EVACUATION POLICY

Rationale
The effective and official management of high/extreme risk situations requiring the evacuation of students, staff and school visitors.

These evacuation procedures aim to provide a safe environment for the school community.

Implementation
A high/extreme risk is identified (for example): fire, bomb threat, hazardous chemical spill.

Students, staff and school visitors are to be evacuated to the safe site (St Mark’s Lutheran Church).

The relevant authorities to be notified by the Principal or his/her delegate.

Parents to be notified by SMS or direct phone call.

School to resume once deemed safe by the authorities.

Parents are encouraged to authorise a substitute in case of their inability to collect children in the event of an evacuation that precludes the re-entry to school buildings. This nominated substitute will also apply in the case of a catastrophic fire day being enacted.

Review
This policy will be reviewed at least every 3 years.
SUBSTITUTES AUTHORISED TO COLLECT CHILDREN FROM SCHOOL IN CASE OF AN EMERGENCY/DISASTER (e.g. Bomb Threat/Bushfire etc)

I hereby authorise:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

to collect my child/children

________________________________________________________________________

from school in case of an emergency should I/WE not be available to do so.

OR  I request my child/children to remain at school under teacher supervision.

NAME: ______________________            SIGNATURE _________________________
STAFF RESPONSE - EVACUATION

In the event of a ‘crisis event’ such as fire, gas leak or bomb threat, the following procedures are to be adopted.

1. GENERAL
   1.1 a whistle continually blown will indicate to all students and staff, of an emergency evacuation situation
   1.2 the Principal (or Business Manager in his absence) will coordinate the evacuation procedure

2. TEACHERS
   2.1 assemble children for orderly evacuation
   2.2 close all doors on leaving
   2.3 take roll book and evacuate to the evacuation point (St Mark’s Church)
   2.4 remain at the evacuation point until further instructed

MAP AND EMERGENCY EVACUATION PROCEDURES to be visibly displayed in classroom.

3. SPECIALIST TEACHERS
   3.1 if teachers are taking a class when whistle is blown, follow steps as outlined in ‘teachers’ instructions
   3.2 if teachers are not in class, assist with the evacuation and proceed to the Church

4. BUSINESS MANAGER
   4.1 coordinate the evacuation if Principal is absent
   4.2 collect the computer backup discs

5. SCHOOL SECRETARY
   5.1 on instructions from the Principal call the CFS (8391 1000)
   5.2 access ‘emergency evacuation procedure’ file
   5.3 collect student register, Church key and the mobile phone
   5.4 evacuate to the Church

6. LUTHERAN SCHOOL OFFICERS
   6.1 if working with children, evacuate them and yourself to the Church
   6.2 if in administration, assist with the evacuation of the students
   6.3 check the toilets and non class areas for students and adults

7. PRINCIPAL
   7.1 establish the nature of the emergency and decide whether to implement evacuation procedures
   7.2 inform school secretary to ring the CFS
   7.3 continually blow whistle throughout the school to indicate an emergency evacuation procedure
   7.4 coordinate any additional focus with Business Manager
   7.5 meet the CFS on their arrival and indicate the position of the emergency using a laminated map
   7.6 evacuate to the Church
   7.7 coordinate any further action once briefed by the CFS