

EMERGENCY EVACUATION POLICY

Purpose:

In the event of fire, severe storm, earthquake, explosion, plane crash, toxic spill, siege, hostage incident or bomb threat, evacuation of the College buildings will be required to ensure the safety of all students, staff, parents and visitors.

Aim:

The aim of the Emergency Evacuation Procedure is to:

- evacuate all students, staff, parents and visitors in an organised and controlled movement from a threatened danger area to a safe area;
- evacuate everyone from the College buildings to the safe area in the minimum possible time; and
- ensure that exposure to danger and the possible risk of injury are minimised.

Site Analysis:

The areas in the College where a fire, explosion or toxic spill are most likely to occur include:

- electrical switchboard areas (In most specialist KLA buildings)
- food technology room
- canteen
- technology workshops
- science labs
- computer rooms
- visual arts rooms
- staff room
- administration office area

Scheduled Evacuation Drills:

1. A minimum of four (4) evacuation drills will be scheduled each school year.
2. Two (2) of the drills will be conducted with full prior notice to staff, while the other two (2) drills will be conducted with partial notice to staff.
 - Full prior notice includes: term, week, day, time.
 - Partial notice includes: term, week only.
3. An evacuation drill with partial notice will be initiated by a person arranged in advance by the Principal.
4. Different scenarios will need to be created to deliberately alter the behaviour of staff and students. The means of egress to the Emergency Evacuation Assembly Area could also be deliberately blocked so that alternative routes would need to be found.
5. A debriefing after each evacuation drill will need to be conducted in an effort to gain feedback and to establish the degree of success of the drill. Formal evaluation forms will be distributed to key personnel for this purpose.
6. In the case of scheduled emergency evacuation drills, the residents on the College boundary will be notified in advance and in writing. They will be notified of the proposed evacuation drill dates and times, so as not to cause them unnecessary anxiety.

Evacuation Procedure:

Initial Emergency Notification

1. In the event of an emergency, the person (teacher or responsible student) witnessing the incident must use the internal telephone system to DIAL '300' and state the nature of the emergency. If the internal phone system is not functioning, two reliable students are to be instructed to report the incident to the College Office and raise the alarm.

2. The Office staff member receiving the phone call or incident alarm (nominally the College Secretary), will notify the Principal and/or Deputy Principal. If they are out of the school, the Religious Education Coordinator, or Curriculum Coordinator are to be contacted and informed of the emergency immediately.
3. The College Secretary will then contact the Emergency Services (Fire Brigade/Police) by dialling '000' on an external telephone line. If the external landline telephone system is not functioning, the College mobile phone is to be used. The following information is to be communicated to the Emergency Services:
 - College name, address and telephone number;
 - details of the incident (fire, explosion etc); and
 - indicate that evacuations are being carried out
4. The Deputy Principal (or other person nominated by the Principal) will sound the evacuation signal. (ALARM).

OR	CONTINUOUS BELLS - 15 seconds (if there is electrical power)
	HAND BELL - 15 seconds (if there is no electrical power)
	<u>TO BE REPEATED AS NECESSARY</u>

Administration Staff Actions

1. In the event that the Principal is absent from the College, the Deputy Principal will adopt the role of Chief Warden, and the Mathematics Coordinator will adopt the role of Deputy Warden. In the event that the Deputy Principal is absent, the Religious Education Coordinator will adopt the role of Deputy Warden.
2. Where practicable and safe, all electricity and gas should be switched off at the appropriate main switch. (i.e. Science, TAS and Administration)
3. The primary school next to the College (St James Primary) are to be telephoned by College office staff and notified of the nature of the emergency.
4. The College Secretary will collect and arrange transport to the Emergency Evacuation Assembly Area, the following items:
 - Daily changes and student absences sheet
 - Student Family Details Folder
 - Staff Details Folder
 - Ancillary Staff sign in Book
 - Staff Sign Out Book
 - Timetable Folder
 - College Chemical Register
 - College PET CDs
5. College Office staff are to carry out the following actions:
 - evacuate students from the First Aid room
 - ensure all monies are secured
 - assist the Administration Marshall (REC) where appropriate

Library Staff Actions

1. Library staff is to carry out the following actions:
 - evacuate students who are not under the direct supervision of a class teacher
 - check the library toilets for students and instruct students to evacuate
 - shutdown the electrical supply in the library if practicable and safe
 - collect computer backup tapes from the server

Classroom Teacher Actions

1. Teachers in classrooms are to instruct their students to evacuate to the Emergency Evacuation Assembly Area on the far side (North-East) of the College Oval.

The teacher is to ensure the following procedure takes place.

