



WINMALEE HIGH SCHOOL



LOCKDOWN & BUSHFIRE EVACUATION- EMERGENCY PROCEDURES

Lockdown during class time		
To inform the staff, students and visitors of a lockdown there will be a low repeated bleep for approximately 3 minutes OR in the case of no backup battery power, 5 short blasts of a horn. (These will be stored in the front office next to the bell machine). In the event of an intruder being on the premises the front office PA system also will be used to alert staff as to their location. PA reminder to confirm that this is LOCKDOWN.		Front office DPs Principal
Students and staff will remain within classrooms and offices for their safety, unless directed otherwise. All classes are to remain in classrooms, any student out of class is to be directed into a room by the nearest teacher. Teachers should immediately close all windows, lock doors and pull all blinds completely down. Students are to sit on the floor, preferably under the protection of tables.		All staff
PA announcement to remind staff and students of expectations – see above bells. (<i>“This is a lockdown. This is not a drill, please remain calm and move immediately to the closest room or the hall or stay in your current room. Teachers should immediately close all windows, lock doors and pull all blinds completely down. Students are to sit on the floor, preferably under the protection of tables. Head Teachers or 2ICs are to proceed to their designated area to lock doors. Wait until the normal school bell rings to proceed to the hall”</i>)		Front office DPs Principal
Any classes outside at the time, e.g. PE classes, will move immediately into the PAC or Hall and secure the doors. Canteen and Uniform Shop staff will close and secure their doors. Any tradesmen on site will be required to go to the Administration Building OR nearest building. They will be required to show their ID or visitors pass to the supervising teacher in that block.		Staff Canteen staff Contractors
Head Teachers or 2ICs will proceed to lock the external doors to their respective blocks. DPs check this procedure if possible. All PE staff (not teaching theory lessons) are responsible for unlocking the Hall and PAC doors for student entry. See Specific school areas of responsibility below. Deputy Principals Administration Block – Close External Doors to Admin block HT Science (Second in-charge) Science Block – Secure external doors to block HT TAS (Second in-charge) Home Science Block - Secure external doors to block HT Wellbeing (Learning Hub) Rooms 1 to 4, Photo Lab - Secure external doors either side of Wellbeing Staffroom HT English (Second in-charge) Upper Eastern Block – Ensure classroom doors are secured. HT Maths (Second in-charge) Upper Southern Block - Rooms 17 to 24 HT HSIE (Second in-charge) Lower Southern Block– Secure External doors near HSIE; secure back exit near Room 15. Industrial Arts Coordinator Industrial Arts Area – Secure external door Visual Arts Coordinator Visual Arts Area – Secure southern external door to block HT CAPA (Second in-charge) Music Area – Secure external doors to overpass. HT PD/Health/PE (2IC) Hall, PAC & change rooms – Back doors to the Hall and change rooms if possible Librarian External doors near Library		Head Teachers 2I/Cs PE staff



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Lockdown During Recess or Lunch

*If a threat should happen during recess or lunchtime, then the school alarm system will sound a **low repeated bleep** to indicate a lockdown. Students, with the assistance of teachers on playground duty, will move to the nearest building, Hall or PAC.*

Staff will assist and lock the external doors when they are confident that all students are inside. Where possible, students who move into the main building will be directed to the upstairs rooms. HT' and/or 2ICs are responsible for locking the external doors to their respective blocks.	All staff HTs/2ICs
<ul style="list-style-type: none"> Teachers on PGD will be required to assist in the Hall and/or PAC along with the PD/H/PE staff. All other staff are to assist with allocating students to classrooms in the main building. When classrooms are full, a teacher should be allocated to supervise each class by the HT of that area Teachers are to lock the doors and windows and pull down the blinds and direct students to sit on the classroom floor using the tables as protection. Shut all external doors and if possible all doors to all spaces. 	PGD staff Head teachers All staff

End of Lockdown and movement from rooms to the Hall

The Principal or delegate will declare the lockdown over by a normal school bell ringing, which signals the school to assemble in the hall for a muster/debrief. PA announcement made to confirm end of lockdown.

