

GREEN VALLEY ISLAMIC COLLEGE

EVACUATION AND SECURITY POLICY



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SECURITY POLICY

RATIONALE:

The care and protection of children and school staff in a school is of the highest priority. With the implementation of the Child Protection Policy and recent world events in and around the world, the need to ensure all possible risks are assessed and plans to reduce these risks is a priority. The safety of all personnel, children and staff, requires that security for all must be carefully addressed.

POSSIBLE RISKS:

1. School fire
2. Bomb threat
3. Unknown substances arriving at the school in the post or in delivered packages
4. Unknown substances left at the school by unknown persons
5. Intruders enter School without the knowledge of the school

CONTINGENCY PLANS:

1. School fire and Bomb threat – as per the School Emergency Plan. The School Responses Unit Hotline (1300 363 778) will be contacted in the case of a bomb threat for advice. In either case, the Senior School Assistant will phone 000.
2. Unknown substances in the post or by delivered packages – the Senior School Assistant or delegate will open all mail in a safe space within the office. In the event of unknown substances being discovered, the Senior Assistant will inform the Principal for an initial inspection. The area will be cleared and cordoned – off and Emergency Services will be called (000). The School Response Unit will also be called (1300 363 778) for advice.
3. Unknown substances left by unknown persons – actions as per No. 2

4. Intruders – all visitors to the school must sign in and out at the school office upon entering and exiting the school. No visitor is permitted to visit a classroom or approach a student without first signing the visitor book. In the event of an intruder being in the school without the knowledge of the school and the school suspects' foul play, the Police will be immediately phoned.

5. All staff must wear a badge for identification. This includes office bearers of the P&C and Canteen Committee. Badges for all visitors (eg contractors, parent helpers, special visitors, canteen salesmen, school supply salesmen, special speakers) must be worn while on the school site.

6. Where school staff or students are threatened , verbally or physically assaulted, harassed , stalked or intimidated by members of the community (parents/carers of students included) the Crimes Protection (School Protection) Act 2002 and the Crimes (General) Amendment (School Protection) Regulation 2003 will be enforced .

LOCKDOWN PROCEDURE

Lockdown is an emergency management strategy which can be used when there is an immediate threat to a school, such as intruders.

1. A lockdown commences when a signal or code is given. Usually a unique audible sound from PA speakers, loud haler or a Siren.

2. After placing the school in lockdown, the Principal/Deputy Principal calls 000 for emergency services.

3. All exterior doors and entrances are closed and locked where possible. If safe to do so, the Principal / Deputy Principal accompany or direct emergency services to the location of the emergency.

4. Follow prearranged and rehearsed procedures.

5. Students who are in the playground or outside the school fence are directed to immediately return to the nearest school building and classroom.

6. Teachers keep classroom doors secured and students out of line of sight of doors and windows. The teachers also assist students to try and remain calm and quiet. They record the names of students who are in the classroom with them. Any missing and/or extra students are noted. Details are provided to the Principal or police at the earliest opportunity.

7. Only authorised persons should be allowed access to the school premises during lockdown eg. Police , Fire brigade, Ambulance
8. Teachers remain in classrooms with students until they receive official notification from the principal or a police officer that the lockdown is over and the school no longer at risk.
9. Complete a roll check.
10. Where lockdown is extended after school hours the principal will arrange for parents to be informed via local media with assistance of local police.
11. In conjunction with police, the principal or deputy principal facilitate student pick up by parents at a designated safe area.

THE LOCKOUT PROCEDURE

1. Is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or incident is occurring on the school property.
2. The procedure allows the school activities to continue as normal during the outside disruption.
3. A specific bell signal or PA or loud haler alerts designated staff of lockout situation.
4. If necessary, the principal or deputy principal should direct students who are in the playground or outside the school (eg. Ovals) to immediately return to the nearest school building and classroom.
5. The principal or deputy principal should ensure that all doors and perimeter fences, if appropriate, are secured and all students are accounted for and safe.
6. The only entrance to school during this phase is through the main entrance is to be monitored ensuring only authorised personnel have access.
7. The principal liaises with the NSW Police or other emergency services to develop and implement a plan for students to depart at the end of the school day if incident is still continuing.

How to be Safer School

Contact Numbers of SSRU

The DET, School Safety and response Unit (SSRU)

9561 – 8163

Or the Hot Line Number

1300 363 778

Green Valley Traffic Office **96071795** **96071720**

EMERGENCY EVACUATION PROCEDURE

All classrooms, staffrooms and corridors have exit directions clearly displayed. (An Emergency Practice must be practised once per term)

1. The Loudhailer siren will signal the evacuation.
2. School Principal will contact Emergency services.

Classroom Teachers Responsibilities

a) Emergency Evacuation Alert.

b) Teachers – establish daily how many children are in attendance in the class. Write this number on the top right hand corner of the whiteboard.

(1) Cease work; collect roll book, and direct students to the safest exit. Teacher to ensure all students have left the room and shut the door.

(2) Proceed with class to Emergency Evacuation Area. Students must walk in a quiet and orderly manner. They should not take anything with them.

