The aim of this policy is to set clear guidelines for all personnel in the event of an emergency involving fire, bomb threat, chemical spillage or gas leak (both internal and external to the school premises).

**Roles and Procedures**

**Chief Wardens**

Chief Warden: Principal (or delegate) and Deputy Wardens: Deputy Principals.

The Wardens are responsible for ensuring that all functions of the evacuation procedure take place. They are expected to remain at a central known safe location and be able to direct and coordinate all the functions of the evacuation as required.

**Communications**

A megaphone will be used.

**Evacuation Signal**

Two long sounding bells are the school's notification of evacuation. In the event that this is not possible, evacuation orders will be given via the school intercom system.

**Evacuation Assembly Area**

**Primary**

First Stage Assembly Area: Primary green coated playground area.

Second Stage Assembly Area: Front of Church area.

**Secondary School**

First Stage Assembly Area: Playground area.

Second Stage Assembly Area: Front of Church area.

**Emergency Area: Roberts Park.**

Teachers are expected to move their students to the assembly area via the safest possible route/path.
Evacuation and Emergency Procedures

**Action to be undertaken in case of an emergency**

- Sound Evacuation Signal
- Megaphone to Assembly Area
- Notifying Emergency Services
- Bring Rolls to Assembly Area
- First Aid to Assembly Area
- Check Toilets
- Medication to Assembly Area
- Check Library
- Evacuate any child in sick bay
- Assist canteen staff
- Assist school visitors
- Check Asthma sufferers.

**Emergency Evacuation Procedure: Escape Plan**

Teachers are expected to remember and utilize the following four step plan during the fire evacuation:

**R.A.C.E**

**REMOVE**
Remove children from immediate danger.

**ALARM**
Raise the alarm
- Alert rest of the staff
- Contact emergency services.

**CONTAIN**
Contain fire by closing doors.

**EVACUATE**
To assembly areas and ensure all children are accounted for.

**Note:**
Staff are expected to carry out an evacuation in a systematic and organised fashion.
Evacuation and Emergency Procedures

Teachers are expected to review evacuation procedures with their class after every fire drill based on the emergency procedures they have been given in the back of their class roll.

Fire Drills

A minimum of four (4) fire drills are conducted annually (one per school term):

- Two drills are on full notice to all staff (staff know the exact time and day)
- Two drills are on partial notice to all staff (staff know only the day, not time)
- Students will always be on partial notice of any pending drill.
- Fire drills will not be conducted without pre-warning
- In all situations a scenario will be created to make the drill as real as possible
- A staff debriefing will be held as soon as possible after the fire drill in order to evaluate it.
# Emergency Procedures

## Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>000</td>
</tr>
<tr>
<td>Fire Services</td>
<td>000</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000</td>
</tr>
<tr>
<td>Chemical/Dangerous Goods Spill, Fire Services</td>
<td>000</td>
</tr>
<tr>
<td>Poisons Information Centre</td>
<td>131 126</td>
</tr>
</tbody>
</table>
Evacuation and Emergency Procedures

**Raising the Alarm**

Manual Call Points (MCP’s) **do not** notify the Fire Services but act as a local alarm only.

- Raise the alarm by notifying the Wardens/Principal/Administration and supplying at least the following details which should be recorded by the person who receives the call.

**State:**

- Your Name
- This is an emergency
- The location and the nature of the emergency
- Approximate number of injured (if any)
- If you think it is necessary to have the area evacuated
- If any emergency service is required.
- The person who received the call shall then raise the alarm.
- Staff/visitors verbally

**Alarms located in four locations:**

- Primary Deputy Principal’s Office (Manual)
- St Nemetallah Building LHS Entry
- Administration Block’s Office
- Multi-Purpose Hall Entry.

**Fire**

- Alert persons nearby and request assistance.
- Assist any person in immediate danger (**only if safe to do so**).
- Close all doors and windows as the last person leaves.
- Notify the Fire Services. Dial “000”. Notify the Chief Warden / Deputy Wardens.
- Extinguish the fire (only if safe to do so).
Evacuation and Emergency Procedures

- If threat of life exists evacuate immediately, closing all doors.
- Check that all areas have been cleared and inform chief warden.
- At assembly points ensure all persons are accounted for.
- Notify the Chief Warden of any missing persons and their possible location.
- Chief Warden reports to the attending Fire Services Officer.
- Do not re-enter the building until all-clear has been given by the Fire Officer.
- Be aware of:
  - The location and operation of fire alarms
  - The firefighting equipment
  - Location of fire exits
  - Designated assembly point sites.
Evacuation and Emergency Procedures

Bomb/Arson Threat

Threat by Telephone

- Engage the caller in conversation.
- Ascertain, if possible, the location of the bomb and the time of the bomb is set to go off.
- Take notes of background noises, accents of any information that may identify the caller.
- Inform the caller that the premises are occupied and people could be seriously injured in the event of a detonation.
- Notify the Wardens on duty.
- When the call is completed, do not hang up. Use another line, if possible, to notify the Warden.

