



SCHOOL EMERGENCY EVACUATION PROTOCOL

STEP ONE – Establish the Facts

- **Principal / Administration must be informed** of emergency immediately.
- **Principal / Administration confirms available facts** if possible.
- **Principal / Administration makes decision to evacuate partially or totally.**
- **Principal / Administration directs school registrar to make contact** with **Emergency Services** and **District Office**

STEP TWO – Signal

- **SEVERAL Short and sharp bursts of siren to prepare** for possible evacuation.
- **Message over PA** and/or
- **Continuous ringing of school siren or bell and use of megaphone to initiate** school evacuation.

STEP THREE – Procedures and Staff Responsibilities **in class time**

All staff are responsible to direct parents and visitors to accompany

3.1 In Classrooms

- **TAKE**
 - **High Visibility vest**
 - **Emergency evacuation folder** (near classroom external exit door).
 - **STUDENT ATTENDANCE CHECKLIST** (*PRINT ONE EACH TIME there is a change of students in the room*)
 - **Turn off electrical equipment** eg air conditioner - *if possible*.
 - **Leave as soon as possible – no need to lock doors**
- **ENSURE ALL STUDENTS ARE WITH TEACHER.**
 - **Toilets** are to be **checked by**
 - **Green** – Administration
 - **Strickland** – Room 6 teacher (Room 7 teacher to assemble Rooms 6 & 7 ready for evacuation)
 - **Draffen** – Room 13 teacher (Room 14 teacher to assemble Rooms 13 & 14 ready for evacuation)
 - **Special Rooms, Mezzanine, and practical areas** are to be **checked by;**
 - **Green** – Administration (deputy)
 - **Strickland (including computer lab)** – Room 11 teacher (Room 10 teacher to assemble Rooms 10 & 11 ready for evacuation)
 - **Draffen (including Room 19)** – Room 18 teacher (Room 17 teacher to assemble Rooms 17 & 18 ready for evacuation)
- **EVACUATE ALL** as per **school site plan (see map)**.
 - IF parents/visitors are seen direct them to accompany you
 - If **readily available**, students to **wear sunhats**.
 - **NO STUDENT BAGS**
- **At evacuation point**
 - **Assemble students K near wetlands** through to **Year 6 nearest to tennis courts**. **See attached map**.
 - **Complete attendance check list**. (Not outside classrooms but at evacuation point.)
 - **Report any missing students** to Deputy
 - **Report any students requiring medical attention** to Deputy
 - **NO PERSON to RE-ENTER CLASSROOMS** until '**ALL CLEAR**' **SIGNAL** given by **principal** or **delegate**.

- **NO mobile telephones** to be used until **ALL CLEAR** signal given.
- **If teacher is on DOTT, move to evacuation point as per the school plan.**
 - **Collect student checklist from Registrar**
 - **Relieve DOTT teacher and confirm attendance using the student checklist.**

3.2 Specialist Teachers (Music, Science, Physical Education, and World Studies)

- Specialist teachers **accompany their current timetabled class** as per school site plan to evacuation meeting point on **school oval**.
- Classroom teacher to meet class at emergency evacuation meeting point.
- **At evacuation point report** to the **School Officer** and then the **deputy** assisting the principal.
- **DO NOT RETURN TO CLASS**

3.3 In Playground/Undercover Area/Oval (Outdoor Lessons)

- **Class/group to move** via the most direct and safest route and proceed to **evacuation point**.
- **DO NOT RETURN TO CLASS.**

3.4 ALL OTHER Personnel (including teachers on DOTT)

- **Accompany students** with which they are currently working via the route as per school site plan to the evacuation point on **school oval**.
- When **not working with students** proceed as per school site plan and to evacuation meeting point on **school oval** and
 - teachers take control of their class,
 - education assistants stay with timetabled class/students and
 - all other persons must be directed to **registrar** when on the oval.
- **Library officer** checks storeroom, **COLLECTS back-up data** proceeds via the route as per school site plan to evacuation meeting point and **report to School Officer**.

Principal / delegate

- **Principal** to wear a **reflective safety vest**.
- **Collects**
 - **mobile** telephone
 - emergency **evacuation folder**
 - **megaphone**
- Proceeds via the route as per school site plan (via ECE gates, if safe) to evacuation assembly point on school oval with registrar and school officer.
- **At evacuation point**
 - **Oversees the overall process** of;
 - student safety and accountability,
 - site safety,
 - coordinates with emergency services and District Office and
 - parent contacts
 - Determine if the **second emergency meeting point** on the campus of **Southern River College** is required.
- **Issue all clear** and procedure for return to class

School registrar

- **Collects**
 - electrical cabinet **keys**

- **tap handle** for isolating valves
- Student **contact and medical details** information to principal
- **Exit** with **school principal** as per school site plan (through ECE Gates, if safe) to evacuation meeting point on **school oval**.
- **At evacuation point**
 - Provide copies of **student checklists to teachers** when/if required. It is suggested that two copies be available one for admin use and one for class teacher use.
 - **Assist** principal.

