DET NSW

2015

Bargo Public School

Emergency Evacuation and Critical Incident Policy

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**Emergency Management Plan – Bargo Public School refer to ICE Document**

**EVACUATION POLICY**

The aim of this policy is to ensure all occupants of the school are able to be safely removed from the school in times of an emergency.

It is essential that **staff remain calm** in the situation and concern themselves with the safety of their class, other staff and community members who may be on the premises.

If an emergency situation arises where **evacuation** is necessary a **signal** will be given by means of **a continuous bell**. If the electric bell fails, arrangements will be made by the Principal for the hand bell to be rung.

Teachers will collect class rolls (if possible)and proceed to the playground by the route shown on the evaluation plan.

Alternative routes are to be used in the event that the danger comes from:

* a blocked corridor (internal or external)
* the gas cylinder

**The Principal will:**

* Advise school office staff to sound the alarm. If unable to make contact, office staff advise the Principal immediately.
* Liaise with relevant authorities.
* Act upon reports from executive staff.
* Check the canteen, nurses station and the hall.
* Take a spare key.

**The School Office Staff will:**

* Sound the warning as requested.
* Alert the authorities as requested by the Principal.
* Collect master copy of class rolls.
* Collect 1st aide bag.
* Check staffroom, sick bay and canteen
* Move to the assembly point as directed on the evacuation plan.

**Teachers will:**

* **Notify the office in an emergency** (adult to adult notification if possible)
* **Collect class roll**. Do not collect personal belongings. **Move the class in an orderly manner to the designated assembly point by the route shown** on the evacuation plan.

If possible, turn off any electrical outlet, gas outlet and shut windows.

If the route is impassable, make way to designated assembly point by the alternative route.

* In the event of another teacher having your class, take your roll and meet with your class at the designated assembly point.
* If you have another class, collect the roll if possible and move with the class to the designated assembly point.
* **If you have a child from another class, keep that child with you and advise the class teacher on arrival at the designated assembly point.**
* If you are in an area other than your classroom, move to the designated assembly point by the route designated for that room and wait for a master copy of the roll to arrive.
* Use your roll or the master copy (brought from the office by office staff) **to ascertain if any children are missing**.
* If you have sent a child on a message or to a buddy classroom check for that child immediately on arrival at the designated assembly area.
* **Report any concerns to the executive staff** who will report concerns to the Principal.
* **Remain at the designated assembly point until you are advised, by the principal and /or Assistant Principal, that it is safe to return.**
* Should, in extreme circumstances, it be necessary to leave your class, hand your roll to another member of staff with the specific instruction **“I am leaving my class under your supervision.”**  Advise an executive staff member of your actions.

**Students will:**

* Follow teachers’ instructions.
* Move calmly from the class without stopping to take anything with them.
* Remain in the class group until it is safe and their teacher gives them permission to leave the class group.

**School Learning Support Officer will:**

* + Follow instructions from the class teacher.
* Accompany their class to the designated assembly area.
* Assist with keeping students calm.
* Remain with the class until advised it is safe to return.

**SPECIFIC RESPONSIBILITIES**

ALL TEACHERS are responsible for carrying out their buddy teacher’s responsibilities (check room and storeroom, etc) should their buddy teacher and that class be absent from their room at the time of an emergency.

The building that is the source of emergency should have its doors closed and left unlocked for easy access by emergency services.

**Block responsibilities**

A Block - check all storerooms adjacent to room 1

- check male & female toilets

- staffroom

- admin including sick bay, strong room

- P and C store

- Canteen

B Block - check sport storerooms adjacent to room

add number according to school plan toilets/GA room/ cleaners room/check AP office adjacent to room 2

C Block - check storeroom inside large room,

- check computer lab

- check AP office and external storeroom

Library - check two storerooms, office area and toilet/shower room

- check class toilet, storeroom and girls’ and boys’ toilets

J Block - check class storeroom, verandah and bag area

K Block - check class storeroom, verandah and bag area, shut or lock external door

STLA Room - check class storeroom, Reading Recovery room,

**EVACUATION PROCEDURES FROM ROOMS**

**TEACHERS**

* NOTIFY OFFICE OF EMERGENCY
* IF POSSIBLE TURN OFF GAS OUTLETS
* COLLECT CLASS ROLL
* CHECK STOREROOMS and VERANDAHS
* ASSEMBLE CLASS

**STUDENTS**

* LISTEN to your TEACHER
* STAND UP. DO NOT CARRY ANYTHING
* FORM TWO LINES
* FOLLOW the TEACHER TO EVACUATION SITE

**EVACUATION PROCEDURES - OFFICE**

* SOUND THE WARNING BELL
* ALERT RELEVANT AUTHORITIES
* COLLECT MASTER COPY of CLASS ROLLS and 1ST AID KIT
* CHECK STAFFROOM, CANTEEN, SICK BAY
* ASSEMBLE at an EVACUATION SITE