



Fire Safety & Evacuation Procedure

Rationale

A disaster is an event or emergency that disrupts the normal functioning of the school in such a way as to cause, or threatens to cause, trauma, severe damage and / or injury.

Maintaining 'Duty of Care' for students during an emergency is paramount. All staff are responsible for this.

An evacuation may be required in circumstances such as **FIRE, BOMB SCARE, EXPLOSION, AIR or TRANSPORT ACCIDENTS, TOXIC EMISSION** etc.

In the event of a disaster the evacuation system will emit long, sharp siren when evacuation is necessary **(warning beeps may precede this)**.

ASSEMBLY AREA - bottom oval on boundary line

When evacuation siren sounds complete the following:

1. Collect Class Roll (Fire Warden to also collect Critical Incident Plan and Checklist)
2. Check classroom, turn off electrical equipment, checking allocated areas
3. Close door.
4. Leave with class by the nearest **OUTSIDE** exit and walk to Assembly Area.
5. Mark Roll and notify Fire Warden when all students are accounted for, and class teachers remain with their class.
6. Remain in designated area until 'all clear' given. Three rings of the bell or notification from Principal / Fire Warden / BSO will indicate when it is safe to return to the classrooms.

- Students who are not with roll teacher once at the assembly area will be escorted back to roll group teachers by an LSA
- Small groups of students not with a staff member should leave by the **NEAREST OUTSIDE** exit, then report to their class teacher at the assembly area – Bottom oval on boundary line
- Classes in **library, Music, P.E** and **French room** exit through closest **OUTSIDE** door and proceed to oval boundary line while walking away from the building.

Designation of roles and responsibilities

ACTION	WHO
Evacuation system will emit long, sharp siren when evacuation is necessary (warning beeps may precede this). ASSEMBLY AREA - bottom oval on boundary line	Business Manager/Principal
ALLOCATED AREAS TO CHECK	
Admin Staff Front office, sick bay, foyer. Principal Principal's office, Emergency kit. Take master roll. Deputy Principal Deputy's office, Staff room, Library, Senior corridor, SLCs Junior corridor, Junior toilets LSA's Both Halls.	Front Office Staff Leadership Team
BSO Staff toilets, then at front of school to patrol entrance. Canteen Staff Canteen and Canteen Storeroom and toilet. Preschool Staff Preschool buildings and playground.	BSO Canteen Manager and volunteers Preschool Staff
Cherie to Collect 'sign on books', emergency kit and mobile phone.	Office Manager and Office Staff
Students not with home group join home group teacher at designated assembly area.	LSAs Specialist teachers
Complete Safety Checklist, and then proceed to front of school to meet Fire Brigade.	Fire Warden: Denise Gilbert