Staff are to move their students to the hall. Teachers can use the emergency poster on back of doors to direct students to the Hall or PAC.	Staff
HTs ensure that doors are unlocked and closed.	HTs
Direct SASS staff to collect the following and proceed to the Hall <ul style="list-style-type: none"> convey rolls, family and staff details to the hall. Convey First Aid Kit and 2 megaphones to hall Take any sick students with them to the hall Convey Sick Bay Book to the hall Check the Sick Bay to ensure it is empty and close the door Check nearby toilets and the meeting room, then close the doors. Check Roll Call Folders have a pen (masking taped) and a paper roll. Load Emergency Roll Call Folders into trolleys and convey to the hall, closing office doors on departure 	SAM
Load Emergency Roll Call Folders into trolleys and convey to the hall, closing office doors on departure. Relevant SASS staff are to bring the following: <ul style="list-style-type: none"> Late Arrivals Book Early Leavers Book Sick Bay Book Daily Absentee Sheet Daily Notices folder Student Contact Book (Sentral Contact Summary) x2 Visitor sign on book Staff sign out book Casual sign on book Staff sign on book Weekly VTR sheet Excursion folder Senior sign in/out sheets Absence emails sent folder Roll call marked checklist Music tutor sign in book 	SASS staff



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<ul style="list-style-type: none"> • Practicum Teacher sign in book • 8 vests and 8 UHF radios with sufficient AAA batteries (1 spare of each) • SASS staff pairs collect their trolley and convey rolls to the hall on the stage and distribute rolls as staff arrive. • Other SASS staff and SLSOs to assemble on the stage and await tasking by the SAM 	
<p>AT THE HALL/PAC</p>	
<p><i>Roll Groups are to start lining up in the following order: Hub, Roll 2 to 22 and L1-L5 in the Hall and specialist rooms (Refer to diagram) to the PAC.</i></p>	
<p>Proceed to the Hall, don a vest, take a UHF radio (install AAA batteries and set to Ch9) and the first on scene (DP2 goes to the PAC) to use the megaphone to direct students and staff. Once assembly process is complete, Principal (takes a megaphone and trolley with "Release of students" materials) and DP2 move to outside of the Hall. DP1 assumes control of Hall. All communicate using Ch9 on UHF radio</p>	<p>Principal and DP1 and DP2</p>
<ul style="list-style-type: none"> • Hall- DP1 assumes control, HT Mathematics acts as 2IC, HT English and HT Science to assist. • SASS on the Hall stage • Roll classes HUB, 2- 22 and Lab 1 to Lab5 & will move to the Hall • Students will sit in roll groups (in pairs) adjacent to the Roll Call Class Number that is marked on the wall. They need to stay seated here until directed otherwise. 	<p>HT English HT Maths HT Science HT Wellbeing 7-10 YA All designated Hall staff</p>
<ul style="list-style-type: none"> • PAC- HT Administration assumes control, HT PDHPE acts as 2IC, HT TAS and HT CAPA to assist • Roll call classes -D1& D2; Mus1 & Mus2, Tech 6, TLS, Lib 1, PAC, 23, 26 and 27 are in the PAC. • Students will sit in roll groups (in pairs) adjacent to the Roll Call Class Number that is marked on the wall. They need to stay seated here until directed otherwise. 	<p>HT Admin HT PDHPE HT TAS HT CAPA 11&12 YA All designated PAC staff</p>
<p>Students with special needs will be assisted as per specific evacuation plan</p>	<p>HT Wellbeing SLSOs</p>
<ul style="list-style-type: none"> • On arrival at the hall or PAC, collect their Roll Call Folder from SASS staff on the stage or storeroom end of the PAC. This must be done quickly to assist with the process to be calm and orderly • When they reach their Roll Group location they are to hold their Roll Call Folder above their head with the number/location displayed for all students to see • Check that they are in sequence by looking at the roll call numbers either side of them. If necessary, they will move to ensure they are in the correct Roll Group sequence. Sit students down in a line in year order. <p>ROLL MARKING</p> <ul style="list-style-type: none"> • Mark the roll accounting for those students in front of you only. CIRCLE any student who is absent or missing from the roll mark • If a student arrives after you have circled their name, cross it out to indicate they are now present, annotate for clarity if necessary • If a student arrives after you have had your roll collected by a YA, send the student to a YA to report they have been marked absent on the roll • Actively supervise the students, keeping them seated • DO NOT leave your roll group, Year Advisers will collect your roll. 	<p>Roll call teachers</p>
<ul style="list-style-type: none"> • Move along roll lines collecting rolls from teachers and transferring them to the stage SASS staff as quickly as possible. 	<p>Year Advisers</p>



