

Leonora DHS Evacuation



EVACUATION PLAN & PROCEDURES

Leonora District High School

Year 2005 / 2006

CONTENTS PAGE

- Rationale/Purpose
- Warning Signal
- Evacuation Procedure
- ACTION – Whole School Evacuation
- School Map – escape routes
- Key Contact Numbers
- Checklist
- Review sheets

EVACUATION PLAN / GUIDELINES

Leonora District High School 2005

RATIONALE:

In the event of an emergency it may be necessary to evacuate students, staff and school visitors from the school buildings. Therefore, schools are required to prepare an Evacuation Policy and ensure that staff, students, parents and regular visitors are aware of its existence and are aware of the procedures to be undertaken in the event of an emergency.

PURPOSE:

To ensure that all possible care is taken and students', staff and visitors' safety is paramount in the event that it is necessary to evacuate the school for any reason.

AUTHORITY:

Apart from official civil authorities (SES, Police etc.) the Principal (or nominated Deputy/staff member) will be responsible for:

- Evaluating the threat
- Ordering an evacuation
- Communications
- Monitoring the situation
- Liaising with civil and emergency bodies
- Authorising re-occupation of the school or further dispersal of evacuees
- Maintaining these procedures

NB. In urgent cases, any staff member may initiate an evacuation procedure. The siren is in the deputy's office.

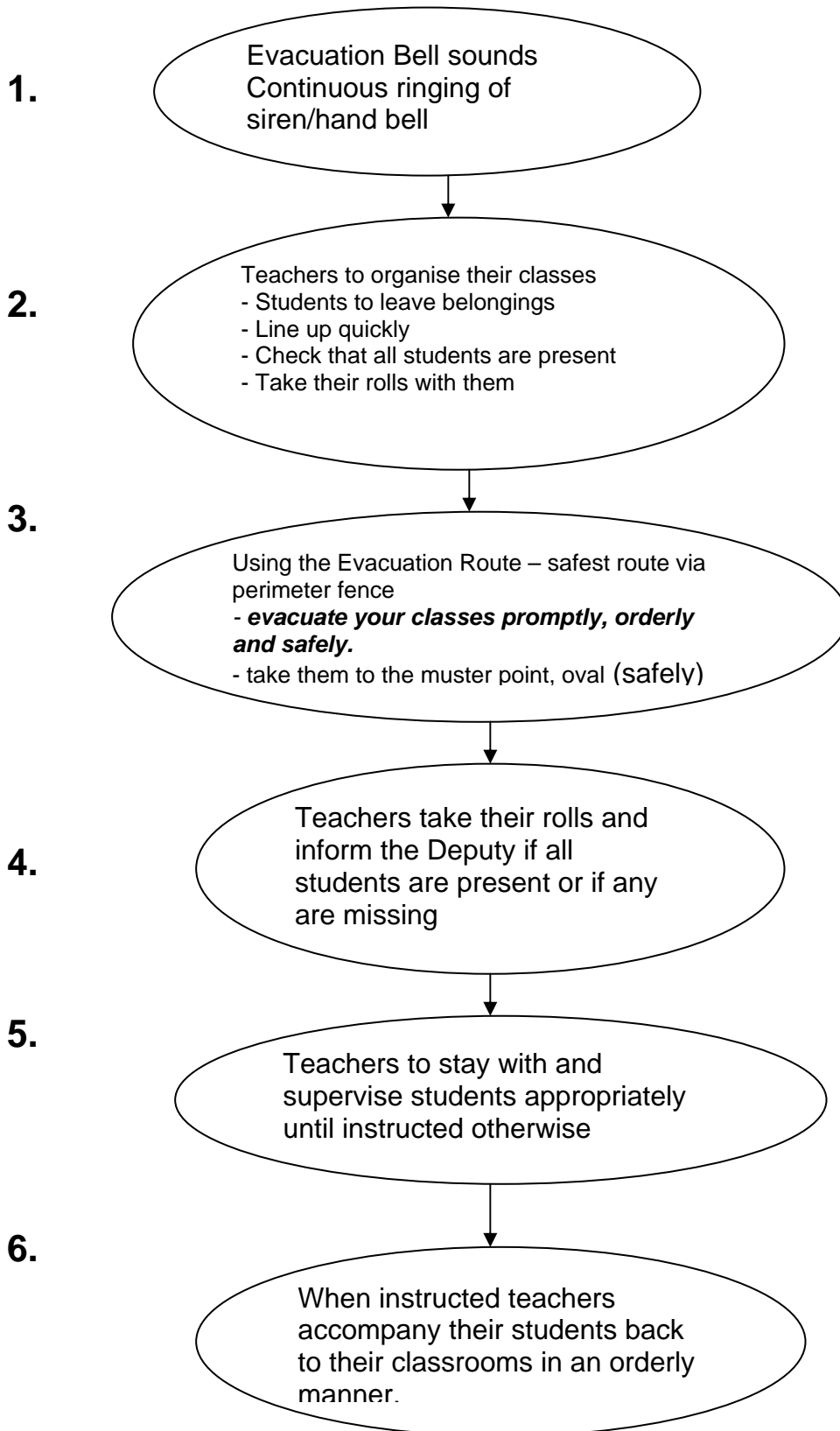
TYPES OF EMERGENCIES THAT MAY INVOLVE EVACUATION:

