

EMERGENCY EVACUATION & LOCK DOWN PROCEDURE 2025



TWO ROCKS PRIMARY SCHOOL EMERGENCY EVACUATION & LOCKDOWN PROCEDURE

OVERIDING PRINCIPLES

The safety of students, staff and other visitors within the school is of paramount importance and will always take precedence and will be the guiding principle of any action necessary.

Whilst every effort is made to develop an Evacuation Policy to cater for a variety of emergency situations, the Standard Evacuation Procedure cannot cope with every possible event, however the prime objective is always the immediate safety of all students and personnel on school site.

NOTIFICATION OF AN EMERGENCY EVENT

It is the responsibility of **all** staff to make it known to the school administration any situation that may be considered threatening to the safety and wellbeing of those on school site. If possible, the staff member who becomes aware of the situation should notify the administration personally. If necessary make contact with a nearby colleague to ask for assistance.

POSSIBLE EMERGENCY EVENTS

EMERGENCY EVENT LOCATED WITHIN BUILDING AREAS (FIRE/GAS LEAK/BOMB THREAT)

Follow the Standard Evacuation Procedure (Page 4) if the fire/gas leak/bomb threat is inside a building area. A member of administration, usually the Site Manager, will contact the relevant emergency services.

LOCKDOWN PROCEDURE (see page 17)

The Lockdown procedure is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings. The lockdown will be initiated by the Principal or Associate Principal or their representative based on assessment of risk to students and staff.

The lockdown procedure consists of the following message

“Teachers please lock all doors and windows before leaving tonight.”

The all clear message will confirm the following information,

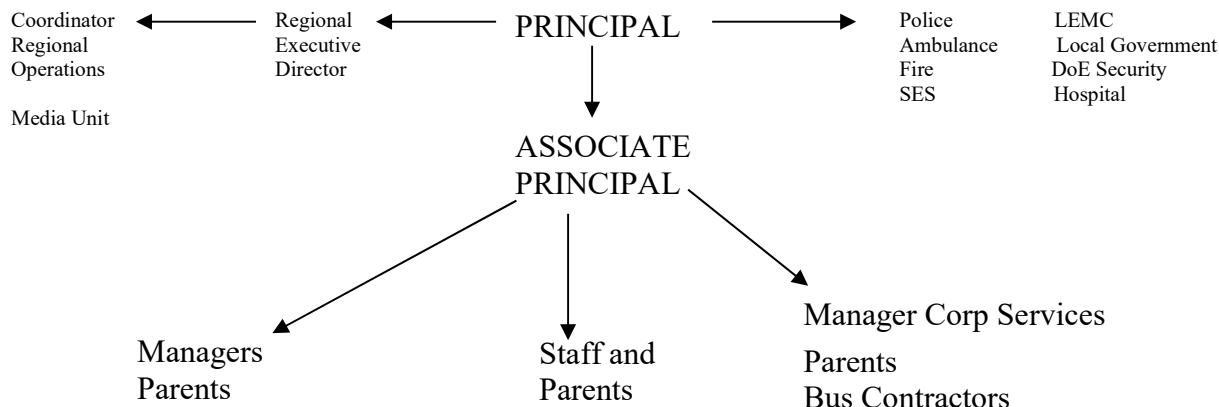
“Congratulations on the great work happening around the school.”

EMERGENCY EVENT LOCATED OUTSIDE BUILDING AREAS (BUSH FIRE RESPONSE PLAN).

Planned (pre-emptive) Closure

The Regional Executive Director will contact the principal if the school will be directly affected by a bushfire and when a planned (pre-emptive) closure is to be invoked. The school community will be notified that a closure is imminent through the Principal sending letters to parents and providing each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby (templates available in *Principal's Guide to Bushfire Approved Version September 2012*). The Regional Executive Director will confirm with the principal the final decision to close the school no later than 1.30 pm the day before the planned closure. If weather conditions become less severe after 1:30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

If the principal is notified of a closure after school hours, or there is an immediate risk, the following telephone tree will be followed to ensure all staff and parents are contacted.