(3) Students are to assemble in Home groups in year level, in straight lines as directed by Teachers/Class monitor.

(4) Home group teachers are to check the roll and advise the Deputy Principal of missing students.

(5) Wait with their group, keeping students quiet and orderly, until the assembly is dismissed or alternative instructions are given. Students are not to re-enter the building/room until an all-clear is given

Fire in Your Class Area.

(1) Cease work; collect roll book and direct students via the safest exit and to the Emergency Evacuation Assembly area via the safest route. Students must walk in a quiet and orderly manner. They should not take anything with them. (This condition may vary according to the situation at the time) Students are not to re-enter the building/room until an all-clear is given.

OTHER STAFF RESPONSIBILITIES:

Principal: Sounds the alarm

Has the overall responsibility to ensure all procedures are followed and that, by the wearing of the **white** safety hat s/he is accessible to Emergency Service Personnel.

Check the Administration Building is clear of all people. Reports this information to **Emergency Evacuation Coordinator (Yellow Hat)**. Reports own presence to the Office staff or person checking "Non Class Teachers"

Deputy Principal.

Has the overall responsibility to ensure all Emergency Evacuation Procedures are in place; conducts Emergency Evacuation Drills at least once per term; during any drill or Emergency Evacuation wears a **yellow** hat to signify person in charge of Evacuation proceedings; is the person to whom all people with checking responsibilities reports.

Advises the Principal that either all people have been accounted for or of the non accountability of certain personnel. Cooperates with the Emergency service Personnel (Welfare coordinator) to locate/account for any missing person(s).

Consults with the Principal before dismissing the assembly.

Deputy Principal dismisses the assembly.

During the Emergency Evacuation the D.P. should have access to:

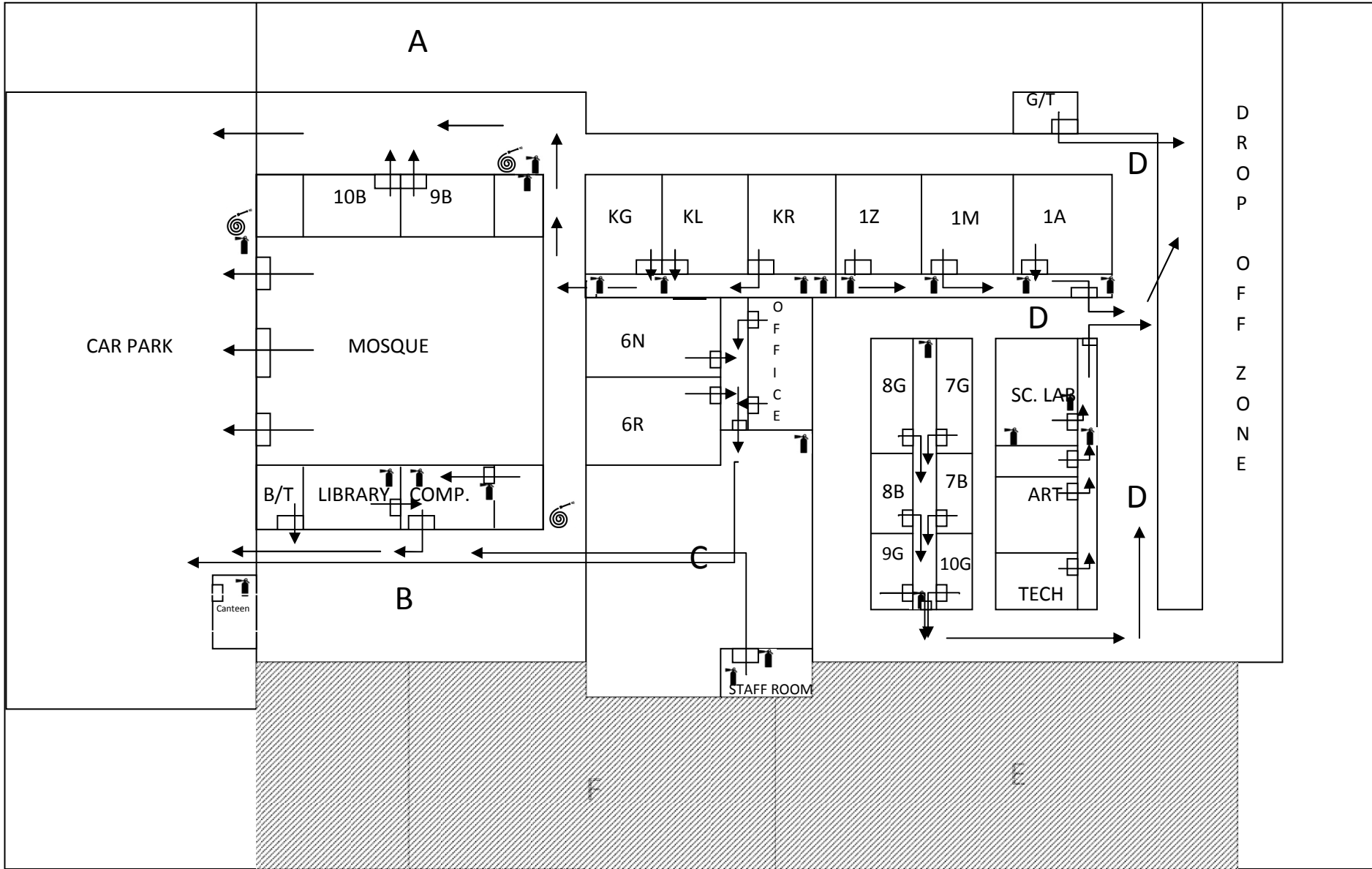
Mobile phone/loud hailer (or similar)/whistle or portable siren/school diary.