- | | |
|---------------|-----------------|
| ▪ Cyclone | Toxic emissions |
| ▪ Bomb threat | Flood |
| ▪ Fire | Seige/hostage |
| ▪ Earthquake | |

GENERAL NOTES:

- Twice a year the school will practice evacuating. Prior to this the Shire, hospital and police will be notified of the ensuing practice.
- All staff will be briefed on this policy at the commencement of each academic year.
- Advise parents and regular visitors to the school of the existence of the policy.
- A school map and copy of procedures will be placed in all buildings in the school.
- In the event of an earthquake all staff and students should shelter under desks. Rooms should be vacated when the quake finishes.

EVACUATION PROCEDURE



EVACUATION PROCEDURE (continued)

1. The continuous ringing of the school siren and/or handbell will indicate the need to evacuate students. Students will be taken to muster points
 - (a) SCHOOL OVAL

STAFF ROLES/RESPONSIBILITIES:

- Get your class to stop what they are doing immediately
- Remain calm
- Turn off any machinery/equipment (if applicable)
- Tell the students to leave all their possessions
- Pick up your roll
- Get them to line up quickly and quietly
- Lead the class to the muster point after first checking that the room has been cleared

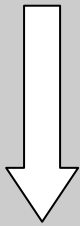
WARNING SIGNAL

It will be essential that staff clearly distinguish between the two types of signals that will/can be given.

1. Continuous ringing of siren/handbell = evacuate the buildings
2. 6 broken ringing sounds of the siren & handbell = remain in the building

WARNING SIGNAL 1 (most common one)

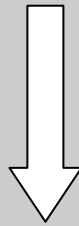
*Continuous ringing of
siren/hand bell



Evacuate the buildings
(normal procedures)

WARNING SIGNAL 2

6 short, broken sounds of
siren/hand bell



Staff and students to
remain in the buildings

If **Warning 2** is sounded the following guidelines should be followed:

- Close and lock the classroom door
- Calmly move the students to the centre of the room, away from the door and windows
- Explain that this is a drill and they should not panic
- Keep them busy with some kind of activity
- Allay their fears and calm them down if necessary
- Wait until you are given the all clear by the principal, deputy or an allocated teacher.
- **DO NOT LEAVE THE ROOM UNTIL INSTRUCTED!!**

EVACUATION PROCEDURES



WARNING SIGNAL:

The continuous ringing of the siren/hand bell will indicate the need for ALL PEOPLE to evacuate the school and move to the muster point.

CONTROL CENTRE:

A Control Centre will be set up at the muster point (school oval) and will provide the base from which decisions will be made and co-ordinated. It will be:-

- On the school oval – access around school not through school for safety.

MUSTER POINT(S):

When evacuating, classes should move calmly, promptly and under the guidance of their teacher, **via the safest route**, to the muster areas:

- On the school oval (primary muster point)
- **In front of the school ONLY if the oval is unsafe for some reason**

Students and staff will need to stay at the muster point until thorough attendance checks have been completed and reports to the Deputy and Principal been given. The principal or his delegate is the only person who can give permission for someone to leave during an evacuation.

FIRST AID POST:

A First Aid Post will be established at the muster point.

