Evacuation Policy

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<th>Name</th>
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General Procedure

The person who is first aware of the fire or receives a phone call re: bomb scare or other emergency, is responsible for alerting the school body by

- Notifying the Catherine McAuley Office, who will arrange for the Evacuation bell to be sounded. (The bell switches are located in the Catherine McAuley Building – Ext 347/241 or Strathspey – Head of Junior School Office – Ext 201).
- If the incident occurs outside of normal business hours or in school holidays, notifying the Assistant Principal Head of Middle School who will arrange for the Evacuation bell to be sounded.
- If the incident occurs outside of normal business hours and the Assistant Principal Head of Middle School cannot be contacted, the OSHC Coordinator will use a whistle to sound the evacuation.
- If unable to contact any person and there is a genuine risk you may contact AlarmNet direct on Tel: 82812288.

Evacuation Alarm

The Evacuation alarm is a ‘rising tone’ which can be heard across the campus in every room.

It is then the responsibility of the Senior ESO – Catherine McAuley Office to alert:

- The Fire Service
- The Fire Warden (White Hard Hat), and if necessary
- any other emergency service.

Chain of Command

In the event of the absence of the Fire Warden a delegate will assume the role of Fire Warden.

Evacuation Procedure

At all times, all members of the College Staff are to notify the Catherine McAuley Office /Strathspey Office prior to leaving the school grounds and on their return.

During Class Time

Admin and Support ESO’s

All administrative and education support staff to notify their presence on site to the Senior ESO McAuley and Strathspey on the grass slope (“Hill 540”) between the 2 sets of steps, on the southern side of the Junior School Hall.
Non-Home Group Teachers

Non home Group teachers are to report to this location, once they have delivered the class they are teaching to the appropriate Home Group teacher/s, if applicable.

Visitors and Contractors

It is the responsibility of the staff member who has control of visitors or contractors to escort those visitors or contractors to record their attendance at this same location.

Once attendance has been recorded by Senior ESO Mcauley or Strathspey – staff who are not responsible for a home group are to move immediately to the designated area on the main oval.

Teachers in charge of a class at the time of an emergency should:

1. Keep calm and order in the class.
2. Ensure all windows are closed prior to leaving the room and close the door after the last person has departed.
3. Lead the children in an orderly manner, by the designated route, as indicated in each classroom, to the allocated position on the oval as shown on the Fire Drill Assembly points map. All students are to be seated on the oval in class groups.
4. Home Group Teachers are not required to report their attendance and under no circumstances are students to be left unattended on the oval.

Collection of Class Lists

Senior School

- Year Level Coordinators (10-12) are to report to the Senior ESO – Catherine McAuley Office, located on the oval in front of Hill 540, to obtain the class lists and absentees (from the fire drill folder) and distribute these to their respective Home Group Teachers.
- Assistant Principal Head of Senior School or the Fire Coordinator (nominated by the Assistant Principal Head of Senior School) to report to the Senior ESO – Catherine McAuley Office to obtain Maze Report on Year 12 attendance and sign in book - and take roll call immediately. The Assistant Principal Head of Senior School or their representative may use a loud hailer to assist in crowd control.
- Upon the Home Group Teacher receiving their class list, a roll call is to be taken immediately.
- The Year Level Coordinators will then confirm the presence/absence of their Home Group Teachers to the Senior ESO – Catherine McAuley Office who will be taking note of which staff are present/absent.
- The Year Level Coordinators will return to the Home Group Teachers to collect the completed class lists and return same to the Senior ESO – Catherine McAuley Office.

Middle School

- The Assistant Principal Head of Middle School or the Fire Coordinator (nominated by the Assistant Principal Head of Middle School) is to collect the Year 6 to 9 class lists from the Senior ESO – Catherine McAuley Office and distribute these to the Middle School Year Level Coordinators, who will distribute to Home Group teachers. The Assistant Principal Head of Middle School or their representative may use a loud hailer to assist in crowd control.
• Upon the Home Group Teacher receiving their class list, a roll call is to be taken immediately.
• The Assistant Principal Head of Middle School will inform the Senior ESO – Catherine McAuley Office as to the presence/absence of the Middle School Home Group Teachers.
• After Roll Call the Year level Coordinators will collect Class Rolls from the Home Group Teachers. The Assistant Principal Head of Middle School will return to the Middle School Year Level Coordinators to collect the completed class lists and return same to the Senior ESO – Catherine McAuley Office.

