

St. MARY'S ALTONA
EMERGENCY MANAGEMENT PROCEDURES
INTERNAL LOCKDOWN

1. On hearing the emergency alarm and / or instructions. **Person In Charge to wear Fluro Jacket.**
 - a) Lock external doors.
 - b) Assemble all children.
 - c) Close / Lock doors, windows and blinds.
 - d) Block air from outside e.g. under doors.
 - e) Switch off all electrical appliances other than radio / T.V.
 - f) Check classroom next door & if no one is there lock outside door & check any area they are required to check.

2. Take Roll Call

3. Alert Office via the intercom- State:
- Your name
 - Year Level e.g. Yr 1/2HK
 - All adults / children are safe
 - Missing adults / children
 - Additional adults / children
 - Extra areas have been checked.

*ALL staff must inform office.

*Staff in Administration Area/ Planning room / Staff room - report in person to office.

*Administration Staff check 'Sign in Register'.

4. CHECKING EXTRA AREAS- Once areas have been checked report to Person-in-Charge either in person or via intercom.

BUILDING ONE EXTRA AREAS (Adjacent to Railway Line)

1. Uniform Shop – Room 13 Teacher

BUILDING TWO EXTRA AREAS

1. Internal Girls Toilets & External Double Doors - Room 8
2. Internal Boys Toilets & External Double Doors - Room 7

BUILDING THREE EXTRA AREAS (Nearest to School Oval)

***Lock External Doors including Toilet Doors.**

1. Internal Boys Toilets- Room 1
2. Internal Girls Toilets- Room 1
3. Internal Teacher's Toilet (Within girls toilet building) – Room 1
4. External Doors West End of Corridor – Room 1.
5. External Doors East End of Corridor - Room 4

ADMINISTRATION BLOCK & BUILDING FOUR

1. Lock main door to Building 1.
2. Senior Boys & Girls Toilets
3. Yard Areas
4. Hall
5. Hall Meeting Room
6. Hall Toilets
7. Tuckshop
8. Out of School Hours House
9. TRI centre in Building Four: Toilets, Downstairs & Upstairs areas.

The adjacent areas will be checked by staff from the office area if safe to do so as assessed by the Person In Charge.

*School Admin Officer is to stay by phone to liaise with Principal, Deputy Principal or Person-in-Charge.

5. Await further instructions.

St. MARY'S ALTONA
EMERGENCY MANAGEMENT PROCEDURES
OUTSIDE AND RETURNING INSIDE

1. On hearing emergency alarm and / or instructions go directly to classroom.

*** Person In Charge to wear Fluro Jacket.**

2. Take all children indoors close external doors.

3

- a) Assemble all children on the floor and take Roll Call.
- b) Lock external doors once everyone is in.
- c) Close / Lock doors, windows and blinds.
- d) Block air from outside e.g. under doors.
- e) Switch off all electrical appliances other than radio / T.V.

- 4. Class Teachers Alert Office via intercom – State:**
- Your name
 - Year level e.g. Yr 1/2HK
 - All adults / children are safe
 - Missing adults / children
 - Additional adults / children
 - Extra areas have been checked

*Staff with no class responsibility report in person to office

*Administration Staff check 'Sign In Register'

5. CHECKING EXTRA AREAS – Once areas have been checked report to Person-in-Charge either in person or via intercom

BUILDING ONE EXTRA AREAS (Adjacent to Railway Line)

1. Uniform Shop – Room 13

BUILDING TWO EXTRA AREAS

1. Internal Girls Toilets- Room 8
2. Internal Boys Toilets- Room 7

BUILDING THREE EXTRA AREAS (Nearest to School Oval)

*** Lock External Doors including Toilet doors**

1. Internal Boys Toilets – Room 1
2. Internal Girls Toilets - Room 1
3. Internal Teacher's Toilet (Within girls toilet building) – Room 1
4. External Doors West End of Corridor – Room 1
5. External Doors East End of Corridor – Room 4

ADMINISTRATION BLOCK & BUILDING FOUR

1. Lock main door to Building One
2. Senior Boys Toilets
3. Senior Girls Toilets
4. Yard Areas
5. Hall / Hall Mtg Room
6. Hall Toilets
7. Tuckshop
8. Out of School Hours House
9. TRI centre in Building Four: Toilets, Downstairs & Upstairs areas.

The adjacent areas will be checked by staff from the office area if safe to do so as assessed by the Person In Charge.

