



## EVACUATION POLICY & PROCEDURE

### 1. INTENT

Fremantle Primary School is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to evacuate buildings for their own safety.

### 2. SCOPE

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to evacuate.

### 3. GUIDELINES

Fremantle Primary School's Evacuation Policy applies when students and staff need to be evacuated for their own safety.

Examples may include:

- Fire
- A bomb threat
- Hazardous situation (e.g. gas leak)
- A threat is perceived

Copies of this policy will be disseminated via the school and staff handbooks and other appropriate areas around the school.

The Principal, or Deputy Principal, will schedule at least one practice evacuation drill per semester and will be responsible to ensure all staff members and students are clear about the procedure before the practice drill takes place. Teachers will remind students of the evacuation procedure each semester.

### 4. PROCEDURE

In the event of an emergency, the Principal or Deputy Principal, will make the decision, in consultation with police when deemed necessary, with regard to whether the school needs to be evacuated.

If the decision is made to evacuate:

- The Manager Corporate Services to call appropriate Emergency Services.
- School Officer to call ECE.
- Principal to call Coordinator of Regional Operations / Regional Executive Director.
- A public address system will be activated and the following announcement will be given by the Deputy Principal:

*"Attention Staff and Students (pause)*

*Activate evacuation procedures immediately. All students, staff, and registered guests please move immediately and safely to the grassed area next to the basketball courts. Leave doors closed but unlocked.*

*REPEAT:*

*Activate evacuation procedures immediately. All students, staff, and registered guests please move immediately and safely to the grassed area next to the basketball courts. Leave doors closed but unlocked."*

## Evacuation procedures

### Staff Duties

- Turn off lights, heaters or air conditioners.
- Direct students to the nearest safe exit
- Make final check of room and shut the door (DO NOT LOCK)
- Lead students to the nominated Evacuation Assembly Area (grassed area near basketball courts)
- Account for your current class group and report any discrepancies to the Deputy Principal
- Remain in control of your class group at the Evacuation Assembly Area
- Remain in this position until "all clear" is announced by Principal / Deputy Principal.

### Administration Duties

<b>Principal</b>	<ul style="list-style-type: none"><li>○ Call Coordinator of Regional Operations / Regional Executive Director</li><li>○ Check upper Universal Access toilet, chaplain's office, Rooms 9-5</li><li>○ Move to Emergency Evacuation Area</li><li>○ Assume control of Emergency Evacuation Area</li><li>○ Ensure the appropriate Emergency Services are notified, met on arrival and briefed</li><li>○ Give the "all clear" when the emergency has been resolved</li></ul>
<b>Deputy Principal</b>	<ul style="list-style-type: none"><li>○ Make public announcement via PA system</li><li>○ Check Rooms 11-12, 14, Art room, lift and lower Universal Access toilet</li><li>○ Move to Emergency Evacuation Area– Report to Principal</li><li>○ Check with all teaching staff regarding staff and student well-being</li><li>○ Undertake further instructions as directed by Principal</li></ul>
<b>Manager Corporate Services</b>	<ul style="list-style-type: none"><li>○ Call appropriate Emergency Services</li><li>○ Print Evacuation Report (Integris – <i>All Students by form</i>)</li><li>○ Check ablution blocks, staffroom, Rooms 1-2</li><li>○ Move to Emergency Evacuation Area– Report to Principal</li></ul>
<b>School Officer</b>	<ul style="list-style-type: none"><li>○ Call ECE</li><li>○ Collect First Aid Bag and Sign in/out books from counter</li><li>○ Move to Emergency Evacuation Area– Report to Principal</li></ul>

### For Parents/Carers

Information about the school's evacuation procedures is available on the website. Usually an evacuation will be declared on the recommendation of police or emergency personnel. If this occurs, parents and carers will be notified by text as soon as it is practical to do so. Parents are requested not to come to the school, as students will not be released to parents during an evacuation. Parents are also asked not to call the school as this may tie up emergency lines that must remain open.

If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.