

# LAMBTON HIGH SCHOOL EMERGENCY PROCEDURES - WHOLE SCHOOL EVACUATION

Revised August 2018

All staff should be aware of the school emergency procedures and be able to assist in its smooth implementation. We have a legal obligation to ensure the safety of students at all times. There is a wide range of emergencies that can occur – eg bomb threats, fire, toxic emissions, hostage situations, earthquake, cyclone, etc. This policy, however, deals specifically with **whole school evacuation**, which is the most common response to major crises.

## Guidelines

1. **WARNING SYSTEM IS: A continuous bell and/or PA announcement and/or loud hailer. PA announcement is made by the senior executive.**
2. The Principal and/or Deputy Principals will operate and control this evacuation.
3. Classes are to move by the **nearest and safest stairway as shown on evacuation plan** in a **quiet orderly fashion**, to the nearest open space, and then to South Oval or to second evacuation point if necessary. Staff are to make a quick count (of their class) to ensure no students are missing from the classroom group as soon as possible after exiting the building. **After** lining up for Roll Class (students to line up in English classes) in the designated areas of the evacuation point, rolls will be checked and unexplained absences are to be reported to the Deputy Principal or Principal. **Pupils should be kept quiet, calm and together in roll classes.**

A second evacuation point is at Kentish Oval - netball courts, on Womboin Road, where it is deemed that South Oval is too close to the danger. If this space became unsafe, the school body would then move to Harry Edwards Oval via Karoola Road, near the Lambton Swimming Pool.

4. Move by the nearest exit to the designated open space (see attached map). Move as a class group with teacher.

<b>BLOCK A</b>	to front lawn then to South Oval via the footpath along Young Road and Womboin Road; or to East field and to South Oval <b>via</b> the double gates to the east of the basketball courts
<b>BLOCK B</b>	to East Field then to South Oval past C Block
<b>BLOCK C</b>	to East Field then to South Oval <b>via</b> the double gates to the east of the basketball courts
<b>BLOCK D</b>	to South Oval <b>via</b> the double gates to the east of the basketball courts
<b>BLOCK E</b>	to South Oval <b>via</b> the gates on the basketball courts
<b>BLOCK F</b>	to South Oval <b>via</b> the passageway between D & E blocks then to gates on basketball courts lawn to the east of the car park
<b>BLOCK G</b>	to front lawn then to South Oval <b>via</b> the footpath along Young Road. Music exit via Womboin Gate.

<b>BLOCK H</b>	to front lawn then to South Oval <b>via</b> the footpath along Young Road and Womboin Road
<b>MPC</b>	to South Oval <b>via</b> Eastfield and double gates on east side of basketball courts

## SECOND EVACUATION POINT MOVEMENT

<b>BLOCK A</b>	to front lawn then to Kentish Oval <b>via</b> the footpath along Young Road and Womboin Road
<b>BLOCK B</b>	to East Field then to Young Road, Eastfield gate via side of MPC
<b>BLOCK C</b>	to East Field then to Young Road, Eastfield gate via side of MPC
<b>BLOCK D</b>	to Womboin Road via the passageway between E and F blocks and then to gates on Womboin Road along to Kentish Oval <b>via</b> the footpath along Womboin Road or to East Field then to then to Young Road, East field gate via side of MPC
<b>BLOCK E</b>	to Womboin Road via Womboin gate along to Kentish Oval <b>via</b> the footpath along Womboin Road
<b>BLOCK F</b>	to Womboin Road <b>via</b> the passageway between E and F blocks then to gates on Womboin Road along to Kentish Oval <b>via</b> the footpath along Womboin Road
<b>BLOCK G</b>	to front lawn then to Kentish Oval <b>via</b> the footpath along Young Road and Womboin Road. Music exit via Womboin Gate.
<b>BLOCK H</b>	to front lawn then Kentish Oval <b>via</b> the footpath along Young Road and Womboin Road
<b>MPC</b>	to Young Road <b>via</b> Eastfield and East gate, then to Kentish Oval <b>via</b> the footpath along Young Road and Womboin Road

### Crossing Womboin Road

The Deputy Principals will control the traffic flow and school body crossing at Womboin Road. Only cross the road under their direction and supervise student movement and behaviour whilst waiting to cross. Deputy Principals are to wear hi vis vests.

