EVACUATION POLICY

RATIONALE
St Mary’s seeks to ensure that students and staff are safe in situations in the case of fire, flood or other emergencies which require students and staff to be moved to a safe area.

SCOPE
This policy applies to employees, volunteers, parents, students and all people visiting school sites. The Evacuation Policy covers the procedures and personnel responsibilities when school evacuation is required.

POLICY
St Mary’s Evacuation Policy and Procedures apply as a response to 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. These emergency situations may include fire and/or bushfire, bomb threats, intruders, power failures or electrocution, involvement of firearms or other weapons, structural damage or natural disasters. All people on site must adhere to the Evacuation Policy and Procedures for safety.

CONSEQUENCES
- Copies of this policy will be disseminated through handbooks and posters in all General Learning Areas.
- There will be at least one practice Evacuation Drill per term.
- Staff members must ensure they are clear about evacuation procedures before a practice drill occurs.
- Teachers will remind students of the evacuation procedure at the start of each semester.
- All people on the school campus will participate in St Mary’s evacuation procedures.
- Class teachers are responsible for supervising students and taking class rolls.
- Students will not be released to parents during evacuation procedures.

ADMINISTRATION RESPONSIBILITIES (when possible)
1. Principal to immediately activate Evacuation procedures (Continuous ringing of the Fire Alarm)
2. Admin to telephone the Kindergarten and advise of Evacuation Procedure (0488665525 / 0746671075)
3. Secretary to contact Emergency Services (Dial 000) and advise emergency
4. Secretary to check Lower Campus Office, Sick Bay, Admin Toilet and bring any available school administration back-up tapes with the Sign-in Books
5. APRE to check Lower Campus toilets and Library
6. Room 218 Teacher to check Upper Campus Toilets
7. Room 228 Teacher to check MacKillop Centre and Tuckshop
8. Room 219 teacher to check Upper Campus Library
9. Library personnel to bring any available back-up tapes
10. APRE/assigned personnel to wait outside main entrance in Palmerin Street to direct emergency services
11. Principal to liaise with Director of Catholic Education, Media and community for possible community counselling and public announcements.
12. Principal / APRE / Acting Principal have responsibility for the ‘all clear signal’ when emergency is over.
13. Secretary to print off ‘Daily Period Absences’ at 9.30 am and place in Evacuation Folder on a daily basis.
EVACUATION PROCEDURES

Emergency Services Dial 000
Lower Campus Dial *80359
Upper Campus Dial *7925
Kindergarten 0488665525 / 0746671075
Executive Mobiles: 0437611872 / 0418611872

INITIAL WARNING SYSTEM

1. In Case of fire or other emergency evacuation of the room – notify the office to sound alarms.
2. The Fire Alarm is the continuous ringing of the fire siren.
3. The secretary will telephone the appropriate Emergency Service.

EMERGENCY EVACUATION PROCEDURE

1. When the alarm is sounded, children will stand quietly and listen for staff instruction.
2. Teachers will collect their Class List and supervise the orderly evacuation of their class to the designated Emergency Assembly Point, as indicated on the Evacuation Map.
3. The last person out should close the door. This is a sign that everyone has left the room.
4. Once assembled at the designated area, children will sit in two silent lines while the teachers call their class roll to ensure all students are present.
5. The annually nominated student Fire Monitor from each class will report to the Principal that all class members are present and/or accounted for.
6. APRE / designated personnel to meet with the Fire Brigade on arrival at the school (Palmerin Street) regarding location of the fire.
7. Depending of the nature of the emergency, Lower Campus students may be further directed to the alternative Prep Emergency Assembly Point.

PREP EVACUATION PROCEDURE

1. Prep students will stand quietly and listen for staff instruction, following Evacuation Procedures Steps 1 – 4.
2. The Prep Assistant from Room 117 (or designated personnel), proceeds to the APRE at the Palmerin Street entrance to report that all children are present and accounted for.
3. Depending of the nature of the emergency, Prep classes may be further directed to the Lower Campus Emergency Assembly point.