

Staff and student Emergency and lockdown procedures

Emergency procedure – in-school hours

On hearing evacuation P.A announcement and/or you discover smoke/fire, follow these instructions:

The acronym (**R. A. C. E**) should be used as a guide to manage the initial response.

- **Remove** students and/or staff from immediate danger to a place of safety.
- **Alert** others in the immediate vicinity and dial **9562 8250** and state the nature and location of the emergency.
- **Confine** the fire and smoke by closing the door/s and windows (ensure to lock the doors).
- **Evacuate** to the respective 'Assembly Area' and perform 'roll-call'.

Lockdown/duress – in-school hours

On hearing the lockdown P.A announcement, follow these instructions:

- Under no circumstances should staff place themselves at risk.
- Raise the alert, if safe to do so, by dialling **9562 8250**.
- If outdoors, move to the closest securable room.
- Remain inside the building, lock the doors, close the blinds, turn off lights and sit below window level.
- Instruct students that all mobile phones/iPads are to be turned off.
- Students must not be left unattended at any time.
- Staff and students are to remain in lockdown and follow the lockdown procedure until the '**all clear**' announcement is heard and/or the telephone system.