



**ALL SAINTS'
COLLEGE**

**LOCKDOWN AND EVACUATION
PROCEDURES**

**SENIOR SCHOOL AND JUNIOR
SCHOOL**

LOCKDOWN PROCEDURES

Lockdown rehearsals will be scheduled to take place throughout the year. The purpose of the rehearsals is to allow all staff and students to be involved in a **familiarisation exercise** concerning the procedure to be followed in the event of a whole College lockdown. It will provide an opportunity to identify aspects of the lockdown procedure that may need to be refined. The College will, each year, stage at least one drill during a break time and at least one more during class time.

The lockdown alarm siren control unit is housed in the Dean of Student Wellbeing's office together with a public address system. The Public Address (PA) system transmits messages via external speakers to buildings but is not dispersed through all classrooms and all offices. (Most classrooms are well-served by the PA system.)

Tutor/Classroom Teacher Script

In the days prior to a lockdown drill Tutors and classroom teachers are to read the following to students:

All Saints' College's first priority is always for the safety and wellbeing of our students and staff: Lockdown is an important aspect of this.

Lockdown procedures will be used in situations that may result in harm to persons on College premises (e.g. from the presence of a threatening intruder) and thus require students, staff and visitors to be secured indoors.

You will know a lockdown is taking place because there will be an announcement and sounding of the 'lockdown alarm' by means of the College PA system.

*When the alarm is heard you are to follow the instructions of your classroom teacher or other members of the College staff. You will be instructed to move to the inside of the classroom or building, "drop, tuck and hide", normally by squatting or kneeling with hands over your head and hide under a desk, or if in the Chapel hide in between the pews. **Nobody is allowed outside the classroom** until the 'All Clear' is given.*

*If the alarm is sounded outside of normal class times (e.g. lunchtime or recess) you are to move to the inside of the nearest classroom or building, "drop, tuck and hide", normally by squatting or kneeling with hands over your head and hide under a desk, or if in the Chapel hide in between the pews. **Nobody is allowed outside the classroom** until the 'All Clear' is given.*

Lockdown procedures will be used in situations that may result in harm to persons on College premises (e.g. from the presence of a threatening intruder) and thus require students, staff and visitors to be secured indoors.

NOTE: The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.

SENIOR SCHOOL LOCKDOWN PROCEDURE

The Dean of Student Wellbeing is responsible for **actioning** the lockdown procedures. If there is a lockdown and the **Dean of Student Wellbeing is absent, then the Vice Principal** will assume the responsibility.

When a member of staff first notices an emergency, they are to contact the Dean of Student Wellbeing who will then decide, in consultation with the Principal (or Vice Principal in the absence of the Principal), on the appropriate course of action.

When do you know a lockdown is taking place?

Announcement and sounding of the 'lockdown alarm' by means of the PA system. A follow up phone call will be made by the Dean of Student Wellbeing to the **Personal Assistant to the Dean of Junior School**, to notify the Junior School of the lockdown and later, to give the 'All Clear'. (When appropriate, the "All Clear" will also be given over the PA system).

LOCKDOWN PROCEDURE

1. Classrooms, CPA, Libraries, Technical Support Centre (TSC), ISC, Aquatic Centre, Chapel, Wellbeing Centre

The **Classroom Teacher, Librarians, CPA staff, ISC staff, TSC staff, Teachers/staff in the Aquatic Centre, Chaplain** will

- (a) **Lock nearby building exit doors**, and watch out for students or staff outside who may be seeking shelter.
- (b) **Lock classroom door** and those of empty nearby rooms; cover windows if possible.
- (c) Turn **lights off**.
- (d) **Move students away** from doors and windows.
- (e) **Inform students** of the emergency
 - i. advise them that the nature of the emergency is unknown;
 - ii. stress the importance of following all instructions given;
 - iii. instruct them to "drop, tuck and hide", normally by squatting or kneeling with hands over the head and hiding under a desk, or if in the Chapel hiding in between the pews.
- (f) **Nobody is allowed outside the classroom** until the 'All Clear' is given.

2. Grounds and Maintenance Department staff, staff located in Junior and Senior School administration and staff / students moving between rooms

- (a) Move to the nearest classroom / lockable room to seek shelter.
- (b) Follow item 1 above for Classroom Teachers; **wait for 'All Clear' to be given**.

3. Staff / Students on the College, or lower Oval

- (a) Move quickly to the Aquatic Centre or L Block, whichever is the closest and safest, to seek shelter.
- (b) Follow item 1 above for Classroom Teachers; **wait for 'All Clear' to be given**.

4. Staff / Students using toilet facilities

- (a) Lock exit doors to toilets if possible.
- (b) Move out of sight and **wait for 'All Clear' to be given**.

5. Canteen

The Canteen Manager will

- (a) lock exit doors of Canteen area and cover windows if possible;
- (b) turn **lights off**;
- (c) Move out of sight and **wait for 'All Clear' to be given**.

6. Uniform Shop and Science Department Laboratories (S Block) work area

The Uniform Shop Manager, and/or staff using the Boardroom and Laboratory Technician and/or Laboratory Manager will

- (a) **lock exit doors** to work areas/residence and cover windows if possible;
- (b) turn **lights off**;
- (c) move out of sight and **wait for 'All Clear' to be given**.

7. Staff with visitors

Staff with visitors should have their visitors accompany them.

8. Locking the Administration buildings.

The **Director of Business and Administration** and the **Director of Personnel and Policy** will

- (a) lock exit doors to Senior School Administration Building;
- (b) turn **lights off**;

The **Dean of Junior School and the Assistant Dean of Junior School (Wellbeing)** will

- (c) lock exit doors to Junior School Administration Building;
- (d) turn **lights off**;

9. When a lockdown takes place outside of normal class times (e.g. recess or lunchtime)

The process for Administration and Support staff remains as already described.

Duty teachers should immediately instruct students in their duty area to move to the closest classrooms or large enclosed building space (e.g. CPA, Dance Studio, Upper Theatre, Lower Theatre, Library, ECC Coloured Room and ISC classroom).

The duty teacher is to move to the nearest classroom block or largest enclosed building and open a main door to allow students to enter. Once the majority of students have entered the building the duty teacher and any other staff in the area are to quickly lock external doors and follow the lockdown procedures outlined earlier in the document.

Teachers already in classrooms and offices in buildings are to check for remaining students needing to get into a building and let them in, locking the door behind them and then follow the lockdown procedures outlined earlier in the document. These staff should also assist the duty teachers in the area.

Area Access - Senior School Guide for Duty Teachers

Duty Area	Lockdown Building
The Common	D Block
Hard Courts	ISC Classroom
C/D Lawn	C Block
Learning Centre	L Block
Canteen	Dance Studio

Canteen Floater	CPA
Library staff	Library

10. Reporting and responding to the Lockdown

The **Dean of Student Wellbeing** will

- (a) follow the **Principal's (or Vice Principal's – in the absence of the Principal)** instructions;
- (b) contact the Police on 000 to request their assistance (*in a real-life situation*);
- (c) in collaboration with the Principal and Vice Principal convene the Crisis Response Team. The Crisis Response Team will comprise:

Principal
Members of the Leadership Team
College Psychologist/s and/or Chaplain

In addition, some of the personnel listed below dependent on the situation at hand.

Head of House
House Tutor
Classroom teacher/s
Head of Transition
Year 9/10 Coordinator
Year 11/12 Coordinator
ECC Coordinator
Assistant Deans of Junior School

- (d) in collaboration with the Principal and Vice Principal **decide when the 'All Clear' can be given.**

COMMUNICATION DURING A LOCKDOWN

The following staff have access to a two-way radio and will communicate with each other during a lockdown using this system. The Facilities Manager will allocate the two-way radio system on a needs bases to the extra emergency support staff if required.

