



## **CEPS Evacuation / Lock Down / Out Policy**

### **Purpose:**

**Lockout** is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off school property. This procedure allows school activities to continue as normal during the outside disruption.

**Lockdown** is a procedure used when there is an immediate threat to the school eg school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by the Principal or delegate.

**Evacuation** is a procedure where all persons on the school site meet at an agreed site to ensure safety of all and that all persons expected on site are present. An evacuation is implemented to ensure a rapid, orderly response to a threat to life and property using a predetermined plan.

### **Lockdown/Lockout Implementation:**

***If a situation arises necessitating a lockdown/lockout, the class teacher will:***

Notify the Office immediately via mobile telephone.

***In case of lockdown / lockout, follow procedures below***

### **NO SITUATION IS EVER TO BE ASSUMED AS BEING ONLY A DRILL**

- **The bell will make a continuous BEEP**  
DO NOT assume if the beep stops, that Lock Down is over!
- In the event the Principal is not in the Administration Building, the SAM will contact the police and liaise with the Principal
- All staff to lock doors to their classroom and all external windows
- Blinds are to be pulled down
- Principal to ensure all gates are locked
- Staff should record the names of students in their room. Any missing and/or extra students should be noted. If possible, staff should provide details to the principal via mobile phone

- SAM and/or Principal will contact staff via their mobile phone and/or speaker system as needed. Do not leave your classroom to speak to anyone unless directed to do so by the principal
- The principal should ensure that access is monitored and that only authorised personnel have access
- The principal liaises with NSW Police and other emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day if the incident is still continuing
- Staff notified by principal and office staff when lockdown/lockout is over

## **Evacuation Implementation:**

***If a situation arises necessitating an evacuation in or around a classroom, the class teacher will:***

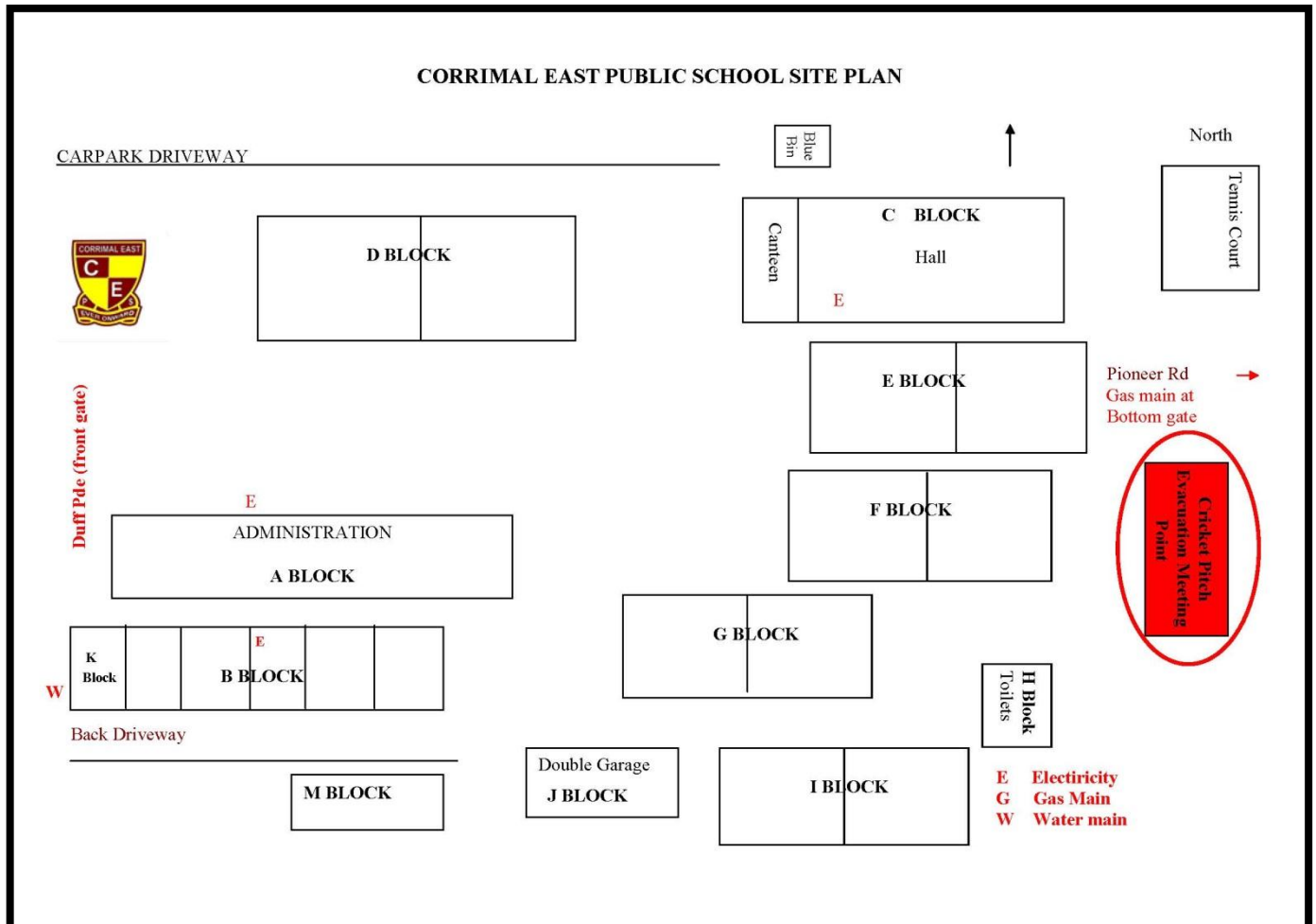
Notify the Office immediately via mobile telephone

