CALAMVALE COMMUNITY COLLEGE  EMERGENCY EVACUATION PROCEDURE

PRE - EMERGENCY AWARENESS
ALL STAFF

• Read the evacuation procedure located under Links on the Daily Notices page on your desktop. Click on WH&S Register, then Evacuation Procedure 2014. Be conversant with the specific duties your work role requires of you.

• If your role changes during the year, familiarize yourself with the duties designated to that role.

• Once you have read the document, check with a tick the Eregister to confirm you have read and understood the procedure.

• Be aware of the location of fire extinguishers, fire hose and fire blankets in your main work area.

• Read the instructions for correct operation of all fire fighting equipment.

• Familiarize yourself with the evacuation route from each building you work in.

• **NOTE:** Staff/students evacuating via the ring road MUST ONLY use the pavement. Do NOT walk on the road. In a genuine emergency fire trucks will be using this road for access.

• **IMPORTANT:** Treat every alarm event as “the real thing”. NEVER assume it to be a drill.

  **Access to oval:** Be aware if oval is out of bounds or if fire encroaches the oval, an alternate evacuation location/route will be necessary. Back-up assembly points are C&K grounds and Northern car park.

ADVISORY /HOME ROOM TEACHERS SHOULD

• Regularly instruct students how to identify emergency signals, what to do if a signal occurs during their lunch break and where to assemble on the oval.

• Re-enforce to students the need to respond to an emergency alarm with alacrity.

HOC’s RESPONSIBILITIES

• Nominate a Fire Warden for each POD/Block whose duty will be to check that their POD/Block is clear of students and that exit doors are closed and **locked** in the event of an emergency evacuation. (Ideally the Fire Warden should be a full-time teacher permanently attached to that POD.)

ADVISING ADMINISTRATION OF AN EMERGENCY

• If an emergency is detected, IMMEDIATELY phone EMERGENCY EXTN. 314 (3712 6314) and give full details to the Administration Officer.

HOW TO IDENTIFY WHEN AN EMERGENCY EVACUATION IS CALLED

• An emergency evacuation is signaled when the siren is played with a rising tone (whoop, whoop). Follow the emergency evacuation protocols at this sound.

• In the event of a power blackout, portable air horns will be used. Evacuate on hearing either signal.

IMPORTANT FIRE INFORMATION

• The safety of the students in your care is your primary concern.

• Staff should render assistance to anyone in immediate danger.

• Staff should NOT attempt to fight the fire unless another staff member is available to ensure the safe evacuation of students and you are not put into a potentially harmful situation.
EMERGENCY EVACUATION PROCEDURE
FLOW CHART

IF EVACUATION OCCURS DURING CLASS TIME

Use the closest possible FIRE EXIT. DO NOT exit via an internal doorway.

Escort your class to the oval by the route specified on the wall map in your classroom. If smoke/flame is present on nominated path, divert to a safer route.

Ensure no students/staff or visitors are left in the room.

Close doors and lock. Remember key for re-entry.

IF EVACUATION OCCURS DURING BREAK TIME

PRIORITY IS TO ENSURE STUDENTS ARE GUIDED TO THE OVAL AS QUICKLY AS POSSIBLE. IMPRESS ON DAWDLING STUDENTS THE NEED FOR SPEED IN MOVING TO THE OVAL.

Disabled students: The first adult to sight an unescorted disabled student is to take control of the wheelchair and escort the student to the assembly point on the oval. See map in appendix.

FIRE WARDENS to check POD/Blocks are empty and locked.

IF ALL STUDENTS ARE ACCOUNTED FOR

Advisory teacher to return completed slip to sub-school Principal

Sub school Principal to give “all clear” to College Principal

Once sub school Principals have reported to College Principal that all students are accounted for, College Principal will assess the fire hazard, in conjunction with the Fire Department, and give directions to fully evacuate the College or give the “all clear” to return to class.