Two-way radio system use:

- Turn the two knobs at the top of the device to "ON"
- Place device on **Channel 1**
- Keep volume on the lowest level for lockdown

STAFF WITH TWO WAY RADIO ACCESS DURING A LOCKDOWN
Vice Principal
Facilities Manager
Performing Arts Theatre Managers
Grounds Manager
Maintenance Supervisor

SENIOR SCHOOL EMERGENCY EVACUATION PROCEDURE

NOTE: *The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.*

A simplified guide explaining what to do in an Emergency Evacuation, is mounted in each classroom — a copy is on the final page of this procedure.

The Principal will act as the College's representative in liaising with any external agencies in an emergency situation.

The Dean of Student Wellbeing, in conjunction with a number of key staff, is responsible for overseeing and conducting any Emergency Evacuation of the Senior School.

The Evacuation Alarm Siren Control Unit is housed in the Dean of Student Wellbeing's office, together with a Public Address (PA) System. The PA system is connected to external speakers to buildings but is not present in all classrooms or offices.

If there is an emergency during term time and the Dean of Student Wellbeing is absent, the Vice Principal will assume responsibility for overseeing and conducting the Emergency Evacuation of the Senior School.

If the emergency is during non-term time, the Director of Business and Administration will assume this responsibility.

EVACUATION PROCEDURE:

1. Notification to Senior School Reception:

- (a) Any threat or major safety hazard must be reported immediately to the **Senior School (SS) Receptionist**. This notification will most likely come from the Dean of Student Wellbeing/Vice Principal or Principal.
- (b) If the threat is within the College buildings or grounds (e.g. fire, chemical spill), the SS Receptionist will notify the Executive Assistant (EA) to the Principal.
- (c) If the threat is outside the College buildings or grounds and made by telephone (e.g. bomb threat, neighbouring bush fire), the SS Receptionist will consult with the Dean of Student Wellbeing, Vice Principal and/or Principal to determine:
 - i. the relevant emergency number(s) to contact and/or
 - ii. the staff/students and/or areas within the College to be evacuated.

2. Reporting the Emergency:

- (a) The SS Receptionist (upon the request of the Dean of Student Wellbeing, Principal/Vice Principal) will contact the relevant emergency service (as listed below) with details of the nature of the emergency:
 - Fire Brigade [000 or 9323 9300]
 - Police [000 or 131444]
 - Ambulance [000 or 9334 1234] or
 - St John of God Hospital, Murdoch [9366 1111] and/or Fiona Stanley Hospital [6152 2222]

and inform the Principal of expected time of arrival and/or other advice.

- (b) The SS Receptionist will:
- Notify the **Executive Assistant (EA) to the Principal** who will inform the Principal of the emergency and Dean of Student Wellbeing and/or Vice Principal who will decide a course of action (these staff may already be aware of the issue, hence it may be a case of double checking that the people who need to know are informed). The SS Receptionist will also notify the Facilities Manager and the Grounds Manager (via telephone or the two-way radio system located at Senior School Reception) and telephone the Junior School Reception to notify them of the emergency and the action being taken. A telephone call to either the Board Room and/or the Uniform Shop is to be made to advise any staff present that the College is being evacuated, and unless required to participate in the evacuation, be prepared to evacuate if instructed to do so.
 - **The Administrative Assistant (Junior School), or PA to the Dean of Junior School** will then notify the Aquatic Centre of the emergency by phone or messenger. If the Junior School telephones are not answered, the SS Receptionist will arrange for a messenger to notify the Junior School.
- (c) If required to evacuate, the **SS Receptionist** will make sure the following occurs before leaving the Reception area:
- i. The telephone system is switched to night switch mode with an emergency outgoing message.
 - ii. The Director of Personnel and Policy (DPP) has the sign out staff information and visitor pass on Passtab available to him on a mobile app. Assistant to DPP takes SS Reception diary of absentee staff and relief information to DPP.
 - iii. The SS Receptionist will remain at Reception until the SS Administration Building Warden comes to lock the front doors (unless it is unsafe to do so) and accompany any visitors at Reception to the Evacuation Assembly Point.
 - iv. The SS Reception must take the generic black medical Bag to the Evacuation Point.
- (d) Staff members allocated roles as **Facility Manager assistant/messenger** are to assemble outside the Senior School Reception main entry.

2. Notification of Evacuation to Staff and Students:

- (a) The **Dean of Student Wellbeing** will sound the evacuation bell/siren for the whole campus in a continuous manner. This will usually be accompanied by a public address announcement indicating the nature of the emergency, areas of the College to be evacuated and the Evacuation Assembly Point (if not the College, or lower Oval).
- (b) The **Director of Business and Administration** (or Assistant) will inform all staff in the Administration Building of the emergency and the need to evacuate.

3. Movement to Evacuation Assembly Point:

- (a) An Evacuation Route is posted in key points across the College and provides staff and students with the most direct route to the Evacuation Assembly Point.
- (b) On hearing the siren, teachers with classes should direct students to leave the classroom and to **leave behind all bags and other items**. The teacher should be the last to leave the classroom and when possible **ensure the door is closed but not locked**. The teacher should then ensure that students proceed to the Evacuation Assembly Point as a class group in an orderly manner.
- (c) If the teacher is a Building Warden, they should arrange for their class to accompany another class group to the Evacuation Assembly Point.
- (d) Music Tutors involved in private lessons at the time of the Evacuation should take

their pupils to the Evacuation Assembly Point in order that the students may join their Tutor Group.

- (e) If a teacher is conducting a class outside, the students must proceed **directly** to the Evacuation Assembly Point, without returning to their classroom.
- (f) If using a driveway, students must move in single file, keeping to the right. Teachers need to ensure students do not walk into the path of any Emergency Services Vehicles that may be entering the College.
- (g) Should the Evacuation Route be unsafe, teachers should direct the students to take a safer route to the Evacuation Assembly Point, which may include going via perimeter paths or roads.
- (h) All other College staff should proceed to the Evacuation Assembly Point ensuring all rooms are closed but left unlocked.
- (i) All visitors must be accompanied by a staff member to the Evacuation Assembly Point.

4. Building Wardens (if with a class first arrange for the class to accompany another class group to the Evacuation Assembly Point)

- (a) The nominated Building Wardens and their assistants will check that all rooms have been vacated in their designated building. As each room is checked, the door must be closed and locked. **Building Wardens must ensure that they have key/salto access to all areas within their responsibility.**
- (b) Building Wardens and assistants must confirm with each other that the building is empty and all rooms locked before proceeding to the Evacuation Assembly Point, with any unattended visitors or unaccompanied students.
- (c) After completing their building checks, the **Building Wardens** for all Senior School buildings (including the main Administration Building) will **report to the Vice Principal at the Emergency Evacuation Point** (front of the ISC after a lockdown or on the College oval if evacuation, only) **or by phone/text message**. The nominated Building Wardens are listed in Appendix A of this procedure.

5. Gate Wardens:

- (a) On being advised of an emergency, Gate Wardens must move to the designated College entrance, ensuring they have their two-way radio system with them. Gate Wardens must ensure visitors do not enter the College grounds.
- (b) **Each Gate Warden must communicate with the Facilities Manager via the two-way radio system to confirm that they are in position. The Facilities Manager will liaise with the Vice Principal**, also via use of the two-way radio system, if Emergency Services Vehicles arrive and to confirm that all Gate Wardens are in position.
- (c) Gate Wardens are to remain at their post until they receive the 'All Clear' instruction from the Facilities Manager.
- (d) The nominated Gate Wardens are listed in Appendix B of this procedure.