Junior School

• The ESO – Junior School or the Fire Coordinator (nominated by the Assistant Principal Head of Junior School) is to collect the Rec – 5 class lists from the Senior ESO – Catherine McAuley Office and distribute these to the Junior School Class Teachers, whereupon a roll call is to be taken immediately. The Assistant Principal Head of Junior School or their representative may use a loud hailer to assist in crowd control.
• The ESO – Junior School will inform the Senior ESO – Catherine McAuley Office as to the presence/absence of the Junior School Class Teachers.
• The ESO – Junior School will return to the Junior School Class Teachers to collect the completed class lists and return same to the Senior ESO – Catherine McAuley Office.
• The nominated First Aid Officer (Strathspey Receptionist) is responsible for provision of all first aid during an evacuation.

After the roll call:
1. Junior School Class Teachers report to the Assistant Principal Head of Junior School or their nominated representative whose duty it is to inform the Fire Warden of any missing person.
2. Middle School Home Room Teachers to Report to Assistant Principal Head of Middle School or their nominated representative whose duty it is to inform the Fire Warden of any missing persons
3. Senior School Home Group Teachers report to their Year Level Coordinators who will then report to the Fire Warden of any missing persons.
4. The Fire Warden reports to the Principal of any missing persons.
5. The Senior ESO – Catherine McAuley Office will report any missing staff, volunteers, visitors etc. to the Principal.
Evacuation Exit Points

All exit routes related to specific rooms are clearly displayed in a prominent location within the rooms to assist with the evacuation procedures and should be followed carefully unless the passage is unsafe. Teachers need to use their own discretion when choosing the safest alternative route.

Fire Fighting Procedures

Any decision to fight a fire or to search the school will be made by the Principal in consultation with the Fire Warden, once the Principal is appraised of the situation.

First Aid

A designated Senior First Aid Officer (Green Hard Hat) is to make available a first aid kit.

Gate Wardens (Yellow Hard hat)

Fullarton Road Gates – Director of Curriculum or delegate
Delamere Avenue Gates - ??? – Ground Staff (Maintenance)

These Officers ensure that no cars enter or leave the premises. They are provided with a mobile phone or walkie talkie and their role is to direct the fire brigade to the specific location.

Designated gate wardens once in position are to report via mobile telephone to the Fire Warden

During Recess or Lunch Periods

1. All students and staff, volunteers and visitors are to proceed immediately to the oval.
2. Students to assemble with their class teachers at the designated position on the oval as per the Fire Drill Assembly Points map.
3. Assistant Principal Head of Senior School and each Year Level Coordinator (10-12), Assistant Principal Head of Middle School and ESO – Junior School will report to the Senior ESO – Catherine McAuley Office located on oval in front of “Hill 540”, to obtain class lists and abseneyes from the fire drill folder. These will be passed on to their respective Home Group/Class Teachers whereupon a roll call of each class is then to be taken immediately.
4. Head of Senior School and each Year Level Coordinator (10-12), Assistant Principal Head of Middle School and ESO – Junior School will report to the Senior ESO – Catherine McAuley Office as to the presence/absence of their respective Home Group/Class Teachers. The Senior ESO – Catherine McAuley Office will be taking note of which staff are present/absent.

Out of normal business hours

The person who is first aware of the fire or receives a phone call re: bomb scare or other emergency, is responsible for alerting the school body.

• If the incident occurs outside of normal business hours or in school holidays, the person should notify the Assistant Principal Head of Middle School who will arrange for the Evacuation bell to be sounded.
Mercedes College Policy Manual

- If the incident occurs outside of normal business hours and the Assistant Principal Head of Middle School cannot be contacted, the OSHC Coordinator will use a whistle to sound the evacuation.
- If unable to contact any person and there is a genuine risk you may contact AlarmNet direct on Tel: 82812288.
Release from Oval

No person or class will be released from the oval until all likelihood of danger has ceased. This is done by the Fire Warden or Principal or in their absence the Assistant Principal Head of Middle School, using the megaphone to indicate that all is clear.

