

EVACUATION POLICY

Rationale	<p>The effective and official management of high/extreme risk situations requiring the evacuation of students, staff and school visitors.</p> <p>These evacuation procedures aim to provide a safe environment for the school community.</p>
Implementation	<p>A high/extreme risk is identified (for example): fire, bomb threat, hazardous chemical spill.</p> <p>Students, staff and school visitors are to be evacuated to the primary emergency evacuation meeting point or other meeting point as determined by the Principal or his/her delegate.</p> <p>The relevant authorities to be notified by the Principal or his/her delegate.</p> <p>Parents to be notified by SMS or direct phone call as soon as practical.</p> <p>School to resume once deemed safe by the authorities.</p> <p>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.</p>
Review	<p>This policy will be reviewed at least every 3 years.</p>
Reviewed	<p>Adopted by School Council on 17 November 2015.</p>

EMERGENCY EVACUATION RESPONSE

**THE PRIMARY EMERGENCY EVACUATION MEETING POINT IS THE CRICKET PITCH ON THE MAIN SCHOOL OVAL
UNLESS THE PRINCIPAL OR HIS/HER DELEGATE DETERMINES A DIFFERENT EMERGENCY EVACUATION MEETING POINT
WHICH WILL BE NOTIFIED VIA THE PA SYSTEM**

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 An emergency pre-alert tone will indicate to all persons on site that they should prepare for evacuation.
- 1.2 An evacuation tone will indicate to all persons on site that they should evacuate immediately. Note: an alternate tone may be a whistle being blown continuously.
- 1.3 The Principal (or Business Manager in his/her absence) will coordinate the evacuation procedure.

2. PRINCIPAL

- 2.1 Establish the nature of the emergency and decide whether to implement evacuation procedures
- 2.2 Inform front desk staff to ring 000 emergency services
- 2.3 Assess location of emergency and determine emergency evacuation meeting point. If different from primary emergency evacuation meeting point, notify all persons on site via the PA.
- 2.4 Instruct front desk staff to activate emergency evacuation alert tone or emergency evacuation tone to indicate an emergency evacuation procedure.
- 2.5 Coordinate any additional focus with Deputy Principal and/or Business Manager.
- 2.6 Meet emergency services on their arrival and indicate the position of the emergency using a map.
- 2.7 Evacuate to the emergency evacuation meeting point.
- 2.8 Coordinate any further action once briefed by emergency services.

3. DEPUTY PRINCIPAL AND BUSINESS MANAGER

- 3.1 Coordinate the evacuation if Principal is absent.
- 3.2 Collect backpack first aid kits (if safe to do so) and then coordinate and carry out a sweep of the front office, toilets and non-class areas. LSO's not working with children are to assist with the sweep.
- 3.3 Evacuate to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate.
- 3.4 Brief Principal of areas swept.

4. TEACHERS WORKING WITH STUDENTS

- 4.1 Assemble students for orderly evacuation. If students are known to have left to go to the toilet, do not go and retrieve them - a sweep of the building will be conducted. Note: students should be taught that if they have left the classroom, e.g. at toilets, etc. and the emergency alarm sounds, they should immediately proceed to the emergency evacuation meeting point. If the pre-alert sounds, they should immediately proceed to the nearest classroom.
- 4.2 Close all doors on leaving.
- 4.3 Evacuate to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate.
- 4.4 At emergency evacuation meeting point, collect roll from administration staff and take roll call. Notify Principal immediately of any missing students or those who are known to have left to go to the toilet.
- 4.5 Remain at the emergency evacuation meeting point until further instructed.

5. TEACHERS ON NON-INSTRUCTION TIME (NIT)

- 5.1 Evacuate to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate.
- 5.2 At emergency evacuation meeting point, classroom teachers should assist in assembling classes, collect roll from administration staff and take roll call. Notify Principal immediately of any missing students.
- 5.3 Remain at the emergency evacuation meeting point until further instructed.

6. SPECIALIST TEACHERS

- 6.1 If teachers are taking a class when evacuation tone is heard, follow steps as outlined in 'teachers' instructions.
- 6.2 If teachers are not in class, assist with the evacuation and proceed to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate.

- 7. OTHER PERSONS WORKING WITH STUDENTS i.e. music tutors, speech pathologist etc**
 - 7.1 Assemble students for orderly evacuation
 - 7.2 Close all doors on leaving
 - 7.3 Evacuate to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate.

- 8. SCHOOL SECRETARY / FRONT DESK STAFF**
 - 8.1 On instructions from the Principal or his/her delegate call 000 emergency services
 - 8.2 If safe to do so, collect daily student absentee register/class lists folder, blue school key, sign-in books and hi-vis vest.
 - 8.3 Put on hi-vis vest and evacuate to the evacuation meeting point or other safe location as advised by the Principal or his/her delegate. Distribute roll lists to classroom teachers.

- 9. LUTHERAN SCHOOL OFFICERS**
 - 9.1 If working with children evacuate them and themselves to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate. Do not take children back to their classroom.
 - 9.2 If in administration or not working with children and if safe to do so, assist the Deputy Principal and Business Manager to check the toilets and non-class areas for students and adults.
 - 9.3 Evacuate to the emergency evacuation meeting point or other safe location as advised by the Principal or his/her delegate.
 - 9.4 Brief Principal of areas swept.

- 10. ANY OTHER PERSON**
 - 10.1 Evacuate to the evacuation meeting point or other safe location as advised by the Principal or his/her delegate.



**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: _____