If a nominated Building or Gate Warden is absent or messengers are required, the Facilities Manager will assign relevant tasks to one or more of the following staff members already assembled outside Senior School Reception after being notified that the College is to be evacuated:

Facility Manager assistants/messengers

- i. SS College Counsellors,
- ii. SS Library Assistant
- iii. College Registrar
- iv. Director of Business and Administration
- v. ICT Help Desk Officer

- vi. ICT Support Staff.
- vii. Administration Officer
- viii. Accounts Payable Officer
- ix. Payroll Administration Officer
- x. Administration Assistant (Debtors)

Gate Wardens, the Facilities Manager and the College Vice Principal all possess two way radios. The Facilities Manager will allocate the two-way radio system on a needs basis to the extra emergency support team of staff.

Two way radio system use:

- Turn the two knobs at the top of the device to “ON”
- Place device on channel 1
- Keep volume on the highest level

***** IF NO LOCKDOWN PROCEDURE INVOLVED**

6. Assembling at the Evacuation Assembly Point (College oval):

- (a) The usual Evacuation Assembly Point for the whole College is the College, or lower Oval, unless otherwise advised by the Dean of Student Wellbeing.

Please note that following a lockdown the College evacuation point is the College Indoor Sports Centre (ISC), not the College oval.

- (b) **House Tutors and Class Teachers** are to assemble with their Tutor Groups/classes on the Oval as per the seating map provided. Students should line up in alphabetical order and then sit.
- (c) **House Tutors** are to assemble with their Tutor Groups and have their attendance noted by their Head of House.
- (d) **Transition Teachers** are to assemble with their Form Groups and have their attendance noted by the Head of Transition.
- (e) **All non-teaching staff and teaching staff without a class or Tutor Group** need to assemble at the back of the ISC (near the toilets). The Assistant to DPP and the EA to the Principal will assist the Director of Personnel and Policy in checking the attendance of non-teaching staff. The Director of Personnel and Policy is responsible for confirming that all non-teaching staff are accounted for and will inform the Vice Principal of any non-teaching staff who may be missing.
- (f) **Instrumental Music Tutors** will need to report directly to the Director of Music. The Director of Music or the Administrative Assistant (Music) will confirm to the Director of Personnel and Policy that the Music Tutors are accounted for.
- (g) **Student Teachers** will report directly to their mentoring teacher. Mentoring teachers will alert the Director of Personnel and Policy of absent student teachers.
- (h) The **Student Services Officer** and **Admin Assistant Wellbeing** will take
- the Senior School House and Transition rolls
 - the Daily Absence Report; and
 - the Early Departures and Cover Notes Report

to the Evacuation Assembly Point and then assist the Dean of Student Wellbeing as required.

The **Facilities Administration Assistant** is to work with the **Student Services Officer** and **Administration Assistant (Wellbeing)** to cross check excursions and College trips which may be taking place at the time of the emergency.

The Student Services Officer, Admin Assistant Wellbeing and the Facilities Administration Assistant are to have their attendance noted via the Dean of Student Wellbeing.

- (i) **Heads of House** will collect Tutor Group rolls from the Student Services Officer/Admin Assistant Wellbeing and pass them on to House Tutors. The **Head of Transition** will collect Form Group rolls from the Student Services Officer/Admin Assistant Wellbeing and pass them on to Transition Tutors.
- (j) **House Tutors** must report any absentees to:

Years 7 - 8	Head of Transition
Years 9 -13	Heads of House

- (k) When the Transition/House student lists and the Transition/House staff lists have been checked, the Head of Transition/House returns the lists to the Student Services Officer/Admin Assistant Wellbeing. These will be double checked in conjunction with the Dean of Student Wellbeing. In the event that a student or staff member is missing, the Dean of Student Wellbeing must be notified immediately.
- (l) The **Health Centre Coordinator** will escort any students in the Health Centre to the Evacuation Assembly Point. The Health Centre Coordinator will then notify the Dean of Junior School or Dean of Student Wellbeing of students in their care. If, in an emergency, the students in the Health Centre cannot be moved, the Health Centre Coordinator will notify the Dean of Junior School who will advise the Dean of Student Wellbeing. The Dean of Student Wellbeing, after consulting the Vice Principal and/or the Principal, will provide further instruction to the Health Centre Coordinator, if required.

7. Reporting to the Vice Principal:

- (a) **Director of Personnel and Policy** is to report non-teaching staff, teaching staff without a Form or Tutor Group and music tutor absences to the Vice Principal.
- (b) **Dean of Junior School** to report student attendance, students in the care of the Health Centre Coordinator and teaching staff absences to the Vice Principal.
- (c) **Dean of Student Wellbeing** to report student and teaching staff absences to the Vice Principal.
- (d) **Facilities Manager** to update the Vice Principal on Gate Warden coverage and liaise with the Vice Principal throughout the emergency.

8. Reporting to the Principal:

- (a) The Principal, on evacuation, will move to the junction of the Junior School car park and the College Oval. The Vice Principal will act in the Principal's place if the Principal is away from the College at the time of the evacuation or liaising with Emergency Services.
- (b) After all buildings and staff and student status have been checked, the Vice Principal will report to the Principal.
- (c) The Principal, in consultation with any Emergency Services present, will determine when the 'All Clear' instruction is to be issued.

9. 'All Clear' Signal:

- (a) The 'All Clear' instruction will be issued by the Dean of Student Wellbeing and the Dean of Junior School. The Facilities Manager will also arrange for the Gate Wardens to be notified.
- (b) All staff and students will return to their classrooms or offices unless unsafe to do so, in which case, the affected staff and students will be directed to an alternative venue.

10. Evacuation during Recess/Lunch Break:

- (a) In the event of an emergency occurring at recess or lunchtime, buildings should be checked by Building Wardens as indicated in Item 4 and Gate Wardens move into position as quickly as possible as outlined in Item 5.
- (b) Students and staff should move directly to the Evacuation Assembly Point and assemble as outlined under Item 6.

NOTE: The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.

APPENDIX A: SENIOR SCHOOL BUILDING WARDENS

	AREAS	BUILDING WARDENS** & ASSISTANTS*
A Block (Administration, upstairs) A Block (Administration, downstairs)	All offices, work room, staff room, board room, interview room and toilets. Reprographics area, storage room, Archives.	Director of Business and Administration** Accounts and Administration Officer* Administrative Assistant (Accounts)*
Chapel	Chapel, Chapel meeting room and Chapel Office spaces.	Chaplain** Heritage Coordinator *
Dance Studio	Dance Studio, Staff Office, storerooms, change-rooms and Biobox, Head of Service Learning Office.	Head of Languages** Assistant to the Director of the Beyond Boundaries Institute*
Canteen	Canteen Manager's office, cool room and store room.	Canteen Manager** Assistant Canteen Manager*
C Block	Technology Support Centre, classrooms, staff workrooms and locker room.	ICT Manager** Head of Transition Program*
D Block	Classrooms, staff workrooms, toilets	Head of Humanities** Head of English*
E Block + T1 (Photography Room)	All classrooms, staff workrooms, storerooms and staff office. Textiles room (F11), Locker Bays, and Toilets.	Head of Design and Tech** Service Learning Coordinator* Art Design Technician* Home Economics Assistant*
F Block and Classroom/Locker /Toilet Block	Upper and lower classrooms and staff workrooms. Store rooms, and Locker Bays.	Head of Maths** Curriculum Administration Officer* Curriculum Admin Assistant (support)*
G Block	Foyer, Upper Theatre, G2, Music/Drama Staff Office, Director of Music Office, G3, Music Store, Drama Store, Music Practice Rooms, Toilets, make-up room, Head of House Offices (6), Career Counsellor's Office.	Careers /Vet** Head of ICT Integration* Administration Assistant (Music)*
Library	Library areas, workroom, offices.	Head of Library** SS Library Technician*
Learning Centre	All classrooms, laboratories, staff workroom, storage areas, toilets, locker area, study areas, common room.	Year 11- 12 Coordinator** Coordinator of Religion & Philosophy* Maintenance (Rene Pineda)*
S Block Maintenance Workshop Caretaker's Residence	All laboratories, staffrooms, storage area, maintenance workshop. Alert family at the Caretaker's residence.	Head of Science** ICT Infrastructure Manager* Science Laboratory Manager*
Indoor Sports and Assembly Centre and Propeller Industries building.	Classroom, Staff Office, Gym room, Store room, Toilets and Courts.	Head of Health and Physical Education** Head of Outdoor Learning* Assistant to the Head of Outdoor Learning*
College House (1)	Uniform Shop, Kitchen and Apartment.	Uniform Store Manager** Assistant to the College Registrar*
Centre for Performing Arts (CPA)	Theatre, Foyer, Kitchen, Classrooms, Toilets, change rooms and storerooms.	Head of the Arts** Director of Music*

