

# FHS EMERGENCY PROCEDURE

*The following outlines the procedures to be followed in the event of a Critical Incident or emergency which could endanger the safety of staff and students at FHS.*

## Lock Down =

### Continuous Bell

- Bell will sound for 3 minutes. Stay in your room until you hear the assembly bells.
- If this occurs during breaks ALL teachers will immediately supervise the movement of students to the Hall or nearest classroom. Other staff need to lock themselves in the nearest secure classroom/staffroom.
- Lock the door, turn off lights, and stay low to the floor, away from the door and out of sight.
- Students are to remain quiet.
- The end of lockdown will be by Assembly Bells (3 short bells). Proceed to COLA in an orderly manner.

## Evacuation =

### Continuous Pulsed Bell

- Bell will sound for 3 minutes.
- Teachers to escort their classes by the safest direct route to the oval, taking bags and leaving doors open.
- Note: Head teachers please contact your staff if they are absent due to NOT hearing bells, via mobile phone
- Note: Students may be asked to leave bags at a collection point by the Principal OR Deputy Principal. Please follow directions, if this occurs
- Teachers please ensure that NO Phones are to be used for calls, SMS or internet, as this jams essential internet and communication for Admin Staff and emergency services.
- When on the oval students are to be seated in their year groups in one row alphabetically as indicated by the signage below the lowest row of seats.
- Year Advisors collect year rolls from the Admin Staff/First Aid point on the oval and proceed to your year group.
- The roll is to be taken, absentees noted and then reported to the Admin Staff/First Aid point.
- Year advisors remain with your year group quietly and await further instruction. Class teachers to assist with supervision of their roll group year.
- When instructed, students and staff will report to the COLA for an assembly and debrief, where further directions will be received at this point.

## Secure Alert (Lockout)=

- Bell will sound long (5 seconds) then short (1 second) repeating three times.
- Staff and students currently outside to proceed to the closest room.
- Lock door as a precautionary step.
- School activities to continue as close to normal as possible.
- No one to leave the room until you hear the assembly bells (3 short bells). Proceed to COLA in an orderly manner.

## Assembly =

### 3 Short Bells

- Teachers to escort their classes in an orderly, quiet manner to the COLA.
- Students to be seated in their year groups as per normal assembly layout.
- Remain quietly and await further instructions.

*It is very important that everyone treats all evacuations and lockdowns seriously.*

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