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<ul style="list-style-type: none"> Roll teachers will send students to YA if they have arrived after they have had their roll returned to the stage. Report the names of these students to the SAM. 	
<ul style="list-style-type: none"> Assemble as a group in front of the stage and to the left. Be prepared to be allocated a task. Remain at this point unless allocated a task by DP1, DP2, Admin HT or SAM. Assist DP2 if students are to be released in care of parents 	Non-Roll Call Teaching staff
<ul style="list-style-type: none"> Convey mobile phone and fire extinguisher (if available) to the hall, don a vest, takes a UHF radio (install AAA batteries and set to Ch9) from the SASS staff at the hall Lock the Bus bay gate and proceed with a school plan showing emergency access points, school utilities locations, copy of chemical register to provide emergency services upon arrival, to the driveway gate. Turn off power or gas if deemed necessary and required for safety Liaise with DP1, DP2 and Principal via Ch9 on UHF radio Ensure that the entrances to the school grounds are kept clear and direct emergency vehicles where necessary. 	GA
<ul style="list-style-type: none"> Arrives at the Hall, dons a vest, takes a UHF radio (install AAA batteries and set to Ch9) SAM remains on stage at all times, to oversight and coordinate SASS and SLSO staff for student attendance check against rolls and sign outs Delegate a SASS member to check presence of all other staff and people on site who are not teachers i.e. SASS, Canteen and Uniform Shop staff, SLSOs, volunteers, tutors and contractors on site. SAM reports findings to DP1 Delegate a SASS member to read names of missing students directly from Rolls Allocate group of SASS staff to check rolls and absentee sheet. Student services staff will check to eliminate school business discrepancies. SAM will establish a list of any missing students and advise the HT Admin and DP1 Delegate a SASS member to act as runner between Hall and PAC for roll distribution and other tasks Release of students sheets and slips and Student Contact Book (Sentral Contact Summary) Delegate a SASS member to provide DP1 with the following, for staff roll check: <ul style="list-style-type: none"> a) Staff sign on book b) Casual sign on book c) Staff sign out book. 	SAM
<ul style="list-style-type: none"> Arrives at the Hall, dons a vest, takes a UHF radio (install AAA batteries and set to Ch9) and proceeds to the PAC Checks with SAM by UHF radio regarding Rolls not collected and tasks Non-Roll Call Teaching Staff to mark these rolls through the SAM or DP1. Ensures Casual teachers have collected their Roll (marked during Roll Call that day) if necessary HT Admin remains at the PAC at all times Checks Casual teachers are present at the hall and PAC using UHF and reports findings to DP1. <p>ROLL MARKING</p> <ul style="list-style-type: none"> Using list of missing students produced by the SAM, HT Admin or DP1 makes announcements on megaphone for missing students to report to them. HT Admin or DP1 can also send individuals from the Non-Roll Call Teaching Staff to check roll groups for missing students if necessary. Any students who cannot be confirmed present, are to be reported to the Principal at Station 2 using a staff runner. Missing student names are not to be reported over UHF. 	HT Admin
<ul style="list-style-type: none"> Check presence of their own faculty staff including casuals for the day in their faculty at the hall/PAC 	Head Teachers /2IC



