POLICY NAME: EVACUATION PROCEDURES
DATE: Updated 7/3/2012
RELATED POLICY/PROCEDURE: Fire Evacuation

A. FIRE OCCURS DURING CLASSTIME:
1. If Fire Is Observed:-
   i. Teachers in rooms in the immediate vicinity of fire are to be informed;
   ii. Teachers are to evacuate students from rooms immediately to the assembly area on the lower oval; windows shut, bags left
   iii. Office is to be informed of fire and its location;
   iv. Office will raise the general alarm and contact the Fire Brigade;
   v. Once the alarm has been raised, ALL buildings are to be evacuated;
   vi. Staff named in Section D Schedule are to check allocated buildings; especially toilets and sick bays as part of their duty to ensure that they are vacant, and then they are to move to the assembly area;
   vii. Janitor/Cleaner/Groundsperson (if safe to do so) will turn off electric power at the MAIN switchboard and gas at Main; and check the SEU shed.
   viii. Office staff will move to the oval with first aid kit, rolls and a hard copy of the main timetable;
   ix. YLC’s will collect the rolls from office staff and distribute to Access Teachers and SEU staff.
   x. Administration staff and teachers without students will assist with the supervision of students.

2. After Evacuation:-
   i. Class teachers are to supervise the quick movement of their students to the YEAR LEVEL assembly area on the oval. NB: Students do NOT bring their bags. NB: Take special care of students with difficulties.
   ii. Access Teachers are to assemble their Access students into lines in strict alphabetical order, according to signs on fence/ground, and ensure that students are seated.
   iii. Access teacher to stay with students at all times.
   iv. YLC to hand out rolls. DP to check YLC are here.
   v. The teachers will then mark their rolls for that class (any student found to be missing is to be reported to the relevant YLC when the roll is collected – see Section C). They are then to stay with their class. The year Level Hod will then collect the roll from the teacher.
   vi. Teachers without Access groups will report to DP in charge.
   vii. The Year level Hod’s will assist Access teachers according to the allocation in Section C; and report to the YLC with completed roll checks. The YLC and the Year Level Hod will determine if anyone is missing.
   viii. YLC will return rolls to office staff after reporting anomalies to Deputy who is the Fire Warden
   ix. The A.O.. in charge of internal relief will confirm that all members of staff are accounted for.
   x. Staff and students will remain assembled until advised otherwise.

B. FIRE OCCURS OUTSIDE OF CLASSTIME:
1. Any student who detects a fire should immediately notify the nearest staff member or the office;
2. ALARM procedure is then followed;
3. When the alarm is sounded ALL students and staff are to move quickly to the YEAR LEVEL assembly area on the oval;
4. The relevant class rolls are then marked and reported.

C. TEACHERS WITHOUT ACCESS CLASSES:
1. Report to the YLC of your assigned Year Level as indicated -
   a) Assist with lining up students in roll order and/or marking the roll of an absent teacher.
   b) Return marked roll to appropriate Hod & maintain order until dismissal.

<table>
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<tr>
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<th>HOD RESPONSIBILITY</th>
<th>ADDITIONAL STAFF AVAILABLE</th>
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<td>Rose Seymour</td>
<td>Kerry Tolhurst and SEU staff</td>
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<tr>
<td>OTHER</td>
<td>Rob Anderson (Year 8/9 – B. M’ment)</td>
<td>Scott Wishart-- reserve Hod. Assist DP</td>
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D. INDIVIDUAL RESPONSIBILITY

Sound Bells, Ring Fire Service, Collect Rolls and First Aid Kit, Check Sick Bays and waiting areas to ensure all are evacuated to oval.

ROLL STAFF TO STAND IN FRONT OF RESPECTIVE YR LEVEL WITH ACCESS ROLLS

Year 12 & SEU Rolls
Chris Dioth/Denise Hides
– to mark lates on rolls & print list of students who have left for the day

Years 10 & 11 Rolls
Sharon Kennedy(M,T,Th,F) / Carol Mair-McDonald(W))

Year 9 Rolls
Naomi Dargusch (Mon-Thurs) & Denise Hides (Fri)

Year 8 Rolls
Susan Rose

Complete Staff List
Lisa Wagner

First Aid Kit
Sandra Dias

Meet and direct Fire / Ambulance / Police
Steve Bailey
Dale Woods
Kerri Padget

SEU Roll
The following staff members are responsible for ensuring the following blocks are evacuated:

A Downstairs
Di (Tues-Fri) & ? (Mon)

A Upstairs
Lisa Wagner

B
Fiona Hubbard

C
Tracey Horan / Jeffrey Schaper

G
Nathan Grady

F
Simone Phillips

H
Linda Mackay

J & T
Brendan Hicks / John Dillon

I
Ray Zewe

K
Monica Hammond

M
Bruce Hoad

P
Jodie Miller (Mon,Tues,Thur,Frid) / Trevor Wills (Wed)

R, Sheds
Rose Seymour

Piazza Toilets
Kerri Padget /Kerry Tolhurst

S & Pool
Shane Kiss

N
Carol Mair-McDonald

X
Darryl Raffin

L
Rob Anderson

Registrar (Sandra Dias) Receive Reports from Block Supervisors and Ancillary Staff and Tuck-shop.
Deputy Principal (Liz) Supports Chief Warden as required.
Deputy Principal (Rachel) Supports Chief Warden as required.
Deputy Principal (Ian)Chief Fire Warden Receive Reports from all Year levels; Announcements; Overall Supervision; Issue of Instruction.
Principal (Jeanette) Liaise with Fire Services, Ambulance, Police.

EVACUATION ROUTES ATTACHED

Plan of Assembly Area of Oval

Fence line with residences

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<tr>
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* if applicable

OVAL
## HOD RESPONSIBILITY
### ACCESS CLASS TEACHERS FOR TERM 1 2012

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<tr>
<th>YEAR 12</th>
<th>JUDI ROBINSON</th>
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