Health & Safety Update for Students

January 2018
Why do you need to know this?

Everyone at TBS (staff and students) must know how to respond during an emergency situation.

- Ensure the safety of everyone
- Ensure people move quickly and efficiently
- Minimise the amount of instructions being given
**Where to go... Evacuation Points**

**Primary Students** - Move to the Primary Astro field

**KS3 and KS4 Students** - Move safely to the Secondary Astro field

**KS5 Students** - Move safely to the Caretaker’s House area (next to Guard’s office)
Main procedures

1) Fire drills
2) Earthquakes
3) Lockdowns
Earthquakes

During a lesson:

1) Your teacher loudly and calmly says “Earthquake, Earthquake, Earthquake”
2) Stay calm and listen to the teacher
3) Take cover under tables and remain there
4) Once shaking stops, follow your teacher’s instructions

During break:

1) A teacher loudly and calmly says “Earthquake, Earthquake, Earthquake”
2) If in a room or undercover area - follow the instructions above
3) If in an open area, ensure you are away from trees or other objects that may fall
4) Remain calmly in that area for further instructions from a teacher
**Fire Drills**

**During lessons:**

1) Fire Alarm sounds: bell will ring continuously
2) Stay calm and listen to teacher instructions
3) Follow teacher to your evacuation point
4) Leave all items and belongings in classroom
5) Once at evacuation point, stand with your class/mentor group

**During break:**

1) Fire Alarm sounds: bell will ring continuously
2) Stay calm
3) Safely move to your evacuation point
4) Leave all belongings behind
5) Once at evacuation point, stand with your class/mentor group
**Lockdown**

Two potential situations:

1) **Warning of potential intruder** (threat is outside school)

2) **Intruder present in school** (threat is inside school)
Lockdown - Warning of potential intruder

During class:

1) Announcement using PA/Loudspeaker will occur
   “Lockdown with warning”
2) If outside of your classroom (open space, corridor or toilet) move to the nearest supervised room
3) Follow the instructions of the teacher and remain in the room

During break:

1) Announcement using PA/Loudspeaker will occur
   “Lockdown with warning”
2) Follow a teacher’s instructions
3) If there is no teacher, move to the closest supervised room
4) Remain in the room and wait for further instructions

*If a Lockdown with Intruder warning is announced during this process - see next slide
**Lockdown - Intruder present**

During class:

1) Announcement made - "lockdown with intruder"
2) If in corridors, students should move to the nearest supervised room
3) Students in toilets or rooms that cannot be secured should stay there.
4) Follow the instructions of your teacher
5) When instructed, move to the least visible locations in the room
   (if no teacher in room, secure doors and windows and move to least visible location of room)
6) Once secured, do not let ANYONE enter the room (not even Dr. Moore!)
7) If the lesson is outside, follow the instructions of your teacher
   (this may involve staying outside!)
8) Stay calm and make no noise

*Avoid all interaction/conversation with the intruder.*
Lockdown - Intruder present

During break:

1) Announcement made – “lockdown with intruder”
2) Remain calm and quiet
3) Follow the instructions of the teachers on duty
4) If no teacher is present, move to a safe place
5) If in a room, secure room and move to the least visible location
   (once secured, do not let ANYONE enter the room - not even Dr. Moore!)
6) If outside, lay down on the ground to be least visible

*Avoid all interaction/conversation with the intruder.*
IMPORTANT INFORMATION

1) Stay calm and quiet

2) Listen and follow the instructions given to you by a teacher
Test your memory...

1) You are in a lesson and a teacher says “earthquake, earthquake, earthquake”. Where should you move to?

2) If you cannot lock your room door after the “lockdown with intruder” announcement is made, should you move to another room that can be locked?

3) During a lockdown, Mr. Jay asks you to open the door. What do you do?

4) If an intruder approaches you in a threatening way, what should you do?