



## EMERGENCY EVACUATION POLICY

<b>PURPOSE:</b>	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 Kutta Mulla Gorinna school site.		
<b>SCOPE:</b>	This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site.		
<b>REFERENCES:</b>	<ul style="list-style-type: none"> <li>• Lockdown policy</li> <li>• Risk management policy</li> <li>• Workplace Health and Safety Policy</li> <li>• Maintenance Policy</li> <li>• <a href="#">Workplace health and safety act 2011</a></li> </ul>		
<b>STATUS:</b>	Approved	<b>SUPERSEDES:</b>	Previous Policy
<b>AUTHORISED BY:</b>	Kutta Mulla Gorinna Inc	<b>DATE OF AUTHORISATION:</b>	20 December 2018
<b>REVIEW DATE:</b>	Annually	<b>NEXT REVIEW DATE:</b>	20 December 2019
<b>POLICY OWNER:</b>	Kutta Mulla Gorinna Inc		



## 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 Kutta Mulla Gorinna Special Assistance School is to take a proactive approach to Workplace Health and Safety by having appropriate procedures in place for evacuation of the school site and by regularly carrying out practice drills to ensure procedures are clearly understood by all stakeholders.

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

The Executive School Director, or another member of school staff designated by the Executive School Director, schedules at least one practice evacuation drill per semester and is responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Year Level Coordinators remind students of the evacuation procedure during the first home room lesson each semester.

## PROCEDURE

In the event of an emergency, the Executive School Director makes the decision with regard to whether the school needs to be evacuated. In making this decision the Executive School Director refers to the criteria developed by the WH&S Committee for making such decisions.

If the decision is made to evacuate:

- A bell will commence continuously which signals all students, staff, visitors and volunteers to prepare for evacuation.
- This is followed by a whoop whoop siren, which signals evacuation to the assembly area.

The Executive School Director will notify the appropriate authorities and move to the assembly area.



Should the need for evacuation occur during a time when students are not in the classroom. Students and all staff members must move to the assembly area immediately. Students are required to meet with their Year Level Coordinator who will be at a designated assembly area.

## **EMERGENCY EVACUATION SCHEDULES**

Emergency evacuation drills will be carried out at the following intervals:

- Term 1 – Week 2
- Term 3 – Week 2

## **NO ONE IS EXEMPT FROM EVACUATION PROCEDURES**

At the assembly area, Year Level Coordinators are responsible for supervising their designated year level/s to carry out roll call via the CRM on a supplied iPad or electronic device. Any staff, students, volunteers or visitors not accounted for should immediately be reported to the Executive School Director, who will check the student's name against an up-to-date absentee list, and then report any staff, students, volunteers or visitors to the Chief Warden.

The Executive School Director is responsible for notifying authorities about any missing staff, students, volunteers or visitors.

The Executive School Director and/or Chief Warden has the responsibility to sound the 'all clear' when the emergency is over.

## **OTHER RESPONSIBILITIES**

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

### **Executive School Director**

1. Be visible, available and supportive to all.
2. Dispel rumours by giving everyone the facts.
3. Communicate with the School Board.
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. Be available to assist staff and students who may require medical assistance.
9. Be available to parents who may need assistance/advice or referrals to health services

### **Business Services Manager**

1. Release follow up information as agreed upon with the Executive School Director, following the School's initial announcement.
2. Release only necessary details and make sure information is factual.



3. Include in communication information with regard to when and how students will be released to parents/caregivers, if applicable.
4. Make general announcements via the public-address system or provide notes to classes when appropriate.
5. Undertaken a review of the effectiveness of the emergency procedures following an event

#### **Administration Officer – Parent Communicator**

1. Use a previously prepared emergency telephone contact list to ring the three parent liaison people and arrange for them to begin the 'telephone tree' process. That is, these three ring five designated people who ring five more, and so on, until all parents, or all of a particular group, are contacted.
2. Ensure members of the parent liaison group receive a succinct and factual statement about the crisis, approved by the Business Services Manager.
3. Remind parents of the importance of confidentiality, where possible, and of dispelling rumour and speculation.

#### **Year level coordinator – Referral Coordinator**

1. Be available.
2. Cancel other activities and appointments.
3. Get extra assistance if warranted.
4. Support the school staff and students; and offer assistance to parents, if appropriate, after the Business Services Manager has made initial contact.