CHERTSEY PRIMARY SCHOOL

EMERGENCY EVACUATION POLICY

Policy Revised June 2013

RESPONSIBILITIES

❖ The Principal is responsible for ensuring that all members of the school community have read and understand the Evacuation Policy and that regular evacuation drills are undertaken throughout each school year.

❖ Staff are responsible for the safety of the students under their care and the safe evacuation of their students.

❖ Staff are responsible for ensuring that any visitors located in their immediate areas are alerted to the emergency.

❖ School visitors should ensure they sign the visitors register when they arrive at, and depart, school premises.

❖ Students are required to follow teacher directions and the school’s emergency evacuation procedures when they are being implemented.

GENERAL POINTS

❖ All teachers should be aware of possible emergency situations that could occur in the school and the correct procedures to follow in the event of such incidents. *Refer to the DET Flow Chart in cases of serious or security incidents.

❖ Such emergencies could be:

- Fire
- Bomb threat
- Explosion
- Electrical or Chemical hazard
- Intruders – Lockdown
- Terrorist Attack – Lockdown

❖ Students are to be evacuated quickly and in an orderly and calm manner. No student is to be allowed to go to school bags to collect any item. This could result in confusion and delay in exit.

❖ There must be no running when students are being evacuated. Staff and students must use the designated evacuation routes as outlined on the school map.

❖ Please treat every drill seriously. Lack of preparedness could be dangerous.
- Red Evacuation folders to be taken by class teacher to designated assembly area.

- Class rolls are to be taken by the teacher or office staff and handed out to the staff in the designated assembly area.

- Black Evacuation Kit (suitcase) to be taken by office staff to designated assembly area.

- Once children are evacuated, they must **NOT** be permitted to leave the assembly point for any reason.

- All classes will remain in the same position in the assembly area until the emergency is over.

- All staff will be adequately trained in the use of fire blankets and fire extinguishers on a regular basis.

**EVACUATION PROCEDURES**

In the event of any emergency, the first member of staff to see the emergency situation or have it reported to them should implement the following action **IMMEDIATELY**.

1. Alert the **Principal** or member of the **Executive Staff**

2. The Principal or member of the Executive Staff will activate the EVACUATION SIREN to inform teachers and students to evacuate the school buildings.

3. The **Principal** or member of **Executive Staff** will telephone **Emergency: 000**.

4. Teachers should close all windows (if possible) and doors, to eliminate draughts and confine the fire.

5. Teachers, students and school visitors must immediately evacuate the buildings to the **designated safety area (this is an area on the bottom oval)** as displayed on the attached map.

6. Teachers are requested to check neighbouring classrooms/withdrawal areas, in case the evacuation siren has not been heard.

7. Toilets and other non-classroom areas are to be searched by nominated staff members to ensure no child or staff remains inside any buildings. Doors are to be locked after checking.

| SAM (Kris Denning) – A Block | API (Karen Auringer) – B and C Blocks |
| Staff (Jo Stuckey) K Block | APP (Greg Francis) – G Block including Canteen & toilets |
| LAST (Rose-Marie Van Dremp) J Block (Library & classrooms) | Principal (John Anderson) – Cottage & Hall |
| APS (Gail Vaughan/Kathryn) – K/2 toilets | |

**NB:** In the case that a nominated member of staff is absent then the staff member replacing that person, (or any permanent member of staff), is required to ensure these procedures are undertaken.
8. SASS staff will distribute class rolls to appropriate teachers.

9. Classroom teachers call rolls (kept on Red Evacuation folder) to ensure that all children have been safely evacuated. The absence of any child is to be reported IMMEDIATELY to the Principal or any member of the Executive Staff who will investigate the situation.

10. The Principal will inform the fire brigade/police upon their arrival of:

   - the possible location of problem (if known);
   - the possible location of any missing child.

11. If appropriate, nominated persons will operate portable fire extinguishers.

12. The Principal will make the final decision as to the end of the emergency and the return of students and teachers to their classrooms in consultation with relevant emergency services.

13. SASS staff will gather all class rolls and take them back to the office area.

14. Classes will be dismissed by a member of the Executive Staff in an orderly and controlled manner. Classes will return to their classrooms via the same route they initially evacuated from the buildings.

15. The Principal will debrief students about the emergency situation.

**LOCKDOWN**

Lockdown should be used when there is an immediate threat to the school. For example: an intruder or animal is exhibiting dangerous or threatening behaviours on school premises or the threat of criminal or terrorist activity on site.

**PROCEDURES**

1. The first member of staff or the school community who becomes aware of an emergency situation that requires LOCKDOWN should immediately notify the Principal or any members of the Executive Staff, provided that such action can be undertaken safely.

2. The Principal or member of Executive Staff will activate the LOCKDOWN ALARM.

3. The Principal or a member of the Executive Staff will telephone Emergency: 000

4. Secure all doors and entrances.

5. Stop all outside activities (eg sport, recess or lunch):
   - Students & staff in Cola & K-2 areas to proceed to C block – Lockdown folder (with all class rolls) to be kept in C block.
   - Students & staff in canteen & oval areas to proceed to hall – Lockdown folder (with class rolls) to be brought to hall by the Principal.
   - Office Staff to remain in A block.

7. Check corridors for students and staff and bring them into the nearest classroom, then close and lock all doors.

8. Staff record the names of students present in their room and main room security until the ALL CLEAR SIGNAL (CHIMES) is activated.

9. General EVACUATION PROCEDURES implemented. All staff, students and community members assemble in the COLA, then all participants debriefed by Principal and executive Staff.

Refer to DET Flow Chart in cases of serious or security incidents.

Department of education and Training occupational Health and Safety Policy PD20040007 31/08/2006

Located at: https://www.det.nsw.edu.au/policies/staff/oh_s/ohs_pol/PD20040007.shtml