



## EMERGENCY EVACUATION AND LOCKDOWN PROCEDURES 2024

This document outlines the procedures and guidelines to be followed by the occupants of Hilliard Christian School and the Emergency Control Organisation (ECO) during emergency situations. The purpose of this plan is to ensure a safe and organised evacuation of building occupants in the event of a fire or potential fire. During emergencies, the instructions provided by ECO personnel will take precedence over the School Management structures.

Special provisions must be made for individuals with disabilities, whether permanent or temporary, to ensure their safe evacuation. This inclusive plan must be integrated into the overall school evacuation strategy.

In the event of an emergency evacuation, the subsequent procedures will be implemented:

### EMERGENCY EVACUATION ASSEMBLY POINT 2024

#### Two Evacuation Points

Back of Oval

Gravel Car park

In the case of Fire or Bomb threat, the fire alarm will be activated through the PA System, producing **a continuous siren sound ("Whoop – Whoop")**. When the fire alarm sounds, all occupants are required to evacuate the premises in a well-organised manner. Staff members will assume their designated roles and responsibilities.

### ADMINISTRATION EMERGENCY EVACUATION KIT

1. Visitor/contractor rolls.
2. Spare Homeroom and Class Rolls.
3. Emergency Evacuation Checklists.
4. Mobile Phone.
5. First Aid Kit and medication according to current disability plans.

### CLASSROOM EMERGENCY EVACUATION KIT

Red Folder located on the wall of every classroom in containing:

1. Up to date Emergency Evacuation Plan
2. Emergency Roles and Response cards

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

3. Emergency Evacuation Red Vests for staff
4. Up to date Rolls - Whole of Secondary/Class rolls in Primary
5. Up to date disability plan including staff and students.

*\*Prepared and kept up to date by teacher and/or Inclusive Education Coordinator approved by Principal.*

**Kit located in close proximity to the door of classrooms containing:**

- First Aid Kit

*\*\* It is recommended that students have hats and water bottles in close proximity at all times ie: on desks, in case of emergency.*

### RESPONSE VARIATIONS

<b>Before and After School</b>	All staff present assist to muster arriving/departing students away from possible danger.  Buses approaching the school will be advised not to set down and directed to a holding area at Montrose Bay Foreshore until the situation is given the “all clear”.
<b>Lunch and Recess Times</b>	If and “Emergency Evacuation” warning is given at lunch or recess times, all teachers, teacher aides and students must go to their respective assembly points. Teachers should be attentive to the needs of students in their charge and alert to possible dangers.
<b>Class Time</b>	All classrooms are to be immediately evacuated to the designated assembly point.

### EMERGENCY ROLES AND RESPONSIBILITIES

Emergency roles and responsibilities are copied onto card, laminated and kept with Emergency Evac. Kits. Cards to be updated each year or with a change of staff.

**CHIEF WARDENS – WHITE HAT**

<b>ROLE</b>	<b>SCHOOL POSITION</b>	<b>RESPONSIBILITIES</b>	<b>CURRENT STAFF MEMBER as of March 2024</b>
<b>Chief Warden</b>	<b>Principal</b>	Collect Emergency Evacuation Checklist. Mobile phone. Check the Fire Indicator Panel. Ensure Emergency Services have been notified. Wait for Emergency Services to arrive and debrief. Supervise flow of traffic to evacuation point. Notify wardens of All Clear	Elizabeth Chaplin
<b>Deputy Chief Warden</b>	Property Services Coordinator	Assist Chief Warden with responsibilities. Set timer in drills	Trevor Whyatt
<b>Communications Officer</b>	Administration Reception Staff	<b>Notify Emergency Services - 000</b>  Collect Administration Emergency Evacuation Pack.  Communicate with staff at the evacuation point to register staff/student attendance.	Lisa Salter/Jessica Segovia

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### AREA WARDENS – YELLOW HAT

