



# ALEXANDRA HILLS STATE SCHOOL

## EMERGENCY EVACUATION PROCEDURE

### INTRODUCTION

This emergency evacuation procedure has been designed for the safety of all members of the school community. It is the staff's responsibility to read the plan regularly so that the contents of the plan will become familiar. Staff should not wait until an emergency arises before reading the plan.

Teachers are to ensure that students are aware of the procedures to be carried out. Emphasis should be placed on the following points: -

- The need for the emergency awareness;
- Emphasis on the importance of the evacuation;
- Staff and students to take the practice drills seriously; and
- The importance of local emergency services.

### WHO SHOULD READ THIS PLAN?

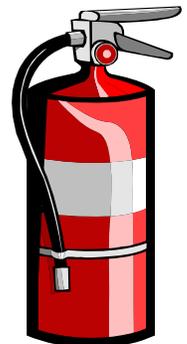
All personnel involved in the organisation of the school: -

- |                          |                       |                     |
|--------------------------|-----------------------|---------------------|
| ➤ Admin                  | ➤ teachers            | ➤ support teachers  |
| ➤ supply teachers        | ➤ specialist teachers | ➤ Aides             |
| ➤ Janitor/grounds person | ➤ cleaners            | ➤ tuck-shop workers |

Other visitors during the day should follow the class closest to them.

All permanent staff are required to sign a form at the start of the school year. This will indicate that the evacuation policy has been read and understood

**Note:** On the spot modification may be necessary depending on the circumstances at the time of the evacuation. Common sense must prevail and the safety of the students must come first.



## **FREQUENCY OF DRILLS:**

1. There will be approximately 4-6 evacuation practices. At least one of these will be outside classroom instruction time. It is therefore, extremely important that students are thoroughly briefed regarding assembly points.
2. At least one practice will be a “bomb threat” as the final assembly point is different from the normal evacuation assembly points.

*Remember that your calm is required preventing a panic situation that could get out-of-hand.*

## **DISASTER CONTROL STRUCTURE**

The Principal has ultimate responsibility for the emergency plan.

## **EVACUATION SIGNAL**

The signal shall be a ‘Whooping’ sound.

The signal shall be relayed via the P.A. System.

## **CHECKING LIST**

1. The Administration to turn off power.
2. The Administration Officer to check all power within the Administration Block, especially the Health Room.
3. The Principal to check the Senior Toilets.
4. The Intermediate Toilets checked by Deb Bool.
5. The Deputy Principal to check the Infant Toilets next to G Block.
6. All teachers to check Withdrawal Rooms.
7. The Principal to check any spare classrooms.



## EVACUATION PROCEDURE

1. When hearing the alarm, collect the emergency roll located next to the front door. If evacuations occur when you are not in your room, such as recess times or library times, it would not be possible for you to take your roll. In these instances, if possible, the Administration will take an emergency roll with them to the Evacuation Control Point. Send two runners to this control point to collect an emergency roll.
2. Students are to leave by the nearest, safest route, as shown on the evacuation map and proceed to appropriate point.
3. Movement is to be brisk and orderly.
4. No running permitted.
5. No books, bags etc are to be taken.
6. Classes are to avoid walking along walkways and under the Covered Games Areas.
7. Teachers should ensure the exit is safe, and be the last to leave, ensuring that no students remain. Teachers should make themselves aware of the children out of the classroom. Children absent from the room should move directly to the assembly point and not return to the classroom for instruction.
8. Once at the assembly point, rolls are to be checked.
9. If assistance is required e.g. students not at assembly point, send 'runners' to the Evacuation Control Point.
10. Once the roll has been marked and until the all clear is given, students are to sit.
11. If assistance is not required and all students are present and accounted for, send a runner so the Evacuation Control Point.
  - **Note:** Assembly Points are as close to the fence lines as possible. This will allow uninterrupted passage for emergency services.
  - The Principal will be stationed at the Evacuation Control Point 1. The Deputy Principal will be stationed at Evacuation Point 2.
  - Once runners have reported to the relevant member of Administration, the Principal will determine whether it is safe to return to the relevant rooms.
  - **No** person is to return to any building until so advised by a member of the Administration.
  - Parents or relatives must not take students. This could complicate the final check on any missing students and could cause anxiety.

- Teachers are asked to consider alternate ways of taking students to safety.
- All staff will complete an evaluation after each drill.

### **VARIATIONS**

- Classes that are absent from their normal classroom are to move to the nearest Evacuation Point, either A1, A2. Such rooms would be Library, 'J' Block or Computer Lab and SAT Lab. Activities on the ovals would be another occasion when a variation may be needed.
- If an evacuation was to occur during recess times, students need to be thoroughly briefed as to where their assembly point is.

### **ALL CLEAR**

Principal will give the all clear signal.

### **BOMB THREAT**

The bottom oval will be used as the Evacuation Point for bomb threats.