- students cease work immediately
- leave all books, practical work, personal possessions and bags
- at the direction of the teacher, students stand and move out of the room in a controlled and quiet manner

- the teacher is to accompany their class to the Emergency Evacuation Assembly Area
- follow the escape route indicated on the Emergency Evacuation Map next to the room exit
- if practicable and safe, the teacher is to close all the windows in the room
- the door is to be closed after the last person exits - do not lock it
- teachers in practical rooms should ensure that electricity and gas are isolated if practicable and safe

NOTE: in the event that the alarm is sounded at recess or lunch, all Coordinators will move to the playground areas and assist staff on duty to move students. Homeroom teachers are to proceed directly to the Emergency Evacuation Assembly Area and assist with the mustering of students into homeroom groups.

2. As each class reaches the Emergency Evacuation Assembly Area, the students are to assemble into homeroom classes under the direct supervision of their homeroom teacher. Students are to sit in alphabetical order and remain seated in homeroom classes until the ALL CLEAR is given by the Fire Brigade and communicated by the Chief Warden. (Principal)
3. Homeroom teachers are to collect a copy of their homeroom roll from the respective Year Coordinator and mark their class roll. On marking the roll in as short a time as possible, the class roll indicating the names of students missing, must be given to the Year Coordinator. The Year Coordinator will then hand on the roll to the Administration Coordinator who in turn will report the names of students missing to the Assembly Warden (Curriculum Coordinator).
4. The Assembly Warden will notify all known missing students, staff and visitors to the Police/Fire Brigade.
5. Staff with special responsibilities are to carry out their duties and report immediately to the Administration Marshall (Religious Education Coordinator) at the Emergency Evacuation Assembly Area to have their name checked against the staff list

General Considerations

1. Regular inspection and maintenance of installed fire protection equipment will be undertaken in accordance with Australian Standards (AS1851.1 and AS2444), as part of the College Maintenance Program.
2. The priority for staff is the evacuation and supervision of students. Staff is not to engage in any fire fighting operation until the evacuation of students is complete, only if trained in the use of the equipment, another staff member is present to assist, and only where the situation warrants some form of intervention.
3. Students are never to be utilised in any fire fighting activity.
4. An Emergency Evacuation Box will be set up and housed in the interview room of the College Office. It will be suitably labelled, in clear view and readily accessible. Items included in this box will include:
 - First - aid supplies
 - Blanket
 - Current homeroom class lists
 - Homeroom markers (white laminated card on plastic markers)
 - Loud Hailer (Megaphone) and a set of fresh batteries

Procedural Considerations

1. Design, prepare and distribute action cards for KEY Personnel annually. (See table)
2. Set up the Emergency Evacuation Box with first-aid equipment and current homeroom lists. Purchase fresh batteries for the megaphone.
3. Explain and demonstrate the evacuation procedure fully to staff and follow up with a full explanation to students. It must be impressed upon students, of the seriousness of conducting emergency evacuation drills. The expectations of student behaviour during these drills will be very high.
4. Emergency Evacuation maps and Procedures are to be displayed prominently in every classroom and workplace in the College.

Evacuation Assembly Area Considerations – In the Event of a Real Emergency

1. All persons missing during an evacuation will be reported to the Fire Brigade/Police via the Assembly Area Marshall. Staff will take instruction from the Emergency Services with regard to missing students and/or staff. No person is to attempt to re-enter the College premises to search for missing people.
2. Staff is to assist Emergency Services personnel on request
1. Students are to be carefully and closely supervised at all times.
4. No one is to leave the Emergency Evacuation Assembly area without first gaining permission from the Assembly Area Marshall.
5. No-one is to return to the school site without the ALL CLEAR being given by the Emergency Services and communicated by the Chief Warden (Principal).
6. A secondary Emergency Evacuation Assembly Area is located west towards Greenway Drive in the event that toxic fumes or other hazardous situation affects the safety of people at the designated Emergency Evacuation Assembly Area.

Emergency Evacuation Responsibilities:

Evacuation Role	Staff Position	Emergency Evacuation Responsibilities
Warden Chief	Principal	Ensure all necessary functions and actions for an effective evacuation. Liaise with parents, community and press. Communicate the ALL CLEAR.
Deputy Warden	Deputy Principal	Act as Chief Warden in Principal's absence. Assist the Chief Warden. Sound the evacuation ALARM. Shutdown the Administration File Server if practicable and safe. Check the Administration Area for electricity shutdown if practicable and safe. Collect casual teacher's list/details. Check the Staff attendance at the EEAA and notify the Assembly Area Marshall of staff missing.
Replacement Warden	Religious Education Coordinator	Act as Deputy Warden in the Principal or Deputy Principal's absence.
Emergency Services Contact	College Secretary	Notify the Principal of the Emergency Telephone the Emergency Services. '000' Collect daily changes and absences sheets. Collect Family Details Folder. Collect Staff List/Details Folder. Collect Timetable Folder. Collect College Chemical Register Collect the Staff Signout book & Visitor book
Administration Marshall	Administration Coordinator/LTC	Co-ordinate the evacuation of the College Office personnel. Collect and transport the following items to the Assembly area. Emergency Evacuation Box Mobile phone Megaphone Give the homeroom class rolls to the Assembly Area Marshall. Collect the marked class rolls from the Year Coordinators. Notify the Assembly Area Marshall of the names of students missing.
Assistant to Administration Marshall	College Administration Staff	Check First Aid room for students and assist to Assembly area. Ensure all monies are secured. Assist Administration Marshall.
Emergency Services Liaison	Maintenance/ Groundsman	Check and evacuate student toilets. Liaise with the Fire Brigade and Police on arrival. Assist Deputy Warden as directed.

