



# Emergency Evacuation Policy

EVA2018-1.2

<b>Purpose:</b>	The purpose of this policy is to outline the procedure for evacuating the school in the case of fire, flood or other emergencies which require students and staff to be moved from the Arcadia College campus.	
<b>Scope:</b>	This policy applies to employees, volunteers, parents/carers/students, and people visiting the college site.	
<b>Status:</b>	Approved	<b>Supersedes:</b> N/A
<b>Authorised by:</b>	College Governing Body Chairperson / CEO	<b>Approval Date:</b> 16 <sup>th</sup> October 2018
<b>References:</b>	Lockdown Policy Risk Management Policy WH&S Policy Maintenance Policy	
<b>Reviewed:</b>	Annually	<b>Next Review:</b> 16 <sup>th</sup> October 2019
<b>Responsibility:</b>	CEO / Deputy Principal	<b>Point of Contact:</b> Services Manager
<b>Policy Owner:</b>	College Governing Board	

## Definitions

Generally, an emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment. It is a risk to an individual's health and safety.

Situations that might constitute emergencies include:

- fires and/or bushfires
- bomb threats
- intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- natural disasters, such as floods, cyclone, thunderstorms or earthquake.

## Policy

The policy of Arcadia College is to take a proactive approach to Workplace Health and Safety by having appropriate procedures in place for evacuation of the college campus and by regularly carrying out practice drills to ensure procedures are clearly understood by all stakeholders.

Copies of this policy are disseminated via the college and staff handbooks and via notices in each classroom, the library and other appropriate areas around the college.

The Deputy Principal, or another member of college staff designated by the Deputy Principal, schedules at least one practice evacuation drill per semester and is responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Team Leaders/Advisors remind students of the evacuation procedure during the first home room lesson each semester.

## **Procedure**

In the event of an emergency, the Deputy Principal makes the decision with regard to whether the campus needs to be evacuated. In making this decision the Deputy Principal refers to the criteria developed by the WH&S Committee for making such decisions.

If the decision is made to evacuate:

- A bell will commence continuously which signals all students, staff, visitors and volunteers to prepare for evacuation.
- This is followed by a whoop whoop siren, which signals evacuation to the assembly area.

The Deputy Principal will notify the appropriate authorities and move to the assembly area.

Should the need for evacuation occur during a time when students are not in the classroom. Students and all staff members must move to the assembly area immediately. Students are required to meet with their Team Leaders/Advisors who will be at a designated assembly area.

## **Emergency Evacuation Schedules**

Emergency evacuation drills will be carried out at the following intervals:

- Term 1 – Week 2
- Term 3 – Week 2

## **NO ONE IS EXEMPT FROM EVACUATION PROCEDURES.**

At the assembly area, team leaders & advisors are responsible for supervising their class or designated tribe to carry out roll call via TASSWeb on a supplied iPad or electronic device. Any staff, students, volunteers or visitors not accounted for should immediately be reported to the Deputy Principal, who will check the student's name against an up-to-date absentee list, and then report any staff, students, volunteers or visitors to the Chief Warden. The Deputy Principal is responsible for notifying authorities about any missing staff, students, volunteers or visitors.

The CEO/Head of Education/Chief Warden has the responsibility to sound the 'all clear' when the emergency is over.

## **Other Responsibilities**

The CEO is responsible for communication with the media and the College Board, and also for making the decision if and when parents need to be notified. If notification is required, the CEO will activate the communication tree.

## **The CEO**

1. Be visible, available and supportive to all.
2. Dispel rumours by giving everyone the facts.
3. Communicate with the College Board.
4. Where appropriate, contact families of students involved in the emergency
5. Make a decision regarding whether other parents need to be notified of the emergency.
6. Liaise with the media.
7. Provide updated information to all concerned.

### **The Deputy Principal**

1. Release follow up information as agreed upon with the CEO, following the College's initial announcement.
2. Release only **necessary** details and make sure information is **factual**.
3. Include in communication information with regard to when and how students will be released to parents/caregivers, if applicable.
4. Make general announcements via the public-address system or provide notes to classes when appropriate.
5. Undertaken a review of the effectiveness of the emergency procedures following an event

### **Workplace Health and Safety Committee - Parent Communicators**

1. Use a previously prepared emergency telephone contact list to ring the three parent liaison people and arrange for them to begin the 'telephone tree' process. That is, these three ring five designated people who ring five more, and so on, until all parents, or all of a particular group, are contacted.
2. Ensure members of the parent liaison group receive a succinct and factual statement about the crisis, approved by the Deputy Principal.
3. Remind parents of the importance of confidentiality, where possible, and of dispelling rumour and speculation.

### **Counsellor**

1. Be available.
2. Cancel other activities and appointments.
3. Designate a counselling space.
4. Get extra assistance if warranted.
5. Support the college staff and students; and offer assistance to parents, if appropriate, after the Deputy Principal has made initial contact.

### **Medical Contact Person**

1. Be available to assist staff and students who may require medical assistance.
2. Be available to parents who may need assistance/advice or referrals to health services.

### **Security**

1. Check that substitute teachers are in place in classes where WH&S Committee members were on duty.
2. Notify the CEO if the need for extra security needs to be transmitted to police.
3. Ensure that personnel are in place to prevent encroachments onto college campus.