### **NO SITUATION IS EVER TO BE ASSUMED AS BEING ONLY A DRILL**

- **The bell make a continuous WHOOP WHOOP**  
DO NOT assume if the bell stops, that Evacuation is over!
- In the event the Principal is not in the Administration Building, the SAM will contact the police and liaise with the Principal
- Children will be escorted by the teacher to the designated safe area (see diagram)
- NO belongings are to be taken, teachers are to close doors but do not lock them
- Office staff will check administration block and bring Emergency Sentral Roll (blue folder), Sentral laptop with partial absences, Staff emergency contact list, Visitor sign in book, Staff sign in books, First Aid kit, Emergency Medications (epipens/school puffer), Chemical Register and mobile phone
- Casual teachers are to assume the role of the class teacher they are replacing
- All volunteer parents should stay with the class they are working with. If in the conference room, they should proceed directly to the safe area with the student / staff member they are working with.
- Teachers will check the roll at the safe area and inform the Principal/Delegate immediately if they become aware of any unaccounted students or adults.
- If after marking student rolls, a student is unaccounted for the Principal is to check the library and the Assistant Principals is to check the toilet block and hall.
- Upon assessment, the Principal/Delegate is to decide if the event is to be classified as a serious incident. If so, the Serious Incident Policy is to be put into action
- When the emergency has ceased, personnel may return to the school buildings after the Principal and the appropriate authority in control have deemed it safe to do so
- If students are to be sent home normal absence procedures apply

Please note:

Teachers / staff are to use their discretion in determining the best route to take to the safe site.



This policy and its procedure have been communicated to the staff of CEPS.  
Regular drills will be undertaken to ensure staff and students are fully aware of correct procedures.

2015;  
Term 1- Evacuation, Lock-Down/Out  
Term 2- Evacuation  
Term 3- Lock-Down/Out

