



EMERGENCY EVACUATION POLICY

Rationale

As emergency situations may arise from time to time there is a need to ensure an adequate response to any emergency situation. St Patrick's Primary school aims to provide a friendly, caring, safe, learning environment for students, staff, parents and visitors.

Scriptural Context

"Be strong and courageous. Do not be afraid or terrified because of them for the Lord your God goes with you. He will never leave you."

Deuteronomy 31:6

Aims

St Patrick's School Evacuation Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of an emergency evacuation.

Responsibilities of Principal or delegate

- Schedule an evacuation drill, at least once a year, to practise procedures to ensure the safe evacuation of all people from the school buildings in the case of an emergency.
- Ensure signage is appropriate.
- Ensure fire extinguishers are maintained and accessible to all rooms.
- Monitor the orderliness and speed of the evacuation drill.
- Report efficiency of evacuation drill to staff and students and make necessary changes to improve evacuation procedure.
- Contact appropriate authorities in the event of a genuine evacuation.
- Train staff on the use of fire extinguishers on a regular basis.
- Provide Macksville Rural Fire Service with a general key to unlock gate near Maintenance Shed to access the school grounds during an emergency. This is to be documented on the key register.

Responsibilities of Staff

The prime concern of each staff member at the time of the evacuation is to ensure that all children in their care are safely removed from the building and assembled in the designated assembly areas. Each staff member will:

- Determine suitable alternative routes to evacuate children in their care (depending on the location of the cause of evacuation).
- The designated teacher will check all withdrawal rooms and toilets of the pod.
- Ensure that the students are familiar with the alarm, procedures and each route.
- Ensure that the Class Roll is marked by 9:30am each day.
- All adults working with students are to take them to their homegroup teacher at the emergency assembly point.
- Become familiar with the Evacuation Procedure which is located at the exits of each pod and must be visible at all times. (Attachment 1)

Evacuation Procedure

Signal to Evacuate

The alarm will be sounded by the Secretary, Principal or Assistant Principal.

Emergency Assembly Point

Emergency Assembly Point A is located on the playing field.

Emergency Assembly Point B is located at the Staff Car Park.

Principal or Assistant Principal (or delegate if both are away)

1. Check the type and location of disaster.
2. If Emergency Assembly Point A is deemed unsafe then a message will be broadcast to assemble at point B.
3. Take mobile device and phone.
4. Check library and hall including canteen.
5. Check with each class teacher for any missing or injured children.
6. Arrange for dismissal of classes.
7. Inform the CSO, Catholic Church Insurance, Work Cover and Parish Priest.

Secretaries

1. Sound alarm.
2. Report emergency to the RFS /police.
3. Check sick bay and admin area.
4. Shut doors and windows.
5. Collect first aid materials, Visitors Book, Family Phone Book.
6. Check all visitors are accounted for at the Emergency Assembly Points.

Students & Teachers

1. Students and teachers evacuate buildings using the nearest door to the emergency assembly point.
2. Teacher directs students to leave in an orderly way, leaving everything behind.
3. Designated teacher to make final check of toilets, windows, doors and ensure lights and fans are turned off.
4. Homegroup teacher to check head count and report any missing or injured students to the Principal or delegate.
5. Teachers to remain with their class until instructed by the Principal or delegate to be dismissed.

All Other Staff -To make their way to the Emergency Assembly Point

All Visitors and Volunteers - Report to the school secretary at the assembly point. Do not re-enter the buildings.

This policy was last ratified by St. Patrick's School Board in....

September 2007
Reviewed: May 2010
Reviewed: May 2012
Reviewed: Nov 2015

Attachment 1

EVACUATION PROCEDURES

Emergency Assembly Point A (Default): Back fence of the Playing Field

Emergency Assembly Point B: Staff Car park

- In the case of an emergency, a distinct alarm will be sounded.
- Listen for broadcast messages in case the emergency assembly point has changed
- Within pods, students return to their home group designated area
- Home group teacher conducts head count, notes any absences and exits through designated doors and proceeds to emergency assembly point
- Designated teacher checks that all rooms/toilets are evacuated, windows are closed, fans and lights are off, closes the door and forwards to evacuation point
- All specialist teachers and support staff to accompany students and proceed directly to emergency assembly point and report to home group teacher
- School leaders will check staff, student and visitor attendance