- 6. *School Administration Officer is to stay by phone to liaise with Principal, Deputy Principal or Person-In-Charge.**

7. Await further instructions.

St. MARY'S ALTONA
EMERGENCY MANAGEMENT PROCEDURES
BUILDING EVACUATION

1. Person In Charge to wear a Fluro Jacket and collect the Sign-In Register

2. On hearing the emergency alarm and / or instructions

*** Teachers in charge of a class of children:**

- a) Assemble the children in a line.
- b) Close windows and doors (do not lock).
- c) Turn off heaters, lights, computers and other appliances.
- d) Take hard copy of Class List.
- e) Evacuate the children (follow exit routes) to assembly point on oval.
- f) On arrival at assembly point:
 - Take roll.
 - Inform Person In Charge: All present and any additional adults in classroom **OR** missing children.

3. All other staff report to Person In Charge at Assembly Point **with the exception of the School Administration Officer** who is to lock the main door to Building One, notify the presbytery of the emergency and stay by the phone to liaise with the Principal, Deputy Principal or Person-in-Charge.

4. CHECKING EXTRA AREAS – Will only occur at the discretion of the Person-in-Charge, once all children, staff and visitors have assembled on the oval.

BUILDING ONE EXTRA AREAS (Adjacent to Railway Line)

1. Hall including Meeting Room, Toilets & Tuckshop.
2. Out of School Hours House.

BUILDING TWO EXTRA AREAS

1. Internal Boys Toilet.
2. Internal Girls Toilet.

BUILDING THREE EXTRA AREAS (Nearest to School Oval)

1. Internal Boys Toilets.
2. Internal Girls Toilets.
3. Internal Teachers Toilet (Within girl's toilet building).
4. External doors to corridor (4 doors).

ADMINISTRATION BLOCK & BUILDING FOUR (TRI-CENTRE)

1. Lock main door to Building One
2. Staff Room
3. Planning Room
4. Male and Female toilets
5. First Aid Room
6. Conference Room
7. Uniform Shop
8. Boys Senior Toilets
9. Girls Senior Toilets
10. TRI centre in Building Four: Toilets, Downstairs & Upstairs areas

5. Await further instructions.

St. MARY'S ALTONA
EMERGENCY MANAGEMENT PROCEDURES
OUTSIDE / REMAINING OUTSIDE

1. Person In Charge to wear Fluro Jacket, collect Master Roll and Sign-In Register.

2. On hearing the emergency alarm and/or instructions all staff and students go directly to Assembly Area. Except First Aid Duty person who is to lock the main door to Building One, notify the presbytery of the emergency and stay by the phone to liaise with the Principal or Person-in-charge.

3. On arrival at assembly point:

- a) Children line up in class groups.
- b) Class Teacher (or person delegated by Person in Charge) take roll call.
- c) Inform Person In Charge that all children in your class that are at school today are present.
- d) Staff not responsible for a class are to report to Person in Charge to:
Mark the roll if class teacher not present, then inform Person in Charge as per c)
Check an area if it is safe to do so by the Person-in-Charge
- e) The areas to check are grouped below.

4. CHECKING EXTRA AREAS - Once areas have been checked report to Person-in-Charge.

BUILDING TWO EXTRA AREAS

- 1. Internal Boys Toilets.
- 2. Internal Girls Toilets.

BUILDING THREE EXTRA AREAS (Nearest to School Oval)

- 1. Internal Boys Toilets.
- 2. Internal Girls Toilets.
- 3. Internal Teachers Toilet (Within girl's toilet building).
- 4. External doors to corridor (4 doors).

ADMINISTRATION BLOCK & BUILDING FOUR

- 1. Lock main door to Building One
- 2. Staff Room
- 3. Planning Room
- 4. Male and Female toilets
- 6. First Aid Room
- 7. Conference Room
- 8. Uniform Shop
- 9. Boys Senior Toilets
- 10. Girls Senior Toilets
- 11. TRI centre in Building Four: Toilets, Downstairs & Upstairs areas.