	AREAS	BUILDING WARDENS** & ASSISTANTS*
Wellbeing Centre / Community Relations	All rooms	College Psychologist (full time)** Director of Community Relations* College Psychologist (part time)*
Building 8 (Year 5/6 Building)	All rooms, all floors	Junior School staff, as available: Year 5/6 Teachers

**NOTE: BUILDING WARDENS REPORT ALL CLEAR TO VICE PRINCIPAL
ONCE COMPLETE: Peter Allen 0404 498 587
Tim Russell 0403 222 756**

*(** responsibility for the call or text message unless absent and then * assumes the responsibility)*

APPENDIX B: GATE WARDENS

	AREAS	GATE WARDENS
Driveway 1 and Driveway 2	Ewing Ave : Junior School Entrance Ewing Ave : Staff Car Park Entrance <i>Driveway 2 is usually locked, Performing Arts Theatre Manager to ensure it is locked on way to Driveway 1 position.</i>	Performing Arts Theatre Manager** Theatre Technician* Grounds (Daniel Penman)*
Driveway 3 Senior School Covered Walkway Chaplain's Residence	Ewing Ave : Chapel Car Park Entrance and Brockman Ave Exit <i>Advise persons present in Chaplain's House that College is being evacuated.</i>	Grounds Manager (Tony Guy)** Grounds (Kennedy Sorrell)* Grounds (Garry Swift)*
Driveway 4 College House (formerly Principal's Residence)	Brockman Ave Learning Centre Entrance. <i>Advise persons present in College House that College is being evacuated.</i>	Maintenance Supervisor (Darryn Rennick)** Maintenance person (Mark Makepeace)* Grounds person (Steve Worley)*

**NOTE: GATE WARDENS REPORT WHEN IN POSITION TO FACILITIES
MANAGER VIA THE TWO-WAY RADIO SYSTEM** *(** responsibility for the two
way radio system and contact with Facilities Manager, unless absent and then *
assumes the role)*

JUNIOR SCHOOL LOCKDOWN PROCEDURE

NOTE: *The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.*

The Dean of Student Wellbeing is responsible for **actioning** the lockdown procedures. If there is a lockdown and the **Dean of Student Wellbeing is absent, then the Vice Principal** will assume the responsibility.

When a member of staff first notices an emergency they are to contact the Dean of Student Wellbeing who will then decide, in consultation with the Principal (or Vice Principal in the absence of the Principal), on the appropriate course of action.

When do you know a lockdown is taking place?

Announcement and sounding of the 'lockdown alarm' by means of the PA system. A follow up phone call will be made by the Dean of Student Wellbeing to the **Junior School Personal Assistant**, to notify the Junior School of the lockdown and later, to give the 'All Clear'. (When appropriate, the "All Clear" will also be given over the PA system).

LOCKDOWN PROCEDURE

1. Classrooms, CPA, Libraries, Technical Support Centre (TSC), ISC, Aquatic Centre, Chapel, Wellbeing Centre

The **Classroom Teacher, Librarians, CPA staff, ISC staff, TSC staff, Teachers/staff in the Aquatic Centre, Chaplain** will

- (c) **Lock nearby building exit doors**, and watch out for students or staff outside who may be seeking shelter.
- (d) **Lock classroom door** and those of empty nearby rooms; cover windows if possible.
- (e) Turn **lights off**.
- (f) **Move students away** from doors and windows.
- (g) **Inform students** of the emergency
 - advise them that the nature of the emergency is unknown;
 - stress the importance of following all instructions given;
 - instruct them to "drop, tuck and hide", normally by squatting or kneeling with hands over the head and hiding under a desk, or if in the Chapel hiding in between the pews.
- (h) **Nobody is allowed outside the classroom** until the '**All Clear**' is given.

1. Grounds and Maintenance Department staff, staff located in Junior and Senior School administration and staff / students moving between rooms

- (a) Move to the nearest classroom / lockable room to seek shelter.
- (b) Follow item 1 above for Classroom Teachers; **wait for 'All Clear' to be given.**

2. Staff / Students on the College, or lower Oval

- (a) Move quickly to the Aquatic Centre or L Block, whichever is the closest and safest, to seek shelter.
- (b) Follow item 1 above for Classroom Teachers; **wait for 'All Clear' to be given.**

3. Staff / Students using toilet facilities

- (a) Lock exit doors to toilets if possible.
- (b) Move out of sight and **wait for 'All Clear' to be given.**

4. Canteen

The Canteen Manager will

- (a) lock exit doors of Canteen area and cover windows if possible;
- (b) turn **lights off**;
- (c) Move out of sight and **wait for 'All Clear' to be given**.

5. Uniform Shop and Science Department Laboratories (S Block) work area

The Uniform Shop Manager, and/or staff using the Boardroom and Laboratory Technician and/or Laboratory Manager will

- (a) **lock exit doors** to work areas/residence and cover windows if possible;
- (b) turn **lights off**;
- (c) move out of sight and **wait for 'All Clear' to be given**.

6. Staff with visitors

Staff with visitors should have their visitors accompany them.

7. Locking the Administration buildings.

The **Director of Business and Administration** and the **Director of Personnel and Policy** will

- (a) lock exit doors to Senior School Administration Building;
- (b) turn **lights off**;

The **Dean of Junior School and the Assistant Dean of Junior School (Wellbeing)** will

- (c) lock exit doors to Junior School Administration Building;
- (d) turn **lights off**;

8. When a lockdown takes place outside of normal class times (e.g. recess or lunchtime)

The process for Administration and Support staff remains as already described.

Duty teachers should immediately instruct students in their duty area to move to the closest classrooms or large enclosed building space (e.g. CPA, Dance Studio, Upper Theatre, Lower Theatre, Library, ECC Coloured Room and ISC classroom).

The duty teacher is to move to the nearest classroom block or largest enclosed building and open a main door to allow students to enter. Once the majority of students have entered the building the duty teacher and any other staff in the area are to quickly lock external doors and follow the lockdown procedures outlined earlier in the document.

Teachers already in classrooms and offices in buildings are to check for remaining students needing to get into a building and let them in, locking the door behind them and then follow the lockdown procedures outlined earlier in the document. These staff should also assist the duty teachers in the area.

