EMERGENCY EVACUATION POLICY

Evacuation procedures are to be used for fire, flood, bomb threat, storm and cyclone, earthquake, toxic emissions etc. The warning system will be a series of repeated short blasts on the siren, ringing of a hand bell or from messengers. Building wardens will be appointed at the beginning of each year. Evacuation drills will be held once per term.

The safe area will be the school oval, with each class having a set spot. See ‘Emergency Evacuation Routes and Oval Locations’.

Children from Leabrook Building and the Open Unit can gain access to the oval from the roadway between Rehn Hall and Forest building. (not use the main quadrangle)

During an emergency SSOs will provide first aid treatment where necessary and ensure that first aid kits are readily available.

Principal/Delegates’ Instructions

Move to the foyer.
Establish the nature of the emergency.
Ensure evacuation signal has been activated.
Ensure emergency services have been contacted.
Brief police, fire brigade etc.

Deputy Principal/Delegates’ Instructions

Collect trolley with class lists, first aid kit, megaphone, whistle, mobile phone. (if time)
Move to assembly area.
Establish presence of all staff, students and visitors.

In the event of an evacuation during play times children will move and assemble in their classes allocated position and wait for their teacher.

Switchboard Operator’s Instructions

On hearing the alarm or on instructions from the Principal, contact the emergency services (ensure a list of all emergency numbers is displayed by the phone).
Ensure all items are made available for emergency use.
Evacuate to assembly area.

Teachers’ Instructions

On the hearing the alarm you are to assemble all students in class ready for evacuation.
1. Collect Roll Folder and ‘visitors book’ (if time) and take with you. If you have handed this in for Data Entry, Barb will take with her to oval. Deputy Principals also have a copy.
2. Move as quickly as possible through closest available exit.
3. Move to allocated position on the oval. See map.
4. Check Roll Books to ensure that all children are present. Please send child to Evacuation Supervisor for a copy of your roll if you do not have one.
5. Send one child to emergency evacuation supervisor, who will be on sleeper steps by Rehn Hall, so that your class can be checked off. Primary to blue hat, Junior Primary to red hat and all other staff report to black hat.
6. Keep your class together on the oval until further notice.

Building Wardens’ Instructions

Proceed immediately to your building.
Check that no person has been left behind in toilets, withdrawal rooms, staffrooms/offices, sickrooms, storerooms, special purpose rooms etc.
Notify Evacuation Supervisor that evacuation is complete, and that doors are closed.

Teachers must become familiar with evacuation routes, the location and use of fire extinguishers, and the general emergency procedures. A fire fighting equipment register is kept in the Finance office.

Please ask if you are uncertain of any of the above procedures.
**Building Wardens**

- Koonga – Upstairs……………….Rae Wynne (Tues – Fri) Michelle Stasiak (Mon)
- Koonga – Downstairs……………Amanda Zbierski(Mon-Tues) Vicki Breust(Wed) Andrea Kipperman(Thr-Fri)
- Open Unit ..........................Jean McGuire
- Flexi Unit ..........................Christina Sapio
- Downstairs Leabrook ..............Bev McEgan(Mon-Thrs) Mattia Sfarra(Fri)
- Moriatta & Upstairs Leabrook ....Regina Tarling
- Admin. & Staffroom .................Emma Green(Mon-Thr) Michelle Stasiak(Fri)
- Rehn Hall ..........................Phyl Pupi
- Forest Building .....................Caroline Svanborg

SSOs need to keep an eye on children wanting to leave the oval. Children should be with their teachers - if they need to go to the toilet - SSOs need to supervise (i.e. if toilet area is safe).

**Emergency Procedures**

- **Flexi** - straight on to oval.
- **Leabrook & Open Unit**
  - OU1 - via Leabrook breezeway near D/Principal office to oval.
  - OU2, OU3 - JP log area to outside JP quad.
  - Leabrook - L8, L7 L6, L2, L3, L4 - via door nearest Fourth Creek ) via Adventure Playground
  - Science Room, L5, M1, M2 and Leabrook Activity room class - via door ) near Kids’ Zone.
- **Koonga**
  - K1, K2, K3, K4 via door near Music Suite.)
  - K5, K6, K7, K8 - via Resource Centre.) via Quad
  - Music Suite & K10 via door near Admin area.)
- **Forest**
  - FR5, FR3 via fire escape stairs and eastern door
  - FR4, FR6 via eastern stairwell and southern door
  - FR1 ...... via fire exit door on eastern side
  - FR2 ...... via southern door

Naturally this depends on where the fire is.

**First Aid**

First Aid Kit taken out in trolley by Deputy Principal/ Delegate.

**Wheelchair children** - If necessary to be carried out of building if their ramp access is blocked.

**Additional Points**

During emergency evacuations 2 lines of students walk down stairs in Leabrook and Koonga at the same time. One goes next to right hand rail, other next to left hand rail.

All volunteers/visitors are to be informed of emergency procedures.

A student is to take the message to the emergency evacuation supervisor immediately if all students are present. If teacher does check through class list and a student is missing, teacher immediately notifies the emergency evacuation supervisor.

A student is to take the message to the emergency evacuation supervisor as soon as reasonable time has passed for student to get to oval area and explain the situation, e.g. child was with LAP volunteer in ESL room.

Batteries are to be kept in AV Room.

Safety zone will be the western end of the oval if Rehn Hall is burning and children approach oval from a route away from Rehn Hall.

Clear evacuation routes for all classes are available if the map is followed.

**School Bus to Cherryville and Montacute on High Fire Risk Days**

On high risk days and in particular when a fire is evident in the hills region, the school will contact the CFS and/or Norwood Police about the safety of the school bus using Montacute Road. Parents of children travelling on the bus will be notified of any change in arrangements by telephone if possible.

Should it not be safe for the children to travel on the bus, they will remain at school.
In the event of a bomb threat, children are to assemble under the trees on the western end of the oval. Sign off point for the evacuation supervisors will be the cricket pitch.