Emergency Evacuation Policy

ST CHARBEL’S COLLEGE

Emergency Evacuation Policy

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

Roles and Procedures

1. Fire Wardens

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

The Fire 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.

2. Communications

A megaphone will be used.

3. 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.

4. 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.
5. 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.


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 is expected to carry out an evacuation in an extremely organised and systematic way.

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.

7. 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 debrief will be held as soon as possible after the fire drill in order to evaluate it.
Emergency Evacuation Policy

EMERGENCY PROCEDURES

EMERGENCY NUMBERS

Police.................................................................000
Fire Services...........................................................000
Ambulance................................................................000
Chemical/Dangerous Goods Spill — Fire Services..............................000
Chemical Unit (General Inquires 9am — 5pm) ........................................1800 803 788
Poisons Information Centre.........07 3253233 .................................................................131 126
Raising the Alarm

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

1. Raise the alarm by notifying the Fire Warden/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.

2. The person who received the call shall then raise the alarm.

3. An alarm may be raised by:

   - Staff/visitors verbally
   - Manual Alarm located in three locations:
     - Office of Assistant Principal Senior School
     - Office of Assistant Principal Junior School
     - Office of Administration Block.
Fire

1) Alert persons nearby and request assistance.

2) Assist any person in immediate danger (only if safe to do so).

3) Close all doors and windows as the last person leaves.


5) Extinguish the fire (only if safe to do so).

6) If threat of life exists evacuate immediately, closing all doors.

7) Check that all areas have been cleared and inform chief warden.

8) At assembly points ensure all persons are accounted for.

9) Notify the Chief Fire Warden of any missing persons and their possible location.

10) Chief Fire Warden reports to the attending Fire Services Officer.

11) Do not re-enter the building until all-clear has been given by the Fire Officer.

12) Be aware of:

   - the location and operation of fire alarms
   - the fire fighting equipment
   - location of fire exits
   - designated assembly point sites.
Bomb/Arson Threat

Threat by Telephone

1. Engage the caller in conversation.

2. Ascertain, if possible, the location of the bomb and the time of the bomb is set to go off.

3. Take notes of background noises, accents of any information that may identify the caller.

4. Inform the caller that the premises are occupied and people could be seriously injured in the event of a detonation.

5. Notify the Fire Warden on duty.

6. When the call is completed, do not hang up. Use another line, if possible, to notify the Fire Warden.

7. Commence the evacuation immediately.

Bomb or Suspicious Article

1. Do not attempt to touch or move the package.

2. Do not operate any electrical device, radio or mobile phone in the area.

3. Contact the Fire Warden giving exact details of its location.

4. Commence evacuation of the area after contact with the Fire Warden.
Evacuation Procedure

1. Staff and members of the public are required to move in a quiet and orderly manner, directly to their designated assembly area.

2. Upon arrival at their assembly area, staff are to report to their floor warden to be accounted for.

3. Remain at the assembly area until instructed otherwise. In the event of an evacuation outside normal working hours, the procedures are exactly the same.

4. 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.

5. At the assembly area, the floor wardens are to check the staff/visitors off against their checklist.

6. 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.

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

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

9. The fire service will determine if and when it is safe to re-occupy the building.
Accident/Serious Bodily Injury

1. Check for any life threatening situation and remove or control it (only if safe to do so).

2. Remain with the casualty and provide appropriate support.
   - Notify First Aid Personnel
   - Notify the Chief Warden.

3. 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:

I. Provide support and appropriate assistance
II. Try not to leave casualty alone unless emergency help arrives
III. Do not move the casualty unless exposed to a life threatening situation.
Hazardous Materials

Chemical/Dangerous Goods Spill

1. Contact Fire Services on 000.

2. Contact the Chief Fire Warden.


4. Avoid contact with material.

5. No smoking or naked lights within 100 metres.

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

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

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

9. 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:

<table>
<thead>
<tr>
<th>Fire Brigade</th>
<th>000</th>
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<tr>
<td>Police</td>
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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.
Earthquakes

Instruct occupants to keep away from windows and seek shelter under a table or desk.

After the earthquake

- Evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result of the earthquake.
- Any evacuation is to be clear of trees, power lines, buildings, etc.
- Isolate/shut off electricity, water gas services.
- Arrange medical assistance when required.
- Report to the Chief Warden regarding the status of the occupants' safety and to seek instruction.
- Tune the radios and follow any emergency instructions.
Flood/Severe Storm

- 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.
Task Cards

1/12
Sound Evacuation Signal

2/12
Megaphone

3/12
Notify Emergency Service

4/12
Check all rolls are present
5/12
First Aid Kits
+
Asthma Kit

6/12
Collect absentee printout located near attendance book in staffroom

7/12
Check student toilets

8/12
Check all staff toilets
9/12
Notify library and check library rooms and toilets

10/12
Evacuate and child in sick bay

11/12
Notify and assist canteen staff

12/12
Check with office staff of visitors present and assist visitors to first stage assembly
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 School Student Accident Report Form (kept in main office – CCI book).