*The ALL CLEAR will broadcast over the PA System.*

Oval Set Up

- Sign in or report attendance – then move to designated Oval area
  - Non Home Group Teachers
  - Administration
  - Education Support Staff
  - Visitors
  - Volunteers

Move to designated Area

Fullarton Road

Junior School Hall

Delamere Ave

N
Exit Points

The Stables Level 2
TS205  Walk under marquee, down ramp to oval via Rose Garden lawns.
TS201  Walk under marquee, down ramp to oval via Rose Garden lawns.
TS203  Walk under verandah, continue under marquee, down ramp to oval via Rose Garden lawns.

*Junior School ESO in Room TS202 – please check TS204, Junior School Toilets TS204 (a) and (b) and evacuate along same route*

Stables Level 3 The Loft Staff Area
TS306  Down Steps, Walk under Marquee, down ramp to oval via Rose Garden lawns

McBride Level 1
MB101  Walk external corridor between Marquee and Pavilion and to oval via Rose Garden lawns.

*Junior School ESO in Pavilion - please check the toilet/change rooms MB102; MB102(a) and MB103; MB103(a) and evacuate along same route.*

McBride Level 2
MB201  Walk under verandah, continue under marquee, down ramp to oval via Rose Garden lawns.
MB202  Through external door, under verandah, continue under marquee, down ramp to oval via Rose Garden lawns.

Barry Level 1
B102  Walk between Strathspey and Pavilion to oval via Rose Garden lawns.
B103  Walk between Strathspey and Pavilion to oval via Rose Garden lawns.

Barry Level 2
B205  Walk between tennis court and Peppertrees past Strathspey to oval via Rose Garden lawns.

*OSHC Assistant – please check store room B205(a) as well as male and female toilets B206 and B207 and evacuate along same route.*
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B201 LAP
Down balcony steps, under covered walkway, then under marquee, marquee steps to oval via Rose Garden lawns.

B202
Down balcony steps, under covered walkway, then under marquee, marquee steps to oval via Rose Garden lawns.

B203
Down balcony steps, under covered walkway, then under marquee, marquee steps to oval via Rose Garden lawns.

Computer Room
Down balcony steps, under covered walkway, then under marquee, marquee steps to oval via Rose Garden lawns.

B204
Down balcony steps, under covered walkway, then under marquee, marquee steps to oval via Rose Garden lawns.

Peppertrees Level 2

PT201
Through front classroom door, along boardwalk, down ramp – towards Strathspey Chapel, through garden beds, down side of Strathspey, past the front of Strathspey and onto the oval via Rose Garden lawns.

PT202
Through front classroom door, along boardwalk, down ramp – towards Strathspey Chapel, through garden beds, down side of Strathspey, past the front of Strathspey and onto the oval via Rose Garden lawns.

PT203
Through front classroom door, along boardwalk, down ramp – towards Strathspey Chapel, through garden beds, down side of Strathspey, past the front of Strathspey and onto the oval via Rose Garden lawns.

Pavilion/Angel Centre

P101
Through classroom door and onto oval via Rose Garden lawns.

Teacher P101 to check tutorial room – P101a

P103
Through classroom door steps up to marquee, under marquee, down ramp to oval via the Rose Garden.

Teacher P103 to check staff associated tutorial rooms – P102 and P104

Room P101b
Through the nearest door – exit to Rose Garden and then onto the Oval

Room P105
Through the nearest door – exit to Rose Garden and then onto the Oval

Strathspey Level 1

S101
Through the nearest door and to the oval

Receptionist to check S102 and S102a

S103
Through the door to exit adjacent Ursula Frayne Chapel – move to the oval via the Rose Garden

Family Accounts Officer to check S103a
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S105,6,7, 7a,7b,7c  Exit via the Principals corridor through the south door – move to the oval via the Rose Garden

**Junior School P.A. S108 Toilets and S108a Storeroom, S109 Executive Kitchen and S111 storeroom**

S112  Through Glass Doors to St. Josephs Courtyard then to garden then to oval

**St Joseph's Courtyard**  Through exit to garden and then on to oval.

**Chapel S104**  Through the side door, down side and across front of the Strathspey building and to the oval.

**Level 1 - Angel Centre**

S114  Through the nearest door to lane to Pavillion - move to the oval via the Rose Garden lawns

**Coordinator – Inclusive Education to check rooms S113, S114, S115, S116, S117**

**Strathspey Level 2**

**First Floor Offices** -  Through the nearest door and down the main admin stair, through the main entrance to oval.

**PA to the Business Manager to check S214 Server Room and S213 Photocopy Room**

**Rooms S204, S203**  Through the nearest door and down the man admin stair, through the main entrance to oval.

**Development Office Assistant to check S203a, S204a, Museum S205, S205a, S206**

**Level 2 – Student Music**

**S215 Music Room**  Exit through classroom or practice room doors then exit to Barry and then down external stairs through marquee onto oval via Rose Garden lawns.

