



St Paul the Apostle School, Doreen

# 2022 Evacuation Plan

Procedures to Outdoor Evacuation Assembly Area


# WHAT TO DO IN AN EMERGENCY

## UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm  (03) 9714 6480  
**AFTER HOURS: 000**

## EVACUATION PROCEDURE

### Staff:

- Turn off any equipment that may become a hazard.
- Commence Evacuation via the nearest safe .
- Make a final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

### Staff not in the act of Teaching:

- Report to the Chief Warden for deployment.

## MEDICAL

### RAISE THE ALARM

- Contact a nearby trained First Aider
- Check for dangers before approaching the casualty.
- Do not attempt to move a person unless they are in immediate danger.

## LOCKDOWN PROCEDURE

- Attend your "Classroom" if outside class time or remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

## HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so.
- RAISE THE ALARM.**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate up wind (see **EVACUATION PROCEDURE**).
- DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

## FIRE

Upon discovering a fire:

- Assist persons in danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- RAISE THE ALARM.**
- Alert anyone in the immediate area.
- Commence evacuation via the closest safe exit (see **EVACUATION PROCEDURE**).

## ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder
- Hand over valuables, if requested, these are replaceable, life is not.
- DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
- RAISE THE ALARM.**

## BOMB THREAT

Upon receiving a threat:

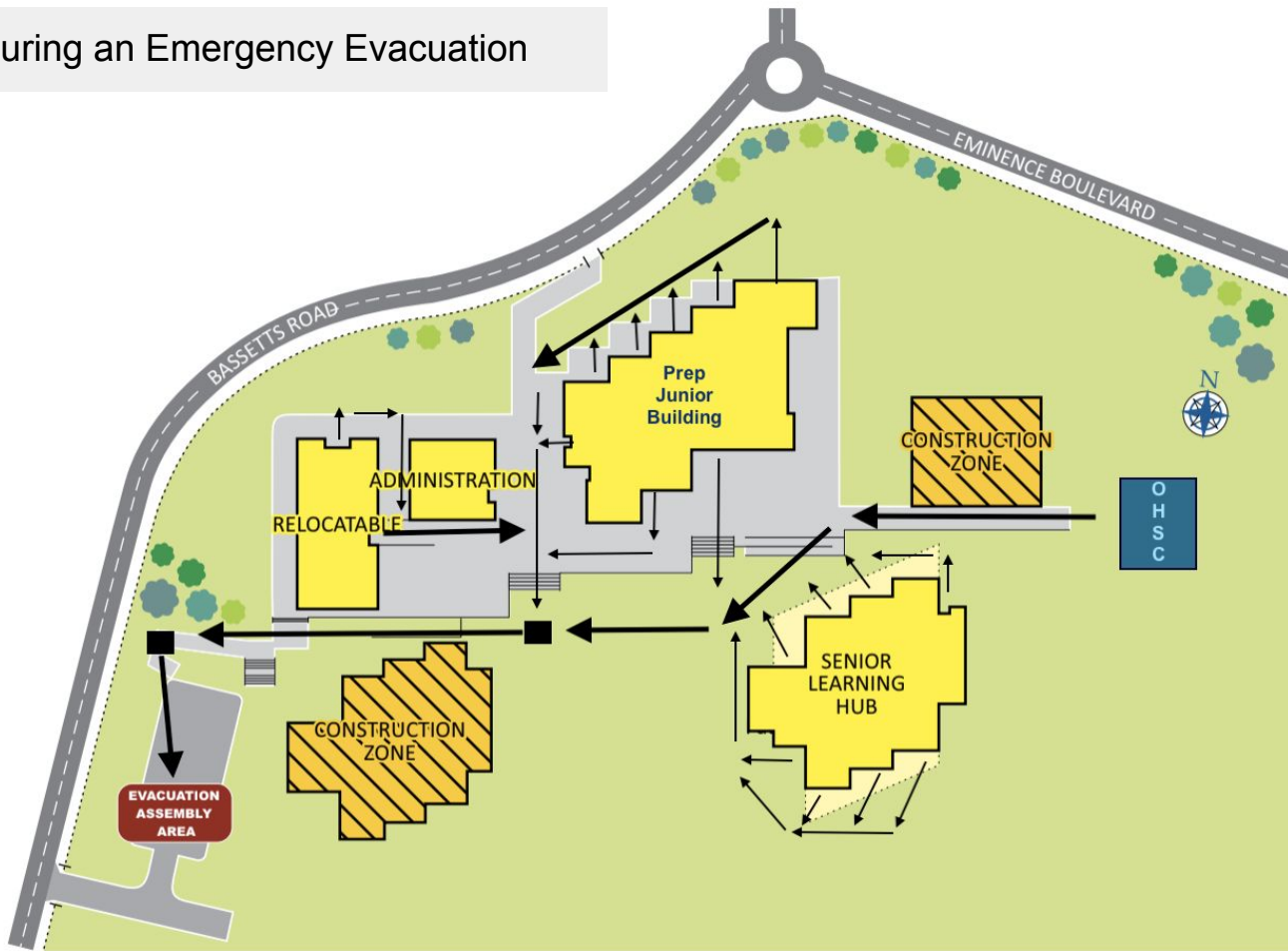
- Take the threat seriously.
  - Obtain as much information as possible.
  - Do not hang up the phone.
  - RAISE THE ALARM** discreetly.
  - Fill in a Bomb Threat Checklist, available from the Chief Warden.
- Upon finding a suspect package:
- DO NOT** touch or move the object.
  - Isolate and evacuate the immediate area.
  - Notify the Chief Warden.

