

3.01 Evacuation Policy

Name	Evacuation Policy
Policy No.	3.01
Approved by Council	
Reviewed	2018
Next Review	2020

General Procedure

The person who is first aware of the fire 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 school hours either a Senior Staff member or the OSHC Coordinator will operate the Evacuation Alarm to sound the evacuation
- If unable to contact any person, and you are unable to activate the Evacuation Alarm, 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
- 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.

- **ALL members of the College Staff are to notify the Catherine McAuley/Strathspey Office prior to leaving the school grounds and on their return as a matter of normal course to ensure they can be accounted for should an emergency occur**

Evacuation Procedure

During Class Time

- **Non-Home Group and Peripatetic teachers** report to their designated location once they have delivered the class/students they are teaching to the appropriate Home/Tutor Group teacher, if applicable
- **Visitors/volunteers** are to be escorted to this same location by the member of staff responsible for their presence

- **All staff other than Home/Tutor Group teachers** are to **line up** to report to the ESO staff member(s) according to the designated sign (A-D, E-L, M-Q and R-Z)
- **Visitors/Volunteers/Peripatetics/Canteen Staff/College Shop Staff** are to **line up** to report to the ESO staff member(s) according to the designated sign (R-Z Visitors)
- It is the **staff member's responsibility** to report the Visitors/Volunteers/Peripatetics absence to the **Fire Warden** if they are not present at the assembly point
- **All non-teaching staff, non-Home/Tutor Group teachers** are to move to their **assigned Home/Tutor Group to assist with supervision and administration matters** once their name has been ticked off the list by the ESO staff member(s) at their designated sign
- **Visitors, Volunteers, Peripatetics, Canteen and College Shop staff** are to move to the **Northern** end of the oval and **assemble** next to the **first Reception Class** once their name has been ticked off the list by the ESO staff member(s) at their designated sign

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 Home/Tutor groups**
4. Home/Tutor Group Teachers are **NOT** to leave their students unattended on the oval

Collection of Class Lists

- **The Heads of Senior and Middle Schools and the Executive Assistant to Head of Junior School** are to report to the **Senior ESO – Catherine McAuley Office** to **obtain** the Home/Tutor Group lists and **distribute** these to the **Year Level Coordinators (6-12) or Class Teachers (R-5)**
- Upon the Home/Tutor Group Teacher receiving their class list, a roll call is **to be taken immediately**
- **Completed** class lists will then be collected by **Year Level Coordinators (6-12) or the Executive Assistant to Head of Junior School (R-5)**
- The **Heads of Senior and Middle Schools** will **collect** the completed **Home/Tutor Group lists** from the **Year Level Coordinators (6-12)**
- The **Heads of Senior and Middle Schools and the Junior School Coordinator** will then **confirm** the **presence/absence** of their **Home Group Teachers** to the **Senior ESO – Catherine McAuley Office**
- **Completed** Home/Tutor Group lists are to be given to the **ESO Staff Member(s)** according to the (Student Home/Tutor Group Lists) designated sign by the **Heads of Senior and Middle Schools and the Executive Assistant to Head of Junior School**

- In the **absence** of a Home/Tutor Group or Class Teacher the **Heads of Senior and Middle Schools and the Junior School Coordinator** will **assign** a Non-Home/Tutor/Class Group Teacher to that class **after they have had their name checked off the list at their designated area**
- The nominated First Aid Officer (Science ESO) 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 **Head of Middle School (Pastoral Care) 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 Senior ESO – Catherine McAuley Office** will report any missing staff, volunteers, visitors etc. to the **Fire Warden**
5. **The Fire Warden** reports to the **Principal** of any missing persons

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 Deputy Principal
- **The ALL CLEAR will be broadcast over the PA System**

Evacuation Exit Points

- All exit routes are clearly displayed in a prominent location within all 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 and **avoid bottlenecks on stairs where possible**

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 (Green Helmet)

- Designated Senior First Aid Officers are to make available 3 first aid kits
- These will be located on the main oval under the shade cloth, on the southern side of the Junior School Hall

Gate Wardens (Hi Viz Vest)

- These Officers ensure that no cars enter or leave the premises
- Their role is to direct the fire brigade to the specific location
- Gate Wardens must ring the Fire Warden (or Property/Services Manager in the Fire Wardens absence) to indicate they are in their designated positions

Area Wardens (Yellow Helmets)