During a Planned Closure

The principal will stay informed of current fire danger rating and any fire activity by monitoring local media and by regularly checking for updates with DFES.

Reopening the School

A notice will be placed on the school website with a phone number given for parents to call for information about the reopening of the school. This phone number will also be on the letter sent home in the case of a planned closure. Status updates will also be posted on the school's Facebook Page and Push Notifications sent to parents/carers via the School App.

No Notice Fire Event

- In the event of an immediate fire threat the Principal is to decide whether to evacuate to the onsite evacuation site (Undercover Area) or request classes remain inside with windows and doors shut.
- The current Standard Evacuation Procedure is to be followed if evacuating. If evacuating to the onsite emergency evacuation area, student medical boxes will be collected by the Registrar and School Officer and will be carried to the oval.
- If necessary classes may be shifted from their current block to an alternative block away from the fire direction.
- If evacuated onto the onsite emergency evacuation area (Undercover Area), if further evacuation needs to occur staff will march students to either Shamrock Park or Charnwood Oval (5 minute walk). For Shamrock Park - exiting the gate on the southern side of the oval, walking West along Resolute Drive, North along Dame Pattie Drive and West along Galatea Grove to access the park. For Charnwood Oval - exiting the gate on the southern side of the oval, walking West along Resolute Drive, South along Dame Pattie Drive and West along Two Rocks Road to access the oval.
- A list of contact details for all students will be carried by the Registrar, with the Principal coordinating the calling of parents to pick up their children once at Shamrock Park or Charnwood Oval.
- Children will be able to be collected from either side of Shamrock Park on Galatea Grove or Shamrock Court.
- Children will be able to be collected from the northern side of Charnwood Oval via the Library car park.

School Bus Service

In the event of a bushfire, Two Rocks Ps will communicate with the contracted bus operators and emergency services. The School Bus Services Safety Procedures will be followed to ensure all students remain safe at this time.

EARTHQUAKE

1. Get everybody under desks, tables or a door frame.
2. Ensure nobody leaves the building.
3. When the tremor has subsided follow the Standard Emergency Evacuation Procedure outlined below. Keep clear of buildings, trees and power lines.

RECESS OR LUNCH TIME EVACUATION

In the event of a recess or lunch time evacuation, administration staff will direct students to the Undercover Area to assemble there. If safe, staff may proceed to classrooms under caution to collect roll to mark off students.

STANDARD EVACUATION PROCEDURE

NOTIFICATION OF EMERGENCY

With power. Three blasts on siren and a P.A. announcement by a member of administration of the designated Emergency Evacuation Area, ie; On site/Off site.

Without power. Verbal instruction will be given by a member of administration and a blast of the air horn. This will be organised by Principal and Associate Principal. Alternatively, a megaphone will be used. The megaphone and the air horn are located in the Associate Principals office.

Procedure for Class Teachers & Sweepers

1. Upon notification of an Emergency Event, staff will direct their students to stand up and line up at the external classroom door. If the external classroom door is not a safe exit point, staff may use other safe exit routes. Any parents or visitors within the room will also accompany the class. Under the direction of the teacher, students, parents and visitors proceed in an orderly fashion to the designated Emergency Evacuation Area. Students are not to run, nor stop to collect books, bags etc. If possible, close classroom door on way out.

NOTE: Teachers to take class attendance list with them to check the roll. All teachers who have mobile phones should take them. Sweepers are to take checklists. Special Needs Assistants will assist the classroom teacher with the care of their designated child.