IF THERE ARE DISCREPANCIES/MISSING STUDENTS

Advisory/Home room teacher to advise HOC/Deputy ASAP

HOC to confer with Sub school Deputy and Attendance Officer to determine if absence can be explained

If missing student is unexplained advise Sub school Principal who will advise College Principal

College Principal will allocate personnel/resources to find missing student/s
APPENDIX 1
SPECIFIC ROLE DESCRIPTIONS DURING EMERGENCY

College Principal or Associate Principal in absence of College Principal
- Make the decision to sound the alarm
- Oversee the evacuation – Using two-way issued by Admin staff member
- When sub-school Principals indicate that all students and staff are accounted for either:-
  o Give the all-clear if there is no fire danger present
  o In the event of a real fire, follow procedure from critical incident plan. Staff and students should remain on oval until authorities give the all clear.

Associate Principal
- Be familiar with evacuation roles for BSM, HR & Finance Officer to be able to “back-fill” role if officers are absent.
- Collect Administration Point sign from Student Services and proceed to oval. Give to a staff member standing at Administration Point (as marked on map) to hold sign up so staff unattached to a sub-school know where to report to.
- Follow up on any missing staff members reported by Deputies
- Assist College Principal in collation of sub-school reporting.

Middle/Senior Principals and Junior School Deputy
- Assume responsibility for safe exit from admin. area of any interviewing/detained students.
- Take keys and mobile phone for emergency contact
- Collect a two-way and yellow vest when at oval to facilitate communication with College Principal.
- Collect and collate data from all classes as to the whereabouts of all students in their care.
- Check on missing students
- Report to College Principal when all students are accounted for.

Junior School Principal
- Confirm that C & K has been phoned by Admin workstation to advise them to commence evacuation to grass area between Kindy and AFL Oval.
- Collect a two-way from the Printery for communication with oval
- Proceed to Kindy to oversee evacuation process.

Middle Deputy and Junior School Maths HOC
- Confirm with each POD that all teachers (including TRS) and aides present at school at time of evacuation from that POD are on oval.
- Any missing staff – Report to Associate Principal

Senior Deputy
- Collect sub-school staff list from S/S Admin Officer and account for S/S personnel /TRS present on oval.
- Report any missing staff to Associate Principal
Year Level Co-ordinators

- Proceed to oval as quickly as possible (ahead of students if possible) Upon arrival at the oval:— Collect Advisory sign from Scientific Operations Officer
- Stand at the front of the designated space for your Year Level (as per the map in Appendix 2) and hold the sign aloft. Advisory groups assemble to the left of the steps leading from ring road to oval, lining up in a north/south orientation. Commencing with SS1B. Direct students to assemble in their advisory groupings.
- Instruct students to leave sufficient space between Advisory lines to enable the Advisory teacher to be able to walk up and down to take “roll call”.
- Impress upon students the importance of staying with their advisory class to ensure all students can be accounted for as quickly as possible.
- Assist HOCs with investigating whereabouts of any missing students.

Heads of Curriculum

- If your nominated POD/Block Fire Warden is away, perform the functions for this role.
- On oval:-
  - Collect attendance slips from yellow vested Student Services Officer.
  - Distribute these to your advisory/roll class teachers for marking – Get sub-school Aides to assist with dissemination to classes.
  - If advisory/roll class teacher notifies you that a student is missing, confer with sub-school Deputy and Attendance Officer to ascertain student’s location.
  - If student’s absence is unexplained, notify sub-school Principal who will alert College Principal.
- If evacuation is during a break time, patrol grounds around PODs and Resource Centre to ensure no students are hiding and escort them to the oval.
- JUNIOR SCHOOL: Student runners to be sent to J/S Student Services Officer (wearing yellow shirt) standing in front of the Junior assembly to collect rolls for each home class.

