FIRE DRILL- EVACUATION POLICY

1. At regular intervals, to be determined by the school executive and the WHS coordinator, there will be an evacuation drill.

2. The prime concern of each staff member at the time of evacuation is to ensure that all children under his/her care at that time are safely removed from the building and assembled in the designated assembly area. Each Building will have an EVAC officer who will:
   - Ensure that each teacher has determined appropriate routes for evacuating children
   - Monitor the orderliness and speed of the evacuation drill
   - Report to the Principal or delegate at the assembly area that all classes from his/her building are present.

3. Each staff member will:
   3.1 determine suitable alternative routes to evacuate children in his/her care;
   3.2 ensure that the children are familiar with each route by regularly walking the children through the evacuation routes;
   3.3 ensure that the digital Class Roll is marked early in the day (at least tentatively) and that a class list is kept inside the evacuation folder on a hook near the exit door. Teachers need to be certain who is absent that day.
   3.4 become so familiar with the Evacuation Procedure that he/she may confidently follow through the procedure:
   3.5 familiarise the children with as much of the procedure that he/she feels that the children need to know;
   3.6 at the time of the Evacuation Drill practise different evacuation routes;
3.7 at the time of a **genuine evacuation** quickly determine the appropriate evacuation route with consideration of:- his/her room, - the safety of the children and the speed with which the evacuation can take place.

4. The Principal or delegate will ensure:
   - that the Evacuation signal is sounded;
   - that appropriate authorities are contacted

5. Evacuation Drills will be of two types:
   - notified and scheduled
   - un-notified and unscheduled

**EVACUATION DRILL PROCEDURE – FIRE**

1. The Evacuation signal will normally be the PA Siren

2. Office staff to contact Fire Station 000
   On arrival, they will need to know:
   - If everyone is accounted for
   - Where anyone unaccounted for may be
   - Where fire is

3. Upon the sounding of the Evacuation signal each staff member will:
   3.1 Collect evacuation folder with class list
   3.2 Tell the children which evacuation route will be used
   3.3 Direct the children to proceed in an orderly brisk manner to the designated Assembly Area
   3.4 If possible, remember to turn off all power outlets, close windows and doors
   3.5 Staff designated to check set area
   3.6 At the Assembly Area:- call the roll / inform the Principal or delegate that all children are present. In the event of all children NOT being present, the Evacuation officer will direct the staff member as to what action to take
   3.7 Move to area across from the school and wait for clearance

4. The Principal or delegate will:
   4.1 Receive a report from each Evacuation Officer
   4.2 Evaluate the efficiency and effectiveness of each drill with staff and pupils after it is completed and at subsequent staff meetings

**NB. Order of Authority in Absence –**
Principal / Assistant Principal / LOct/LOSE /Co-ordinator 5
EVACUATION DRILL PROCEDURE – BOMB THREAT

1. Keep person on the phone as long as possible, listening for and identifiable Background sounds.

2. Phone Police – 000

3. Evacuate buildings as for fire drill

4. Wait for clearance

WET WEATHER
If raining all children and staff are to proceed to the Church across the road without Delay. Key in Key cupboard in the storeroom.

TYPES OF EXTINGUISHERS & WHERE POSITIONED

AIR/WATER - used for wood, paper and rubbish fires, NOT for electrical or flammable liquid fires.

DRY CHEMICAL - used for wood, liquid and electrical fires.

BCF VAPORISING - used for oil, liquid and electrical fires.

FIRE BLANKETS – located in the Canteen and Staff kitchen area.

NB. All staff are to regularly acquaint themselves with the location and type of the nearest extinguisher to their classroom / work station and common use areas such as library / staff areas etc.

EVACUATION ROUTES
Rooms 1 – 2 exit via Francis Street gate (Alternate Beryl St.)
Rooms 3 – 5 exit via Beryl Street gate
Rooms 6 – 7 down external stairs and out Beryl Street gate
Rooms 8, 9 & 11 down central stairwell, across playground and out Francis Street gate. (Alternate Enid St.)
Rooms 10, 12 – 14 down Enid St Stairwell and out Enid Street gate.
Learning Support exit via Enid Street.
Library / Administration via Francis Street (Alternate Enid St.)
### AREAS TO BE CHECKED

<table>
<thead>
<tr>
<th>ROOM</th>
<th>EVACUATION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jo Monaghan</td>
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<tr>
<td>2</td>
<td>Victoria Atkinson</td>
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<td></td>
<td>Sarah Lino</td>
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<td>3</td>
<td>Cassy Winning</td>
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<td>4</td>
<td>Jessica Teitzel</td>
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<td>5</td>
<td>Fiona Thompson / Pauline McLean</td>
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<td>6</td>
<td>Mark Wilson</td>
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<td>7</td>
<td>Rose Wilkins</td>
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<td>8</td>
<td>Maree McCarron</td>
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<tr>
<td>9</td>
<td>Annette McIver</td>
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<tr>
<td>10</td>
<td>Sara Wilkinson</td>
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<tr>
<td>11</td>
<td>Cheryl Tilley</td>
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<td>12</td>
<td>Michael Martin</td>
</tr>
<tr>
<td>13</td>
<td>Jason Winning</td>
</tr>
<tr>
<td>14</td>
<td>Jenny Hill</td>
</tr>
</tbody>
</table>

Archive Room – Maree McCarron

Upstairs Store – Michael Martin

Additional needs Room / Toilets / Office / Courtyard – Jacque Wilson (Also TA’s checked according to timetables)

Reading Recovery / Back Office – Kerry Budzinauskas (Tues. Jacque / Lisa)

Sports Press / Toilets / Canteen / Accessible Toilet - is Helen Day / Exec.

Staffroom / Study / Toilets – Christine Mulherin

Administration / Library – Lynn Thompson / Toni Attenborough – Doyle

**NB** Secretary to bring visitor sign in book and check off.
EVACUATION PROCEDURE DURING RECESS/LUNCH

- Contact Fire Station 000
- Assemble on asphalt then move onto grass area / head count taken by each class teacher
- Vacate grounds orderly and quickly via the closest, safest outlet/gateway
- Teachers/Secretary check designated areas
  - Toilet blocks
  - Sport Press
  - Tuckshop
  - Staff Room
  - Sick Bay
  - Staff Toilets
- Keep completely clear of the fire engines and hazardous area

PRECAUTIONS TO BE TAKEN

- All power outlets switched off and unplugged each day
- Waste-paper bins emptied daily
- All faulty equipment eg. overheads, extension cords to be sent to office for repairs immediately
- Lock classroom doors and staircase doors at recess and lunch
- Suggestion re: class roll
  - 9am – Head count
  - 9.30am - Mark Roll
- Remember – keep low to the floor – less smoke

LAST REVIEWED 03/03/14
(ANNUAL REVIEW)