ACTION – WHOLE SCHOOL EVACUATION

PRINCIPAL:

In the event of an emergency, the Principal and nominated staff will:

- Sound the alarm
- Notify outside agencies as appropriate
- Move to the Control Centre
- Collect the mobile phone and a list of emergency numbers
- Take with them the master timetable, form lists, class lists, rosters, sign out booklets

DEPUTY:

After sounding the warning – one continuous blast

- Deputy to walk around school sounding manual alarm (bell)
- Deputy brings checklist for evacuation

and then reports to the principal.

RECEPTIONIST / SCHOOL OFFICER:

Will work with the deputy to assist with the attendance check and to account for all staff and students. The receptionist will need to bring:

- The sign out booklet
- The day's absentees

They will be required to stay in contact with the deputy and principal too.

the receptionist should collect the First Aid Kit and take it to the First Aid Post (OVAL). An appropriate teacher will be allocated this role.

REGISTRAR:

The registrar will have a variety of tasks to perform and this includes:-

- Checking that all staff have vacated the staffroom and the Administration block
- Proceed to the front of the school, AFTER NOTIFYING PRINCIPAL, to direct emergency personnel and alert visitors

TEACHERS ON DOTT:

Teachers on DOTT perform an extremely important function. If on DOTT they can perform a variety of functions. These include:-

- Checking the primary classes for any "forgotten" students under direction of registrar.
- Checking of secondary classes for any "forgotten" students under direction of registrar
- Checking toilets under direction of registrar
- Reporting to the Admin. Team
- Act as messengers
- Please make your self available if on DOTT to the principal.

- If you have checked any classes please let the Principal/Deputy know as well as registrar.

CLASSROOM TEACHERS:

Teachers are responsible for the safe and orderly evacuation of their class (at the time) from the school. In the event of an evacuation:

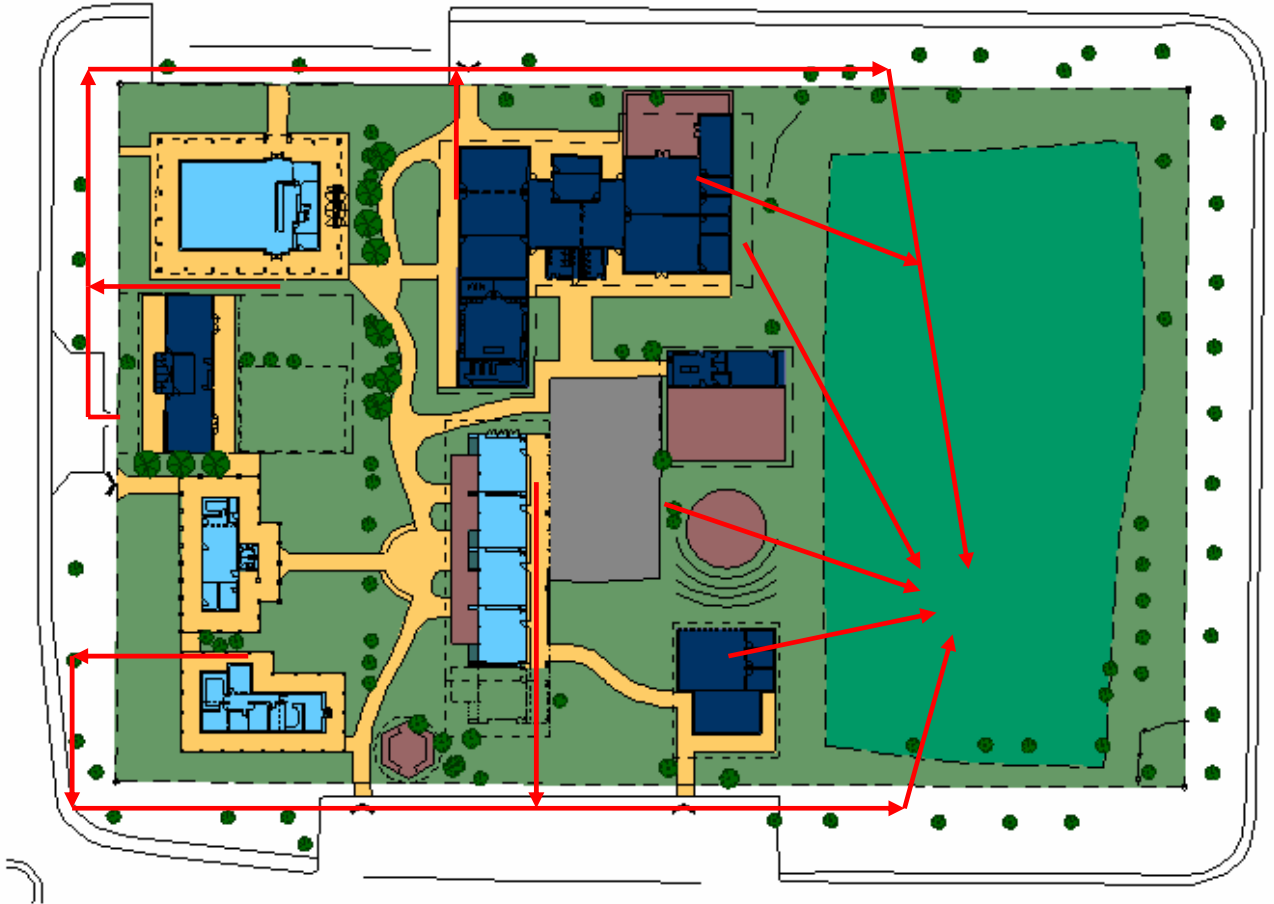
- Be familiar with the warning sounds – one continuous blast
- Read/know the evacuation procedures/routes/muster points
- Instruct your students to turn off electrical appliances (eg. stoves, heaters, air conditioners), leave their work and possessions, and in an orderly fashion, move to the muster point (OVAL) with class roll.
- Always stay with your students, ensuring that they remain as a group and remain calm. Monitor their behaviour too.
- Use the safest route along perimeter of school **UNLESS** this is dangerous. **Teachers need to use their judgement here with the safety of the students being paramount.**
- When at the muster point teachers should seat their students, keep them quiet and check their roll for accurate student numbers. Count the students in your class and mark against the day's role.
- Do not allow students to wander.
- Inform the deputy about the number of students
- Wait with your students until you are informed that it is safe to return to your class. This information will be given by the Principal or their delegate.
- Supervise your classes return