Fire Wardens

Where no fire is evident in your POD/Block:

- Ensure your POD/Block is completely clear of students/staff.
- Ensure that doors are closed and locked.
- Ensure you take a key for re-entry.
- Check surrounding grounds of POD/Block and toilets for any “stray” students.
- Proceed to oval and report to your Sub-school Deputy to be recorded

When a fire occurs in your POD/Block:

- Immediately evacuate students from building to the oval.
- Direct staff member from POD/Block to go to closest building to ring emergency extension 314 to raise the alarm. Give exact location and extent of fire to the Admin staff member who takes the phone call.
- Once students are safely evacuated from the building; if the fire can be extinguished safely then use the fire fighting equipment stored in the building.
- If the fire is contained, IMMEDIATELY ring extension 314 to update on the situation.
- ONLY ATTEMPT EXTINGUISHING THE FIRE IF IT IS SAFE TO DO SO. NO STAFF MEMBER SHOULD PUT THEMSELVES IN HARM’S WAY.
- If fire persists:- Ensure POD/Block is completely clear of students/staff.
- Check exit doors are closed (DO NOT LOCK – FIRE DEPT. WILL NEED ACCESS)
- Stay a safe distance away from the fire/building and ensure no-one goes near.
- When Fire Department arrives assist in guiding them to the fire site.
- Once Fire Department is on site, proceed to the oval and re-join your students.
Advisory/Roll class Teachers

- Remember to take a pen with you to oval to mark roll and a key to re-enter your building.

SENIOR SCHOOL

- Stand at front of your Advisory location, raise your hand to enable your students to find their correct advisory group line.
- Once HOC has given you the attendance slip, promptly call the roll.
- Instruct students on importance of staying with their Advisory group for total duration of evacuation.
- When roll call is complete, return the slip to the sub-school Principal/Deputy.
- Report any discrepancies noted immediately to Deputy/HOC.

MIDDLE SCHOOL

- Stand at the front of your POD roll class location with your arm raised so you are in clear sight for your students.
- Once HOC has given you the attendance slip, promptly call the roll. When roll call is complete, return the slip to the Principal/Deputy.
- Confirm all POD teachers/TRS/aides are on oval and report status to Deputy.
- Report any discrepancies noted immediately to HOC/Deputy.

JUNIOR SCHOOL

- Escort your class to the designated position on the oval as indicated on map in Appendix 2. If on planning or non contact, meet and join your class as they reach the oval. (You will be responsible to mark the roll for your class.)
- When the Student Services Officer (yellow vest) holds the rolls sign up, send one student runner to collect the class roll and return it for marking.
- When all students are accounted for return the slip to the Deputy/HOC.
- Confirm all POD teachers (including TRS) aides and specialist teachers are on oval and report to Deputy.
- Any discrepancies should be noted immediately to the HOC/Deputy.

Classroom Teachers

- Evacuate students via the route specified on the wall map in your classroom. As you leave the room (remember to take your key), ensure that you have closed and locked the doors and that there are no students left in the room.
- If a parent/volunteer is in classroom direct them to report to the Admin point on the oval to be recorded. They are NOT to stay with the class.
- Ensure that all classes exit quickly using the CLOSEST fire exit. DO NOT exit the POD/Block via an internal door unless there is no fire exit present in the classroom.
- Upon arrival at the oval :-

  SENIOR: Direct your students to look for their HOH and Advisory Teacher, who will be standing at the front of the assembly point, to join their Advisory groups.
  MIDDLE: Direct your students to line up in their Advisory class order as shown in diagram in Appendix 2.
  JUNIOR: Assemble your students in their POD/Roll Class as per the diagram in Appendix 2.
EVACUATION DURING BREAK TIMES:

ALL SUB-SCHOOLS: Disabled students
The first adult to see a disabled student who is unescorted, is to take control of the wheelchair and escort the student to the meeting point on the oval. (Switchboard boxes by steps – See Map in appendix.)

SENIOR/MIDDLE SCHOOLS
Proceed to the oval, guiding students you meet en route and follow the procedure as per standard emergency evacuation.

JUNIOR SCHOOL
- Duty teachers to summon all students and take them directly to the oval via the shortest possible route.
- Be alert for “stray” students as you move to the oval.
- Once on the oval direct the students to look for their class and join them. Give direction to Lower Juniors in particular to guide them to their POD groups.