### At the evacuation site

Classes should remain in their designated area until the Principal or delegate has decided that the school is safe for reoccupation and that the pupils have been accounted for.

## 5. Some specific problems (and their appropriate handling) are:

### FIRE

- a) Do not try to extinguish the fire. Your priorities are:
  - Move students to safety
  - Pupils should take their own bags

- Notify the front Office
- b) Unless trained, do not operate fire extinguishers. Using the incorrect chemical or operating extinguisher incorrectly creates additional hazards

### **BOMB**

- a) Staff and students should take their own bag where practicable.
- b) Any unclaimed or suspicious looking objects should be noted, avoided, and the Police informed on their arrival.
- c) Refer to Appendix 6 for Managing Bomb Threats

### **Persons with mobility issues**

Any person with a mobility issue is to make their way to the the disabled car park behind the canteen and will exit the grounds in a vehicle when all students have left the school. The disability register is located within the Emergency Management Plan.

## **EVACUATION SCRIPT**

**DRILL:** Staff and students I require your attention - We are initiating an Evacuation PRACTICE DRILL to the South Oval **OR** to our second evacuation point Kentish Oval. Staff please discuss the Evacuation procedures with your students, and students, you need to follow the direction of your teacher.

### **EMERGENCY EVACUATION TO SOUTH OVAL:**

Staff and students I require your urgent attention - We are initiating an emergency evacuation to the South Oval, **THIS IS NOT A DRILL (Repeat)**, there is an immediate situation which requires your attention. Staff please instruct students on Evacuation procedures, and students, you need to follow the direction of your teacher.

### **EMERGENCY EVACUATION TO SECOND EVACUATION POINT - KENTISH OVAL:**

Staff and students I require your urgent attention - We are initiating an emergency evacuation to our second evacuation point – **KENTISH OVAL, THIS IS NOT A DRILL (Repeat)**, there is an immediate situation which requires your attention. Staff please instruct students on Evacuation procedures to front of school exits, and students, you need to follow the direction of your teacher.

## **FLOOR WARDENS**

**Check designated block and areas are clear of staff, students and visitors**

<b>Brad McCudden</b>	HT IT- A Block
<b>Margriet Orr</b>	HT Eng - B Block Upper
<b>Geoff Coburn</b>	HT PE - B Block Lower, MPC
<b>Shaun Fletcher</b>	Teacher Maths - C Block Upper
<b>Alison Corliss</b>	HT HSIE - C Block Lower
<b>Jeff Ware</b>	HT Sci - D Block Upper, Lower
<b>Chris Mannweiler</b>	HT IA - E Block Upper, Lower
<b>Daniel Wilson</b>	HT CAPA – G, F Blocks Upper

<b>Carla Bertram</b>	HT Admin - G, F Blocks Lower
<b>Dianne Sweeney</b>	Librarian - H Block Upper
<b>Narelle Leader/Sherriden Williams</b>	H Block Lower

## **SAFER SCHOOL CONTACT NUMBERS:**

### **1. NSW Fire Brigades**

Call: 000

All fires, even if you believe they have been extinguished, should be reported.

### **2. NSW Police**

**Call: 000**

Schools should telephone 000 for immediate assistance in the event of a serious incident.

In less urgent situation, schools should contact their Police Local Area Command.

**Waratah Police Station: 4926 6599**

### **3. School Support Officers**

**School Safety and Response hotline: 1800 811 523 (Option 1)**

Experienced senior officers and police officers staff the hotline for immediate assistance for serious incidents involving violence, weapons, illegal drugs or major criminal activity.

### **4. School Security Unit**

Call: 9672 2000

**School Security hotline: 1300 880 021**

School Principals can request a visit from the unit to discuss security concerns.

### **5. NSW Police**

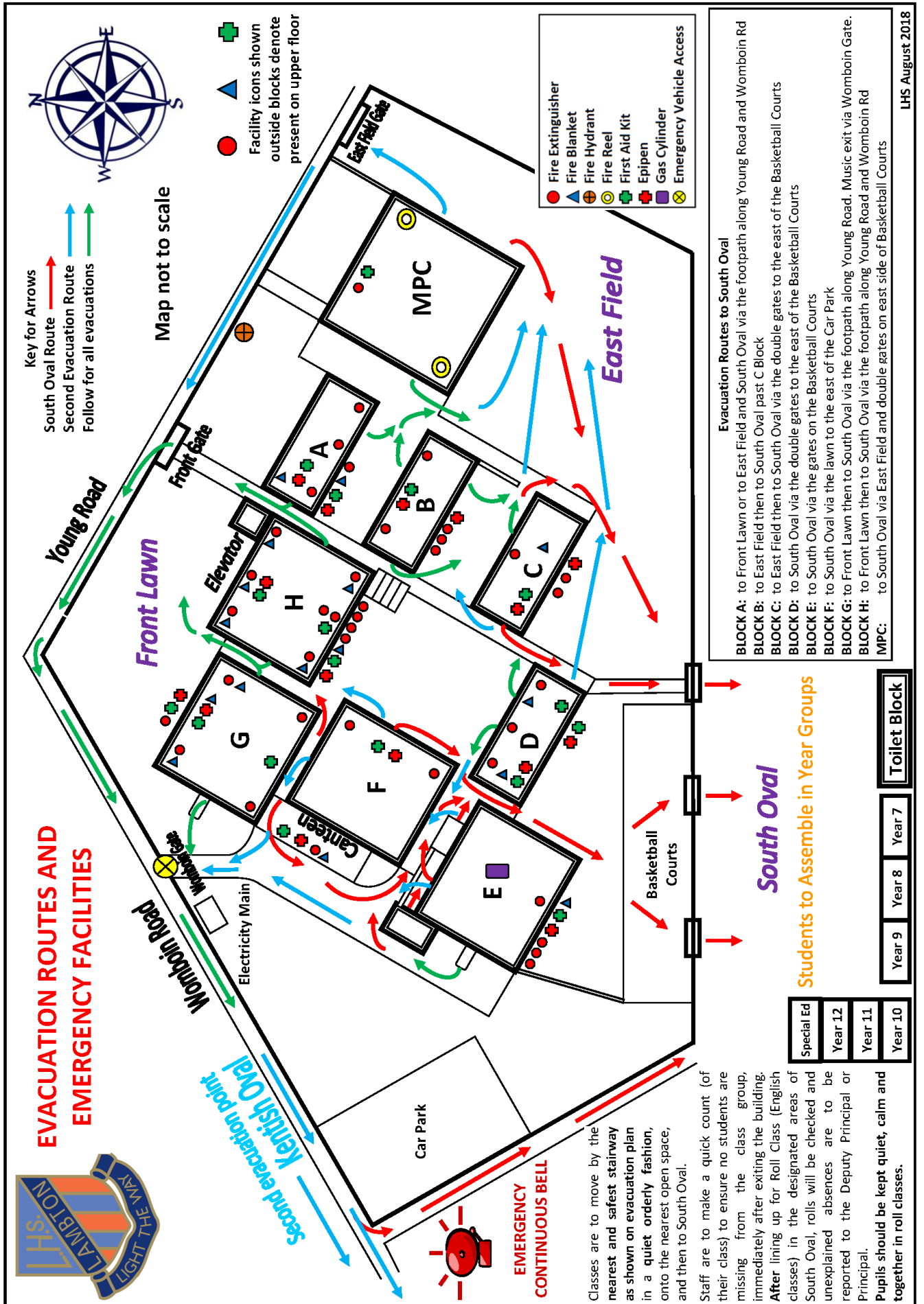
**Call: 000**

Schools should telephone 000 for immediate assistance in the event of a serious incident.