2. At the Emergency Evacuation Area **seat** students and do not permit movement.
3. Class teachers check the attendance list; take note of any missing children, injuries, etc and report to the Site Manager.
4. Remain in the Emergency Evacuation Area until otherwise instructed by the Site Manager.
5. Teachers who are not teaching, and who don't have a classroom responsibility, should report to the Site Manager to notify her of their presence and to seek instructions. If they are designated as a 'Sweeper' (teacher in charge of sweeping an area) they may proceed under caution to their designated Sweeping Areas.
6. Sweepers who have a class must take their class to the Emergency Evacuation Area and ensure another teacher has responsibility for them prior to the Sweeper returning to their designated area to complete their sweep. Once the Sweep is completed they must report back to the Site Manager. 'Sweepers' may be directed by the Site Manager to conduct a secondary 'sweep' of his/her designated area in the event a student who **should** be present cannot be accounted for after a roll call is completed.
7. Once the all clear is given, teachers and students are to proceed back to rooms under the direction of the Site Manager.

NOTE: 'Sweepers' have been given a reserve. It is not necessary for the reserve to act unless the Sweeper is absent or incapacitated.

Procedures for the Site Manager at the Designated Emergency Evacuation Area

1. The Site Manager, will authorise the Emergency Alert signal, collect the Mobile phone and proceed to the designated Emergency Evacuation Area. The Site Manager will be present to receive information regarding discrepancies in on attendance lists, any injuries sustained by staff or students, etc from the Teachers.
2. The Site Manager will make contact with the relevant emergency services to inform them of the occurrence of an Emergency Event. He/she will serve as the liaison officer between the emergency services and staff at the school.

Special Notes

1. Parents and visitors are to be directed by staff to the Emergency Evacuation Area.
2. Any class already out-of-doors must proceed to the Emergency Evacuation Area.
3. Injured people are not to be moved, unless under threat. An ambulance will be called and injuries dealt with on site.

Emergency Evacuation Area (See Map)

Please adhere to instructions provided in the Emergency Alert Signal (PA announcement) regarding the designated Emergency Evacuation Area.

Designated Roles

Site Manager		Reserve(s)
Elizabeth Wildish		Rebecca Nolan

Area	'Sweeper'	Reserve(s)
A Admin	Elizabeth Wildish	Iain Reid
B Triton &U/C	Kimberley Wildish	Heather Mott
C Iris & Iris - EC K/Nursery	Rebecca Nolan	Jacinta Matthews
D Poseidon & Demount	Kate Wagstaff	Susan Croker
E Delphin & Library	Alison Pinches	Heledd Smith

Teachers and other staff who are replacing absent staff should ensure they familiarise themselves with the Emergency Evacuation procedures which are located in Teacher Files and the Staffroom Noticeboard.

CANTEEN STAFF / TRITON STAFF: Turn off any cooking apparatus and proceed to the Designated Emergency Evacuation Area. Report to Administration Staff at the Evacuation Area.

VISITORS: All visitors must report to the Administration Staff to be checked off the visitors book.

TWO ROCKS PRIMARY SCHOOL

EVACUATION REPORT

AREA 'A' - ADMINISTRATION BLOCK:

Sweeper: Elizabeth Wildish

Reserve/s: Iain Reid

Report from: Sweeper Area 'A'

Concerns: _____

Signed: _____

**Please Report to Site Manager at Emergency Evacuation Area
Copy this document for Administration Records ASAP**

TWO ROCKS PRIMARY SCHOOL

EVACUATION REPORT

AREA 'B' - TRITON & UNDERCOVER BLOCKS

Sweeper: Alison Pinches

Reserve: Heather Mott

Teaching Block: Triton ☐

Undercover Area ☐

Music Room ☐

Canteen ☐

Gardener's Sheds ☐

Report from: Sweeper Area 'B'

Concerns: _____

Signed: _____

**Please Report to Site Manager at Emergency Evacuation Area
Copy this document for Administration Records ASAP**

TWO ROCKS PRIMARY SCHOOL

EVACUATION REPORT

AREA 'C' – IRIS BLOCKS and KINDY – EC IRIS BLOCK

Sweeper: Rebecca Nolan

Reserve: Jacinta Mathews

Teaching Blocks: Iris (PP-Yr1)