HALL including Meeting Room, Toilets & Tuckshop

OUT OF SCHOOL HOURS HOUSE

5. Await further instructions.

St. MARY'S ALTONA
EMERGENCY MANAGEMENT PROCEDURES
OFFSITE: FROM CLASSROOMS

1. On hearing the emergency alarm and / or instructions – **Person In Charge to wear Fluro Jacket.**
 - * **Teachers in charge of a class of children:**
 - a) Assemble the children in a line.
 - b) Close windows and doors (do not lock).
 - c) Turn off heaters, lights computers and other appliances.
 - d) Take hard copy of Class List and School Keys.
 - **All other staff report to Person In Charge in Admin Area.**

4. Evacuate the children from school site using the following designated exits and proceed to Council Oval on Civic Parade.
 - **Sargood Street Exit: Rooms – 3, 4, 5, 6, 7, 11, 12 & TRI Centre.**
 - **McBain Street Exit: Rooms – 1, 2, 8, 9, 10, & 13.**
 - **Teachers in Rooms 12 & 13 close and lock gates after all classes have exited.**

5. On arrival at assembly point:
 - a) Take roll.
 - b) Inform Person In Charge: All present and any additional adults in classroom **OR** missing children.
- **Await further instructions**

4. **Staff members on release or administration personal – report immediately to Person In Charge in Admin Area.**

- a) They will check the following areas if safe to do so as instructed by Person In Charge.
- b) Once they have checked areas go immediately to Offsite Assembly Area and report to Person In Charge

BUILDING ONE EXTRA AREAS (Adjacent to Railway Line)

1. Hall including Meeting Room, Toilets & Tuckshop.
2. Out of School Hours House.

BUILDING TWO EXTRA AREAS

1. Internal Boys Toilets.
2. Internal Girls Toilets.

BUILDING THREE EXTRA AREAS (Nearest to School Oval)

1. Internal Boys Toilets.
2. Internal Girls Toilets.
3. Internal Teachers Toilet (Within girl's toilet building).
4. External doors to corridor (4 doors).

ADMINISTRATION BLOCK & BUILDING FOUR

1. Lock main door to Building One
2. Staff Room
3. Planning Room
4. Male and Female toilets
5. Take 'Sign In Register' to Person in Charge
6. First Aid Room
7. Conference Room
8. Uniform Shop
9. Boys Senior Toilets
10. Girls Senior Toilets
11. TRI centre in Building Four: Toilets, Downstairs & Upstairs areas.

5. *School Administration Officer is to stay by phone if deemed safe to do so by Person In Charge
Otherwise proceed to Offsite Assembly Area and report to Person In Charge.
6. **Await further instructions.**

St. MARY'S ALTONA
EMERGENCY MANAGEMENT PROCEDURES

OFFSITE: FROM OUTSIDE

1. On hearing the emergency alarm and / or instructions: **Person In Charge to wear Fluro Jacket.**
 - a) Children and all staff go directly to In School Assembly Area.

2. On arrival at assembly point:
 - a) Children line up in class groups.
 - b) Class Teacher (or person delegated by Person in Charge) take roll call.
 - c) Inform Person In Charge that all children in your class that are at school today are present.
 - d) Staff not responsible for a class are to report to Person in Charge to get a class to check or an area to check if it is deemed safe to do so by the Person In Charge.
 - e) The areas to check are grouped below.

3. CHECKING EXTRA AREAS - Once areas have been checked report to Person-in-Charge.

BUILDING ONE EXTRA AREAS (Adjacent to Railway Line)

1. Hall including Meeting Room, Toilets & Tuckshop.
2. Out of School Hours House.

BUILDING TWO EXTRA AREAS

1. Internal Boys Toilets.
2. Internal Girls Toilets.

BUILDING THREE EXTRA AREAS (Nearest to School Oval)

1. Internal Boys Toilets.
2. Internal Girls Toilets.
3. Internal Teachers Toilet (Within girl's toilet building).
4. External doors to corridor (4 doors).

ADMINISTRATION BLOCK & BUILDING FOUR

1. Lock main door to Building One
 2. Staff Room
 3. Planning Room
 4. Male and Female toilets
 5. Take 'Sign In Register' to Person in Charge
 6. First Aid Room
 7. Conference Room
 8. Uniform Shop
 9. Boys Senior Toilets
 10. Girls Senior Toilets
 11. TRI centre in Building Four: Toilets, Downstairs & Upstairs areas.
4. *School Administration Officer is to stay by phone if deemed safe to do so by Person In Charge. Otherwise report to Person In Charge at In School Assembly Area.
 5. **Person In Charge to instruct on exit/s to be used to reach Offsite Assembly Area (Council Oval on Civic Parade).**