



The Ela Murray International School

Evacuation Policy

RATIONALE

In any emergency the primary aim is to ensure the well being of children and personnel. While emergencies are, by their nature, unexpected, it is by adequate preparation and drilling of suitable procedures that children and personnel can best be protected. As a general principle, the school is considered a place of relative safety and is the best place for children to be unless taken by their parents.

FIRE OR BOMB THREATS OR EXPLOSION

Evacuation Procedure: Teachers and office staff must have a copy of this evacuation procedure on display, and be familiar with it. If classrooms need to be evacuated for any reason, the following procedure will apply:

Warning Sound - Long blasts sounded on air horn.

- Office staff to be notified immediately if fire / bomb threat / dangerous situation is detected.
- Do not wait for alarm to sound - begin orderly evacuation by the most sensible route for the situation. Children with shoes off - take them with you; do not take time to put them on.
- Turn off all lights, electrical and gas appliances and close windows and doors if possible.
- LEAVE CLASSROOM DOORS UNLOCKED
- Move children to Evacuation Point A – by the fence on large oval, running along Gabaka street, by the safest, quickest route.
- On reaching the fence line, line up with Prep students closest to the cricket nets and 7/8 students furthest away.
- If the problem is near the generator, maintenance shed or classrooms in this area, children will be moved to Evacuation Point B – the tennis courts. Students in Prep will be closest to the car park gate.
- Teachers check pupil attendance from Class Register. Ensure all children are accounted for.
- *Notify Principal or Deputy IMMEDIATELY if anyone marked present earlier in the day, is missing.*
- Remain at evacuation point until "all clear signal" is given by Principal, Deputy or delegate. (Whistle)
- Children to be released only to parent or a known adult.
- Time of release and any details re dismissal to be noted.
- Principal or Deputy or delegate notifies relevant authorities.

SPECIFIC TASKS

Office Staff to bring class rolls to the evacuation.

Staff Administration Officer checks Administration area Staffroom and Library including Staff toilets

Finance clerk gets the computer hard drive and cash.

Library Technician to take Oasis backup disks.

Classroom Assistants from Rooms 1& 2

Check and clear girls and boys' toilet block located adjacent to room 2 and then assist with children as required.

Classroom Assistants from Rooms 11 & 12

Check and clear girls' and boys' toilet block located adjacent to room 8 and then assist with children as required.

Classroom Assistants from Art Room

Check and clear girls' and boys' toilets located in Technology building and then assist with children as required.

Classroom Assistants from all other Areas

Stay with their children.

Canteen

Check and clear girls and boys' toilet blocks and swimming pool change rooms located at end of Tennis Courts.

Take money from the till and any float.

Computer Library, Music, Technology

Teachers clear the room of children and ensure evacuation is complete before closing doors. Do not lock the doors.

Workmen

Take fire hose and extinguishers to fire point, prior to arrival of fire brigade