



Warwick Academy

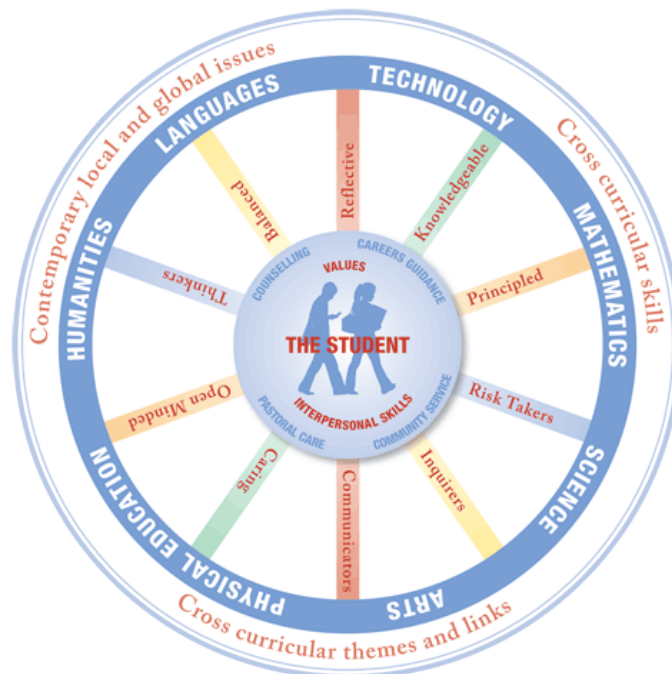
'so much more than a place to learn'

Shelter In Place Policy

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.

CURRICULUM MODEL



NOTES

Dated:

To be reviewed:

Staff involved: MHA, DHO, ST

Shelter In Place Procedure

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 fire alarms, bells, door knocks, shouting, or PA messages, other than the “ALL CLEAR” along with code “1662”
- DO NOT LEAVE THE ROOM UNTIL YOU HEAR A MESSAGE VIA THE PA SYSTEM THAT SAYS, “**ALL CLEAR CODE 1662**”, OR VIA EMAIL, OR FROM A KNOWN STRATEGIC TEAM MEMBER AT YOUR DOOR.
- After the all clear code 1662, students and teachers are to return to their Homeroom for registration. The results of this registration (missing students) should be reported to the Main and Primary Offices immediately via Email, telephone, or in person.

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 (additional information)

The PA system is located in the Principal's PA's Office and can be operated by 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 **200** - "**All Call**" to all rooms/classrooms/areas
- 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.
- f) Other Device options - **Primary rooms/classrooms/areas only: 270**
- **Secondary rooms/classrooms/areas only: 271**

To call a specific room/classroom:

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

To answer a call in a room/classroom:

- a) Press Y to answer the room
- b) Press the Intercom button on the handset in, wait 1 sec and then talk
- c) Release to hear them
- d) Press Esc to END the call.