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<ul style="list-style-type: none"> Report to DP1, where DP1 will call the names of the faculty and the HT will affirm they are present at the hall/PAC. Return to designated area, either left of stage in the Hall or Storeroom end of the PAC Remain at in this area unless allocated a task by DP1, DP2, Admin HT or 2IC Absent Head Teacher duties become the responsibility of the 2IC, if HT and 2IC are absent it becomes the responsibility of each and every faculty member If any of the Senior Executive are absent, a HT will be delegated one of their roles. 	
<ul style="list-style-type: none"> Monitor Ch9 on UHF radio and update others when necessary Prevent individuals from entering the site Liaise with emergency agencies advising of the situation Advise School Director, Safety & Security, Police, Fire & Rescue, WHS and Media Unit Report any missing students or staff to emergency services In consultation with the appropriate authority in control at the time, decide when it is safe to re-enter the buildings or to evacuate the site. The Principal, after consultation with the relevant authorities (police, fire brigade, ambulance) will decide when normal lessons will resume and/or when students will be dismissed from the school after the immediate danger has passed. <i>If an lockdown muster occurs before an absentee sheet has been printed for that day, the priority is to confirm that buildings have been cleared of people. DP1 will confirm with HTs and 2ICs that they were the last to leave their areas of responsibility. If uncertain, further confirmation may be required after consultation with the Principal and DP2.</i> 	Principal
<ul style="list-style-type: none"> Move between hall and PAC as necessary, utilise UHF radio to minimise moving from the Hall Allocate a HT to assist with Staff Roll Check. Mark off permanent teaching staff in attendance as reported by HTs and note missing staff. HTs will also report casual teachers teaching in their faculty HT-Admin will report attendance of casual staff, note missing staff. Advise Principal of any missing staff if required. Missing staff names are not to be reported over UHF. Maintain radio contact with Principal and DP2, updating progress and any issues that DP2 can assist with. 	DP1
<ul style="list-style-type: none"> Remain at Station 3 (Gate adjacent to Administration Block and School Car Park) to prevent individuals entering the site. Monitor UHF and update others when necessary If the decision is made to release students into the care of parents/carers, or if DP1 or Principal is absent, or if circumstances necessitate, DP2 will move to the hall and be replaced by a delegated HT. 	DP2
<p>Report to SAM on hall stage, hand over canteen sign on book and remain near the SASS staff.</p>	Canteen staff
<p>Escort any customers to hall stage and introduce them to DP1, then report to SAM behind Station 1 and remain near the SASS staff.</p>	Uniform Shop Staff
<p>Mark the roll allocated for Roll Call at the start of the day and remain with the Roll Class (HT Admin will check your presence), otherwise report to HT Admin in the PAC</p>	Casual staff
<p>As allocated by the SAM, a group of SASS staff will check rolls and absentee sheet. Student services staff will check to eliminate school business discrepancies.</p>	SASS staff



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<p>Emergency requirements to be organised once all persons are accounted for with a roll mark.</p> <ul style="list-style-type: none"> • Small water tank (BCI) outside the hall • Two cartons of paper cups stored in PAC store. • Buckets stored in PAC store, filling from the large water tanks – for toilets and spot fires. • Floodlights stored in PE office. • Generator and fuel stored in GA storeroom 	<p>DP2 to delegate to staff</p>
<p>Release of Students into the Care of Parents/carers</p>	
<p><i>This will be initiated by the principal. Parents have been asked via email NOT to pick up students if it can be avoided. The roll check must be completed, and all accounted for before this process can be initiated. Parents will be directed to park cars outside the school grounds. NB. If it is considered dangerous parents will be advised to possibly stay with students and staff at the school rather than risk being on the road.</i></p>	
<p>Preparation for the release of students into the care of Parents/Carers</p>	
<ul style="list-style-type: none"> • Parents/carers are to remain outside the hall on the driveway until their identity is verified by the Principal, DP2 or delegates • The Principal will inform DP1 that the Release of students can commence • DP1 will send YAs to the hall stage where they will collect their Year roll clipboard and Release of Students sheets. • DP1 will inform SRC Roll teachers to move their Roll Group outside the hall behind the YA and remain there to coordinate and supervise students • SRC students will be given a piece of fluorescent tape to tie around their arm, this is to signify they have permission to move around the hall/PAC • YAs will sit at the metal seats outside the hall. 	<p>DP1 DP2 YA Non-roll call teaching staff SRC students</p>
<p>Release of students into the care of Parents/Carers</p>	
<ul style="list-style-type: none"> • Principal and DP2 or delegates will position themselves outside the hall and admit only those who can be verified as Parents/Carers. Student Contact Book (Sentral Contact Summary) is to be used and ID is to be shown, unless individual is known to the Principal or DP2 • Persons acting as agents of the Parent/Carer not listed on Sentral Contact book must have documented authority from the Parent/Carer by text message, email or paper note to collect named students. • Once identity is confirmed the Parent/Carer will be issued with an initialled slip that they will take to the appropriate YA • The YA will fill out the student's Name and Roll Group and call for an SRC runner and direct them to the Hall or PAC to hand the slip to the Announcer (DP1 or HT admin) where they will call for the student • Once the student reports to the announcer they will be escorted by the SRC runner back to the YA, to then leave with the Parent/Carer • While the SRC runner is away the YA will have the Parent/Carer fill out the Release of Students sheet that includes the following details: Student Name, Year Group, parent/carer name, relationship, signature and departure time. 	
<p>Any student who has not been collected by the end of the day will be supervised by the Senior Executive. All efforts will be made to contact parents, carers and/or emergency contacts in order to arrange for their safe collection from school.</p>	<p>Principal DP1 DP2</p>
<p>Release of students to evacuation buses</p>	
<p>In some cases the school will be directed by emergency services to evacuate the site and move to an approved safe location. Note: it may be required for HT Administration to re-allocate roll calls, using available staff, if staff have left premises to protect their own properties.</p>	<p>HT Admin</p>