In less urgent situation, schools should contact their Police Local Area Command.

**Waratah Police Station: 4926 6599**

# APPENDIX 1- EVACUATION ROUTES







## SECOND EVACUATION POINT ROUTE



Special Ed
Year 12
Year 11
Year 10
Year 9
Year 8
Year 7

- Students to line up in English Classes for roll marking as indicated above.
- After** lining up for Roll Class in the designated areas of Kentish Oval, rolls will be checked and unexplained absences are to be reported to the Deputy Principal or Principal.
- Pupils should be kept quiet, calm and together in roll classes.**
- Students to cross the road, opposite entrance gates to soccer field.
- The crossing is coordinated by the Deputy Principals.
- Please supervise student movement and behaviour whilst waiting to cross.
- Any classes on the South Oval are to follow the direction of the orange arrows, walking along the cycleway track and up to the entrance gates to the soccer field.

## APPENDIX 2- GUIDELINES FOR TEACHERS

### A. If you have a class

1. When you hear the signal, direct class to move. Where practicable, staff and students should take their own bags and move immediately.
2. Close and lock the windows.
3. Move the class into the corridors and lock the doors behind you.
4. Move your class in an orderly fashion via the *correct pathway* to South Oval or second evacuation point – Kentish Oval, as shown on the "**STUDENT EVACUATION ROUTES**" map.
5. At the evacuation point direct your class to their year groups and then move to the head of your Roll Class or Group.
6. Roll Call (see separate page for allocated duty)
  - Keep your students orderly.
  - **Students are to sit down during roll call.**
  - Mark your roll. Record students that are absent on the absence sheet provided.
  - After you have completed the roll call, give to the HT or delegate in charge of your roll group. Return the marked roll immediately to the relevant Deputy/SASS.
  - Continue to keep students seated and orderly.

### B. If you do NOT have a class

1. Secure your staffroom windows, collect faculty hi vis vests (as practicable and distribute to other staff at assembly area) – last person to leave locks the door.
2. Move to the South Oval or second evacuation point – Kentish Oval and report to your year group assembly area.
3. Roll Call - keep your students orderly. Ask students to sit down during the roll call. Mark your roll. Record students that are absent on the absence sheet provided. After you have completed the roll call, give the sheet to the HT in charge of your roll group. The sheet will be collected from that person in charge by a SASS person.

### C. If Acting, Relieving, Casual or Temporary Teachers - do the duties of the person you are replacing unless otherwise directed.