**Music Coordinator R to 5 to check 5 x Instrumental Rooms and Music Storeroom and Toilet S216**

**The Grove**

**GR201**  Through classroom door, along back road past OSHC, through the garden, down side of Strathspey, past the front of Strathspey and onto the oval via Rose Garden lawns.

**GR202**  Through classroom door, along back road past OSHC, through the garden, down side of Strathspey, past the front of Strathspey and onto the oval via Rose Garden lawns.
GR203
Through classroom door, along back road past OSHC, through the garden, down side of Strathspey, past the front of Strathspey and onto the oval via Rose Garden lawns

Dalton Level 1
D101 Out front door to oval via Rose Garden lawns.
Home Room Teacher to check D101a

D102 Tuckshop Out front door to oval via Rose Garden lawns.
Tuckshop Manager to check D103 and D103a

Dalton Level 2
D202 Exit via double doors to the Marquee down the ramp and to the oval via Rose Garden lawns.
D203/D204 Exit via the back door to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.
D205/D205a Exit via side double doors to the Carmel Bourke Courtyard, down the stairs and onto the oval via Rose Garden lawns.
D206 Exit through the back door to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.
D207 Exit through the back door to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.
D209 Exit through the back door to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.
D210 Exit through the door to Marquee, down the ramp to oval via Rose Garden lawns.
D213 Exit out into Bagot Street passageway and then exit to Marquee and then down ramp to oval via Rose Garden lawns.
D214 Exit out into Bagot Street passageway and then exit to Marquee and then down ramp to oval via Rose Garden lawns.

Carmel Bourke Library Level 2
ESO in Library to check Classroom, 2 × IT Resource Rooms, Open Access Teacher Resource Room and Girls Toilet behind CB211.

CB201 Through the double doors to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.
CB204/208 Through the double doors to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.
CB206 Through the double doors to the Carmel Bourke Courtyard, down the stairs adjacent to Tuckshop and onto the oval via Rose Garden lawns.

CB209/212 Exit via classroom door, move between Fitzpatrick and Gallivan, cross into Community Courtyard and then breezeway adjacent to Catherine McAuley Office and then down roadway to oval.

Carmel Bourke Library Level 3

CB301 Exit nearest door down stairs immediately opposite and then down stairs adjacent to Tuckshop and onto oval via Rose Garden lawns.

CB303 Exit nearest door down stairs immediately opposite and then down stairs adjacent to Tuckshop and onto oval via Rose Garden lawns.

Gallivan Level 2

GA209 Along walkway to steps adjacent to Music and upstairs to road and then to oval.

GA210 Along walkway to steps adjacent to Music and upstairs to road and then to oval.

GA205/204 Along walkway to steps adjacent to Music and upstairs to road and then to oval.

GA203/202 Along walkway to steps adjacent to Music and upstairs to road and then to oval.

GA201/206 Along walkway to steps adjacent to Music and upstairs to road and then to oval.

GA207/208 Along walkway to steps adjacent to Music and upstairs to road and then to oval.

Gallivan Level 3

GA301 Along the verandah in an easterly direction, through the Senior Café, along the back road, down driveway adjacent to Gleeson Hall to the oval.

GA302 Along the verandah in an easterly direction, through the Senior Café, along the Back Road, down driveway adjacent to Gleeson Hall to the oval.

GA303 Along the verandah in an easterly direction, through the Senior Café, along the back road, down driveway adjacent to Gleeson Hall to the oval.

GA304 Along the verandah in an easterly direction, through the Senior Café, along the back road, down driveway adjacent to Gleeson Hall to the oval.

GA305/305abc Exit back door directly to road and then down past Gleeson Hall to oval.

Year 12 Village

GA306, 7,8,9 Exit to back road and then past Gleeson Hall to oval.

Back Road

BR301 Exit to back road and then past Gleeson Hall and onto main oval
BR302  Exit to back road and then past Gleeson Hall and onto main oval
BR303  Exit to back road and then past Gleeson Hall and onto main oval

**John MacDonald Centre Level 2 Music**

MD201 - 206  Exit through main doors – turn south – upstairs to driveway, down driveway to oval.

*Music Coordinator 6 to 9 or 10-12 to check 3 x practice rooms and Music Storeroom.*

**John MacDonald Level 3 Drama**

MD301 – 303  Exit through main doors – turn south down stairs to driveway, down driveway to oval.

*Drama Coordinator to check Staff Preparation Area, Change Rooms, Storage rooms*

**McCauley Level 1**

MA102 College Shop  Straight out front door to oval.
MA101  Straight out front door to oval.
MA103  Straight out front door to oval.

**McCauley Level 2**

MA201 - 212  straight out student entrance to road and down to oval.

*ESO to check sickroom, toilet and compacts.*

**McAuley Level 3**

MA301 Office  Directly downstairs on to roadway and to oval.
MA305  Out nearest exit, down stairs near lift and onto roadway and oval.
MA306  Out nearest exit, down stairs near lift and onto roadway and oval.
MA307  Out nearest exit, down stairs near lift and onto roadway and oval.
MA307  Out nearest exit, down stairs near lift and onto roadway and oval.
MA308  Out nearest exit, down stairs near lift and onto roadway and oval.

**McAuley East Level 2**

*ESO Catherine McAuley Office – to check McAuley Toilets.*

MA217  Exit through to Community Courtyard and move through breezeway adjacent to office and onto road and then oval.
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MA218  Exit through to Community Courtyard and move through breezeway adjacent to office and onto road and then oval.

MA219  Exit through to Community Courtyard and move through breezeway adjacent to office and onto road and then oval.

MA220  Exit through to Community Courtyard and move through breezeway adjacent to office and onto road and then oval.

MA221  Exit via the back door of the Catherine McAuley building, and then upstairs to roadway.

MA224  Exit via the back door of the Catherine McAuley building, and then upstairs to roadway.

MA225  Exit via the back door of the Catherine McAuley building, and then upstairs to roadway.

MA226  Exit via the back door of the Catherine McAuley building, and then upstairs to roadway.

McAuley East Level 3

Lab Manager – to check Lab Preparation Area and Staff preparation Area on first floor

MA309-310  Exit via the Lab door, through door to Lecture Theatre and downstairs to roadway and oval.

MA311-312  Exit via the nearest door, down corridor to passage outside drama adjacent door to the Hall and down to oval.

MA313-314  Exit via the nearest door, down corridor to passage outside drama adjacent door to the Hall and down to oval.

Fitzpatrick Level 2

F201-202  Exit via classroom door to Carmel Bourke Courtyard and down stairs and onto the oval via Rose Garden lawns.

F203-204  Exit via classroom door to Carmel Bourke Courtyard and down stairs and onto the oval via Rose Garden lawns.

F205-206  Exit via classroom door to Carmel Bourke Courtyard and down stairs and onto the oval via Rose Garden lawns.

F207-208  Exit via classroom door to Carmel Bourke Courtyard and down stairs and onto the oval via Rose Garden lawns.

Fitzpatrick Level 3

F301-302  Exit via classroom door along corridor towards Lecture Theatre, to the west down stairs adjacent to lift, to road and oval.
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F303-304 Exit via classroom door cross balcony to the east towards Carmel Bourke Library, down stairs to Carmel Bourke Courtyard and down stairs adjacent to Tuckshop to roadway and then oval.

F305-306 Exit via classroom door cross balcony to the east towards Carmel Bourke Library, down stairs to Carmel Bourke Courtyard and down stairs adjacent to Tuckshop to roadway and then oval via Rose Garden lawns.

F307-308 Exit via classroom door cross balcony to the east towards Carmel Bourke Library, down stairs to Carmel Bourke Courtyard and down stairs adjacent to Tuckshop to roadway and then oval via Rose Garden lawns.

Junior School Hall Level 0

JH001 Exit via glass double door on Western Side of Building to oval.

Coordinator of Junior School Sports – JH001a to check JH004,005,006,007

Junior school Hall Level 1

JH101 Exit via Northern Stairs down to Rose garden and onto oval or down via Southern Stairs to the main entrance to Hill 540 via Oval Road.