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<p>A: Procedures for moving off site prior to any students being released to parents:</p> <ul style="list-style-type: none"> • General announcement made that the site will be evacuated and if the destination is known it will be announced • Rolls will be returned to roll teachers by the SASS team • Roll teachers to remain with their roll group in preparation for moving to buses • Roll Teachers are to follow directions for moving to the basketball courts (holding bay) and await further directions to board buses • The Year Adviser will follow with their general year group (some speciality rolls not in year groups) • On arrival at the destination, students and staff move to the assembly areas allocated and ask their group to sit in their roll call group • Roll teachers mark the rolls and notify SASS / HT Admin team if there are any students unaccounted for • Roll teacher keeps the roll and makes a note of any students who are collected from the venue later. <p>B: Procedures for moving off site remaining after partial release of students to parent:</p> <ul style="list-style-type: none"> • General announcement made that the site will be evacuated and if the destination is known it will be announced • Rolls will be returned to roll teachers by the SASS team • Roll teachers to remain with their roll group in preparation for moving to buses • Roll Teachers are to follow directions for moving to the basketball courts (holding bay) and await further directions to board buses • The Year Adviser will follow with their general year group (some speciality rolls not in year groups) • On arrival at the destination, students and staff move to the assembly areas allocated and ask their group to sit in their roll call group • Roll teachers mark the rolls – placing an 'a' for students absent; circle any students present on the previous roll mark who are now absent. • Return the roll to SASS / HT Admin team • SASS Team and Year Advisers check if the students marked absent but were present in previous roll mark against the 'released list' • Once this list of students has been resolved, any students who are unaccounted for are to be reported to the senior executive staff. 	<p>DP1 DP2</p> <p>Roll Teachers</p> <p>Year Adviser</p> <p>Roll Teachers</p> <p>SASS/HT Admin</p> <p>DP1 DP2</p> <p>Roll Teachers</p> <p>Year Adviser</p> <p>Roll Teachers</p> <p>SASS/HT Admin</p> <p>Senior Executive</p>
<p>Any student who has not been collected by the end of the day will be supervised by the Senior Executive. All efforts will be made to contact parents, carers and/or emergency contacts in order to arrange for their safe collection from school.</p>	<p>Principal DP1 DP2</p>