☐

Kindy Iris

☐

Report from: Sweeper Area 'C'

Concerns: _____

Signed: _____

**Please Report to Site Manager at Emergency Evacuation Area
Copy this document for Administration Records ASA**

TWO ROCKS PRIMARY SCHOOL

EVACUATION REPORT

AREA 'D' – POSEIDON BLOCK & STAFF TOILETS

Sweeper: Joe Reichle
Reserve: Susan Croker

Teaching Block: Poseidon ☐

Staff Toilets ☐

Demountable Classrooms ☐

Report from: Sweeper Area 'D'

Concerns: _____

Signed: _____

**Please Report to Site Manager at Emergency Evacuation Area
Copy this document for Administration Records ASAP**

TWO ROCKS PRIMARY SCHOOL

EVACUATION REPORT

AREA 'E' – DELPHIN & LIBRARY BLOCKS

Sweeper: Kate Wagstaff

Reserve: Heledd Smith

Teaching Blocks: Delphin ☐

Delphin ☐

Library ☐

Staff Room ☐

Report from: Sweeper Area 'F'

Concerns: _____

Signed: _____

**Please Report to Site Manager at Emergency Evacuation Area
Copy this document for Administration Records ASAP**

TWO ROCKS PRIMARY SCHOOL

SITE MANAGER EVACUATION REPORT

SITE MANAGER: _____

Date of Evacuation: _____

Area	All Clear/Reported Concerns
A ADMIN Elizabeth Wildish Iain Reid	

Area	All Clear/Reported Concerns
B TRITON & U/C Alison Pinches Heather Mott	

Area	All Clear/Reported Concerns
C IRIS & IRIS – EC Rebecca Nolan Jacinta Mathews	

Area	All Clear/Reported Concerns
D POSEIDON & DEMOUNTABLES Joe Reicle Susan Croker	

Area	All Clear/Reported Concerns
E DELPHIN/LIBRARY Kate Wagstaff Heledd Smith	

Signed: _____

TWO ROCKS PRIMARY SCHOOL

SITE MANAGER EVACUATION REPORT

SITE MANAGER: _____

Date of Evacuation: _____

Area	All Clear/Reported Concerns
Trans	
Kindy	
PP	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

Signed: _____

ADMINISTRATION - EMERGENCY EVACUATION PROCEDURE

<p>PRINCIPAL OR SITE MANAGER</p> <p>Assess situation.</p> <p>Raise Alarm throughout school.</p> <p>Proceed to designated Emergency Evacuation Area.</p> <p>Monitor situation and ensure no-one returns to any building unless authorised to do so after consultation with emergency services.</p> <p>Contact WA Police if the particular incident warrants it.</p> <p>Contact parent or guardian if any student has been harmed or threatened with harm</p> <p>Report any emergency or critical incident to their Regional Executive Director(RED); liaise with the RED and/or Dept Media for:</p> <ul style="list-style-type: none">• Informing students and staff about any potential danger;• Preparing communications for parents and the wider school community about any potential danger and media related matters. <p>Submit an entry using the Online Incident Notification System as soon as reasonably possible.</p>	
<p>Administration Staff</p> <p>'Sweeper' to complete sweep of administration block.</p> <p>Take Evacuation Pack (refer Appendix 2)</p> <p>Call 000, upon instruction from site manager and report back.</p> <p>Proceed to designated Emergency Evacuation Area.</p> <p>Advise Site Manager if visitors or relief staff have not been accounted for.</p>	

STANDARD EVACUATION PROCEDURE

NOTIFICATION OF EMERGENCY

- With power.** Three blasts on siren and a P.A. announcement by a member of administration.
- Without power.** Verbal instruction by a member of administration and continuous blasting of the air horn.