Specialist teachers
- Ensure the classroom you are occupying is clear of staff/students and close/lock the door
- Escort the students working with you to the oval where they will join their class groups as designated on the diagram in Appendix A.
- Wait for roll class/Advisory teacher to arrive before reporting to Deputy Principal/HOC to be accounted for.

Teacher Librarian
- All students studying independently in the Library and on those on spares to be escorted to oval and instructed to join their roll class/advisory group once on the oval.
- Ensure Resource Centre is fully vacated and lock the door to secure the building (Take key for re-entry)
- JS T/L: Stay with Junior class on oval until the roll class teacher arrives then report to HOC to have your name recorded.
- MS/SS T/L: Stay with sub-school group and report to Deputy Principal to have your name recorded.

Business Services Manager
- Ensure pack of new replacement batteries are kept in two-way container as a back-up.
- Know where access points are for fire fighting and for storage of flammable goods etc.
- Ensure portable siren is stored with other emergency evacuation equipment in the Printery.
- Collect the 2 yellow jackets from behind the Printery door and a two way. Take keys to re-enter the building.
- Give one jacket to the HR Officer and put on the other jacket.
- Collect map located under the evacuation alarm and proceed to front gate.
- Meet the fire truck at the front gate and let them know the location of the fire and where the nearest fire hydrant is located. Give codes to enable opening of ring road boom gates to allow fire truck through.
- Remain in contact with College Principal via mobile for updates.
- Do not allow anyone to enter the school grounds until given an all clear.
- When all clear is given, relay information to staff at front of College that event is over.
- Return to the office to turn off the alarm.
Student Services Officer (Junior School)
- Nominate a staff member exiting the building to escort sick bay students (if any) to bottom of stairs, in front of staff room, and wait with them until Admin Officer arrives.
- Put on yellow official vest, print College early departures list, collect diabetic supplies (lollies, poppers), rolls sign and proceed immediately to oval.
- On oval, select one staff member to join you to hold rolls sign up.
- Give Deputy/HOC the early departures list.
- As soon as the rolls arrive on oval, hold the rolls sign up.
- Assist HOCs and Deputies with collation of rolls

Student Services Officer (Middle/Senior Schools)
- Print ID Attend rolls for every College roll class/Advisory group
- Open ID Attend reports\Evacuation Reports. Ensure that home group is ticked then click print preview. Select local printer and Print.
- If fire is in Student Services building, the back up rolls stored in Admin will be used:
  Assist other staff with evacuating building as quickly as possible, ensure exit doors and windows are shut and locked
- Collect container with yellow jacket and pens. Put on jacket and collect rolls sign ready to take up to oval.
- Print 3 copies of sick bay log: ID Attend\Admin\Logs\sick bay. This will print all College sick bays. Middle/Senior sick students are to wait at top of steps leading to Common room, they will be collected by an Admin staff member and taken to the front of the College. Account for all sick students on log before proceeding to oval.
- As soon as class rolls are all printed, proceed immediately to the oval using the shortest and safest route.
- Give Junior school rolls to Junior S/S Officer
- Disperse MS/SS rolls to HOCs
- Give sick bay log to each sub-school Deputy
- Assist Deputies and Attendance Officer in resolving any missing student queries.

Attendance Officer
- Once a term, print a complete set of class rolls to be used as a back-up.
- Back-up rolls to be stored in folder and stored in PA to College Principal’s office. Back up files to be taken to oval if fire is located in Student Services building.
- Proceed immediately to oval and assist Principals with identifying missing students.

Facilities Officer
- Proceed immediately to the front of College to meet emergency services and guide them to the fire location.

Science Operations Officer
- Check that the gas main box is off.
- If hotplates are in use at time of evacuation, ensure they are SWITCHED OFF.
- Collect house signs and take to oval. Close and lock prep Room
- Proceed directly to oval. Report to Deputy and stand with sub-school.
- Distribute house signs to YLC’s.