Catering Assistant to check JH 102 – Plant Room, JH103 - Disabled Toilet, JH104 – Female Toilet and JH105 - Male Toilet

Gleeson Hall Level 2

GL 205 Ground/Maintenance Staff Workshop Proceed by safest route directly to the oval.

Facilities Manager to check student Changerooms GL204 and staff areas and toilets GL201, GL202, GL203

Gleeson Hall Level 3

GL307 Hall Toilet and Kitchen to be checked by ESO Sport

GL308 Hall Stage Move through outside main door to foyer and then roadway to oval.

Gleeson Hall Level 4

GL402 Teacher Office Exit via PE Loft stairs to main doors on Northern side of Hall – to back road through the staff car park and to Oval

Please remember to notify the Receptionist if you (staff) leave the school grounds at any time throughout ANY school day.
Outside School Hours Care – (OSHC and Vac Care) - Evacuation Policy

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**General Procedure**

The person who is first aware of the fire or receives a phone call re: bomb scare or other emergency, is responsible for alerting the school body by

- Notifying the Catherine McAuley Office, who will arrange for the Evacuation bell to be sounded. (The bell switches are located in the Catherine McAuley building – Ext 347/241).
- If the incident occurs outside of normal business hours or in school holidays, notifying the Assistant Principal Head of Middle School who will arrange for the Evacuation bell to be sounded.
- If the incident occurs outside of normal business hours and the Assistant Principal Head of Middle School cannot be contacted, the OSHC Coordinator will use a whistle to sound the evacuation.
- If unable to contact any person and there is a genuine risk you may contact AlarmNet direct on Tel: 82812288.

It is then the responsibility of the Senior ESO – Catherine McAuley Office to alert:

- The Fire Service
- The Fire Warden, and if necessary
- any other emergency service.

**Evacuation Procedure**

**Barry Level 2**

**Room B205**  Through front classroom door, alongside of Peppertree Building, down side of Strathspey, past the front of Strathspey and onto the oval.
(1) All students, OSHC carers, and parents must proceed immediately to the main oval by following the quickest and safest possible route.

(2) On arrival at the oval, all persons must report to the OSHC Coordinator.

(3) Any other persons on the College grounds must also proceed immediately to the main oval.

(4) The OSHC Coordinator and carers in charge of students at the time of an emergency should:
   - Keep calm and order in the group.
   - Take the daily attendance sheet when evacuating the room.
   - Ensure all windows are closed prior to leaving the room and close the door after the last person has departed.
   - Lead the students in an orderly manner, by the quickest and safest possible route to the main oval.

**No one is permitted to re-enter the OSHC Room after the siren has been activated or whistle blown.**

(5) The OSHC Coordinator will check the daily attendance record sheet.

(6) After the roll call the OSHC Coordinator will report any missing students, staff, volunteers or parents to the Fire Warden or the head of the emergency services.

(7) No person may leave the College grounds prior to notifying the OSHC Coordinator.

**Fire Fighting Procedure**

Any decision to fight a fire or to search the school will be made by the OSHC Coordinator once the situation has been appraised.

**Release from Oval**

No person will be released from the oval until all likelihood of danger has passed.

**IT IS VITAL THAT THE ALL CLEAR IS GIVEN BY THE FIRE WARDEN OR THE OSHC COORDINATOR.**

The all Clear will be 3 x short blasts on the whistle

The OSHC Coordinator will report the incident to the Principal or Assistant Principal Head of Junior School as soon as possible after the all clear has been given.

**General Points**

1. All OSHC carers must be familiar with the OSHC Evacuation Policy.
2. All OSHC carers must receive a copy of the OSHC Evacuation Policy.
3. All OSHC carers must be trained in the use of the fire extinguisher.
4. A fire extinguisher must be kept in a prominent position in the OSHC Room at all times.
5. A copy of the OSHC Evacuation Policy must be displayed in the OSHC Room at all times.
6. Regular practice drills of the evacuation procedure must be carried out.
7. At regular intervals during the year, parents using the OSHC service should be given reminders of the evacuation procedure.
Invacuation Procedure

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**General Policy - Rationale and Context**

The need for Invacuation has been necessary due to risk assessment that children will most likely be at risk from a disgruntled parent or some group trying to gain leverage over others.

Need to provide protection for high profile members of society – eg politicians, judges, magistrates or CEO’s of high profile organisations who may be exposed to threat of kidnap or may attract the attention of people who are mentally unstable.