Area Access – Junior School Guide for Duty Teachers

Duty Area	Lockdown Building
Kindy	Kindy
Pre-Primary	Pre-Primary
Year 1	Year 1
Junior School Oval	Year 3 / 4 Block
Junior School Buildings	Year 2 Buildings / Lower Theatre
College Oval	Year 5 / 6 Building

9. Reporting and responding to the Lockdown

The **Dean of Student Wellbeing** will

- (a) follow the **Principal's (or Vice Principal's – in the absence of the Principal)** instructions;
- (b) contact the Police on 000 to request their assistance (*in a real-life situation*);
- (c) in collaboration with the Principal and Vice Principal convene the Crisis Response Team. The Crisis Response Team will comprise:

Principal
Members of the Leadership Team
College Psychologist/s and/or Chaplain

In addition, possibly, some of the personnel listed below dependent on the situation at hand.

Head of House
House Tutor
Classroom teacher/s
Head of Transition
Year 9/10 Coordinator
Year 11/12 Coordinator
ECC Coordinator
Assistant Deans of Junior School

- (d) in collaboration with the Principal and Vice Principal **decide when the 'All Clear' can be given.**

COMMUNICATION DURING A LOCKDOWN

The following staff have access to a two-way radio and will communicate with each other during a lockdown using this system. The Facilities Manager will allocate the two-way radio system on a needs bases to the extra emergency support staff if required.

Two-way radio system use:

- Turn the two knobs at the top of the device to "ON"
- Place device on **Channel 1**
- Keep volume on the lowest level for lockdown

STAFF WITH TWO WAY RADIO ACCESS DURING A LOCKDOWN
Vice Principal
Facilities Manager
Performing Arts Theatre Managers
Grounds Manager
Maintenance Supervisor
Senior School Receptionist

CONCLUSION OF LOCKDOWN PROCEDURE

10. At the conclusion of the lockdown procedure the College will immediately move into its Evacuation Procedure. An announcement over PA will be made by the Dean of Student Wellbeing indicating the end of the lockdown. The Dean of Student Wellbeing will also

call the **Personal Assistant to the Dean of Junior School**, to notify the Junior School that the lockdown is over and the evacuation is about to begin.

The evacuation siren and process will then be activated by the Dean of Student Wellbeing.

The Evacuation Assembly Point, for Years 3 – 6 Junior School students and staff, following a lockdown process is the College Indoor Sport Centre. (see ISC seating plan included)

A microphone will be set up on arrival at the ISC.

In an evacuation which follows a lockdown the Principal will move to the front of the ISC and stand approximately centre to the stage (see seating plan).

For the ECC students (K – Year 2) and staff, and the Health Centre staff and students the evacuation point following a lockdown is the ECC Coloured Room.

SEATING PLAN: YEARS 3 - 12 AFTER LOCKDOWN PROCESS

COLLEGE LOCKDOWN AND EVACUATION PROCESS - ISC 2019

STAGE

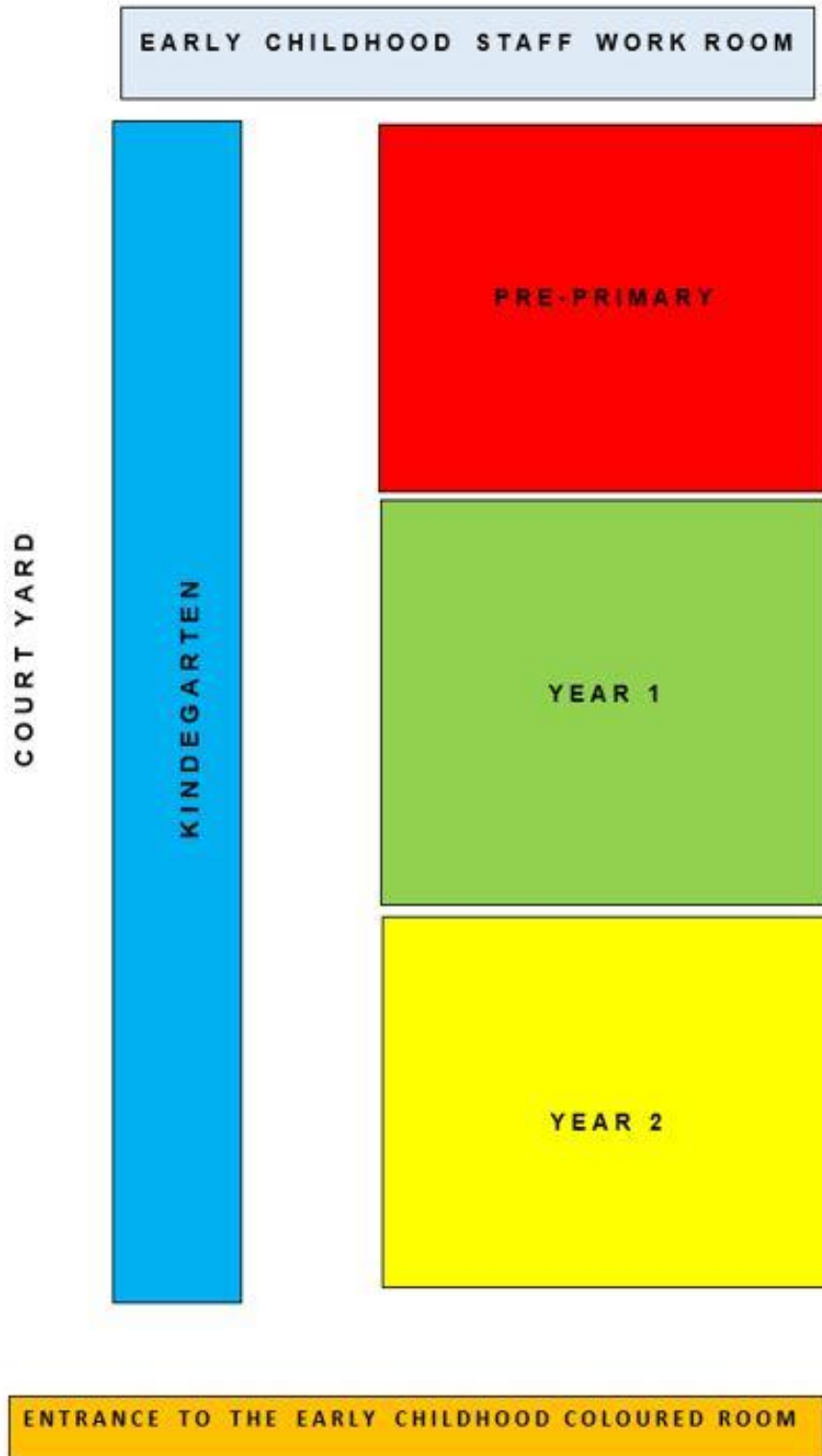
	Dean of Junior School and Assistant Dean of Junior School- Wellbeing	Principal and Vice Principal	Dean of Student Wellbeing Senior School
1	7 7	7 7	7 7
2	7 7	7 7	7 7
3	7 7		
4	B B	B B	B B
5	B B	S S	B B
6	C C	S S	O O
7	C C	S S	O O
8	C C	S S	O O
9	C C	S S	O O
10	C C	D D	O O
11	M M	D D	F F
12	M M	D D	F F
13	M M	D D	F F
14	M M	D D	F F
15	M M	S S	F F F F F F F F F F 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
16	6 6	S S	4 4
17	6 6	S S	4 4
18	6 6	S S	3 3
19	6 6	3 3	3 3

Administration (DPP)EA to the the Principal and the
Director of Personnel and Policy

All non-teaching staff without a class or Tutor Group

NOTE: The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.