School Officer

- **Check staff room, interview and conference room before exiting.**
- School officer to **evacuate students in sickbay and visitors** where there is **no teacher present and bring;**
 - **Relief teacher file**
 - **Visitor's book**
- **Exit** with **school principal** as per school plan (through ECE Gates, if safe) to evacuation meeting point on **school oval**.
- **At evacuation point**
 - **Ensure** that all **visitors** are **accounted for** and report information to deputy
 - **Assist** principal **or** Deputy Principal if needed.

Gardener

- School gardener collects **school flag (stop sign)** for **traffic control**
- Proceeds to evacuation meeting point on **school oval and reports to deputy principal.**
- If **Southern River College** is to be utilised as an **emergency evacuation point**, school gardener or delegate proceeds to Southern River Road crossing to **assist** in the **movement** of all personnel **across Southern River Road** to the high school.
- For drills (in class time) only – place cones on oval

Deputy Principal (Deputy - Heather)

- Wear a **reflective safety vest**
- **Collects**
 - **First aid kit, Epi pens and asthma kit** from Sick Bay. Take any students there to
- Press '**Fire**' button on **INTEGRIS** and print **MORNING attendance report. Given to Principal at evacuation point. This is to be used to confirm teach queries.**
- Provide **principal** with the **medical checklist.**
- If **second emergency assembly point** at **Southern River College** is to be utilised, deputy principal and school gardener to supervise school crossing in front of Southern River College on Southern River Road.
- Takes **coordination of medical issues** upon arrival to evacuation point.
 - Health Advice – **1800 022 222**

Deputy Principal (Deputy - Nicole)

- Wear a **reflective safety vest.**
- **Check Green Block Mezzanine, Staff Toilets and Green Block toilets.**
- Refer any parents to the oval via the safest route.
- **INITIALLY ASSIST** in the **DIRECTING PP and K students** through gates directly on to oval.
- **Informs principal** as to the;
 - follow up and clearance form issues on behalf of the principal and

- **contacts any teacher on an excursion**
- Assists with **principal or medical issues** if required.

STEP Four – Procedures and Staff Responsibilities **in break time**

- Students meet duty teacher at playground meeting spot (large ☼ assembly points) as per **school site plan**.
- **Duty teachers, evacuate students** via the most direct and safest route and proceed to **evacuation point**.
 - **Area 2 teacher** the gate closest to the canteen is always open
- **Deputy Principals check student toilets and blocks.**
- **Staff assists in student movement** from playground meeting point/s to **evacuation point** on school oval; (Staff to travel outside the school boundaries to the following points)
 - **K/P teachers to K/P playground.**
 - **Green Block teachers to basketball courts.**
 - **Strickland Block teachers to fitness track** gathering point
 - **Draffen Block teachers** to evacuation point on **oval**.
- **DO NOT RETURN TO CLASS.**

There are four assembly points on the map in the shape of stars☆. Students hearing the siren rung in **SEVERAL short and sharp bursts of siren** should assemble at the star of their play area.

Duty Teachers

Organise students into lines at evacuation point and supervise movement to the main assembly point on the oval via the normal evacuation route.

Other Staff

- Make your way to the oval assembly point via the route as directed by the map.
- Class Teachers collect an attendance register from the school Registrar, locate your class students and complete the normal process from above.
- Specialist teachers may need to help organising students into class groups.
- School officer, registrar, principal, gardener, canteen staff and deputies to follow normal procedures.
- Deputy (Heather) follow normal procedure PLUS check STRICKLAND AND DRAFFEN toilets directing any remaining students to the main oval assembly point



Administration Whole School Evacuation Checklist

PRINCIPAL

School Site

Emergency Services contacted

Ambulance Fire & Police emergency 000	Police 131 444
State Emergency Services 132 500	Ambulance 9334 1222

Utilities contacted

Gas – 13 13 52	Electricity 13 13 51
Water 13 13 75	

SMREO 9336 9563

Alternative Site considered (Southern River College) **9398 2300**

People Check

- Students accounted for (Deputy - Nicole)
- Non- teaching Staff (Registrar - Deanne)
- Visitors (School Officer - Judy)
- Medical assistance check (Deputy - Heather)
- Excursion check (Deputy - Nicole)

Other contact numbers

Interpreting Service 13 14 50	Health Advice – 1800 022 222
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Principal

Date



School Evacuation Attendance Checklist (Nicole)

DEPUTY PRINCIPAL

DATE _____

Green							
U1	U2	U3	U4	1	2	3	4
Strickland							
6	7	8	9	10	11		
Draffen							
13	14	15	16	17	18		

Other people check (from registrar)

Persons whose **whereabouts** are **unknown** (this includes staff and visitors see Registrar).



School Evacuation **Medical Checklist**

DEPUTY PRINCIPAL (Deputy - Heather)

DATE _____

Name	Room	Treatment

Health Advice – **1800 022 222**

Poisons Information Centre **13 11 26**

Interpreting Service **13 14 50**