

## EVACUATION POLICY

### RATIONALE:

To ensure controlled and swift movement of staff, students and others to safety from a hazard such as fire, bomb or structural damage within a building.

### IMPLEMENTATION:

#### A. FIRE

- When notified of a fire the Principal (or delegate) will make sure the Fire Brigade is called and will sound the school siren on and off for 30 seconds.
- For all occasions requiring evacuation the school siren will be used. In the event of a power failure, the sirens on portable megaphones/bells will be used. These are located in the deputies office.
- Office Staff will notify the Art teacher and Pre-primary 2 teacher who will ring the hand bell continuously in case Kindy/Pre-primary teachers and Block 5 teachers cannot hear the siren.
- ESC Registrar rings the Early Intervention Program (EI) and ES.
- Staff to take their mobiles and Administration to take the school relief mobile phone with them.
- Class teachers will quickly and calmly take their students to the oval. **Do not call the roll** until students are safely on the oval. Class teachers do not lock doors as rooms need to be checked.

<b>School Oval Evacuation Meeting Point</b>	
<b>Co-ordinator:</b> Frank Scarfone/Cheryl Lennox	
<b>Deputies:</b> Deputy 1 – Peta Head    Deputy 2 - Jodie Marshall/ Debra Haines	
K & PP centres – K 1 & 2, K 3 Early Intervention Centre [ EI] & ES TB1 (TA 1, 2, 3, PP1, PP2) & TB 2 (TA 4, 7, 8, Computer Room) Multi Purpose Room, PIR Canteen, Admin block, Library, Staff room	TB3 (TA 9, 10, 11, 12 & 13) TB4 (TA 14, 15, 16, 17 & Life Skills Room) TB5 (TA18 & 19, Music and Art Rooms) TB6 (LOTE & TA 28) Demountables (TA 22& 23)

- Frank and Cheryl to take out the markers, located in the Principal’s Office, for each class which will be set up in numerical order.
- Teachers, including specialist teachers, will assemble their classes and call the roll (Registrar to provide the class lists).
- Any children unaccounted for should be reported immediately to the Co-ordinator on the oval
- Zone wardens are responsible for checking store rooms and toilets.

Areas	Zone Wardens
ES & Early Intervention [EI]	Education Support staff member (Denise Lamb)
Pre-primary 1 and Pre-primary 2	Pre-primary 2 Assistant (Leonie Heise)
K1/2 K3	Kindy Assistant (Eve Thoroughgood)*
Teaching Block 1	Pre-Primary Assistant (Danni Maher)
Teaching Blocks 2 & 3	EA (Julianne Taverniti ) or class teacher
Teaching Block 4 and Library	Library Officer (Lynley Crump) *
Demountables 22& 23 (LOTE & TA 28)	Deputy 2 - Jodie Marshall/ Debra Haines
Teaching Block 5	Deputy 1 Peta Head
Office block	School Officer

\* NOTE: Staff names are current as at Term 1, 2016. However, staff in relieving positions are obliged to fulfil these roles, teachers in rooms need to inform these staff members.

\*\* Deputy to fill in for absent zone wardens.

- Registrar to take key to the pavilion, First Aid kit, Staff List, Sign In/Out Books/Master Class list to oval if possible.
- Teachers on DOTT are responsible for joining their class on the oval, if they are being supervised by the specialist teacher. All staff to be checked by registrar.
- All non-teaching staff will move directly to the oval when the siren sounds. They are to help supervise children and Special Needs Assistants need to stay with their assigned students.
- Classes will remain on the oval until the Principal signals the “All Clear”.
- Each classroom will have a map on A4 card displayed on the wall to assist in choosing a safe route.
- Evacuation drill to be conducted regularly.
- Teachers need to sign out when they leave the school grounds and sign in on their return in order to maintain a register of staff on site. All staff report to the oval in emergency and practice drills.

### Students out of Classrooms:

- Teachers will ensure that all students know where the assembly area is – on oval – in the event that an evacuation is required whilst students are out of class.
- **Students out of their classroom** e.g. prefects, sports coaches, messengers should rejoin their class on the oval if safe to do so. If not, mobile phone communication will occur to confirm student location.
- If an evacuation occurs during a recess or lunch break **students** assemble on the **oval**.
- If children are in clubs, a responsible adult is expected to take the children to the oval and hand them over to the class teacher.
- Duty teachers reinforce this message and direct orderly evacuation.

### B EARTHQUAKE:

#### DO NOT RUN OUTDOORS

- Teachers and students take shelter under desks or other such objects which will offer protection.
- After tremor stops teachers will check for injured students and render assistance if necessary.
- Teachers will check for internal structural damage.
- Teachers will **NOT** evacuate until advised by a Zone Warden unless they are in immediate danger.
- Teachers whose classes are in Art, Music, Library, LOTE or PE will move to join their classes as soon as it is safe to do so.
- Zone Wardens will proceed to reception area for instructions from the Principal. They will then check the outside of buildings in their designated area for external damage and check paths that will be used for evacuation to make sure they are safe from any hazards e.g. falling trees, electric cables etc.
- If necessary Zone Wardens will start evacuation to school oval or other safe site if the oval is not suitable.
- Principal will decide whether emergency services should be called.

### C BOMB THREAT:

- Whoever takes the call advising there is an explosive device on campus will listen carefully to the caller and write down what is said as accurately as possible. They will lay the phone down keeping the line open and use another phone to call the police.
- Police will advise school staff about the best possible course of action.

### REVIEW:

This procedure will be reviewed whenever there is a change in circumstances, which may affect these arrangements.

Deputy 1                    Peta Head

Deputy 2                    Jodie Marshall/Debra Haines    \*\*\*\*Policy Updated FEB 2016