**SEATING PLAN: K – YEAR 2 EVACUATION PROCEDURE AFTER
LOCKDOWN PROCESS
(ASSEMBLE IN ECC COLOURED ROOM)**



NOTE: *The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.*

JUNIOR SCHOOL EMERGENCY EVACUATION PROCEDURE

NOTE: The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.

A simplified guide explaining what to do in an Emergency Evacuation is mounted in each classroom — a copy is on the final page of this procedure as Appendix B.

The Principal will act as the College's Representative in liaising with any external agencies in an emergency situation.

The Assistant Dean of Junior School – Wellbeing in conjunction with a number of additional key staff, are responsible for the Emergency Evacuation Procedures of the Junior School.

The Evacuation Alarm Siren Control Unit is housed in the Dean of Student Wellbeing's office in the Senior School, together with a Public Address System. The Public Address system is connected to external speakers to buildings but is not present in all classrooms or offices. There is also access to this system from the JS Reception Area.

If there is an emergency during school term time and the Assistant Dean of Junior School - Wellbeing is absent, the Dean of Junior School will assume responsibility for overseeing and conducting the Emergency Evacuation of the Junior School.

If the emergency is during non-term time, the Dean of Junior School will assume this responsibility.

EVACUATION PROCEDURE:

1. Notification to Junior School Reception:

- (b) Any threat or major safety hazard must be notified immediately to the Junior School Office.
- (c) If the threat is within the College buildings or grounds (e.g. fire, chemical spillage), then the Administrative Assistants or Personal Assistant (PA) to the Dean of Junior School will notify the Dean of Junior School and Assistant Deans of Junior School as to the nature of the emergency, who will decide the course of action.
- (d) If the threat is outside the College buildings or grounds or made by telephone (e.g. bomb threat, bushfire in neighbouring land), the Administrative Assistants or PA to the Dean of Junior School consults with the Dean and/or Assistant Deans of Junior School to determine:
 - i. the relevant emergency number(s) to contact
 - ii. the groups and/or areas within the College to be evacuated.

2. Reporting the Emergency:

The Administrative Assistant or PA to the Dean of Junior School is then to do the following:

- (a) **Telephone the relevant emergency number and maintain contact** as long as required [or safety permits] before having to vacate the premises, ideally obtaining an expected response time prior to ceasing contact.

e.g. Fire Brigade	[000 or 9323 9300]
Police	[000 or 131 444]
Ambulance	[000 or 9334 1234]

St John of God Hospital, Murdoch [9366 1111] and/or Fiona Stanley Hospital [6152 2222]

The Administrative Assistant or PA to the Dean of Junior School will then:

- i. Notify the Executive Assistant (EA) to the Principal who will inform the Principal of the emergency and contact other members of the Leadership Team (where possible). The EA to the Principal will also notify the Facilities Manager and the Grounds Manager (via telephone or the two-way radio system located at Senior School Reception). A telephone call to either the Board Room and/or the Uniform Shop is to be made to advise any staff present that the College is being evacuated, and unless required to participate in the evacuation, be prepared to evacuate if instructed to do so.
 - ii. The Administrative Assistant (Junior School), or PA to the Dean of Junior School will then notify the Aquatic Centre of the emergency by phone or messenger. If the Junior School telephones are not answered, the SS Receptionist will arrange for a messenger to notify the Junior School/send a messenger to the Aquatic centre to notify persons in this area of the emergency.
- (b) If required to evacuate, the Administrative Assistant or PA to Dean of Junior School will make sure the following occurs before leaving the Reception area:
- i. Divert the telephone system to Senior School.
 - ii. Print any daily student absentees from SEQTA and collect class list folder
 - iii. The Sign-Out Book, the Visitor Pass Book and any Relief Sheets are taken to the evacuation point and delivered to the Director of Personnel and Policy via the Administrative Assistant (HR).
 - iv. Perform Building Warden duties as required and then accompany any visitors to the Evacuation Assembly Point.
 - v. The Administrative Assistant or PA to Dean of Junior School must take the generic black medical Bag to the Evacuation Point.

3. Alarm Bell/Siren:

Junior School administrative staff will contact Senior School Reception to initiate the alarms in the Junior School. In the event no contact can be made with Senior School reception, the Junior School administration assistant will alert staff of the emergency situation using the PA system located in the JS Office area.

4. Administration Staff:

The Assistant Dean of Junior School – Wellbeing and/or Dean of Junior School will inform all other staff in the Administration Building of the emergency.

5. Building Wardens:

- (a) The nominated Building Wardens and their assistants will check that all rooms in their designated building have been vacated. As each room is checked, the door must be closed and locked.
- (b) Building Wardens and assistants must confirm with each other that the building is empty and all rooms locked before proceeding to the Evacuation Assembly Point, with any unattended visitors or unaccompanied students.
- (c) After completing their building checks, the Building Wardens for all Junior School buildings (including the main Junior School Administration Building) will report to the Dean of Junior School, on the College Lower Oval near the steps of the Aquatic Centre.
- (d) The nominated Building Wardens are listed in Appendix A of this procedure.

6. The **Health Centre Coordinator** will escort any students in the Health Centre **to the Evacuation Assembly Point** (the College, or lower Oval). The Health Centre Coordinator will then notify the Early Childhood Coordinator of students in their care. The Early Childhood Coordinator will report this information to the Assistant Dean of Junior School – Wellbeing via phone. If, in an emergency, the students in the Health Centre cannot be moved, the Health Centre Coordinator will notify the Assistant Dean of Junior School - Wellbeing who will advise the Dean of Student Wellbeing. The Dean of Student Wellbeing, after consulting the Vice Principal and/or the Principal, will provide further instruction to the Health Centre Coordinator, if required.
7. **Guarding Entrances to the College:**

On receiving notification of the emergency, assigned administrative, grounds or maintenance staff will move to the College entrances at the road to warn any visitors to the College to keep clear of all buildings until the "All Clear" is sounded.
8. **Reports by Wardens:**

After completing their building checks, the Wardens will report to the Personal Assistant to the Dean of Junior School. This information will be passed on to the Dean of Junior School, who will then report the building status to the Vice Principal.
9. **Reporting to the Vice Principal:**
 - (a) Dean of Junior School to report students in the care of the Health Centre Coordinator and teaching staff absences to the Vice Principal.
10. **Reporting to the Principal:**
 - (a) The Vice Principal will act in the Principal's place if the Principal is away from the College at the time of the evacuation or liaising with Emergency Services.
 - (b) After the buildings and assembled staff and students have been checked, the Vice Principal will report to the Principal.
 - (c) The Principal, in consultation with any Emergency Services present, will determine when the 'All Clear' instruction will be issued.
11. **All Clear Signal:**
 - (a) The 'All Clear' instruction will be issued by the Dean of Student Wellbeing and the Dean of Junior School. The Facilities Manager will also arrange for the Gate Wardens to be notified.
 - (b) All staff and students will return to their classrooms or office unless unsafe to do so, in which case, the affected staff and students will be directed to an alternative venue.
12. **Evacuation during Recess/Lunch Break:**
 - (a) In the event of an emergency occurring at recess or lunchtime, buildings should be checked by Building Wardens as indicated in item 5
 - (b) Students and staff should move directly to the Evacuation Assembly Point and assemble as outlined on the following pages.

Procedure for Evacuating Classrooms / Movement of Students

EARLY CHILDHOOD CENTRE

(a) **Notification:**

Signal Siren and Evacuation Announcement — Repeated Use.

(c) **Exit:**

i. Class teachers are required to:

1. close all windows and doors;
2. collect their class and walk in an orderly manner out of the exterior door of the class room (the class **teacher should leave the room last** to ensure that all students are out and that no bags or any other materials are carried by the students, as this would hinder evacuation to the oval).

