

SHELTER IN PLACE – INVACUATION PROCEDURE

Definition

Shelter-in-Place procedures involve an emergency where people are moved inside and locked in rather than assembled outside.

Signal

A loud, constant, 2-tone siren (high pitch followed by low pitch).

Procedure

Principal/Delegate to contact the relevant emergency service.

Staff

If you have information about an emergency in the school please contact the front office only.

Guidelines to follow for an emergency in lesson time

- stop the lesson
- stay in the room
- lock the door
- switch off lights
- close the windows
- turn off all appliances eg. projectors, machinery, ovens
- instruct the class to sit on the floor and preferably under desks
- do an attendance check
- await further instructions that will come via a messenger, phone call or siren.

For outdoor classes

If outside teachers are expected to direct students to the safest environment.

People on errands or toilet breaks

Go to the nearest classroom and follow the above procedure

SSOs and teachers who are not teaching

- if outside go to the safest environment
- if inside remain in your office or staffroom following the guidelines above and await further instructions.

TRTs, visitors, parents should have informed the front office of arrival

Go to the safest environment, lock yourself in and consult a nearby teacher.

Guidelines for a recess or lunchtime emergency

- If there is a clear and present danger the teacher should use their common sense to remove the students and themselves from that danger.
- All staff and students move to your home group room. Enter the building at the closest door and move to home room through the corridors then follow the same procedures as for a lesson time emergency.
- Wait for further instructions via a messenger, a phone call or a siren.

Do not admit a stranger into your class unless he or she is wearing a visitor's badge.

Remain until:

- **Another siren sounds or**
- **A message is brought to the room by a member of the Principal Team (Principal, Deputy Principal, Assistant Principal, Business Manager) in person or by phone.**