

Emergency Evacuation Procedures and Civil Defence Requirements General Information Sheet and Regulations

This evacuation scheme meets the requirements of the Fire Safety and Evacuation of Building Regulations 1992.

Emergency Evacuation

Fire

In the event of a fire or other emergency the following evacuation plan will apply: The school bells or fire alarms will ring continuously (for B Block and Administration the ring is a shrill whistle). At that time all students should be evacuated.

Earthquake

In the event of an earthquake, seek cover, then students and staff should move only once the shockwaves have ceased. Normal evacuation applies from that point.

Staff will do the following:

- Ask the students to leave their work on the desk (and their bags) and follow the instructions above the classroom door for evacuation. All staff and students should assemble behind **the changing sheds on Bayfield Park**.
- Leave the classroom **after the last student**
- Assume responsibility for visitors

The safety of the students and staff must be the first consideration.

Then

- Once the students are assembled they will (if necessary) be moved to safe ground. Students should assemble alphabetically in Tutor Groups or class groups in the event of an earthquake.
- Staff from the main office will check the visitors register
- The rolls will then be checked and the Principal informed of missing students

When full school evacuation is complete and the threat of danger has been eliminated the following will apply:

- The school will be returned to class – to be decided by the Principal and in his absence the Deputy Principal.

Or

- School moves to a safe place – to be decided by Principal or in his absence the Deputy Principal
- If the emergency persists parents will be notified of the emergency by the communication appropriate at time of emergency (this maybe via text message from your child in the case of power failure, or via public service announcements) and asked to collect students
- Where no parent can be contacted, those students must stay in the 'safe' area determined by the school
- Staff may not leave the site during this time without permission of the Principal, or in his absence, the Deputy Principal

In the event of a Civil Emergency:

- School will be evacuated as per the instructions above
- The Principal or in his absence the Deputy Principal, will assume control of all students
- Staff with first aid qualifications will be used to set up an aid station (gym, pavilion or hall). Location of this will depend on the nature of the emergency and staff will be notified at the time.
- Parents will be notified where possible. If parents cannot be contacted the students will remain at school until parents are contacted.
- A control centre will be established by the Principal. The Principal will determine whether emergency services should be contacted. In his absence, the Deputy Principal will undertake this.
- As parents collect students a roll of those collected will be maintained
- All staff will remain at school until their departure is approved by the Principal or in his absence, the Deputy Principal