## TEACHER EVACUATION ROLLS 2018

<b>Class Roll</b>	<b>TEACHERS HSIE/Languages</b>	<b>Class Roll</b>	<b>TEACHERS PDHPE/Drama/TAS</b>
7EnL	Elissa Ivory	10EnL	Eugenia McKinnon/Kellie Stolk
7EnA	Ryan Davies	10EnA	Jim Keath
7EnM	Dallas Smythe	10EnM	Karen Birrell
7EnB	Joanne Lawrence	10EnB	Sarah Smith
7EnT	Kristen Williams	10EnT	Adam White
7EnO	Samantha McMellon	10EnO	Nathan Tolley
7EnN	Anee Farley/Vicki Nowak	10EnN	Anne Grivas
RES	Alison Corliss	RES	Geoff Coburn
RES	Stephen Nash	RES	Jane Newbold
RES	Lara Manita		
<b>Class Roll</b>	<b>TEACHERS Mathematics/Music</b>	<b>Class Roll</b>	<b>TEACHERS TAS/Visual Arts</b>
8EnL	Gretta Hayward	11EnAB1	Chris Mannweiler
8EnA	Helen Thurn	11EnAB2	Ella Foster
8EnM	Robyn Martindale	11EnAB3	Amanda Cossettini
8EnB	Joanna Lidster	11EnAB4	Con Papadopoulos
8EnT	Shaun Fletcher	11EnSB1	Kazany Flick
8EnO	Navina Honey	11EnSB2	Andrew Bozinovski
8EnN	Charissa Ferguson	11EnSB3	Roxanne Butler
RES	<a href="#">Carolyn Nolan</a>	11EnCEC	Bridie Watt
RES	Ifthcah Ahmad	11EALD	Sharna Leman
RES	Margo Freer	RES	Daniel Wilson
		RES	Megan Davies/Toni Pearce
<b>Class Roll</b>	<b>TEACHERS Science</b>	<b>Class Roll</b>	<b>TEACHERS English/Special Ed</b>
9EnL	James Lorang	12EnAC1	Rebecka Fenwick
9EnA	Jai Hancock	12EnAC2	Donna McSweeney
9EnM	Rhiannon Predny	12EnAC3	Leisa Harvey
9EnB	Lanai Elbourne	12EnSC1	Meg Salter
9EnT	Marija Glabus	12EnSC2	Cassandra Vodicar
9EnO	Debbie Attenborough	12EnSC3	David Connell
9EnN	Kurt Nicholson	12EnSC4	Marilyn Swift
RES	Richa Yadav	12EnCEC	Kimberley Scott
RES	Jeffrey Ware	12 EALD	Sue Crowe/Kylie Woods
RES	Cat Gocher	H Class	Belinda Bruce
		AU Class	Virginia Smart
		RES	Margriet Orr



#### APPENDIX 4 SPECIAL DUTIES - TEACHERS

<b>Gary Bennett</b>	<ul style="list-style-type: none"> <li>• Contact Fire Brigade, Police, Ambulance, Media and District Office</li> </ul>
<b>Peter Riley</b>	<ul style="list-style-type: none"> <li>• Overall coordination</li> <li>• Take Megaphone and wear hi vis vest</li> <li>• Placement of roll class markers for year groups responsible for</li> <li>• Ensure that South Oval gates are open or supervise crossing Womboin Road for second evacuation point – Kentish Oval</li> <li>• Overall responsibility at the marshalling area and co-ordinating their designated year groups</li> <li>• Responsible for the accurate marking of rolls of their designated year groups</li> <li>• Acting Principal if Principal is absent</li> </ul>
<b>Darren Ball</b>	<ul style="list-style-type: none"> <li>• Overall coordination</li> <li>• Take Megaphone and wear hi vis vest</li> <li>• Placement of roll class markers for year groups responsible for</li> <li>• Ensure that South Oval gates are open or supervise crossing Womboin Road for second evacuation point – Kentish Oval</li> <li>• Overall responsibility at the marshalling area and co-ordinating their designated year groups</li> <li>• Responsible for the accurate marking of rolls of their designated year groups</li> <li>• Acting Principal if Principal is absent</li> </ul>