## ADVERSE WEATHER

During adverse weather conditions:

- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
  - If outside seek shelter.
  - Await instructions from the Chief Warden.
- Once adverse weather condition has passed:
- Notify the Chief Warden of dangerous situations in your area.
  - If flooding has occurred, avoid pools of water.

# General Movement During an Emergency Evacuation



# Procedures: Staff in Learning Spaces

*Rehearse the following steps with your children throughout the school year*

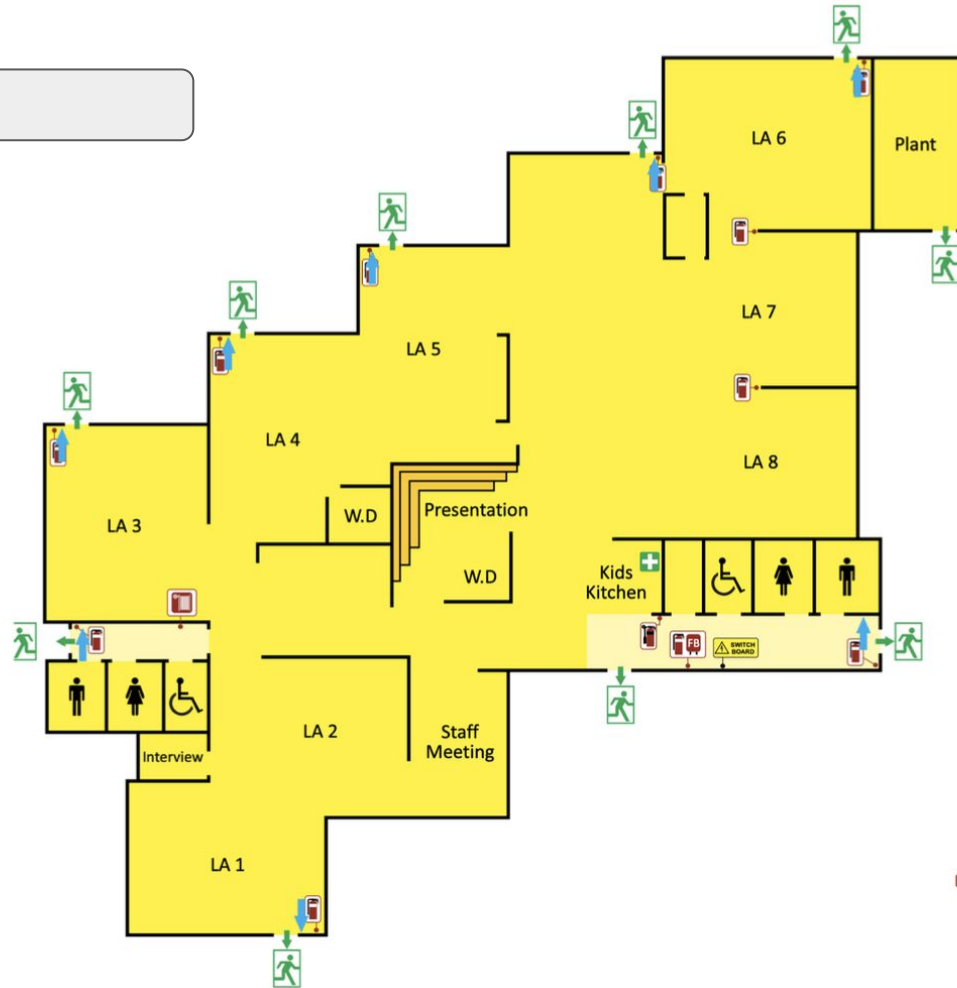
- Turn off any equipment that may become a hazard
- Teacher stands at exit and reassures the children whilst directing them to calmly line up in Safety Line order.
- Make final Check of the room, take your **Green Folder** (ensure you have class lists)
- Shut the door
- Follow Evacuation Path outlined on current map
- Accompany your class to Evacuation Assembly Area
- On arrival mark the Roll
- Report any Problems to the Communication Officer
- Remain in control of your class

Learning Support Officers remain with the class that you are working with.

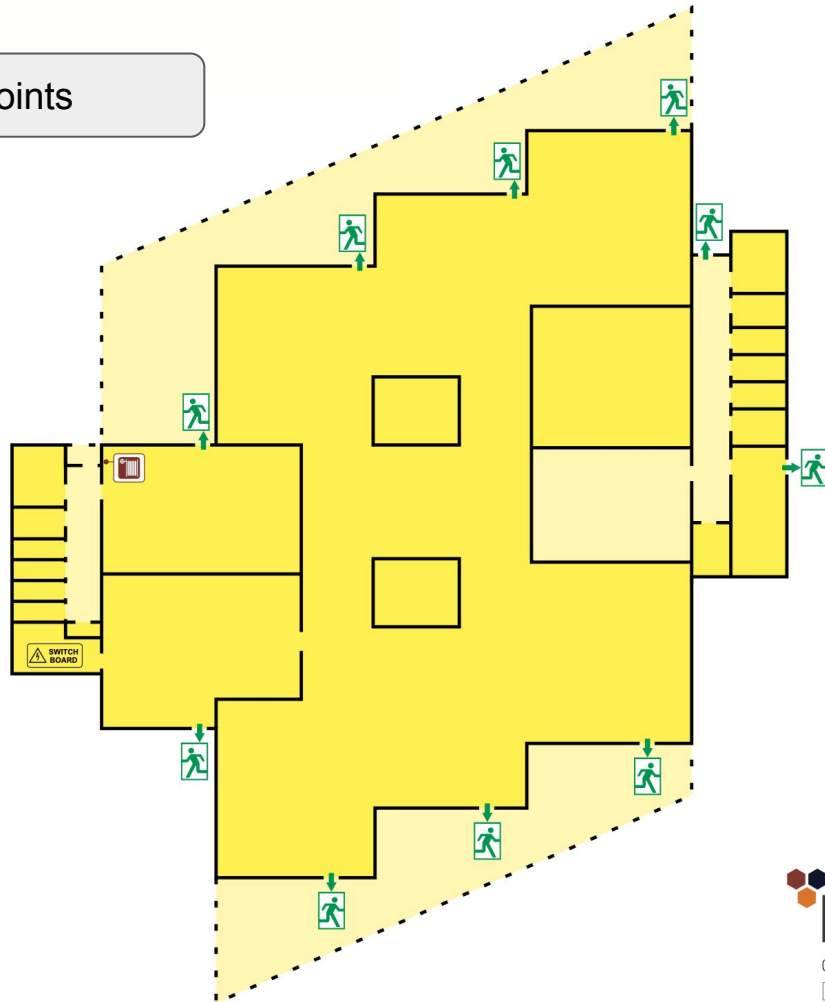
Staff - not in the act of teaching - please report to the Wardens

Please keep note of Children who have left your Learning Space - especially during the Evacuation.

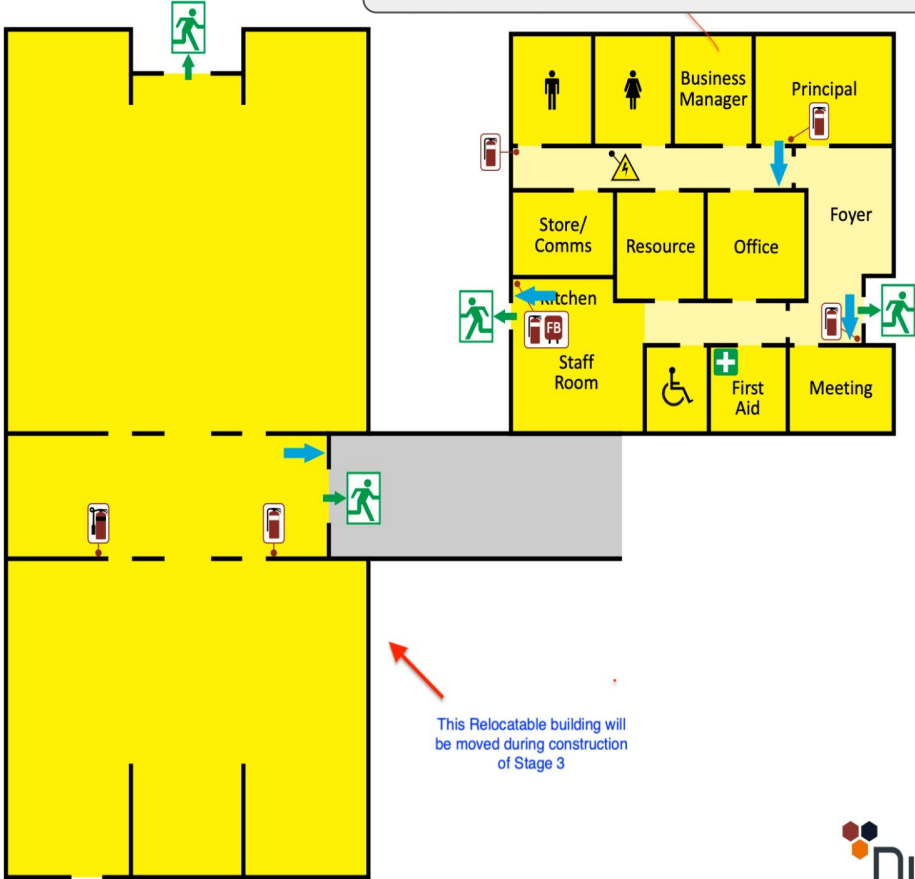
# Prep and Junior Exit Points



## Middle / Senior Building Exit Points



# Multipurpose Building Exit Points



This Relocatable building will be moved during construction of Stage 3

## Warden Duties

When Alarm is activated - the following procedure is put into action

	Comms Officer	Warden 1	Warden 2	Warden 3	Warden 4	Warden 5
Area of Responsibility	Coordination	Office Area First Aid Visitors	Multi purpose Top Garden	Prep / Junior Toilets	Middle / Senior Toilets	OHSC Area 1 Playground
Evacuation	Timing Oversee	Direct Movement as per Evacuation Map				
Check	Note Issues	Check Area of Responsibility. Use Yellow stickers to show that area is checked.				
Report	Evaluation	<ul style="list-style-type: none"><li>• Report any problems or issues to Comms Officer</li><li>• Return 'missing' children to class teacher</li></ul>				

Wardens are nominated by the School Principal. They are visible by wearing a High - Visibility Vest and Helmets



## Helpful Hints

**Class Lists** - Always have copies of your Class List in your Green Folder

**Roll Order Number** - it helps when the children know their Roll Order Number. Quick call out of the number will allow for quick and efficient lining up.

**Movement** - Watch your line as you move to the Evacuation Assembly Area

**Safety** - Minimise fuss and reassure children that this is a safety procedure

**Accountability** - Mark your roll and remain in Evacuation Assembly Area until your class is dismissed for return

## Evacuation - Recommendations 14 December 2021

<b>WWW</b>	<b>EBI</b>
Classes organised in roll order	We need to be quicker than <b>9 min</b>
Movement	Quicker movement will alleviate congestion
Teachers with Green Folders	Stairs to car park area rather than all children going down the ramp
Wardens checking designated areas	When walking with children - observe the line
Yellow sticky notes to show area checked	
Having First Aid Bag	Include Epipens in First Aid bag

## Considerations

- Need to close staff car park gate????
- Initiate Emergency Signal - need to locate in Server Room
- Need Hand Bell
- Need Megaphone