



St Joseph's School ~ Renmark

Emergency Lock In/Lock Out Policy



RATIONALE:

To provide a procedure to ensure that a well planned, safety routine is preformed by employees of St Joseph's School Renmark.

AIM:

To inform and prepare employees, students parents and visitors of St Josephs School Renmark in the event of an emergency occurring.

REGULATIONS:

Each employee shall have a personal copy of the St Joseph's School Renmark, Emergency Lock-in / Lock-out Procedures Policy in their areas of work. The Principal is responsible in ensuring that the minimum of four emergency practices occur yearly. Teachers, in accordance with 'Conditions of Employment' are required to act professionally and be responsible adults in emergency situations.

In the event of an emergency at St Joseph's School, the following procedures shall be adhered to by all employees of the school.

PROCEDURES:

Lock Out Procedure: A Lock Out would mirror a fire evacuation. This would be indicated by a sustained sounding of the fire alarm, a long whirling sound and/or speaker message "evacuate".

Staff are required to:

- Remove students from the classroom as quickly as possible in an orderly manner and assemble on the designated assembly area. Accounting for students who are in the toilets or on messages etc. If the Lock Out is instigated during Recess or Lunch time, all students are to assemble on the oval and follow teacher instructions.
- A roll call of students to be made at the earliest opportunity.

Procedure for emergency wardens:

- Check all rooms and all toilets.
- Take mobile telephone.
- Lock all doors once checked.

On arrival to the designated area:

- All teachers to conduct a roll call and report any missing persons.
- Office staff to inform teachers of any children arrive late, gone home etc.
- As name are called out students are to sit on the ground.
- Teachers report class tally to the principal or the emergency warden.
- All other staff must report their presence to the principal/emergency warden, who will ensure all staff are accounted for.
- No one may leave the designated area until specifically directed to do so by the Principal/emergency warden.
- Principal or emergency warden will signal the all clear.

Lock In Procedure:

A Lock In is indicated by an continuous intermittent ring of lesson bells and/or speaker message “lock in”: If a Lock In is required during a scheduled play time, staff are to move students as quickly as possible to their classrooms. If students are outside for PE lessons, intervention groups or similar, staff are to move students as quickly as possible to the nearest room.

Staff are required to:

- If safe to do so, ensure students are in a room with computer access.
- Ensure the safety of students by moving them to an area of the classroom which is least conspicuous from outside.
- Lock classroom doors and windows immediately.
- Close all window coverings.
- Ensure all children are accounted for.
- Ensure the room is safe and secure.
- Email the Principal with details of who is with them (including ESO’s and visitors) and who is absent.
- Wait for further instructions.
- Model ‘normal’ behaviour.
- One prolonged Blast of the Siren will signal the all clear.

Special Duties of Staff:

Front office staff

- Bring class lists and attendance records.
- Using mobile telephone - 000
- Open the front gate and direct the services.

This document is to be displayed near timetable and evacuation plan clearly displayed near the door. Please make yourself familiar with this plan and your class emergency route.

The staff will be notified of an emergency by the classroom phone system or siren ring tones. The principal/emergency warden will then take the necessary action in contacting the required emergency services e.g. fire, ambulance, police.

Emergency Numbers

Police:	000
Fire:	000
Ambulance:	000
Hospital Renmark:	8580 4100
Hospital Berri:	8580 2400

Signed:

Chairperson School Board: *Emma Warner*March 2021

Principal: *Don DePalma*March 2021

Policy Review Date: March 2021

Next Review Date: March 2024