<b>Head Teachers</b>	<ul style="list-style-type: none"> <li>• Support the assigned Year Advisor and assist in seating students in roll groups. Lead the management of staff, student and/or parent matters for their group.</li> </ul>
<b>Year Advisors</b>	<ul style="list-style-type: none"> <li>• Management role of their designated year group. Responsible for collecting rolls from office staff and return once completed. <ul style="list-style-type: none"> <li>• Year 7: Angela Cohen</li> <li>• Year 8: John Raschke</li> <li>• Year 9: Aaron Taylor</li> <li>• Year 10: Anita Reynolds</li> <li>• Year 11: David Ling</li> <li>• Year 12: Ben Donaghey</li> </ul> </li> </ul>
<b>Diane Sweeney</b>	<ul style="list-style-type: none"> <li>• Check security of Library</li> <li>• When at evacuation point, check Library staff present – report to Scott Howard/Joanne Lawrence</li> </ul>
<b>Scott Howard Joanne Lawrence</b>	<ul style="list-style-type: none"> <li>• At evacuation point, collect Staff List and Staff Leaving Premises Book and follow up discrepancies in staff (teaching &amp; SASS)</li> <li>• Check SLSOs all present</li> </ul>
<b>Amanda Cossettini</b>	<ul style="list-style-type: none"> <li>• Check girls' toilet in quadrangle</li> </ul>
<b>Brian Hill</b>	<ul style="list-style-type: none"> <li>• Secure back up tapes from student server</li> <li>• Assist Scott Howard/Joanne Lawrence in marking off staff at evacuation point</li> </ul>
<b>Geoff Coburn</b>	<ul style="list-style-type: none"> <li>• Check MPC including toilets and change rooms</li> </ul>
<b>Counsellors</b>	<ul style="list-style-type: none"> <li>• Assist with emergency care at evacuation point</li> </ul>
<b>Julie Fitzsimons</b>	<ul style="list-style-type: none"> <li>• Assist with emergency care at evacuation point</li> </ul>
<b>Carla Bertram</b>	<ul style="list-style-type: none"> <li>• Remains at the Front Gate (Young Road) to prevent persons entering the school grounds during the emergency and assists with direction to second evacuation point if necessary</li> <li>• Unlock the gates between A/H blocks</li> </ul>
<b>Brad McCudden</b>	<ul style="list-style-type: none"> <li>• Remains at Womboin Gate to prevent persons entering the school grounds during the emergency and assists with direction to second evacuation point if necessary</li> </ul>
<b>Daniel Wilson</b>	<ul style="list-style-type: none"> <li>• Unlock the gates between H/G blocks</li> <li>• <a href="#">Placement of roll class markers for year groups at second evacuation point</a></li> </ul>