NOTE: On hearing the siren, teachers with classes who are outside at the time of the alarm must proceed directly to the Evacuation Assembly Point.

Opportunities teachers and/or Music Tutors involved in private lessons at the time of evacuation should take their pupils to the oval.

ii. Designated routes:

1. Classes to follow routes marked through to playgrounds **across the car park** to the oval below the Aquatic Centre in an orderly fashion.
If required to use a **driveway**, students are to move in an **orderly** fashion, in a **single file or hand-in-hand**, keeping to the **right**.
2. Should the evacuation route prove hazardous, teachers should direct the students in their care to approach the evacuation assembly point via a path around the perimeter of the College.
3. Classes in the **assembly area** are to exit through main Years 1-2 entrance.
4. Staff in **staffroom or ECC** office to exit through main Pre-Primary-Year 1 entrance.
5. Classes in **Opportunity/OSHC area** to exit through main Year 1-2 entrance.

(d) **Assemble:**

- i. On the College, or lower oval, assemble in **chronological order from the west end** in year groups, **class by class in lines**; Kindy, then Pre-primary → Year 1 → Year 2. Students should line up in alphabetical order.

(e) **Check:**

- i. Teachers to check all names of children present and account for any children missing, i.e. absent, sick in Health Centre, at music lessons or *opportunity* classes.
- ii. After checking class lists, all ECC teachers should immediately return their list and report any missing students to **Early Childhood Coordinator**.
- iii. **Wardens** to stay and check all windows and doors are closed and locked and ensure that no-one remains in the buildings.
- iv. All Staff are to report their presence to the **Assistant Dean of Junior School – Wellbeing (Nic Christie 0420 962 957)**

YEARS 3 TO 6

(a) **Notification:**

Signal Siren and Evacuation Announcement — Repeated Use.

(f) **Exit:**

i. Class teachers are required to:

1. close all windows and doors
2. collect classes and walk in an orderly manner out of the exterior door of the class room (the class **teacher should leave the room last** to ensure that all students are out and that no bags or any other materials are carried by the students, as this would hinder evacuation to the oval).

NOTE: On hearing the siren, teachers with classes who are outside at the time of the alarm must proceed directly to the evacuation assembly point.

Opportunity teachers and/or Music Tutors involved in lessons at the time of evacuation should take their pupils to the oval.

ii. Designated routes:

1. Classes to follow routes marked on maps in classrooms, to the College oval.
2. If required to use a **driveway**, students are to move in an **orderly** fashion, in a **single file or hand-in-hand**, keeping to the **right**.

(g) **Assemble:**

- i. On the College, or lower oval, assemble in **chronological order** in year groups, **class by class in lines**, commencing from the west end, immediately following on from the Year 2 students — Year 3, then Year 4 → Year 5 → Year 6. Students should line up in alphabetical order.

(h) **Check:**

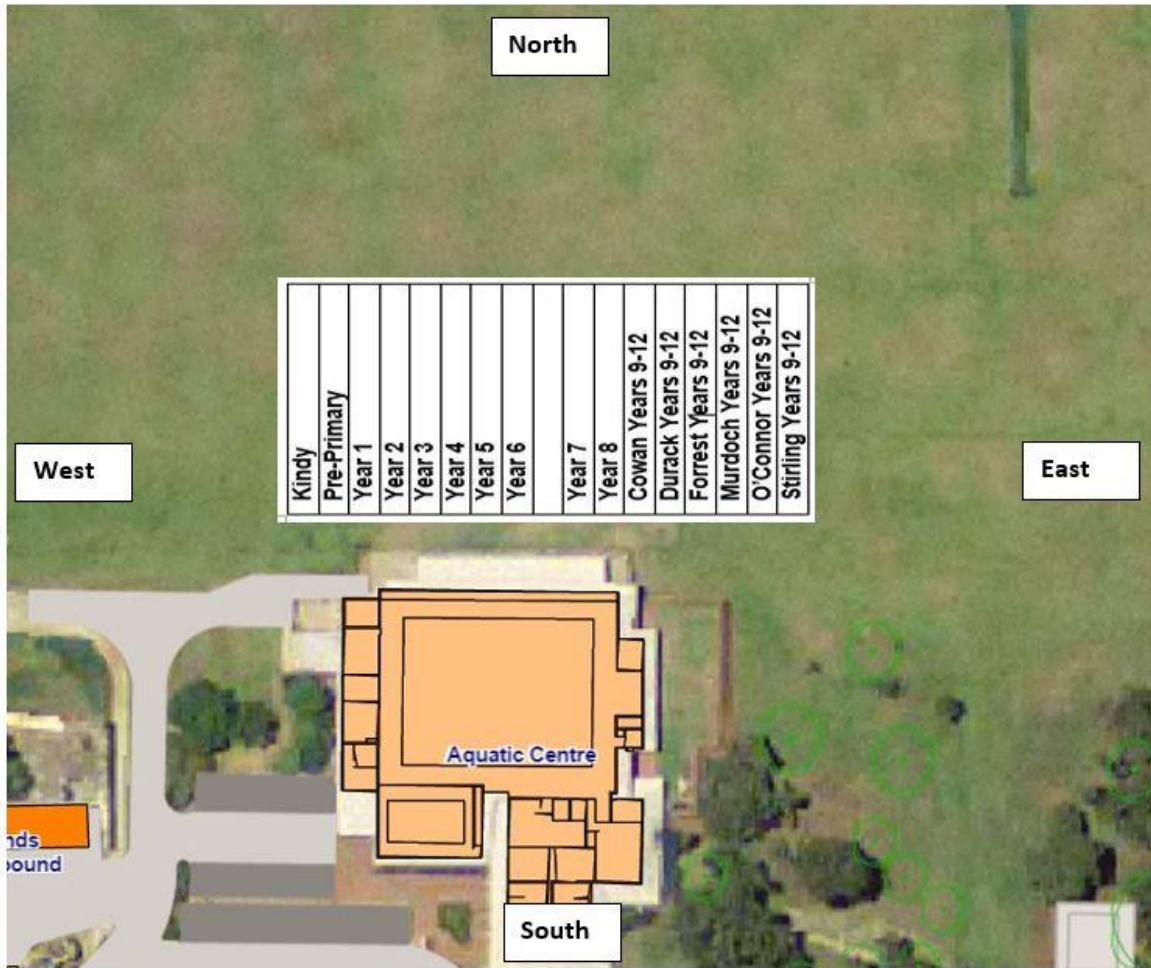
- i. Teachers to check all names of children present and account for any children missing, i.e. absent, sick in Health Centre, at music lessons or enrichment classes.
- ii. After checking class lists, Yrs 3-6 teachers should immediately return their list and report any missing students to the Assistant Dean of Junior School – Teaching and Learning.
- iii. **Wardens** to stay and check all windows and doors are closed and locked and check that no-one remains in the buildings.
- iv. All staff are to report their presence to the **Assistant Dean of Junior School – Wellbeing (Nic Christie 0420 962 957)**

NOTE: The All Saints' College Lockdown and Evacuation Procedures should be read and actioned in conjunction with the College's 'Crisis Response Plan'.

