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	Standing Committee:	School Personnel Committee
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EMERGENCY EVACUATION PLAN

RATIONALE

St Mary's School has the Emergency Evacuation Plan in place to ensure all members of the school community (students, staff and families) are adequately supported to minimise the stress associated with crises and traumatic events. While experiencing or witnessing highly traumatic events is still uncommon, it is clear that the frequency of such events is growing. Consequently, the risks faced by students, staff and the broader school community are also growing. Such events can impact considerably on the psychological well-being of students, teachers and families having an adverse influence in areas such as learning, occupational performance and family interactions.

This school is concerned to reduce the traumatic effects of crisis situations both in the short and longer terms and accordingly shall ensure that adequate and appropriate measures are in place to manage the response to traumatic events.

REASONS FOR EVACUATION

Any emergency in which an evacuation of the buildings is deemed necessary to ensure the safety of students and staff including;

- Fire
- Gas leak
- Flood
- Bomb scare
- Toxic chemical spill
- Earthquake

SIGNAL FOR EVACUATION

Continuous fire alarm bell which is located in the old Administration Building.

PROCEDURE FOR EVACUATION

Prior to evacuation

- All staff are to read and know responsibilities.

On signal

- All students and staff stop work immediately.
- Teacher takes Emergency Evacuation Packs, located near room exits.
- Students are directed outside in a calm and orderly manner.
- Students and staff proceed to the basketball courts via the routes outlined on the map located near room exit. Students are directed to WALK, NOT RUN.
- Any student who is not in class at the time, is to join with the nearest class or staff member and proceed to the basketball courts with that class or adult. Once at the basketball courts they are to join their own class for the roll call.
- If students and adults are on the oval or in the playground, they must proceed directly to the basketball courts on hearing the evacuation signal and join class groups on arrival. Adults are to make their presence known to the Principal/Teacher in Charge.
- The Admin Officer is to print, from SEQTA, a list of absentees, using the Emergency Button. This is brought to the Emergency Assembly Area.

Area checks

- The Principal is to check the Administration Area and Staffroom. If the Principal is absent then the Admin Officer is to check the Administration Area and Staffroom.
- The Pre Primary Teacher or Teacher Assistant is to check the Kindy/Pre Primary toilets.
- The teacher in Year 1/2 is to check the junior toilets.
- The teacher in Year 3/4 is to check the Computer Lab and adjoining storeroom.
- The teacher in Year 5/6 is to check the old Administration Area.
- The Admin Officer is to take the First Aid Kit, Epipen, Ventolin/spacer, mobile phone, absentee list, Visitor's Book, Emergency Contacts File, class lists and Maze backups and proceed to the basketball courts. In the absence of the Admin Officer, any present staff member will assume their duties.
- Teachers are to assemble their class in two lines and check names using the class list. Teachers are to inform the Principal when all students are accounted for or report any discrepancy, immediately.
- Teachers are to check their children for injuries/smoke inhalation etc. seek or provide First Aid as appropriate and note the nature of injuries on the class list.

PROCEDURE FOR PLAYTIME EMERGENCY EVACUATION

In the event of an Emergency Evacuation being required during Recess or Lunch, the following steps will be followed:

- Students will walk from the oval or playground to the basketball courts, lining up in class groups.
- Staff on duty will assist with supervising students during this time and until the remaining staff are at the basketball courts.
- As other staff move from Staffroom/classrooms to the basketball courts, they will conduct area checks as outlined above, only if it is safe to do so.
- Administration Staff will ensure all tasks related to SEQTA Attendance Registers, first aid and medical.
- Once assembled on the basketball courts, the Emergency Evacuation will proceed as previously outlined.

EARTHQUAKE

In the event of an earthquake, in which there is no warning or time to evacuate buildings, students should be instructed to crawl under desks and stay there until it is safe.

FREQUENCY

Emergency evacuations are to be practised once a term with/without notice. Security Company, HSS, should be notified prior to a drill commencing.

REVIEW

At the conclusion of an Emergency Evacuation Drill, staff will meet to conduct a review of the process, updating the Emergency Evacuation Plan as required.