<b>Jeffrey Ware</b>	<ul style="list-style-type: none"> <li>• Placement of roll class markers for year groups at second evacuation point</li> </ul>
<b>Margriet Orr</b>	<ul style="list-style-type: none"> <li>• Placement of roll class markers for year groups at second evacuation point</li> </ul>
<b>Carolyn Nolan</b>	<ul style="list-style-type: none"> <li>• Only for second evacuation point - remains at the Front Gate (East Field Gate) to prevent persons entering the school grounds during the emergency and assists with direction to second evacuation point.</li> </ul>
<b>Andrew Bozinovski</b>	<ul style="list-style-type: none"> <li>• Check boy's toilets in E Block</li> <li>• Check if staff and students in E4 need assistance evacuating</li> </ul>
<b>Careers Advisor</b>	<ul style="list-style-type: none"> <li>• Check staff and senior student toilets in A block</li> </ul>

#### APPENDIX 5 SPECIAL DUTIES – SASS

<b>Narelle Leader Sherriden Williams</b>	<ul style="list-style-type: none"> <li>• Check security of labs before leaving for evacuation point</li> <li>• Mini MSDS to be taken to evacuation point</li> <li>• Make sure chemical store room is locked</li> <li>• Check marked rolls for Year 12 against absentee sheet and record any discrepancies on the relevant discrepancy sheet</li> </ul>
<b>Kerrie Hicks Natalie Chapple</b>	<ul style="list-style-type: none"> <li>• Secure cash and close student office</li> <li>• Check marked rolls for Year 7 against absentee sheet and record any discrepancies on the relevant discrepancy sheet</li> <li>• Take evacuation kit &amp; absentee sheet to evacuation point</li> <li>• Kerrie Hicks to travel via car with Cheryl Kyneur to second evacuation point</li> </ul>
<b>Sonia Perkins Elaine Simpson</b>	<ul style="list-style-type: none"> <li>• To ring the warning continuous bell indicating the evacuation</li> <li>• Check marked rolls for Year 9 against absentee sheet and record any discrepancies on the relevant discrepancy sheet</li> </ul>
<b>Belinda Baker Jayde Williams</b>	<ul style="list-style-type: none"> <li>• Check security of kitchens before leaving for evacuation point</li> <li>• Assist Laraine Mitchell with checking of the Year 8 rolls</li> </ul>
<b>Laraine Mitchell</b>	<ul style="list-style-type: none"> <li>• Take visitor's book and contractor's maintenance book</li> <li>• Take all the staff 'sign on' books, including Practicum/Internship sign on sheet (if applicable) and take a list of casuals replacing teachers.</li> <li>• Check marked rolls of Year 8 against absentee sheet and record any discrepancies on the relevant discrepancy sheet</li> <li>• Responsible for keeping staff list updated</li> </ul>
<b>Sherriden Williams Belinda Baker Narelle Leader</b>	<ul style="list-style-type: none"> <li>• Assist Diane Sweeney with library security before leaving for evacuation point</li> <li>• Assist Sonia Perkins with checking of the Year 9 rolls</li> </ul>
<b>Front Desk Tracey Stewart Elaine Simpson</b>	<ul style="list-style-type: none"> <li>• Put phone on night switch</li> <li>• Phone canteen and inform them of emergency</li> <li>• Assist Tracy Hickey with checking of the Year 10 roll</li> </ul>
<b>Tracy Hickey</b>	<ul style="list-style-type: none"> <li>• Take 2 First Aid Kits containing EpiPens and asthma puffers to evacuation point</li> <li>• Check marked rolls of Year 10 against absentee sheet and record any discrepancies on the relevant discrepancy sheet</li> </ul>
<b>Cheryl Kyneur</b>	<ul style="list-style-type: none"> <li>• Collect school mobile phones</li> <li>• Secure administration area after everyone has evacuated and lock front door</li> <li>• Check that all SASS, GA, Canteen and cleaning staff are present against SASS sign on book and staff leaving premises record – report to Head Teacher Admin any discrepancies</li> <li>• Distribute rolls, day sheets and absentee sheets to all year advisors. This is to include; TAFE students' rolls in the Year 11 and 12 folders and absentee sheets for each year group</li> <li>• Drive with Kerrie Hicks to second evacuation point</li> <li>• Take water to second evacuation point</li> </ul>

<b>Claude Carraro</b>	<ul style="list-style-type: none"> <li>• Check for 'outside' workers on premises and direct them to the evacuation point</li> <li>• Ensure that South Oval gates are open (do not open in the case of necessary movement to second evacuation point)</li> <li>• Assist in placing pegs for roll call</li> </ul>
<b>Angela Chisholm</b>	<ul style="list-style-type: none"> <li>• Check all Canteen Staff are present; report to Cheryl Kyneur any discrepancies</li> </ul>
<b>Fiona Burke</b>	<ul style="list-style-type: none"> <li>• Check Senior Girls Toilet and Female Staff Toilet in A Block</li> <li>• Assist Narelle Leader with checking of Year 12 rolls</li> </ul>
<b>Anne Parker Fiona Burke</b>	<ul style="list-style-type: none"> <li>• Check marked rolls of Year 11 against absentee sheet and record any discrepancies on the relevant discrepancy sheet</li> <li>• Give staff list to Head Teacher Admin and assist as required</li> </ul>
<b>SLSO's</b>	<ul style="list-style-type: none"> <li>• Assist SASS with roll marking as directed by the SAM</li> <li>• Jodi Riley to assist Anne Parker with checking of the Year 11 rolls</li> <li>• Margaret Byron to assist in checking rolls where required</li> </ul>

## Bomb Threat or Suspected Device

### Key Actions

Call 000 and promptly relay all information to the police.

If the threat relates to a bomb being present on the school site, the school should arrange immediate evacuation, until such time as Police attend and the site is deemed safe to re-enter. Where practicable, staff and students should take their own bags and leave immediately.

