



# EVACUATION POLICY & PROCEDURE

## 1. INTENT

The purpose of this document is to outline the procedure for evacuating the school in the case of fire, flood or other emergencies which require students and staff to be moved from the St Margaret's campus.

## 2. SCOPE

This procedure applies to employees, volunteers, parents/carers/students, and people visiting the school site.

- **Responsibility**

Principal

- **Point/s of Contact**

Deputy Principal/ Facilities Manager

- **Definitions**

Generally, an emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment. It is a risk to an individual's health and safety.

Situations that might constitute emergencies include:

- fires and/or bushfires
- bomb threats
- intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- natural disasters, such as floods, cyclone, thunderstorms or earthquake.

## 3. GUIDELINES

St Margaret's aims to take a proactive approach to Workplace Health and Safety by having appropriate procedures in place for evacuation of the school campus and by regularly carrying out practice drills to ensure procedures are clearly understood by all stakeholders.

Copies of this procedure are disseminated via the school and staff handbooks and via notices in each classroom, the library and other appropriate areas around the school. The procedures manual can also be accessed on the POD (School Intranet).

The Deputy Principal, or another member of school staff designated by the Principal, schedules at least one practice evacuation drill per semester and is responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Heads of Year remind students of the evacuation procedure during the first Year Level Assembly each semester.

#### **4. PROCEDURE**

In the event of an emergency, the Chief Fire Warden makes the decision with regard to whether the school needs to be evacuated. In making this decision the Chief Fire Warden refers to the criteria developed by the Internal Risk Management Committee for making such decisions.

- **ALERT & EVACUATION TONES**

Upon hearing the alert tone, the evacuation tone or the P.A announcement advising to evacuate, all staff, students and visitors are to evacuate to the designated assembly area using the most direct route possible. Once at the designated area, students must report to their Form teacher or Academic Advisor for roll checking, and remain with their Form and Year level class. Support staff are to make their presence known to the roll checker.

The Chief Fire Warden will remain at the main Fire Panel for the fire brigade to arrive.

In the event an evacuation occurs during a time when students are not in the classroom, students and all staff members must move to the assembly areas immediately. Students are required to meet with their Form class teachers or Academic Advisors who will be at a designated spot in the assembly area.

#### **NO ONE IS EXEMPT FROM EVACUATION PROCEDURES.**

At the evacuation area, class teacher and/or Form class teachers and academic advisors are responsible for supervising students and for taking Form class and academic advising group rolls. Any students not accounted for should immediately be reported to the Communication Office; who will check the student's name against an up-to-date absentee list, and then report any missing students to the Deputy Chief Fire Warden who will check with all other area wardens and notify the Chief Fire Warden. The Chief Fire Warden is responsible for notifying authorities about any missing students.

The Chief Fire Warden has the responsibility to sound the 'all clear' when the emergency is over.

#### **5. OTHER RESPONSIBILITIES**

The Principal is responsible for communication with the media and the School Council, and also for making the decision if and when parents need to be notified. If notification is required, the Deputy Principal will activate the communication tree.

- **The Principal**

1. Be visible, available and supportive to all.
2. Dispel rumors by giving everyone the facts.
3. Communicate with the School Council.
4. Where appropriate, contact families of students involved in the emergency.
5. Make a decision regarding whether other parents need to be notified of the emergency.
6. Liaise with the media.
7. Provide updated information to all concerned.

- **Deputy Principal**

1. Release follow up information as agreed upon with the Principal, following the Principal's initial announcement.
2. Release only **necessary** details and make sure information is **factual**.
3. Include in communication information with regard to when and how students will be released to parents/caregivers, if applicable.
4. Make general announcements via the public address system or provide notes to classes when appropriate.
5. Undertake a review of the effectiveness of the emergency procedures following an event

- **School Counsellor**

1. Be available to support students and staff.
2. Cancel other activities and appointments.
3. Designate a counseling space for students and staff.
4. Get extra assistance if warranted from counsellors at other schools.
5. Support the school staff and students; and offer assistance to parents, if appropriate, after the Principal has made initial contact.

- **Medical Contact Person**

1. Be available to assist staff and students who may require medical assistance.
2. Be available to parents who may need assistance/advice or referrals to health services.

- **Security**

1. Notify the Deputy Principal if the need for extra security needs to be transmitted to police.
2. Ensure that personnel are in place to prevent encroachments onto school campus.

### ***Review Date***

Annually, by the Internal Risk Management Committee; October 2018

### **RELATED POLICIES AND DOCUMENTS**

- Lock-Down Policy
- Risk Management Policy
- WH&S Policy
- Maintenance Policy
- Evacuation Procedures Manual
- Child and Youth Risk Management Strategy