*Bede Darcey, Principal*  
February, 2015

To be reviewed December, 2015

*Corrimal East Public School*

All Areas Emergency Evacuation Procedures

# Continual Whoop

Evacuate room or playground and walk quickly and calmly to the cricket pitch

Sit in class groups

Remain at the cricket pitch and await directions from the Principal

Office staff to bring required materials

*Corrimal East Public School*

All Areas Emergency Lock-Down Procedures

**Continual Beep**

Pull all curtains down and lock door

DO NOT let any student leave the classroom for ANY reason

DO NOT open any door for ANY reason

Remain in the classroom and await directions from the Principal

*Corrimal East Public School*

## All Areas Emergency Lock-out Procedures

# Principal address

Return to classroom (if not already there) and lock door

DO NOT let any student leave the classroom for ANY reason

Remain in the classroom and await directions from the Principal

*Corrimal East Public School*

*Administration Staff Procedures*

**In the event of Evacuation:**

- Office staff to press Red button
- Principal to contact emergency services
- Office staff to collect:
  - *Emergency Sentral Roll (blue folder)*
  - *Sentral laptop with partial absences*
  - *Staff emergency contact list*
  - *Visitor sign on book*
  - *Staff sign on books*
  - *First Aid kit*
  - *Emergency Medications (epipens/school puffer)*
  - *Chemical register*
  - *Mobile phone*
- Office staff to check sick bay and all administration block
- Move to evacuation area

If after marking student rolls, a student is unaccounted for;

Principal- Check Library

Assistant Principal 1- Check Toilets

Assistant Principal 2- Hall

*Corrimal East Public School*

*Administration Staff Procedures*

**In the event of Lock Down & Lock Out:**

- **Principal to contact emergency services**
- **Office staff to ring bell (Yellow button)**
- **Office staff to secure administration block**
- **Office staff to contact Principal and await direction**

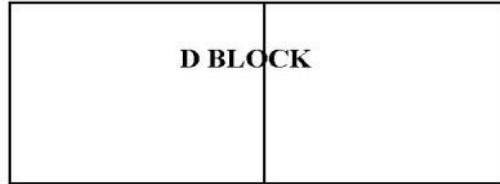


# CORRIMAL EAST PUBLIC SCHOOL SITE PLAN

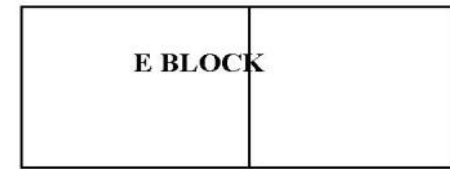
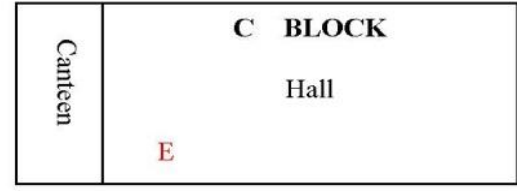
CARPARK DRIVEWAY



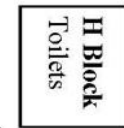
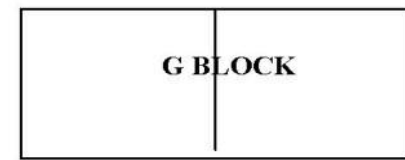
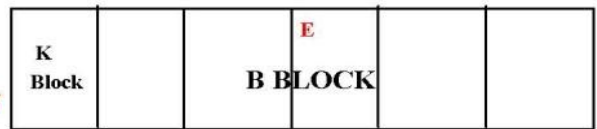
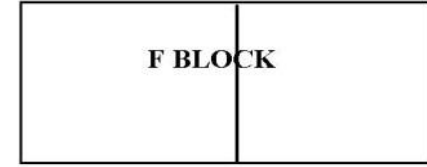
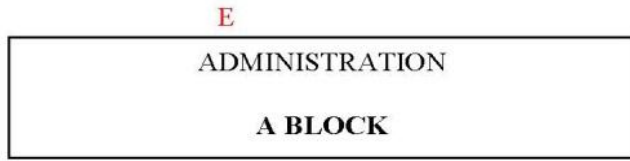
Duff Pde (front gate)



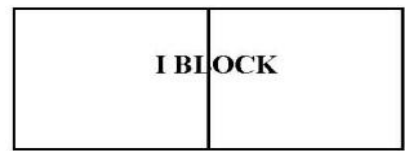
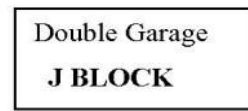
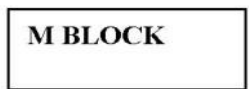
North



Pioneer Rd  
Gas main at  
Bottom gate →



Back Driveway



- E** Electricirity
- G** Gas Main
- W** Water main