

Emergency Evacuation and Lock-Down Procedures: General Guidance for Teachers

Purpose and relevance

This fact sheet provides general guidance on the steps to be taken to evacuate a typical class or to effect a lock-down and must be customised to suit individual school emergency response procedures. It forms part of the [Emergencies School OH&S Safety Standard](#) which contains specific requirements about emergency preparation and procedures.

If instructed to <u>evacuate</u> :	If instructed to <u>lock-down</u> :
<p>1. Prepare</p> <ul style="list-style-type: none"> • Request students to line up quietly near door • Obtain class roll and pen • Check any storerooms or other places students could be located <p>2. Evacuate</p> <ul style="list-style-type: none"> • Check for danger near classroom before leaving • Proceed single file to assembly area. Follow the class at rear, closing classroom door behind you • Follow the nominated route and remain clear of danger areas. Select alternative route if class is in danger <p>3. Assemble</p> <ul style="list-style-type: none"> • Take class to predetermined position at assembly area and take roll call • Report result of roll call immediately to Principal • Supervise class for remainder of emergency or until Principal implements alternative supervision arrangements 	<p>1. Check that other students or staff in your vicinity are moving towards a nearby securable area or direct them into your room</p> <p>2. Lock all external doors and windows. Switch off lights and fans.</p> <p>3. If the threat is an intruder, keep students away from doors and windows – instruct students to sit on the floor. <u>Assume threat is an intruder unless otherwise notified</u></p> <p>4. Account for students and report names of any missing students to the office by predetermined means</p> <p>5. Supervise all students and keep them quiet and calm. Be aware of students with health issues that may be exacerbated by the stressful situation</p> <p>6. Remain in room until notified by an administration staff member/emergency services personnel or designated “stand down” bell tone – <u>ignore other school bells</u></p> <p>If instructed to <u>lockdown during non-class time</u>:</p> <p>1. Duty teachers are to direct children to move promptly and quietly to the nearest securable room. All available staff are to assist with the supervision of students</p> <p>2. Follow steps 1 – 6 above</p>