The workplace manager or designated serious incident coordinator is to ensure that all staff and students reach and remain in the designated safe assembly area, which should be far enough away from the school so that people cannot be injured by glass or other material if an explosion occurs.

If the threat relates to a **person threatening to attend or arrive at the school with violent intent**, the school should implement lockdown procedures.

The police will come to the scene and ensure safety or will provide advice to the site manager regarding emergency procedures based on the information provided by the school.

All staff and students must leave the premises during an evacuation. There should be no one left on site. **As soon as possible, the school is to notify the Department's Incident Report and Support Hotline of the bomb threat on 1800 811 523**

Implement your communications plan as appropriate

### Recovery Actions

- Decide when to re-open the workplace, in consultation with the senior police officer at the scene
- Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Review the emergency management plan and evacuation processes to assess if the process and plan are appropriate and make adjustments where required.

### Further Information

- [Health and Safety Directorate](#)  
Call 1800 811 523

## Bomb Threat Report

### Health and Safety Directorate

To be completed by the person who received the call and advised the workplace manager and NSW Police.

**Time of call:**

**Date:**

**Name of person who received the call:**

**Exact wording of threat:**

**Questions to ask caller:**

**What time will it explode?**

**Where is it?**

**What type of device is it?**

**Why are you doing this?**

**What is your name?**

#### Analysis – indicate with an X

**Type of call**

☐ Local ☐ STD ☐ Mobile ☐ Overseas

**Voice**

☐ Male ☐ Female ☐ Child ☐ Giggling  
☐ Angry ☐ Calm ☐ Speech impediment (e.g. stammer)  
☐ Other (please specify)

**Accent**

☐ British ☐ European ☐ American  
☐ Other (please specify)

**Background noise**

☐ Traffic ☐ Aircraft ☐ Children ☐ Train  
☐ Party / other people ☐ Construction  
☐ Radio / TV  
☐ Other (please specify)

**Did the caller appear familiar with the building?**

☐ Yes ☐ No



## **SAFETY ALERT**

**TO:**  
**EXECUTIVE DIRECTORS**  
**DIRECTORS PUBLIC SCHOOLS NSW**  
**PRINCIPALS**  
**WHS MANAGERS**  
**WHS CONSULTANTS**

### **SAFETY ALERT No 58** **MANAGING BOMB THREATS IN SCHOOLS**

A number of bomb threats have been received by schools at the start of the 2016 school year.

**Bomb threats must be treated seriously and an immediate response implemented.**

Upon receipt of a bomb threat, schools should:

- Record as much detail as possible from the caller. Call **000** (triple zero) immediately and promptly relay **all information** to the Police.
- If the threat relates to a **bomb being present on the school site**, the school should arrange immediate evacuation, until such time as Police attend and the site is deemed safe to re-enter. Where practicable, staff and students should take their own bags and leave immediately.
- If the threat relates to a **person threatening to attend or arrive at the school with violent intent**, the school should implement lockdown procedures.
- As soon as possible, the school is to notify the Department's School Safety and Response Unit **of the bomb threat on 1300 363 778**.
- Schools should implement other relevant aspects of the school's emergency management plan (e.g. notify network director).

**All schools** should review their evacuation area for bomb threats or suspected devices to ensure it is in an appropriate location. The location should be an identified and cleared space which is far enough away from the school so people cannot be injured by glass or other material if an explosion occurs.

Remember, do not touch, tilt or tamper with a known or suspected explosive or incendiary device.

Schools requiring additional advice or support should contact the Department's School Safety and Response Unit on 1300 363 778 or the WHS Hotline on 1800 811 523.



Marnie O'Brien  
**Group Director**  
**Work Health and Safety**  
3 February 2016

**NSW DEPARTMENT OF EDUCATION**

Level 9, 66-72 Rickard Road, Bankstown NSW 2200 T 02 9707 6226 F 02 9707 6289

[www.det.nsw.edu.au](http://www.det.nsw.edu.au)