



SACRED HEART SCHOOL MUNDING

School Policy

EVACUATION POLICY

GENERAL INFORMATION

An evacuation procedure will be carried out each term to enable the staff to practise the plan with their students. The evacuation procedure and plan will be clearly displayed in the classrooms, multipurpose room, canteen, teachers' work room, staffroom, social worker's room, reception area, library, ICT Room, AP and Principal's Office, Art Room and the Early Childhood Centre.

Every staff member will wear a whistle at all times. Class Attendance Rolls and the Green File containing the children's medical conditions will be kept in the top right hand drawer of the teacher's filing cabinet, or on the teacher's desk.

An evacuation will commence when three (3) blasts of the whistle or the siren are sounded or it is announced over the loudspeaker.

TEACHERS' ROLE:

- Calm students and clearly state this is an evacuation.
- Short, sharp, continuous blows of the whistle to indicate to others that an evacuation is taking place, all staff when aware commence short, sharp, continuous blows.
- Move in an orderly fashion through the exits to the evacuation area.
- Depending on the proximity of the danger take the Attendance Roll from the teacher's desk. Do not re-enter a building that is deemed unsafe to obtain the Attendance Roll or personal belongings.
- On arrival at the evacuation area (the library/ ICT room), the year one and year six children enter the ICT room.
- kindy, pre primary, years two, three, four and five children enter the library.
- Teachers must be aware of the number of children in their class for the day and have this ready for the Principal, or a member of the Leadership Team in her absence.
- Stay with children. Children are not to be released under any circumstances.

TEACHER ASSISTANTS TO REMAIN WITH THE CLASS THEY ARE WORKING WITH AT THE TIME OF THE EVACUATION.

TEACHER ON DOTT TIME

- Check boys' and girls' toilets.
- Disabled Toilet
- Multipurpose Room/ Teacher's Resource Room and uniform shop.

PRINCIPAL'S/ASSISTANT PRINCIPALS' ROLE

- Check staff toilets, sick room, social worker's room and general Admin Area.
- All of the above if there is no DOTT timetabled.
- Visitors
- If safe to move around the school, check Art Room and Early Childhood Centre.

SCHOOL ADMINISTRATION OFFICERS' ROLE

- If the telephone/PA system is safe to use, calmly state where the emergency is and announce immediate evacuation to the library.
- Ring 000 – state the emergency, school address and principal's name as the contact point at the site or delegated person in charge
- Take First Aid Kit, torch, radio, Family Details File and your mobile telephone.

HIGH RISK ACTION – MOVE IMMEDIATELY TO THE LIBRARY/ICT ROOM

YOUR DUTY OF CARE IS TO THE STUDENTS FIRST, SELF AND OTHERS

1. Assemble your students – clearly state this is an evacuation.
2. All staff to commence short, sharp, continuous whistle blasts to ensure all members of staff are made aware of the situation.
3. Move with your students to the evacuation area by the suggested route on the plan or if appropriate an alternative route if the danger point is near.
4. Seat students appropriately in the library or ICT room and remain with them until further instructions.
5. Bottles of water will be available in the library for drinking purposes.

