



montessori school

Emergency Policy and Evacuation and Lockdown Procedures

1.1 Introduction

This policy applies to all members of the School Community.

The aim of this procedure is to:

1. Provide a safe and secure environment for the school's students and staff; and
2. Establish protocols and procedures that effectively monitor and manage potentially dangerous situations.

1.2 Implementation

Banksia Montessori school is situated amongst residential housing and is custom built for kindergarten and pre- primary children. The School consists of two buildings.

The main building is located towards the rear of the school grounds, bordering a public park and residential properties. The side of the main building facing the gates and the road is glazed with safety glass, and thus everyone can see if there is an unauthorised person entering the gates. There are 4 exits: main entrance, side entrance (locked from inside during parts of the day), kitchen (emergency exit only), principal's office (locked from inside).

The second building, named the Emmy Stephen building is located close to the street. This building has 3 exits: office side (open when someone is in the office), 2 on either side of the classroom (closed when not in use).

The following two procedures apply to evacuate the building or go into lockdown, depending on the emergency situation. Both procedures will be scheduled by the Principal and practiced once every semester.

1.3 Evacuation procedure

1. Listen for continuous short bursts of whistle blowing.
2. Instruct all children to line up at the door.
3. Lead teacher to remove roll call sheet and walk with children to the EMERGENCY ASSEMBLY POINT sign at gate.
4. Staff member/admin person remaining in the building to collect mobile phone, check the toilets including the disabled toilet and in the main building check the wet area, the store room, bring the first aid box and check the office, then evacuate the building and walk to the EMERGENCY ASSEMBLY POINT.

5. Lead teachers to take roll call.
6. In the event of a real emergency, staff member with the mobile is to call 000 and inform the emergency services which service is required.
7. Provide the School Name and address:

Banksia Montessori School
 17 Chatton Street, Dianella
 next to Des Hoffman Reserve

Wait for the ALL CLEAR to be given, before returning to buildings or evacuating the property.

In the event of the property needing to be evacuated:

Staff, parents and children to walk calmly to park next door to the school and gather at the climbing frames or swings, as directed by the Principal/head teacher in charge.

1.4 Lockdown Procedure

1. Listen for the continuous blowing of the whistle.
2. Teacher in charge instruct all children/staff/adults closest to the building to come inside.
3. In **'Emmy Stephen' building**, lock all doors, lock all windows, close blinds, switch of the lights, get mobile phone and roll call sheet and everyone sit on the floor away from sliding doors and windows, as far as is possible.
4. Call roll. If anyone is missing phone through to the other building using the head teacher's mobile number and confirm that the missing person/s is/are there.
5. In the **main building**, lock all doors, collect mobile phone, instruct children to go into the sensorial area. All children to sit quietly on the floor and switch off lights.
6. Call the roll. If any person/s is/are missing phone through to the teacher in the other building and confirm that they are locked in there.
7. Wait for the all clear to be given.

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Signed by Chairperson:	Council Approval Date: May 2021
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