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1 Evacuation - Fire, Explosion, Bomb Threat etc

1.1 The alarm and need for evacuation will be signalled by a continuous siren.

1.2 In the event of a teacher becoming aware of a fire, explosion, etc. this person should - in order -

1.2.1 evacuate that immediate area
1.2.2 inform the main office who will decide if full evacuation is required.

At all times the safety of students and staff takes precedence over any goods, buildings etc.

1.3 Teachers should familiarise themselves with the position of hydrants/extinguishers close to their area - however student and personal safety takes precedence over pyrotechnic heroics. Unless the fire is very small or someone is trapped/at risk - leave the fire fighting to the professionals.

2 Administration Responsibilities

2.1 Principal - or his designated Deputy - contact the Fire Brigade/Police/Ambulance - give directions to evacuate.

2.2 Deputies -
2.2.1 roving commission to keep system moving.
2.2.2 be responsible for student/staff head count.

2.3 Bursar -
2.2.3 Assume responsibilities at basketball courts.

2.4 Principal’s Secretary - to liaise with Principal - carry mobile phone - check Lift is empty.
2.5 Front Office Staff
  - Take out rolls, absentee lists.
  - Follow Evacuation Procedure
  - Bring lists of students who are out of school.
  - Confirm Canteen and Boarding area aware of evacuation.
  - It is of utmost importance that accurate head count be completed as quickly as possible – within minutes.

2.6 Administration staff evacuate via nearest exit and assemble with Principal and Bursar at assembly point. Take megaphone.

2.7 Ground Staff & Maintenance Staff - Report to Bursar at assembly point.

3. Assembly Area

3.1 The assembly point is the Basketball Courts. Students shall assemble in home groups in their house area – and then stay there until further directed.

3.2 Each House Leader will report to their house area and assume responsibilities for their House.

3.3 Each Home Room will sit on the ground in a line for ease of checking. Each House will therefore comprise 5 lines.

3.4 Each Home Room teacher will report to their house area – check all their Home Room present – and report to House Leader with lists of those missing. House Leaders then report to Deputy.

3.5 The Bursar will check off all staff – teaching, non-teaching, clerical, aides, counsellor, maintenance, canteen, library and report to Deputy with list of missing staff.

3.6 All staff not taking control of a House or Home Room shall report to the Bursar.

3.7 The Deputies and the Bursar will then report to the Principal that buildings are evacuated.

3.8 The Deputy responsible for attendance shall check all names of those missing from assembly point against

  3.8.1 absentee list provided by Office
  3.8.2 those on excursion/out of school.
3.9 The House assembly points are marked in the Basketball Courts.

4 Evacuation of Buildings

It is the responsibility of every person to familiarise themselves with evacuation instructions for the room/area they are in at the time.

All bags/equipment to be left behind.

Follow Evacuation Procedure. (Plan in each room.)

5 Fire Equipment.

5.1 Fire Extinguishers (Total 27)

5.2 Hydrants
Courtyard and rear of Admin; Maitland St. Lawn near Study Hall doors; rear of Metalwork; front of Admin.

5.3 Fire Hose Reels (Total 14)

5.4 Fire Blankets
Canteen
Science Rooms and Labs
Home Economics Room
4.

NAGLE CATHOLIC COLLEGE LOCKDOWN PROCEDURE

Date of Policy: June 2011
Review Date: June 2016
Approved by Principal

Purpose of the Policy
Nagle Catholic College is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

Scope
This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Responsibility
Principal

Point of Contact
Principal

Policy
The lockdown policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside. Copies of this policy will be placed on the College intranet.

Procedure
Upon recognizing that a situation calls for lockdown, the Principal or authorized person (Vice Principal/Director of Students) locks the office (closes blinds and windows), sounds a uniquely and instantly recognizable alarm, and rings police (000), alerts them as to the emergency. They then assume lockdown position themselves in the office while maintaining phone contact with police. When police arrive they will make contact with the principal or authorized person when the threat has been averted. Upon this, the all clear is to be sounded.

Lock-down procedures
1. In the event of a building lockdown, it is mandatory that all students and adults remain in the classroom. Students and adults who are outside but near buildings are to move into the closest occupied classroom.
2. Staff who are not teaching at the start of lockdown should go to the nearest classroom. Staff, should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. If children, a class or an adult is caught outside a classroom when the alarm is sounded they must immediately get in the closest room/building they can before that room is
locked down and join whoever is in that room. Oval- If people are down at the oval, they needs approach the nearest building and copy as best as they can the procedure outlined for classrooms.

3. Close blinds in room, if available. Position students on the floor against the door wall or in the most non-visible positions (predetermined) NB: This procedure must be tailored for the individual rooms being used. E.g. Students may need to walk into the learning support room and lay down there if their own classroom is too exposed.

4. This procedure should be evaluated for each room by someone using it regularly and given to the rest of the staff.

5. Do not allow students to use their phones if there is one available.

6. Insist students and adults remain quiet.

7. No one is to answer the door under any circumstance.

8. Remain in this position until "all clear" is announced (- A second uniquely and instantly recognizable alarm).

9. After the all clear is sounded the principal can authorize the contacting of parents.

School Lock-Down Procedures for Nagle Catholic College

If a situation is determined that a lock-down is necessary, the following procedural checklist should be utilized:

- Commence the lock down immediately.
- Call the Catholic Education Office.
- Security will also coordinate with the police, fire or public agency, etc., requesting the lock down.
- Contact appropriate Catholic Education Office for additional instructions and information.
- Cancel all outside activities until notified by security, police or fire that crisis has been resolved.
- If a gun is involved or shots have been fired move the students and staff into an inner area of the school. i.e.: hallways, study hall, classrooms etc. If possible, avoid windowed areas.
- Close all windows and blinds or curtains. Do not allow students to be unattended at any time. Escort them wherever they need to go.
- No student should be allowed to leave the building unless attended by an adult/parent/guardian, or staff member.
- Lock all exterior doors.
- Station staff at the main door, exterior doors and hallways with instruction regarding allowing or not allowing anyone access to the building.
- Do not allow any unauthorized persons in the building. If in doubt, request picture identification. If the person is authorized for entrance escort them to the main office to sign in.
- If news media is present, immediately notify the Principal who will deal with all inquiries
- Consider any needed outgoing and incoming transportation changes.
- If a departing bus is dropping off students at the College consider keeping those students at their current location and contacting parents and arrange for alternative transportation.
- Consider if food is or will be needed for long term lockdowns.