ROLE	SCHOOL POSITION RESPONSIBILITIES	CURRENT STAFF MEMBER as of March 2024
Junior Secondary/Admin Area Warden	Administration Reception Staff	<i>Jessica Segovia/Mel Bannister</i>
Primary Area Warden	<b>Primary Coordinator</b>	<i>Angela Robertson</i>
Primary Area Assistant Warden	Primary Teacher Aide	<i>Vee Asiata</i>
Kinder Area Warden	Kinder Teacher	<i>Alicia Hallett</i>
Secondary Area Warden	Secondary Coordinator	<i>Scott Winkler</i>
Ass. Warden Secondary Area 1 – Science/Arts	Secondary Teacher	<i>Nathaniel Amuimuia</i>
Ass. Warden Secondary Area 2 – Chapel/kitchen/Gym	Secondary Teacher	<i>Felicity Knight</i>
Ass. Warden Secondary Area 3 - MDT/Downstairs	ICT Coordinator	<i>Darren Rabe</i>
RESPONSIBILITIES		
<ul style="list-style-type: none"> <li>● On sound of alarm <b>STOP</b>.</li> <li>● Check immediate area for possible cause of alarm.</li> <li>● If safe to do so collect Warden ID and mobile phone.</li> <li>● Communicate with staff in your area to evacuate.</li> <li>● Clear area and assist to marshall students to Assembly Point.</li> <li>● Test all doors before opening for heat and smoke.</li> <li>● Check all toilet cubicles, storerooms, locker rooms etc to ensure no person remains.</li> <li>● Ensure all doors properly closed if safe to do so.</li> <li>● Ensure all pre-planned procedures for assisting staff and students with disability are carried out.</li> <li>● Proceed to evacuation point.</li> <li>● Coordinators collect rolls from wardens and complete emergency Evacuation Checklist.</li> <li>● Notify Comms. Officer (CO) of actions, status of emergency and any people under your control.</li> <li>● Await further instructions from Chief Warden.</li> </ul>		

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### WARDENS – RED VEST

ROLE	SCHOOL POSITION RESPONSIBILITIES	CURRENT STAFF MEMBER as of March 2024
Kinder Warden	Kinder ESO	<i>Maryon Lanerelle/Amanda Lovell</i>
Primary Warden	Primary Staff/ESOs	<i>Leonne Rainsford</i>
Prep Warden	Prep Teacher	<i>Gillian Dinning</i>
Year 1 Warden	Year 1 Teacher	<i>Michelle Pritchard</i>
Year 2 Warden	Year 2 Teacher	<i>Cora Nguyen</i>
Year 3 Warden	Year 3 Teacher	<i>Tina Cai</i>
Year 4 Warden	Year 4 Teacher	<i>Nerolie Callaghan</i>
Year 5 Warden	Year 5 Teacher	<i>Gemma Campbell</i>
Secondary Warden	Secondary ESO	<i>Belinda Segovia</i>
Year 6 Warden	Year 6 Homeroom Teacher	<i>Kirsten Groves</i>
Year 7 Warden	Year 7 Homeroom Teacher	<i>Rick Maloney</i>
Year 8A Warden	Year 8A Homeroom Teacher	<i>Reuben Voss</i>
Year 8B Warden	Year 8B Homeroom Teacher	<i>Joshua Young</i>
Year 9 Warden	Year 9 Homeroom Teachers	<i>Daniel Segovia/Tomas O'Meara</i>
Year 10 Warden	Year 10 Homeroom Teacher	<i>Nathaniel Amuimuia/Felicity Knight</i>
RESPONSIBILITIES		
<ul style="list-style-type: none"> <li>● Identify emergency from alarms.</li> <li>● Collect warden ID, class evacuation, kit and mobile phone if safe to do so.</li> <li>● Assist students in your care to move to Assembly Point to meet their designated warden if not you.</li> <li>● Take up position at Assembly Point.</li> <li>● Assemble students in orderly fashion and pass rolls to Area Warden</li> <li>● Pass rolls to Area warden.</li> <li>● Await further instructions from Chiel Warden.</li> </ul>		

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### LOCKDOWN PROCEDURES: Ensuring Safety through Graduated Lockdown Phases.

In the interest of safeguarding the well-being of all staff, students, contractors and visitors, the Lockdown Policy is designed to establish a secure environment on campus during potential emergencies. This policy is based on the principle of preparedness, aiming to create a sense of desertedness through three distinct stages of lockdown: Green, Amber, and Red. By meticulously delineating these stages, we are committed to ensuring a swift and organised response to any crisis, while minimising risks and fostering an atmosphere of safety and protection for all members of our school community.

