



# St Joseph's Primary School

## EMERGENCY PROCEDURES & EVACUATION POLICY

04/03/2014

**RATIONALE:** We need to manage and plan for any event or critical incident which causes disruption to our school, creates significant danger or risk and which creates a situation where students, staff and parents feel unsafe.

Preparation for a potential emergency will help in creating a safe, supportive environment of all. This evacuation policy is part of a broader school plan to manage all critical incidents/crisis.

**AIMS:** To develop an effective action plan in the event of an emergency.  
To make everyone aware of planned procedures and to organise practice drills.

### IMPLEMENTATION:

**Who is Involved?** All persons who use our school, including staff, students, parents, contractors or visitors.

**Procedures:**

- Any staff members who become aware of a critical incident are responsible for sounding an alarm.

**ALARM**  
**AIRHORN WARNING**  
**WILL SOUND IN 3 LONG BLASTS**

- Teachers and General Assistants need to move students quickly and quietly from the classrooms

- and assemble on the top playground. Classes may need to re-assemble in Central Park if the situation warrants.
- Take AIRHORNS with you and sound the alarm a second time to ensure everyone has been alerted.
- Teachers should complete a roll call as soon as possible so that all students are accounted for.
- **Responsibilities:**
  1. Principal/delegate to contact 000.
  2. Principal/clerical to check administration, library, Computer Area and canteen.
  3. Assistant Principal to check toilets and check classrooms once vacated.
  4. Staff to take class roll with them when exiting classroom (if possible).
- An evacuation drill will be held each term organised by the Principal or Assistant Principal.

**BUDGET:** The school will cover costs associated with maintenance of extinguishers, fire blankets and airhorns. Provision will also be made for committee members to undertake professional development in all aspects of critical incident management.

**EVALUATION:** This policy and plan should be evaluated for its effectiveness every year.

Date of Review: Term 1, 2015