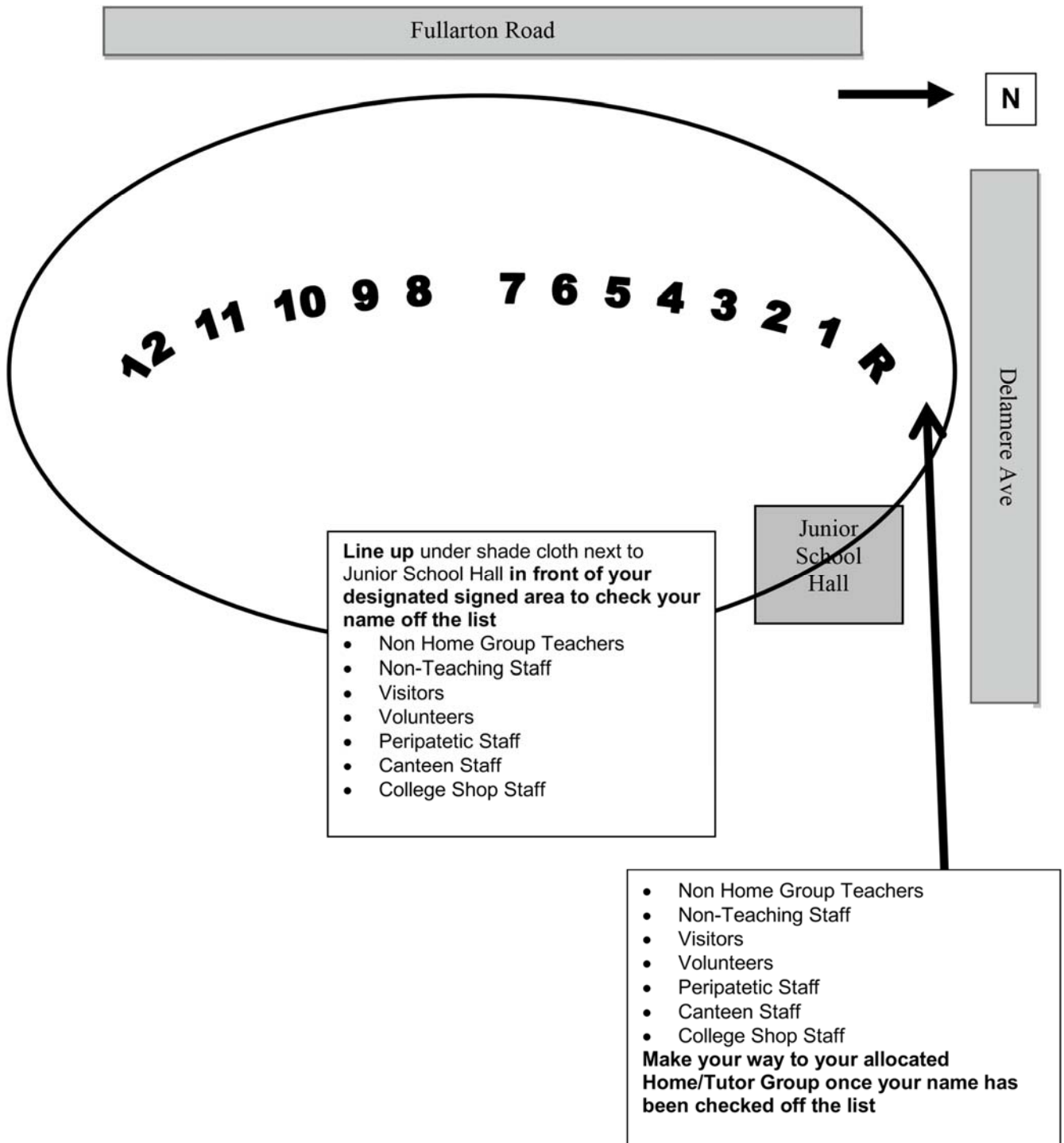
Area Wardens are responsible for areas of a workplace. An area warden, on becoming aware of the emergency, should implement the emergency procedures for their “floor”, which should include the following actions:

- Implement evacuation procedure
- Assist people in immediate danger
- Perform methodical search of their area to ensure that all persons have been notified of emergency and have left, or are leaving, the area to the assembly point
- Assist mobility impaired persons
- Communicate with Chief 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. **Procedure for CLASS TIME EVACUATION is then followed**