#### GREEN ALERT - SHELTER IN PLACE

Sheltering in place is an emergency response strategy that involves utilising the protective indoor environment of a structure to safeguard occupants from external threats or dangers, such as external structure fires, bushfires, chemical fumes, or the presence of disruptive individuals like students or visitors.

Locations for Implementation:

- Classrooms

Initiation Method:

- PA Announcement:

*Attention to all staff and students, due to <insert reason>, we kindly ask that everyone returns to or remains in their classrooms to seek shelter until further instructions. Students, please follow the guidance of your teachers.*

#### AMBER ALERT: LOCKDOWN PARTIAL

Partial lockdown pertains to situations involving severe weather or the presence of unrestrained dangerous animals outside the premises.

Locations for Implementation:

- Classrooms

Initiation Method:

- PA Announcement: Depending on the specific circumstances, an announcement will be made addressing the situation.

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

*Attention to all staff and students, due to <insert reason>, we kindly ask that everyone returns to or remains in their classrooms to seek shelter until further notice. Students, please follow the guidance of your teachers.*

### RED ALERT: LOCKDOWN FULL

A full lockdown is enacted as a response to evident or suspected threats of serious unlawful violence by an intruder or a building occupant, necessitating the comprehensive securing of rooms and buildings to ensure the safety and protection of all individuals. Example situations include significant dangerous or threatening behaviour that staff deems warrants a lockdown.

PA Announcement:

***Attention to all Staff and Students, Mrs. Smith's farewell gathering will take place in the library this afternoon. (Repeat)***

### Lockdown Procedures:

*A common-sense approach must prevail if these guidelines cannot be followed to the letter. The goal is to ensure that everyone is in the safest possible space in the circumstances.*

### Staff Roles and Responsibilities:

- Initial Alert Staff - Contact Administrative Staff – Reception.
- Administrative Staff - Alert the entire school with a PA announcement.
- Administrative Staff - Notify the Police and advise Principal.
- Lock down the Administration Building.
- Await further instructions from the Police (During drills, the Property Services personnel and Principal will check for locked doors, windows, etc.)
  
- Teachers, teacher aides and students move to the nearest classroom or indoor space or remain in classrooms. Secure and Lock all doors and windows (*this will take place centrally upon installation of SALTO locking system*).
- Turn off lights and pull all window blinds down.
- Switch mobile phones to silent mode.
- Instruct students to sit silently on the floor below window level, remaining out of sight from windows and doors.
- Do not respond to knocks on doors or windows, or answer phones.
- **Remain in place until an all-clear signal is given. All clear password: Derwent**

Each classroom and gymnasium are supplied with a Full Lockdown Kit to be utilised in the event of real emergency.

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

- 4L water bottle and cups
- First aid kit
- [Portable camp toilet](#) containing toilet paper, disinfectant wipes and shower curtain for temporary toilet facility. (for use in real emergency only)

### Response Variations

<p>Before and After school</p>	<p>All staff return to classrooms and encourage parents and students into rooms and secure all doors and windows.</p> <p>Buses approaching the school will be advised to not set down and directed to a holding area at Montrose bay Foreshore until the “situation all clear” is received.</p>
<p>Lunch and Recess Times</p>	<p>If a “Lockdown” warning is issued at lunch or recess times:</p> <p>Primary staff and students return immediately to Primary Building and follow lock down procedures.</p> <p>Secondary staff and students move immediately to the gymnasium and follow lockdown procedures.</p>
<p>Class Time</p>	<p>All classrooms are immediately secured as per procedures.</p> <p>Teachers note the names of all students in their care.</p> <p>Students visiting Music Rooms, support services or any other location where a prescribed activity is in progress are to be retained by staff responsible for that location and the location secured. Admin and form teachers notified by email or text message.</p>
<p>Outdoor Education</p>	<p>During outdoor education lessons the teacher assesses the situation and returns students to their form class if practical. If not practical, students and staff are to be secured in the nearest room possible and form teacher and admin notified by email or text message.</p>
<p>Support and all Other areas</p>	<p>No-one is exempt from “Lockdown”. When the warning is sounded, all support areas</p>



## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

	including administration, canteen, music rooms, maintenance and construction areas follow lockdown procedures. Secure all personnel, students and visitors in the immediate vicinity and notify form teachers and reception via email or text message.
Visitors	All visitors to the school must follow the directions of staff and remain in lockdown.

