COLA, stay with teacher. Class teachers are to turn on their mobile phone and use the classroom phone to stay in communication with the front office. Teachers to ring office and inform them of students who are missing from classroom.
2. Lock all classroom windows and doors, close any blinds.
3. Students to move under the desks and remain silent. Teachers remain with class.
4. When ALL CLEAR a series of long and short bells will be rung repeatedly, teachers then assemble students and follow the Emergency Evacuation Plan, if required, signalled by a continuous ringing of bell.

Plan 2: During Playground Time, Assemblies or Sport Activities
1. Students to return to classrooms in an immediate but orderly manner.
2. All personnel then follow procedures as for “During Class Time”.

General Considerations:
1. All staff and students to stay low and away from windows, glass doors.
2. Any staff member not responsible for a class or students at the time is to go immediately to the Admin Building and assist with the management of issues.
3. School Administration Staff will lock all doors and windows of the Admin Building and close blinds.
4. Mrs Touzell to phone emergency services and SEA to notify them.
5. At the sounding of the ALL CLEAR SASS should also follow the Emergency Evacuation plan if required.
6. SAM to notify Mr Boulus if Lockout. Mr Boulus to ring hand bell continually ensuring all students and staff have exited the playground.
7. SAM/SAO to lock Admin Building.

Overview:
Lockdown/Lockout: Continuously ringing bell.
Evacuation: Repeated ring of bell
Emergency Evacuation Plan (On Site) 2011

From Playground and Classroom

Emergency Warning – Repeated ringing of bell.

1. School Administration Manager (Mrs Touzell) to ring Emergency - Triple "0" on mobile while exiting the building.

2. Mrs Touzell evacuates staffroom and toilets, takes class rolls, the sign on book, visitors book, volunteers register, pens, a whistle and a First Aid Kit to the evacuation area at the bottom of the oval, under the trees, adjacent to the Police Station.

3. Mr Boulus to check school toilets, library, Canteen and COLA and waits at the school driveway on the oval on High Street to direct emergency vehicles/personnel.

4. Teachers take mobile phones if still in classrooms, check storerooms and adjacent areas. DO NOT allow children to collect bags etc. Move class in an ORDERLY MANNER- in two lines - to the evacuation area at the bottom of the oval, under the trees, beside the Police Station, unless directed otherwise. If evacuating from the classroom, take emergency evacuation (Red Laminated Roll) when leaving for the evacuation location.

5. If on release and in classroom, move to the evacuation area on the school oval.

6. Assemble and sit classes under the trees on the oval under the supervision of Allan Cornick (AP). Teachers to check roll when class is settled. Report missing students to Principal/A.Ps. and wait for students to be located. Confirm Supervising Teachers have mobile phones and are contactable.

7. IF STUDENTS ARE IN THE PLAYGROUND - alert the students with the Repeated ringing of bell. Use speaker system and direct children to walk to the school oval in an orderly manner and assemble under the trees beside the Police Station. Students sit in class groups under the direction of Allan Cornick.
   a) Teachers exit the building taking mobile phones, if possible, and move to the evacuation area and check as above:

   b) Mr Boulus to check toilets, canteen, library, COLA and Classrooms:

   c) Mrs Touzell to check Admin Block.

8. Wait at the assembly point, under the trees on the oval beside the Police Station, until the ALL CLEAR is phoned through to Supervising Teachers.

9. After the all clear, walk students back to class and debrief as required.
**Notes:** In the event of fire, evacuate as above. If possible shut doors and windows to prevent the spread of fire and smoke. Use the fire extinguishers if possible, as long as personal safety is not endangered. If casual teacher on duty, teacher in adjoining room to ensure casual teacher is aware of procedures.

**Morpeth Public School**

**Emergency Evacuation Plan (Off Site) 2011**

**From Playground and Classroom**

Emergency Warning – **Repeated ringing of bell.**

1. School Administration Manager (Mrs Touzell) to ring Emergency - Triple "0" on mobile while exiting the building.

2. Mrs Touzell evacuates staffroom and toilets, takes class rolls, the sign on book, visitors book, volunteers register, pens, a whistle and a First Aid Kit to the to the evacuation area at the bottom of the oval, under the trees, beside the Police Station to wait for class teachers and students to assemble.

3. Mr Boulus to check school toilets, library, Canteen and COLA and waits at the driveway entrance to the oval to direct emergency vehicles/personnel.

4. **Teachers take mobile phones** if still in classroom, check storerooms and adjacent areas. DO NOT allow children to collect bags etc. Move class in an ORDERLY MANNER- in two lines - to the evacuation area at the bottom of the oval, under the trees, beside the Police Station, unless directed otherwise. If evacuating from the classroom, take emergency evacuation *(Red Laminated Roll)* when leaving for the evacuation location.

5. If on release and in classroom, **move to the evacuation area** on the oval. Teacher taking class for release, **move to the evacuation area** on the oval.

6. Assemble and sit classes in two lines under the trees on the oval under direction of Allan Cornick. Teachers to check roll when class is settled. Report missing students to Principal/A.Ps and wait for students to be located. Confirm Supervising Teachers have mobile phones and are contactable. Allan Cornick to direct off site evacuation to the Morpeth Common via the driveway entrance to the oval. SLSO and SAM/SAO to drive students with mobility problems to the Morpeth Common.

7. **IF STUDENTS ARE IN THE PLAYGROUND** - alert the students with the Repeated ringing of bell. Use speaker system and direct children to the evacuation area at the bottom of the oval, under the trees, beside the Police Station. Students assemble and sit classes in two lines along the pathway under direction of Allan Cornick.

   a) Teachers exit the building taking mobile phones, if possible, and move to the evacuation area on the oval and check as above:

   b) Mr Boulus to check toilets, canteen, library, COLA and Classrooms:

   c) Mrs Touzell to check Admin Block.
8. Evacuation to the Morpeth Common.
In an orderly fashion, Teachers lead students in two lines along High Street until it meets Edward Street. Cross Edward Street and assemble in the shade on the Morpeth Common. All clear to be phoned through to teachers supervising the students. Teachers Aides to accompany students with disabilities.

9. Wait at the assembly point, Morpeth Common, until the ALL CLEAR is phoned through to Supervising Teachers. Students with mobility problems will be transported back to the school with the SLSO and the SAM/SAO

10. After the all clear, walk students back to class and debrief as required.

Notes: In the event of fire, evacuate as above. If possible shut doors and windows to prevent the spread of fire and smoke. Use the fire extinguishers if possible, as long as personal safety is not endangered. If casual teacher on duty, teacher in adjoining room to ensure casual teacher is aware of procedures.