



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, the Crimes (General) Amendment (School Protection) Regulation 2003 and Child Protection and Child Wellbeing(revised 2010) 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 siren signal or sound from haler is given.

2. After placing the school in lockdown, the Admin. Staff calls 000 for emergency services.

3. All exterior doors and entrances are closed and locked where possible. If safe to do so, the Admin. Staff will 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 Admin. Staff 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 Admin. Staff 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 Admin. Staff will arrange for parents to be informed via local media with assistance of local Police.
11. In conjunction with Police, the Admin. Staff facilitate student pick up by parents at a designated safe area.

THE LOCKOUT PROCEDURE

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.

1. The procedure allows the school activities to continue as normal during the outside disruption.
2. A specific siren signal or loud haler alerts designated staff of lockout situation.
3. If necessary, the duty teachers should direct students who are in the playground or outside the school (eg. Ovals) to immediately return to the nearest school building and classroom.
4. The Admin. Staff ensures that all doors and perimeter fences, if appropriate, are secured and all students are accounted for and safe.
5. The only entrance to school during this phase is through the main entrance and it is to be monitored ensuring only authorised personnel have access.
6. The Principal or designated staff 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 and staffrooms have exit doors while the corridors, auditorium and library has **EXIT** signs clearly displayed for emergency evacuation procedure.

Emergency Evacuation Drills should be practised once per term.

All staff have specific duties to perform, including the accurate and prompt reporting of checks to the personnel listed below.

PROCEDURES

1. The automatic intercom system will signal the emergency evacuation with an alarm.
2. The Admin. Staff will contact Emergency services.
3. All staff will have specific duties to perform.
4. Return to normal activities will only commence when "**ALL CLEAR**" instruction is given by the Principal or designated staff.
5. All staff needs to be aware of their responsibilities as listed below.

CLASSROOM TEACHERS RESPONSIBILITIES

- a) **Emergency Evacuation Alert – awareness is created amongst students.**
- 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 the door is shut.

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

(3) Students are to assemble in the front car park area in their Classes / Year level, sitting in roll classes in straight lines as directed by Teachers/Class monitor for roll marking.

(4) Roll Call teachers are to check the roll and advise the Coordinators of missing or absent 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**” instruction is given by the Principal or Coordinators.

If Fire in Your Class Area.

(1) Cease work; collect roll book and direct students via the safest exit and to the Emergency Evacuation Assembly Point 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 at the time of evacuation). Students are not to re-enter the building/room until an “**All-Clear**” instruction is given.

SPECIFIC DUTIES OF ALL STAFF

Principal

- Has the overall responsibility to ensure all procedures are followed and that he is accessible to Emergency Service Personnel.
- Ensures that School Office Staff raises the alarm through intercom system.
- Check the Administration Building is clear of all people and reports this information to Coordinators.
- Reports own presence to the Office staff or person checking "Non Class Teachers"

High School Coordinator

- 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 is the person to whom all people with checking responsibilities reports.

Welfare Coordinators

- Advises the Principal that all people have been accounted for and/or of the non accountability of certain personnel.
- Supervises and assist distribute roll lists to Roll Call teachers.
- Communicates with the Emergency service Personnel.

Primary/High School Coordinators

- Takes Evacuation folder and processes the roll lists
- Reports to the Principal when all roll calls are completed.
- If any member is absent, make sure that the duties are all covered.
- Consults with the Principal before dismissing the assembly.

Librarian

- Escorts students from the library to the front car park area.

Administration staff

- Checks toilets, hallway, and locks all offices in administration block.
- Informs Principal when staff, any casuals and visitors have been checked.
- Remove any ill / injured from the sick bay to front car park taking the First Aid kit with them.
- Provide list of staff absentees / student absentees to Welfare Coordinators.

Teachers who do not have a roll class

- Be ready to assist where necessary.

During the Emergency Evacuation, The Admin. Staff and Coordinators should have access to: Mobile Phone / loud hailer (or similar) / whistle or portable siren/ school diary.

All Primary School Students – Assemble in front Left Hand side Car park area

All High School Students and office staff–Assemble in front school grounds (Panetta Property)