APPENDIX A: BUILDING WARDENS AND ASSISTANTS* JUNIOR SCHOOL:**

	MON	TUES	WED	THURS	FRI
MAIN OFFICE AND STAFFROOM	PA TO DEAN OF JS** JS RECEPTIONISTS*	PA TO DEAN OF JS** JS RECEPTIONISTS*	PA TO DEAN OF JS** JS RECEPTIONISTS*	PA TO DEAN OF JS** JS RECEPTIONISTS*	PA TO DEAN OF JS** JS RECEPTIONISTS*
HEALTH CENTRE	COLLEGE NURSE**	COLLEGE NURSE**	COLLEGE NURSE**	COLLEGE NURSE**	COLLEGE NURSE**
LIBRARY	JS TEACHER LIBRARIAN** LIBRARY TECHNICIAN*	JS TEACHER LIBRARIAN** LIBRARY TECHNICIAN*	JS TEACHER LIBRARIAN** LIBRARY TECHNICIAN*	JS TEACHER LIBRARIAN** LIBRARY TECHNICIAN*	JS TEACHER LIBRARIAN** LIBRARY TECHNICIAN*
MUSIC ROOM	JS MUSIC SPECIALIST**	JS MUSIC SPECIALIST**	JS MUSIC SPECIALIST**	JS MUSIC SPECIALIST**	JS MUSIC SPECIALIST**
MUSIC OFFICE AND LEARNING SUPPORT ROOM	3 – 6 OPPORTUNITIES TEACHER**	3 – 6 OPPORTUNITIES TEACHER**	3 – 6 OPPORTUNITIES TEACHER**	3 – 6 OPPORTUNITIES TEACHER**	3 – 6 OPPORTUNITIES TEACHER**
ART ROOM/TOILETS	JS ART SPECIALIST**	JS ART SPECIALIST**	JS ART SPECIALIST**	JS ART SPECIALIST**	JS ART SPECIALIST**
LOWER THEATRE & TUITION ROOMS	ASSISTANT DEAN OF JS (TEACHING & LEARNING)**	ASSISTANT DEAN OF JS (TEACHING & LEARNING)**	ASSISTANT DEAN OF JS (TEACHING & LEARNING)**	ASSISTANT DEAN OF JS (TEACHING & LEARNING)**	ASSISTANT DEAN OF JS (TEACHING & LEARNING)**
YEAR 5 & 6 BUILDING	JS MANDARIN SPECIALIST** JS RAP SPECIALIST* JS MATHS SPECIALIST* YEAR 5/6 EA*	JS MANDARIN SPECIALIST** JS RAP SPECIALIST* JS MATHS SPECIALIST* YEAR 5/6 EA*	JS MANDARIN SPECIALIST** JS RAP SPECIALIST* JS MATHS SPECIALIST* YEAR 5/6 EA*	JS MANDARIN SPECIALIST** JS RAP SPECIALIST* JS MATHS SPECIALIST* YEAR 5/6 EA*	JS MANDARIN SPECIALIST** JS RAP SPECIALIST* JS MATHS SPECIALIST* YEAR 5/6 EA*
YEAR 3 & 4 TEACHING BLOCK	YEAR 3/4 EA**	YEAR 3/4 EA**	YEAR 3/4 EA**	YEAR 3/4 EA**	YEAR 3/4 EA**
YEAR 2 AND PLAYGROUNDS	YEAR 2 EA**	YEAR 2 EA**	YEAR 2 EA**	YEAR 2 EA**	YEAR 2 EA**
YEAR 1 AND PLAYGROUNDS	YEAR 1 EA**	YEAR 1 EA**	YEAR 1 EA**	YEAR 1 EA**	YEAR 1 EA**
PRE-PRIMARY BUILDINGS AND PLAYGROUNDS	PRE PRIMARY EA** (PER CLASS)	PRE PRIMARY EA** (PER CLASS)	PRE PRIMARY EA** (PER CLASS)	PRE PRIMARY EA** (PER CLASS)	PRE PRIMARY EA** (PER CLASS)
KINDY BUILDING AND PLAYGROUNDS	KINDY EA** (PER CLASS)	KINDY EA** (PER CLASS)	KINDY EA** (PER CLASS)	KINDY EA** (PER CLASS)	KINDY EA** (PER CLASS)
ECC WORKROOM	K- 3 OPPORTUNITIES TEACHER**	K- 3 OPPORTUNITIES TEACHER**	K- 3 OPPORTUNITIES TEACHER**	K- 3 OPPORTUNITIES TEACHER**	K- 3 OPPORTUNITIES TEACHER**

Evacuation Assembly Plan, Years K-12 – College Oval



EVACUATION PROCEDURE

In the case of an Emergency Evacuation, it is impossible to cover every eventuality. Listen to your teacher or Building Warden for alternative instructions.

THE SIGNAL TO EVACUATE IS THE REPEATED SOUNDING OF A SIREN OR RINGING OF A BELL (IN CASE OF NO POWER)

PROCEDURE DURING AN EVACUATION

1. In the event of the sounding of an alarm, your teacher will give you clear instructions.
2. Leave your books, computers and bags behind.
3. Close (**not lock**) the door as you leave the room. Move as quickly as possible to the usual Evacuation Assembly Point (Oval/Playing Fields) via the safest route.

After a lockdown the evacuation point is the College Indoor Sports Centre.

NOTE: A Building Warden will lock the door.

There are fire extinguishers located in buildings. These are clearly sign-posted and should only be handled by a member of staff.

4. Assemble in your Class/Year Group Area (Junior School) or House Area/Tutor Group (Senior School), in alphabetical order, and report to your Class/Tutor/Form teacher.
5. Do not return to your classroom until the 'All Clear' is sounded.

ALL SAINTS' COLLEGE MAP

Ewing Avenue, Bull Creek
Phone: (08) 9313 9333



COLLEGE BUILDINGS

Aquatic Centre	B5
Caretaker's Residence	F1
Centre for Performing Arts	F6
Chapel	G5
Chaplain's Residence	G4
College House	H3
Grounds Compound	B6
Indoor Sports Centre	C2
Maintenance Workshop	E2
Uniform Shop	H3

JUNIOR SCHOOL

BUILDING 1	D6
Year 2	
Out of School Hours Care	
BUILDING 2	D5
Year 3	
Year 4	

BUILDING 3

Junior Library	D5
Music	
BUILDING 4	E5
Art	
Enrichment	
BUILDING 5	E6
Health Centre	
BUILDING 6	D6
JS Reception	
BUILDING 7	E6
Lower Theatre	
Music Practice Rooms	
BUILDING 8	D4
Year 5	
Year 6	
BUILDING 9	D7
EARLY CHILDHOOD CENTRE	
Pre-Kindergarten - Year 1	
Coloured Room	

SENIOR SCHOOL

BUILDING A	F4
Senior School Reception	
Student Services	
BUILDING B	F4
Canteen	
Dance Studio	
Languages Office	
BUILDING C	E3
Technology Support Centre	
Year 7	
Transition Staff Office	
BUILDING D	E3
English Staff Office	
SOSE Staff Office	
Year 8	
BUILDING E	F2
Design & Technologies	
BUILDING F	G3
Computing	
Mathematics	

BUILDING G

Heads of House Offices	F5
Music & Drama Classrooms	
Music Practice Rooms & Offices	
Languages	
Upper Theatre	
BUILDING L	E2
Year 12 Learning Centre	
R & P Staff Office	
Science Staff Office	
BUILDING R	G3
Senior Library	
BUILDING S	E2
Science	
CENTRE FOR PERFORMING ARTS	F6
Arts Staff Office	
INDOOR SPORTS CENTRE	C2
Physical Education Office	
Ergo Room / Gymnasium	
PHOTOGRAPHY BUILDING	F2
Classroom & Studio	

Authorised By:	This plan was approved by the Leadership Team in January 2019.
Last Review Date:	January 2010
Effective Date:	January 2019
Next Review Date:	January 2020 (or after next Evacuation/Lockdown Procedure)
Policy Custodian: (Contact for queries about this policy)	Vice Principal