



## Shelter in Place Policy and Procedures

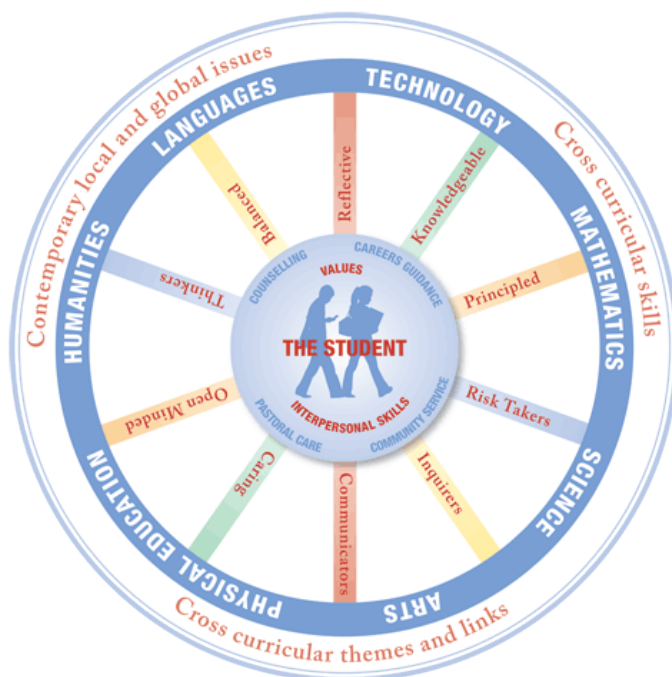
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### MISSION STATEMENT

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

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### CURRICULUM MODEL



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### NOTES

**Dated:** March 2023

**To be reviewed:** March 2026

**Staff involved:** MHa, DHo, ST

**Purpose:**

“Shelter in place” is an emergency procedure that is used in situations where there is potential danger in or around the school. In these situations, it is important that students are in a safe place within the school and that student and teacher movement throughout the school comes to a complete halt. Examples of when this may need to happen are: a potential threat; serious incident such as a chemical or petrol spill in the local community; a dangerous person is located in or around the school,

**Procedure:**

If there is a need for a “Shelter in place”, the following action plan will be initiated:

An announcement will be made over the Public Address (PA) system located in the Main Office to initiate the “Shelter in place”.

The message will be:

**“Attention all staff and students. The school is currently in a “Shelter in place” procedure due to an on campus hazard / off campus hazard. Please make your way to a safe place or remain in your current safe location until further notice. I repeat, the school is currently in a “Shelter in place” procedure due to an on campus hazard / off campus hazard. Please make your way to a safe place or remain in your current safe location until further notice.”**

If this announcement is not possible due to a fault or danger near PA systems, you may receive this notification via telephone/email or a runner (person) coming to your door.

**Staff should immediately:**

- Instruct the students to move to a position within the room that puts them out of view of the windows.
- Lock the door where possible or barricade the door with furniture
- Close all windows
- Close all blinds
- Turn off the lights
- Keep students silent
- Wait for further instructions
- Ignore further emergency alarms, bells, door knocks, shouting or PA messages other than the “ALL CLEAR” along with code “1662”

- DO NOT LEAVE THE ROOM UNTIL YOU RECEIVE A MESSAGE VIA THE PA SYSTEM THAT SAYS “**ALL CLEAR code 1662**”, VIA THE TELEPHONE/EMAIL, OR FROM A KNOWN STRATEGIC TEAM MEMBER AT THE DOOR.
- After the all clear code 1662, students and teachers are to return to their Homeroom for a registration. The results of this registration (missing students) should be reported to the Main and Primary offices immediately via SIMS/Email/telephone or face to face contact.

**If you / and / or your class is located outside the school building at the time of a “Shelter in place” procedure you need to make your way to the closest room and then follow the above steps.**

**The Office staff / available Strategic Team will:**

- Contact the appropriate emergency services.
- Monitor the situation as advised.
- Organize notification to staff when the “Shelter in place” procedure has been finished using **ALL CLEAR code 1662** over the PA system.
- Stay in touch with one another using cell phones where appropriate.

If you notice anything in the school grounds or near the school grounds that you perceive to be of any threat to the staff and students at the school, please notify the office immediately so that the danger can be assessed and it can be decided what emergency steps need to be taken.

**Public Address System Call Procedures**

The PA system is located in the Main Office and can be operated by the Front Desk Manager and members of the Strategic Team or other designated staff only.

☐ **An “All Call” to all rooms/classrooms/areas including the Tannoy System (Shelter in place ):**

- a) Press 1 (send message)
- b) Enter the Device ID **200**
- c) Press the Intercom button on the handset in, wait 1 sec and then talk
- d) Release to hear them
- e) Press Esc to END the call.

**“All Call” to all rooms/classrooms/areas: 200**

**Primary rooms/classrooms/areas only: 270**

**Secondary rooms/classrooms/areas only: 271**

