



Evacuation

Evacuation Policy

Blackall Range Independent School

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PURPOSE OF THE POLICY

The purpose of this policy is to outline the procedure for evacuating the school in the case of fire, flood or other emergencies which require students and staff to be moved from the Blackall Range Independent School (B.R.I.S.) campus.

Scope

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site.

Responsibility

Principal

Point of Contact

Principal

DEFINITIONS

Generally, an emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment. It is a risk to an individual's health and safety.

Situations that might constitute emergencies include:

- fires and/or bushfires
- bomb threats
- intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- natural disasters, such as floods, cyclone, thunderstorms or earthquake.

POLICY

The policy of B.R.I.S. is to take a proactive approach to Workplace Health and Safety by having appropriate procedures in place for evacuation of the school campus and by regularly carrying out practice drills to ensure procedures are clearly understood by all stakeholders.

Copies of this policy will be disseminated via the school and staff handbooks and via notices in each classroom, the library and other appropriate areas around the school.

The Principal, or another member of school staff designated by the principal, will schedule at least one practice evacuation drill per semester and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the evacuation procedure during the first week each semester.

Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Blackall Range Independent School any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.



Evacuation Policy

Procedure

In the event of an emergency, the Principal will make the decision with regard to whether the campus needs to be evacuated.

If the decision is made to evacuate:

- A bell will be sounded in three short blasts.
- All students, staff, and visitors to the campus will proceed to the evacuation area which is the oval.
- Staff collect class rolls, secure rooms and supervise students down to the oval.
- Staff not on class to check all buildings for children/visitors and alert them to the evacuation.

The Principal will notify the appropriate authorities and move to the evacuation area.

Should the need for evacuation occur during a time when students are not in the classroom, the bell will be sounded in three short blasts. Students and all staff members must move to the evacuation area immediately. Students are required to meet with their home class teachers who will be at a designated spot in the evacuation area.

NO ONE IS EXEMPT FROM EVACUATION PROCEDURES.

At the evacuation area, class teachers are responsible for supervising the class they have been teaching and for taking class rolls. Any students not accounted for should immediately be reported to the office person, who will check the student's name against an up-to-date absentee list, and then report any missing students to the Principal. The Principal is responsible for notifying authorities about any missing students.

The Principal has the responsibility to sound the 'all clear' when the emergency is over.

OTHER RESPONSIBILITIES

The Principal is responsible for communication with the media and the School Executive, and also for making the decision if and when parents need to be notified. If notification is required, the Principal will activate the communication tree.

The Principal

1. Be visible, available and supportive to all.
2. Dispel rumours by giving everyone the facts.
3. Communicate with the School Executive.
4. Where appropriate, contact families of students involved in the emergency
5. Make a decision regarding whether other parents need to be notified of the emergency.
6. Liaise with the media.
7. Provide updated information to all concerned.
8. Release follow up information.
9. Release only **necessary** details and make sure information is **factual**.
10. Include in communication information with regard to when and how students will be released to parents/caregivers, if applicable.
11. Undertaken a review of the effectiveness of the emergency procedures following an event

Counsellor

1. Be available.
2. Cancel other activities and appointments.
3. Designate a counseling space.
4. Get extra assistance if warranted.



Evacuation

Evacuation Policy

5. Support the school staff and students; and offer assistance to parents, if appropriate, after the Principal has made initial contact.

Medical Contact Person

1. Be available to assist staff and students who may require medical assistance.
2. Be available to parents who may need assistance/advice or referrals to health services.

POLICY RELEASE DETAILS

Date of Policy

January 2009

Approved by

Executive

Review Date

Annually, by the WH&S Committee

RELATED POLICIES AND DOCUMENTS

Lockdown Policy
Risk Management Policy
WH&S Policy
Maintenance Policy