Oval Set Up



MERCEDES COLLEGE EVACUATION - SPECIFIC TASKS

McAuley and JS ESO Staff	Non-HG Teachers/ESO staff
<ul style="list-style-type: none"> • Take first aid kit 	<ul style="list-style-type: none"> • Escort class to designated place (if teaching at time of evacuation)
<ul style="list-style-type: none"> • Take copies of HG rolls 	<ul style="list-style-type: none"> • Attend your sign off area
<ul style="list-style-type: none"> • Take mobile phone 	<ul style="list-style-type: none"> • Return to your allocated HG class
<ul style="list-style-type: none"> • Take daily absentee log 	<ul style="list-style-type: none"> • Help supervise class until dismissed
<ul style="list-style-type: none"> • Take visitor log 	Year Level Coordinators (YLC)/ Junior School Co-ordinator (JSC)
Chief Fire Warden (CFW)	<ul style="list-style-type: none"> • Distribute rolls to HG teachers
<ul style="list-style-type: none"> • Oversee and facilitate the total evacuation process 	<ul style="list-style-type: none"> • Account for HG staff
<ul style="list-style-type: none"> • Coordinate with services 	<ul style="list-style-type: none"> • Collect rolls from HG teachers
<ul style="list-style-type: none"> • Call end of evacuation in consultation with Principal and services 	<ul style="list-style-type: none"> • Pass rolls to HOS
Principal (P)	<ul style="list-style-type: none"> • Pass absent HG staff to HOS/JSC
<ul style="list-style-type: none"> • Confirm services contacted 	HG Teachers
<ul style="list-style-type: none"> • Address whole school (if required) 	<ul style="list-style-type: none"> • Attend your HG class
<ul style="list-style-type: none"> • Ensure search for missing individuals with FW and services (if required) 	<ul style="list-style-type: none"> • Collect roll from YLC/HOJS
<ul style="list-style-type: none"> • Call end of evacuation in consultation with Fire Warden and services 	<ul style="list-style-type: none"> • Complete roll
Deputy Principal (DP)	<ul style="list-style-type: none"> • Pass roll to YLC/HOJS
<ul style="list-style-type: none"> • Oversee evacuation process 	<ul style="list-style-type: none"> • Supervise group until dismissed
<ul style="list-style-type: none"> • Help account for staff and students 	ESO Administration

<ul style="list-style-type: none"> • Ensure search for missing individuals with FW and services (if required) 	<ul style="list-style-type: none"> • Check roll and account for staff
Heads of School (HOS)	<ul style="list-style-type: none"> • Check roll and account for students
<ul style="list-style-type: none"> • Collect rolls from designated ESO staff and distribute rolls to HG/YLC's 	<ul style="list-style-type: none"> • Inform Principal and Fire Warden when checking is complete or if students or staff are unaccounted for
<ul style="list-style-type: none"> • Oversee roll marking 	
<ul style="list-style-type: none"> • Help account for HG/YLC staff 	
<ul style="list-style-type: none"> • Collect completed rolls 	Visitors/Volunteers/Student Teachers/Contractors/Peripatetics
<ul style="list-style-type: none"> • Confirm absentees with office staff 	<ul style="list-style-type: none"> • Attend sign off area
<ul style="list-style-type: none"> • Help keep students calm 	<ul style="list-style-type: none"> • Remain in front of JS Hall

MERCEDES COLLEGE EVACUATION AND LOCKDOWN – STUDENT CHECKLIST

EVACUATION – Long rising tone siren	LOCKDOWN – Short monotone siren
<ul style="list-style-type: none"> • Listen carefully to your teacher 	<ul style="list-style-type: none"> • Listen carefully to your teacher
<ul style="list-style-type: none"> • Leave everything on your desk 	<ul style="list-style-type: none"> • Turn off all electronic equipment (eg: Laptops, Phones, etc...)
<ul style="list-style-type: none"> • Exit the classroom in an orderly fashion 	<ul style="list-style-type: none"> • Get under your desk
<ul style="list-style-type: none"> • Follow your teacher to the Main Oval 	<ul style="list-style-type: none"> • Remain calm and quiet
<ul style="list-style-type: none"> • Move to your Year Level and HG area 	<ul style="list-style-type: none"> • Wait quietly for further instructions
<ul style="list-style-type: none"> • Sit down in alphabetical order 	
<ul style="list-style-type: none"> • Wait quietly for further instructions 	