REDUCED RISK ACTION

YOUR DUTY OF CARE IS TO THE STUDENTS FIRST, SELF AND OTHERS

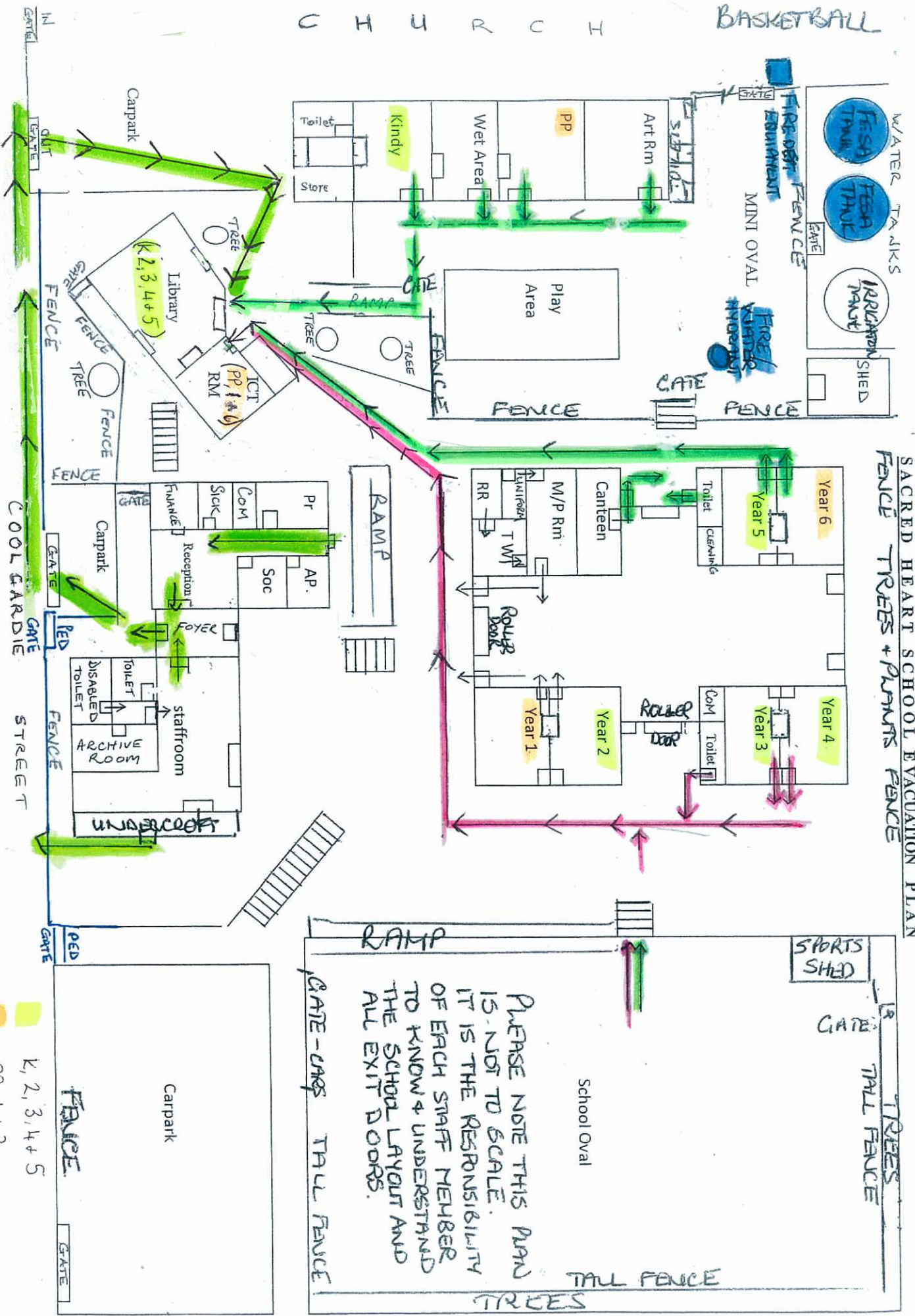
1. Telephone office on extensions; 101, 102, 104 or 105 clearly state the emergency/ your concern.
2. The Administration Officer to call an evacuation through the telephone/ PA system if it is safe to do so or commence three short, sharp blows of the whistle.

REVIEW HISTORY

Year of Review:	Reviewed by:	Amendments/Review
1996	school	Originally Released
2010	school	Reviewed
2011	school	Reviewed
2012	school	Reformatted

NEXT REVIEW

Year: 2013 School Policy



SACRED HEART SCHOOL EVACUATION PLAN
FENCE TREES + PLANTS FENCE

PLEASE NOTE THIS PLAN IS NOT TO SCALE. IT IS THE RESPONSIBILITY OF EACH STAFF MEMBER TO KNOW & UNDERSTAND THE SCHOOL LAYOUT AND ALL EXIT DOORS.

- K, 2, 3, 4 + 5
- pp, 1 + 2