Evacuation Role	Staff Position	Emergency Evacuation Responsibilities
Assembly Area Marshall	Curriculum Coordinator	Collect homeroom class rolls from the Administration Marshall. Co-ordinate the Assembly Area movement. Organise the location of homeroom classes. Distribute homeroom class rolls to respective Year Coordinator. Liaise with the Administration Coordinator with regard to students missing. Notify Fire Brigade/Police of all persons reported missing.
Assistant to Assembly Area Marshall	Year Coordinator	Assist Assembly Area Marshall. Collect Year Group homeroom class rolls from Assembly Area Marshall. Assist with Assembly Area movement. Organise homeroom teachers. Distribute homeroom class rolls.
Student Supervision	Homeroom Teacher	Collect homeroom class roll from respective Year Coordinator. Assemble homeroom students and check the class roll. Closely supervise students and insist on them all to remain seated. Notify the Assembly Area Marshall of any student missing.
	College Librarian	Shutdown the Library File Server. Check the library toilets for students. Check library for electricity shutdown. Collect Computer Back-up tapes/discs etc.
	TAS Coordinator	Check TAS rooms for gas and electricity shutdown.
	CAPA Coordinator	Check the darkroom, storerooms and music practice rooms for students and assist to the Assembly area.
	PDHPE Coordinator	Check the gym and PE change rooms for students and assist to the Assembly area.
	Science Laboratory Assistant	Shutdown the gas supply in the Science area.
	Canteen Supervisor	Assist canteen volunteers to the Assembly area. Check the canteen for electricity and gas shutdown. Ensure all monies are secured.
	Uniform Shop Supervisor	Assist volunteers to the Assembly area. Ensure all monies are secured.
	Special Needs Staff	Assist the special needs students as appropriate.

Emergency Evacuation Procedure Evaluation

Questions	Your Response
What was your Role in the Emergency Evacuation Drill?	
What were your specific responsibilities During the Emergency Evacuation?	
List some of the problems or difficulties you experienced during the Emergency Evacuation procedure?	
Do have any specific suggestions that would assist in the development of a more efficient and/or successful delivery of the role you played during the Emergency Evacuation?	

Questions	Your Response
Do have any general suggestions that would assist in creating a more efficient and/or successful Emergency Evacuation in the future?	
Any further comments?	

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- evacuate everyone from the College buildings to the safe area in the minimum possible time; and
- ensure that exposure to danger and the possible risk of injury are minimised.

Initial Emergency Notification:

1. In the event of an emergency, the person (teacher or responsible student) witnessing the incident must use the internal telephone system and:

DIAL '300' and state the nature of the emergency

If the internal phone system is not functioning, two students are to be instructed by a teacher to report the incident to the College Office and raise the alarm.

2. The EVACUATION ALARM will be sounded as:

CONTINUOUS BELLS RINGING - 15 seconds (if there is electrical power)
or
HAND BELL RINGING - 15 seconds (if there is no electrical power)

Classroom Teacher Action:

Teachers in classrooms are to instruct their students to evacuate to the Emergency Evacuation Assembly Area on the far (North-East) side of the College oval, near the tree line and walkway.

The following steps are to take place:

- **students cease work immediately**
- **leave all books, practical work, personal possessions and bags**
- **at the direction of the teacher, students stand and move out of the room in a controlled and quiet manner**
- **the teacher is to accompany their class to the Emergency Evacuation Assembly Area**
- **follow the escape route indicated on the Emergency Evacuation Map next to the room exit**
- **the door is to be closed after the last person exits - do not lock it**
- **if practicable and safe teachers in practical rooms should ensure that electricity and gas are isolated**
- **if practicable, the teacher is to close all the windows in the room**

Emergency Evacuation Assembly Area:

As each class reaches the Emergency Evacuation Assembly Area students are to:-

***listen to all instructions
assemble into homeroom class groups
stay with their homeroom teacher
remain quiet and seated at all times***