Hospitality/Environmental Centre/Manual Arts
- Switch off all electrical appliances.
- Close and lock the door after ensuring the area is fully vacated and escort students to oval.
Sports Staff
- Escort students to oval and direct to appropriate assembly area
- Sports Centre: Evacuate via all available emergency exits. Ensure building is fully vacated – check change rooms/toilets/fitness room.
- Close and lock doors.
- Join your advisory/roll class if allocated. If unattached to a class, report to Deputy Principal and stand with your sub-school.

Janitor/Groundsman
- Proceed immediately to the front of the College and assist Facilities Officer.
- If Facilities Officer is away, assume the Facilities Officer’s role.
- In instance of power failure, collect portable siren from Printery and sound siren throughout campus (commencing in sub-school where fire is present.)

Technical Officer
- Collect back-up data and proceed directly to oval.
- Report to Admin point on oval to have your name recorded.

Teacher Aides
- Collect volunteer sign-on book and take book and any volunteers present in POD at time of emergency to the oval so they can be accounted for by Admin staff.
- When with a class, help teacher escort class to oval.
- When there is a disabled student in the class: Identify a suitable evacuation route for the wheelchair. During an emergency, accompany the student to the ring road footpath adjoining the assembly area of the student’s sub-school. Remain with student for duration of evacuation.
- Be aware of what staff are working in your POD and check they are on oval. Report to Deputy if there are any absences.
- Assist HOCs with distributing roll sheets to roll classes.
- Classroom aides to stay with the sub-school they are working in within that session and report to the Deputy Principal/HOC to have their name recorded. Non-classroom aides to report to the admin point to have their name recorded.
- Senior School B Block Aide to put on yellow vest and proceed to Northern College entrance to prevent people from entering the site. C Block Aide to proceed to Ring road boom gates to prevent cars/people entering via ring road and D Block Aide to start of Nottingham Road pathway. Keep oval visible to remain aware of when all clear has been announced.

Resource Room Aide
- Lock doors to Resource Room. Take a key for re-entry.
- Check with Student Services Officer if any assistance is required with sick students.
- Collect rolls sign from Student Services and take up to oval.
- Proceed to Admin point and have your name recorded.

Canteen convenors
- Switch off all electrical appliances
- Ensure all volunteers have vacated the building and have proceeded to oval
- Close and lock doors on leaving. Take a key for re-entry
- Report to Admin point to have your names recorded.
Visiting Staff
- Proceed immediately to oval and report to Admin point to have your names recorded.

Student Services staff (HOSES, GO, Nurse, Chaplain)
- Escort any students with you to the oval and instruct them to join their roll classes.
- Ensure that your room is fully vacated and door is closed and locked. Take a key for re-entry
- Check with Student Services Officer if any assistance is required with sick students.
- Report to Admin point on oval to have your names recorded.

WHSA’s
- Each day be aware of absences of College Principal/Associate Principal, BSM, HR & Finance Officers.
- Be prepared to “back-fill” AP role on oval in case of absences.
- Organise regular emergency evacuations
- Put on yellow vest. WHSO No. 1 – Stand at front of oval in Senior precinct. Direct students to form Advisory groupings in the correct position. WHSO No. 2 – Stand at steps leading from ring road to oval and direct/guide students to correct assembly locations.
- Report to Admin point on oval to have your name recorded and assist College Principal with collection/collation of data arriving from Sub-school Principals.

ACE Unit
- Evacuate all students and staff from demountable and proceed to oval.
- Close and lock doors. Take a key for re-entry
- Assemble on oval as per diagram in Appendix 2.
- Confirm all students allocated to ACE for the day are present.
- Report any missing students directly to Junior School Deputy.

C & K
- On hearing siren prepare staff and children to evacuate building
- Confirmation phone call will be made from College with details of location of fire
- Evacuate to grassed area between C&K and AFL oval. Take attendance register.
- Close and lock doors. Take key for re-entry.
- Junior School Principal to attend C&K to oversee evacuation.
- Confirm all children/staff in attendance that day are accounted for.
- Report any discrepancies to Junior School Principal.