Procedure for Class Teachers & Sweepers'

1. Upon notification of an Emergency Event, staff will direct their students, parents and visitors to proceed under caution to the designated Emergency Evacuation Area (refer to site map). Teachers must take the attendance list to confirm all students are accounted for at the Emergency Evacuation Area.
2. At the Emergency Evacuation Area **seat** students and do not permit movement.
3. Class Teachers check the attendance; take note of any missing children, injuries, etc and report to the designated Site Manager at Emergency Evacuation Area.
4. 'Sweepers' who have a class must take their class to the Emergency Evacuation Area and ensure another teacher has responsibility for them prior to the Sweeper returning to their designated area to complete their sweep. Once the Sweep is completed they must report back to the Site Manager. 'Sweepers' may be directed by the Site Manager to conduct a secondary 'sweep' of his/her designated area in the event a student who **should** be present cannot be accounted for after a roll call is completed.
5. Once the all clear is given, teachers and students are to proceed back to rooms under the direction of the Site Manager.

NOTE: Students and staff are not to move from Emergency Evacuation Areas unless advised by the Site Manager.



STAFF ACTIONS DURING A LOCKDOWN

- If in the class, stay in the classroom
- If out of class, move to the closest classroom or safe area
- Direct students who are out of class into their regular or the closest classroom
- Do not leave classroom to get students
- Close the classroom door and lock
- Close windows and blinds
- Turn off lights
- Keep all people close to the ground (eg on the floor) and away from windows and doors
- Check the Attendance list for those present
- Stay calm and encourage others to be calm and quiet
- Provide information to the Principal or Site Manager, as required
- Do NOT allow any unauthorised person into the room
- Remain in the room until the deactivation signal is given
- If emergency medication is required, then contact the administration for advice
- If a young child needs to use a toilet consider using plastic lined bin
- When de-activation is signalled listen for/await any specific instructions from the Principal or Site Manager
- Explain any special instructions (as requested by the Principal or Site Manager)
- Follow any specific instructions from the Principal or Site Manager

Mr Kevin Schweda to be contacted immediately and to be informed by the Administration. Please call Kevin on 0435 521 852

Pre determined PA announcement for activation of a Lockdown:

“Teachers please lock all doors and windows before leaving tonight.”

Pre determined PA announcement for the de-activation:

“Congratulations on the great work happening around the school.”

SITE MANAGERS LOCKDOWN PROCESS

Actions (to activate, and during , a lockdown	
Liaise with school staff, other agencies and the district education office in considering a lockdown	
Activate lockdown using the predetermined activation signal	
Advise WA Police and other appropriate emergency service agencies	
Advise Regional Executive Director (RED)	
Establish the incident management team (to plan further actions and enact the response plan)	
Allocate specific responsibilities	
Guide visitors to safety	
Divert parents and returning groups from the school	
Ensure a phone line is kept free	
Keep public address system free	
If possible, stop the usual school siren from sounding for breaks	
Secure all external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access	
Have a delegate staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so	
Actions (to de-activate, and immediately following, a lockdown)	
Confirm with emergency services personnel that it is safe to de-activate lockdown	
Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the school to avoid or parent re-unification process)	
De-activate lockdown using the predetermined de-activation signal	
Advise staff, students and visitors of specific information they need to know	
Ensure any students, staff or visitors with medical or other needs are supported	
Provide appropriate information on the lockdown to staff and students	
Print and issue pre-prepared parent letters and give these to students for them to take home	
Advise the district education office that the lockdown is over and the outcomes	
Seek support from the RED, Student Services or Co-ordinator Regional Education Office, as required	
Brief staff on the incident	
Ensure all personnel are made aware of Employee Assistance Programme contact details	
Actions (follow up)	
Prepare and maintain records and documentation	
Follow up with any students, staff or visitors who need support	
Have an operational debrief to review the lockdown and school procedural changes that may be required	