**Password:** All facilities are to remain in “Lockdown” mode until the “All Clear” is given by the Principal or a member of the law enforcing agency. In the absence of the Principal, “Chain of Command” should be followed to the Primary and Secondary Coordinators. These people may direct other staff members to give the “All clear”, but the password must be used at all times. The Principal must choose a password at the beginning of each school year and make the staff aware of it.

The password must be recorded and kept in the safe.

The password must be changed each calendar year or after each event.

### Tips

**Say a prayer.**

**Remain calm and reassure.**

**Let common-sense prevail.**

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

Checklist – to be completed by Area wardens and handed to Communications Officer with rolls and staff lists.

### Primary Students

Year Level	Tick as accounted for. Attach roll	Notes
Kinder		
Prep		
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

### Primary Staff List as at February 2024

Name	Tick as accounted for.	Notes eg. if absent. Please write name of CRT
Angela Robertson		
Alicia Hallett		
Gillian Dinning		
Michelle Pritchard		
Cora Nguyen		
Tina Cai		
Nerolie Callaghan		
Gemma Campbell		
Erwin Augustina		
Nichole Marr		
David Malone		
Leonne Rainsford		
Vee Asiatis		
Amanda Lovell		
Maryon Lanerelle		
Clara Deng		Monday and Friday only

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### Secondary Students

Name	Tick as accounted for.	Notes eg. if absent. Please write name of CRT
Year 6		
Year 7		
Year 8		
Year 8		
Year 9		
Year 10		

### Secondary Staff as at February 2024

Year Level	Tick as accounted for.	Notes eg. if absent. Please write name of CRT
Scott Winkler		
Rick Maloney		
Tomas O'Meara		
Felicity Knight		
Joshua Young		
Nathaniel Amuimuia		
Reuben Voss		
Daniel Segovia		
Heather Mitchell		
Belinda Segovia		
Chelsea Hassen		
Kirsten Groves		

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### Support and Administration Staff

<b>Name</b>	<b>Tick as accounted for.</b>	<b>Notes eg. if absent. Please write name of CRT</b>
Elizabeth Chaplin		
Cassie Mwarabu		
Kylie Dillon		
Jessica Segovia		
Libby Hergenhan		
Ben Ashby		
Trevor Whyatt		
Darren Rabe		
Lisa Salter		
David Oldham		<b>Monday and Thursday</b>

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### POST EMERGENCY PROCEDURES

Task	Person Responsible	Completed
Community notified of Emergency and status of students and staff	Marketing on behalf of Principal	
Debrief with Emergency Services Personnel	Chief wardens	
Policy updates	Property Services Coordinator	

### SCHEDULED/COMPLETED EMERGENCY DRILLS

DATE	DETAIL (ie. Evacuation, lockdown)	NOTES
18/03/24	Evacuation Supervised by TAS Fire	<p><b>Time to All Clear: 5 mins</b></p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• Exit Door in Year 6 room obstructed.</li> <li>• Doors left open.</li> <li>• Designated task needs to be added to the procedures regarding closing internal and external doors. <b>Added 18/03</b></li> <li>• Consider all entry points around the school for both security and safety. <b>Discuss with Trevor</b></li> <li>• Kinder staff – checking names before moving to evacuation point. <b>Followed up 18/03</b></li> <li>• Check mains power and isolation – <b>Checked</b></li> </ul> <p>Overall – Evacuation was well executed was given a tick of approval.</p>

**Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024**

--	--	--

## Hilliard Christian School – Emergency Evacuation and Lockdown Procedures 2024

### Document Information

Document Name	Emergency Evacuation And Lockdown Procedures
Approver	Seventh-day Adventist Schools Tasmania Board of Directors
Last Approved Date	August 2023
Review Date	February 2024
Audience	All School Staff
Links	
Custodian	Property Services Coordinator