ADMINISTRATION BLOCK PERSONNEL
(Person receiving call)
Office member who receives the phone call to do the following:-
- Questions: Where is the fire located?
- What type of fire is it? Electrical/Chemical/General
- Locate the College Principal/Associate Principal to inform them of the details
- Ask if they would like you to start the evacuation procedure
- If yes, turn the evacuation alarm on and inform the office staff & BSM of the location and type of fire and that we are now in evacuation mode.
- Make the call to the FIRE DEPARTMENT 000.
- If no, follow instructions as given by College Principal/Associate Principal.
Work Station 1 (Front Counter)

Notify all staff over the internal phone system the following:-

- Press the Whole School page button down. It will beep. Hold the button down while you make the following announcement:-
  - **Attention all staff, attention all staff we have a fire in __________ POD/Block please EVACUATE the buildings immediately and make your way to the oval.**
  - Print visitors log from ID Attend to take to oval. Direct any parents/visitors to exit the school grounds via front gate after crossing their names off the log.
  - Collect an epipen box from printery and proceed to oval by the shortest and safest route.
  - On oval, locate visitors and record attendance.

Work Station 2

- Collect the yellow jacket container marked oval, the megaphone and a two way from the printery.
- Walk down the Junior School corridor, making sure all rooms/toilets are vacated and internal/external doors are closed and/or locked.
- Any unattended students to be accompanied to oval and instructed to join their class.
- Make your way to the oval by the shortest and safest route. Jackets to be given out to all Principals. Megaphone and two way to College Principal once on the oval.

Work Station 4

- Call C & K on 3711 2908 and advise that we are in evacuation mode.
- Collect an epipen container and first aid kit from printery.
- Make your way to the oval by the shortest and safest route. Stand at front of Admin assembly with first aid equipment.

Printery

- Put yellow jacket container, 3 x two ways, epipen boxes, first aid kit, student Admin appointment list, early departure list, portable siren and megaphone on bench for Workstation staff to collect.
- Walk through common room and evacuate, locking the door on your way out.
- Collect any sick students waiting at the top of the steps by student services.
- Escort students to front of College and supervise them. Assist BSM in preventing anyone entering the College until an all clear is given.

HR Officer

- Ensure all Admin staff/relieving staff know the emergency duties for the work station they are working at.
- Make sure that work stations 1, 2, & 4 and the printery are manned. Confirm BSM is located near fire alarm. (If not, allocate Admin member to ring alarm.)
- Collect yellow jacket from BSM
- Put on yellow jacket. Once everyone has evacuated from the office, leave via front door and make way to the front of the College. Assist BSM in preventing anyone from entering the grounds.
- Each term update list of non-teaching staff and print out. Give list to PA to College Principal for storing with other lists within evacuation folder.
**Finance Officer**

- Collect box of 2 ways and batteries from strongroom and take to oval to distribute to sub-school Principals.
- Once on oval, assist Associate Principal in identifying non-teaching staff, visiting specialists and visitors.

**PA to College Principal**

- Once a term receive a back-up student roll list from Attendance Officer to be used if a fire is located in the Student Services building and student rolls can’t be printed.
- Have folder containing back-up class rolls in an easily accessible location and if notified that fire is in B block, take folder to oval as quickly as possible.
- Each term print out a staff list for each sub-school listing the names of all teachers and aides working within that sub-school.
- Each term print out a complete list of non-teaching staff by role and in alphabetical order (i.e. Aides, AO’s, Groundsmen, Cleaners, Tech)
- Each Term, update list of Speech Pathologists timetables and other EQ specialists attached to school. Print out and store in a folder (Specialist teachers/sub-school staff)
- Place lists in the specialist teacher/staff list folder stored in PA’s office alongside lists of specialists attached to the College.
- When evacuation siren sounds, print list of absent staff members for the day x 3 copies. File path: Coredata\Principal\shared\staffabsent\TRS2012. Select todays absences only for teachers. Print and then tab at the bottom of the page and print support staff.
- Take lists directly to oval by shortest and safest route. Distribute lists to sub-school Deputies.
- Assist the Associate Principal in accounting for visitors and volunteers.