School Coordinator has the overall responsibility to ensure all Home Group Roll Books are distributed to Class teachers.



K - Yr3 – Assemble in Drop off zone

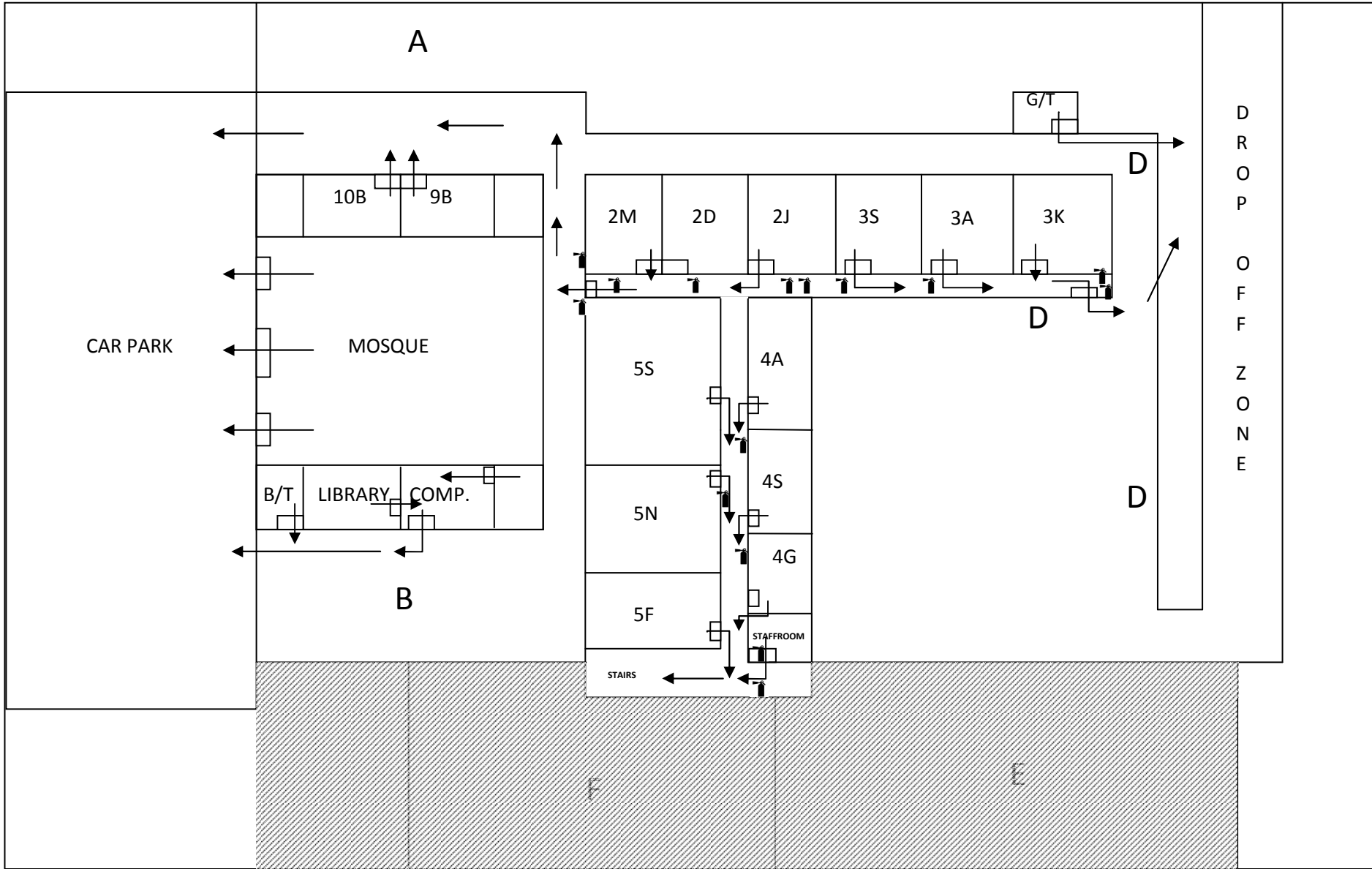
Yrs 2 - 6 – Assemble in front Car park area

Yrs7-10 and office staff–Assemble in front car park area



GROUND FLOOR

-  Fire Hose Reel
-  Fire Extinguisher



UPPER FLOOR