Commence the evacuation immediately. Bomb or Suspicious Article

- Do not attempt to touch or move the package.
- Do not operate any electrical device, radio or mobile phone in the area.
- Contact the Warden giving exact details of its location.
- Commence evacuation of the area after contact with the Warden.

Evacuation Procedure

- Staff and members of the public are required to move in a quiet and orderly manner, directly to their designated assembly area.
- Upon arrival at their assembly area, staff should report to the appropriate Warden to be accounted for.
- Remain at the assembly area until instructed otherwise. In the event of an evacuation outside normal working hours, the procedures are exactly the same.
- If any member of staff or student cannot get to the designated assembly area, they must report to the floor warden as soon as possible.
- At the assembly area, the Wardens are to check the staff/visitors off against their checklist.
Evacuation and Emergency Procedures

- Apart from those on special duties, all staff at work that are not present at the assembly area are to be treated as not accounted for.

- The Fire Service Officer in charge will assume control of the situation upon arrival.

- Instructions issued by Fire Service personnel are to be strictly followed.

- The fire service will determine if and when it is safe to re-occupy the building.

Hazardous Materials

Chemical/Dangerous Goods Spill

- Contact Fire Services on 000.

- Contact the Chief Warden.

- Keep Upwind. (Be aware of wind changes). Avoid inhalation of fumes, mist or dust.

- Avoid contact with material.

- No smoking or naked lights within 100 metres.

- Warn persons nearby, keep them upwind and out of the path of any leakage.

- Set a guard, upwind, at a safe distance. Do not attempt to re-enter the affected area.

- Shut down any ignition sources, eg electronic motors, etc.

- Stop any leakage, if it is safe to do so.

- Obtain as much information listed below, as can be safely determined.

  - Precise location of the emergency
  
  - Type of incident, eg leakage, spill, accident, etc
  
  - Type of leak, spill (solid, liquid, gas) and magnitude
  
  - Name and UN number of dangerous goods and details of class labels
  
  - Whether the dangerous goods have caught fire.

- Advise:

  - Fire Brigade 000
  
  - Police 000
Evacuation and Emergency Procedures

Personal Threat

- Ensure that the Chief Warden is notified immediately.
- Notify the police by dialing 000 and requesting assistance.
- Do not say or do anything that may encourage irrational behaviour.
- Alert Emergency Control Personnel in your vicinity.
- Initiate action to:
  - restrict entry to the building if possible
  - confine or isolate the threat from building occupants.
- Report to the Chief Warden regularly regarding the status of the occupant’s safety.
- Evacuation should be considered (only if safe to do so).
- Have as many people as possible complete the “Description of Offender” form.

Accident/Serious

Bodily Injury

- Check for any life threatening situation and remove or control it (only if safe to do so).
- Remain with the casualty and provide appropriate support.
  - Notify First Aid Personnel
  - Notify the Fire Wardens.
- When medical aid or ambulance is required, do not delay, call 000.
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Note:
  - Provide support and appropriate assistance
  - Try not to leave casualty alone unless emergency help arrives

Do not move the casualty unless exposed to a life threatening situation.

Flood/Severe Storm
Evacuation and Emergency Procedures

- Store or secure all loose items external to the building, such as outdoor furniture, etc.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sand bags if required.
- Isolate/shut off electricity, water, and gas services.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only (this includes data calls via modem).
- After the storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report to the Chief Warden regarding the status of the occupants’ safety.
<table>
<thead>
<tr>
<th>Task Cards</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sound Evacuation Signal</strong></td>
<td>1/12</td>
</tr>
<tr>
<td><strong>Megaphone</strong></td>
<td>2/12</td>
</tr>
<tr>
<td><strong>Notify Emergency Service</strong></td>
<td>3/12</td>
</tr>
<tr>
<td><strong>Check all Rolls are present</strong></td>
<td>4/12</td>
</tr>
<tr>
<td></td>
<td>First Aid Kits</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
</tr>
<tr>
<td>5/12</td>
<td>Anaphylactic &amp; Asthma Kits</td>
</tr>
<tr>
<td>Sequence</td>
<td>Task Description</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>9/12</td>
<td>Notify Library &amp; Check Library Rooms &amp; Toilet</td>
</tr>
<tr>
<td>10/12</td>
<td>Evacuate Sick Bay</td>
</tr>
<tr>
<td>11/12</td>
<td>Notify &amp; assist Canteen Staff</td>
</tr>
<tr>
<td>12/12</td>
<td>Check with Office Staff for any Visitors present &amp; assist Visitors to first stage assembly</td>
</tr>
</tbody>
</table>
Evacuation and Emergency Procedures

First Aid Kits

Portable

Located in the staff room.

Fixed Kit

Located in the Sick Bay.

Ice Packs

Located in staff room freezer and sick bay.

Administration of First Aid

- **Use Gloves** with open wounds.

- Dispose of all contaminated wastes thoroughly.

- Record accident on the appropriate School Accident Report Form (kept in main office.)