<p>Any staff wishing to leave the school to protect their own homes and property that may be threatened by a bushfire <u>must consult the Principal first</u>. Adequate staff are required to ensure satisfactory supervision of students as well as ensuring that all staff are accounted for. DoE policy states that the priority of all staff is to ensure the safety of the students in their care. Failure to remain on duty if required may constitute neglect of duty of care.</p>	<p>All staff</p>
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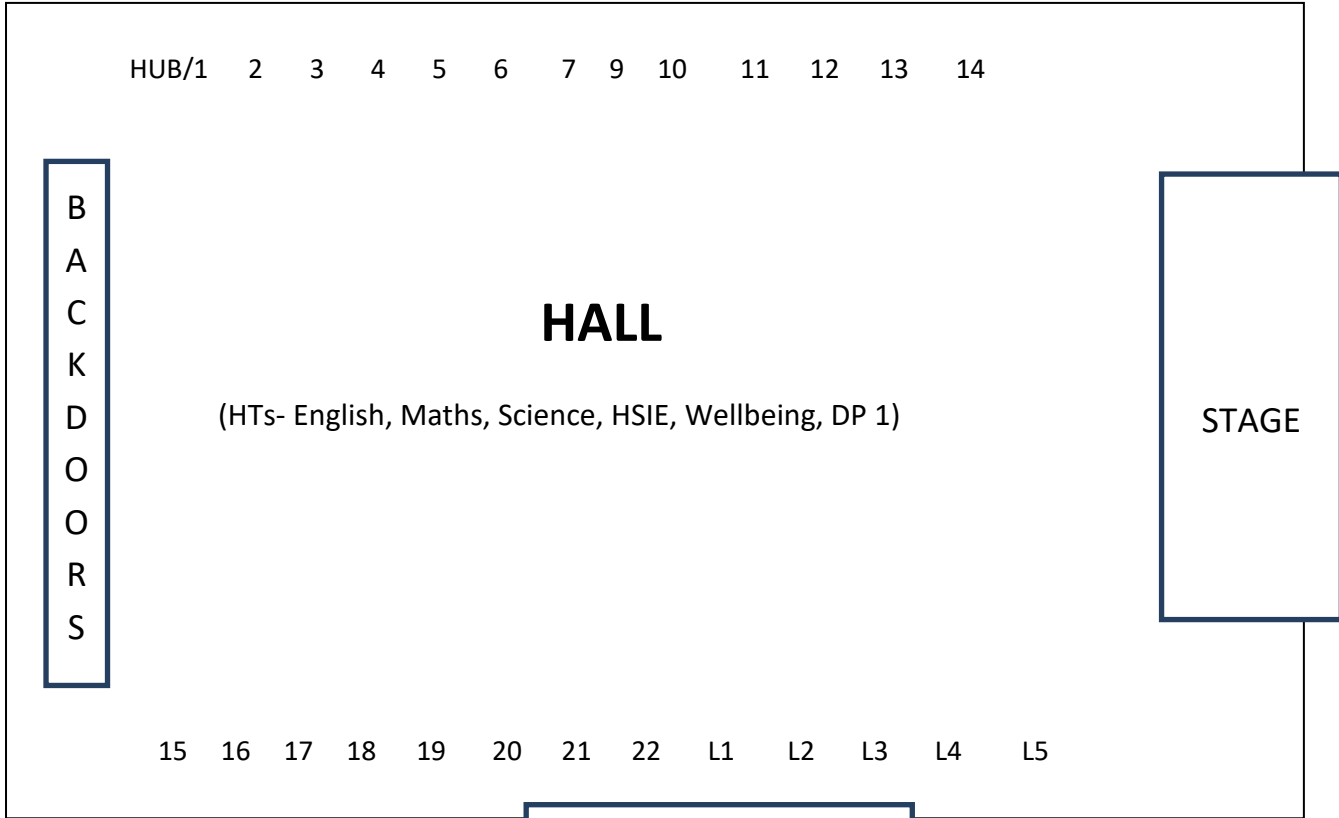


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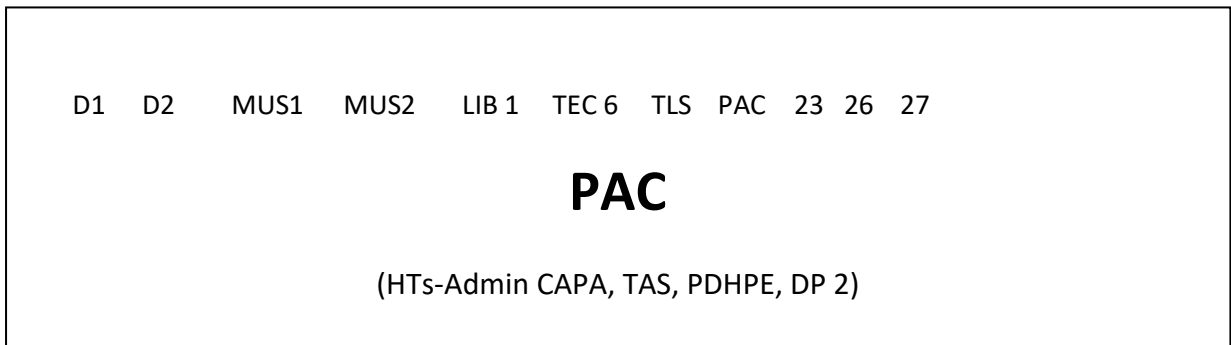
LOCATION OF ROLL CLASSES IN HALL & PAC FOR LOCKDOWN

MUSIC / ART COURTYARD SIDE



BASKETBALL COURTS SIDE

TOP OVAL SIDE



HALL SIDE