Invacuation – “To cause people to remain within a building as a safety precaution while a dangerous situation exists outside of the building”

**Annual Preparation**

The following will be checked by the Health and Safety Committee at the beginning of each school year:

1. That a member of staff is nominated as a lock down warden for each of the 4 major buildings.
2. That this member of staff is inserviced annually in the duties of the building warden.
3. A list of students (alphabetical by Year Level or Home Group) is printed out in the first week of the academic year, stored in a plastic sleeve.
4. Along with an updated list of school allocated mobile phone numbers and a key to the building is stored and is provided to each warden in a red bag.

**General Procedure**

The person who is first aware of the situation is responsible for alerting the school body by notifying the Executive Assistant to Head of Junior School Ext. 201 or Senior ESO McAuley Office Ext. 239 who will arrange for the Invacuation siren to be sounded.
The person who reports the threat will also be asked:
1. The nature of the threat,
2. The size of the threat,
3. Position of threat (in relation to the site as a whole),
4. Whether hostages are involved.

**Invacuation (lock-down) alarm**

The Invacuation alarm is a “flat tone” which will be heard across the campus in every room, building surrounds and oval.

**Contact emergency services**

Having switched on the Invacuation alarm, the Executive Assistant to Head of Junior School or Senior ESO in the McAuley Office will then contact:
1. Police
2. Any other emergency services and provide a situation report on the scene – ie
   - nature of threat,
   - size of threat,
   - position of threat - using cardinal compass point references of the site as a whole,
   - whether hostages are involved,
   - any demands and
   - whether the perpetrator or perpetrators are known.

**Communication**

*Communication between Rooms will be via mobile phone*

The College has 24 mobile phones on issue to various staff and by accepting a College mobile phone – staff accepts that they will be called upon from time to time to coordinate communications within the school area in a lock down situation.

The list of College mobiles will be maintained in both the Head of Junior School Office as well as the McAuley Office.

**Chain of Command**

In the event of the absence of the Fire Warden a delegate will assume the role of Fire Warden.
(Central Person in-Charge)
Invacuation Procedure

**During class time**

All staff to remain inside the buildings they are in and lock offices. Any visitors to the school will be escorted to the nearest building and kept inside. All classes to be kept inside, classrooms locked, and windows shut.

Teachers in charge of a class or supervising in the library at the time of the invacuation should:

1. Keep calm and order in the class
2. Ensure all windows are shut and doors are locked
3. Close curtains (if available)
4. Students to lie on the floor under their desks – the idea being to keep a low profile
5. Students to remain silent.

**During Non - Class time**

Students should make their way in an orderly manner to their nearest nominated building, based on their House name (Suggested buildings are as follows)

1. Strathspey – BARRY HOUSE
2. Dalton Building – DALTON HOUSE
3. McAuley Building – McAULEY HOUSE
4. Gleeson Hall – FITZPATRICK HOUSE

The Person(s) in charge of each building are:

Strathspey – Assistant Principal Head of Junior School/Principal’s Personal Assistant
Dalton – Head of Art’s Faculty or Delegate
McAuley – Assistant Principal Head of Senior School or Delegate
Gleeson Hall – Head of PE faculty or Delegate

Each person or their delegate will ensure that students are ushered in safely. Should the threat be in one of the nominated buildings the person in charge will usher students to the nearest “Safe” building.

Once the flow of students slows in their area they will check the immediate area for any other students. On being certain of no more students in the immediate area the person in charge will enter the building and lock the doors afterwards. They will then ring the Fire Warden to inform them that their building is secure.

All buildings and classrooms to remain locked until the All Clear sounded signalling that the threat is no longer present.
Counting Rolls

During Class Time

Rolls can be checked against the class roll following a visual check of the area before each building is locked. Should students be mixed – mobile phones should be used to Heads of School to confirm attendance.

Outside of Class Time

Nominated persons in charge of each building should obtain the roll lists from the nominated “Red bag”.

ALL CLEAR

All buildings are to remain locked, with children keeping as low as possible until the all clear is sounded.

The all clear will be sounded when the Fire Warden or delegate considers the threat to have passed. The ALL CLEAR will broadcast over the PA System.

Mobile phones should be used to contact classrooms, if possible, should the Invacuation go on for a considerable amount of time.