

## **FIRE & EMERGENCY EVACUATION PROCEDURES**

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### ***Rationale Statement:***

*In an emergency situation it is imperative that a procedure be followed in order to maintain optimum safety for all occupants of a building.*

*St. Philomena's School has developed an emergency evacuation procedure in accordance with guidelines set out by the NSW Fire Service.*

*The Policy needs to be reviewed annually. There must be **at least an annual fire drill** and staff professional development opportunity.*

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### **1. Emergency Control - Personnel Responsibilities**

#### ***School Principal:***

The Principal assumes control over the buildings and its occupants and authorises the prime contact with the appropriate emergency services. The Principal sounds the alarm across the school, (device kept in Administration Office on PA system). The Principal is responsible for overseeing the safe evacuation of the rooms in the administration block. The Principal is to oversee the entire operation and give the all clear sign, following directives from the Fire Service or appropriate body. The Principal is to wear the red fire wardens hat.

#### ***Assistant Principal- Primary:***

The Assistant Principal must take responsibility for the safe evacuation of the class \* he/she is teaching at the time. The Assistant Principal is responsible for securing the rooms of M Block, checking the toilets and canteen area, and assumes control over the administration block, in the absence of both the Principal and the REC. Windows and doors should be closed.

#### ***Assistant Principal- Secondary Welfare and Admin:***

The Assistant Principal must take responsibility for the safe evacuation of the class \* he/she is teaching at the time. The Assistant Principal is responsible for securing the rooms in R Block, checking the storerooms and staffroom area. Windows and doors should be closed.

#### ***Assistant Principal- Secondary Curriculum:***

The Assistant Principal must take responsibility for the safe evacuation of the class \* he/she is teaching at the time. The Assistant Principal is responsible for securing the rooms in W Block, checking the secondary toilets and storerooms. Windows and doors should be closed.

***Religious Education Coordinator:***

The REC must take responsibility for the safe evacuation of the class \* he/she is teaching at the time. The REC is responsible for checking the whereabouts of any child reported missing after roll call. Windows and doors should be closed.

In the event of the Principal's absence, the REC will assume Principal's role.

***Stage Five Coordinator:***

The Stage Five Coordinator must take responsibility for the safe evacuation of the class \* he/she is teaching at the time. The Stage Five Coordinator is responsible for securing the Church, School Hall. Windows and doors should be closed.

***Infants Coordinator:***

The Infants Coordinator must ensure the safe evacuation of the class he/she is teaching at the time. The Infants Coordinator will be responsible for securing the area known as the Cluster Building. Windows and doors should be closed.

***Primary Coordinator:***

The Primary Coordinator must ensure the safe evacuation of the class he or she is teaching at the time. Windows and doors should be closed.

***Class Teachers Primary / Pastoral Teachers Secondary***

Teachers assume control over their classroom/library/art room and its occupants. Windows and doors should be closed. Teacher Aides support the actions decided upon by the class teacher they are placed with at the time of evacuation. They should follow the appropriate path outlined on the school map. Students may then be escorted to their relevant class assembly area.

***\*Secondary staff take class being supervised to assembly point. Secondary to form pastoral classes on oval. Then take control of marking own pastoral roll.***

***Administration:***

The **Receptionist** makes contact with the emergency services at the instruction of the Principal or their delegate.

- Phone Fire Brigade
- Take all Class rolls to emergency evacuation point & Liaise with REC and Principal

**Back Up Person**

- Salary Sign on Book
- Casual Sign on Book
- Check White Board
- Staff Sign Out Book
- Late Book
- Visitors Book
- Student Sign Out Book
- Secondary Bulletin
- Absentee Report
- Check off Staff

**Maree**

- Check Sick Bay
- Cash Tins
- Back up Discs
- Close all doors and windows - do not lock

***Groundsman:***

In the event of a fire alarm the groundsman should immediately move to assist with the evacuation of any disabled persons. The groundsman is responsible for securing the gas cylinders in the Science Area.

***Canteen Supervisor:***

Should move to open all gates at driveway points. Responsible for securing Canteen area.

2. **Scheme of Evacuation**

In the event of a fire alarm (whirring of siren) teachers are asked to do the following:-

- a) class teacher and students should move without delay on hearing the evacuation signal.
- b) ensure that all windows and doors are closed, lights and air conditioners are turned off.
- c) proceed to the nearest stairway in an orderly manner with the class in two lines. Take class roll to the designated class assembly points on the oval. Exits and assembly points are indicated on the attached school map. (Map includes an off site possibility).
- d) at the assembly point mark your class list to make sure all class members are present. Report any missing children to the REC who takes responsibility for the follow up of missing children.
- e) where possible, the non teaching School Executive move to the top of each stairway to assist with the smooth evacuation of buildings.

**Students**

- Should follow all instructions clearly to assist in shutting windows
- Upon instruction, move quietly with teacher to assembly area
- Stay in area until Principal dismisses.

### 3. **Education**

In the event of an emergency the smooth operation of the Emergency Procedure can only be achieved if everyone (Staff) is familiar with what is expected of them, otherwise panic could develop rapidly.

The Principal should ensure that all new staff are issued with the relevant instructions and shown the location of safety equipment and the means of egress.

Evacuation drills form the most important part of staff training. These should not be attempted until staff are familiar with the Emergency Procedures.

### 4. **Preventative Measures**

Prevention of fire is as important as the development of efficient means of fighting them. Staff should be encouraged to take note of and bring to the attention of the Principal:

- any accumulation of litter/rubbish
- incorrect use or storage of flammable liquids
- placement of equipment or furniture that might impair free egress.
- other similar hazards.

### 5. **Evaluation**

The Principal is to complete the "Evacuation" proforma and enter the results in the school files. This document is to be discussed at the next meeting of the school executive.

**GOOD HOUSEKEEPING IS GOOD FIRE PROTECTION.**



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## **EMERGENCY EVACUATION PLAN**

### **Scheme of Evacuation**

***In the event of a fire alarm (whirring of siren) teachers are asked to do the following:-***

- a) ensure that all windows and doors are closed**
- b) proceed to the nearest stairway in an orderly manner with the class in twos, class roll and move to the designated class assembly points on the oval. Exits and assembly points are indicated on the attached school map.**
- c) at the assembly point mark your class list to make sure all class members are present. Report any missing children to the REC.**
- d) class teacher and students should move without delay on hearing the evacuation signal.**
- e) where possible, the non teaching School Executive move to the top of each stairway to assist with the smooth evacuation of buildings.**

**Last review Oct 08 next review Oct 09**