TEACHER AIDES AND AIEOs:

- Teacher aides and AIEOs are to assist their classroom teacher at the time, to assist in all aspects of the evacuation of the class they are with at the time.



SCHOOL MAP - ESCAPE ROUTES



- Avoid walking through the school. Move to your nearest perimeter and make your way to the muster point on the school oval.
- If there is danger on the oval the muster point is at the front of the school.

KEY CONTACT NUMBERS

EMERGENCY SERVICES (Leonora) (Kalgoorlie numbers in brackets)

- Ambulance (St. Johns) 90376 000 (000)
- Fire Brigade 90374 046 (90211044)
- Hospital 90367 6000 (90805888)
- Doctor's Surgery 90376 238
- Police 90376 100 (131 444 or 90219 777)
- Royal Flying Doctor ...Emergency 1800 625 800
....Enquiries 9414 1200
- Western Power 90376 122
- Water Corporation 90376 034
- Shire 90376 044
- Airport 90376 144
- SES Kalgoorlie 90932 877
- Poisons Hotline 131126
- Family and Children's Services 90376 132

EDUCATION DEPARTMENT

Leonora

- Leonora District High School 90376 143
- Principal's mobile 0428951593
- Principal's Home 90376362
- Deputy's Home 90377 891
- Kindergarten 90376 541

District (Kalgoorlie)

- District Office (District Director) (90935 600)
- Manager of Student Services mobile 0417957872
- Media Liaison Unit (Perth) 089 264 5348

CHECKLIST FOR EVACUATION PROCEDURES – DEPUTY

This is simply a guideline/prompt as to some of the tasks that should be considered:-

- Have all buildings (where possible) been checked for people?

Which ones haven't? _____

- Are all students accounted for?

Which ones aren't and why? _____

- Have the Emergency services been contacted?

- Has the First Aid equipment been brought?

- Has a First aid station been organised?

- Has a Control centre been established?

- Have the sign out book, late book etc been collected?

- Have all staff been accounted for? Teaching and non teaching?

NOTES:

Classroom Checklist for Deputy

CLASSES

Pre- Primary: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Year 1: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Year 2/3: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Year 3/4: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Year 4/5: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Year 5/6: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Group A: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Group B: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Group C: - Room checked
- All students accounted for
- Any suspect children/unsure _____

Year 11 (VET): - Room checked
- All students accounted for
- Any suspect children/unsure _____

REVIEW OF EVACUATION TRIAL

AREAS TO BE IMPROVED: