

Australian International Islamic College (AIC)

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Evacuation Policy

PURPOSE OF THE POLICY

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 AIC campus.

Scope

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site.

Responsibility

Principal

Point of Contact

Deputy Principal/Coordinator

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

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

The administration or another member of school staff designated by the principal, will schedule at least one practice evacuation drill per semester and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the evacuation procedure during the first home room lesson each semester.

Procedure

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

If the decision is made to evacuate:

- A bell will be sounded in a continuous blast with the announcement "Evacuate as directed."

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

Students and all staff members must move to the evacuation area immediately. Students are required to meet with their form teachers who will be at a designated spot in the evacuation area.

NO ONE IS EXEMPT FROM EVACUATION PROCEDURES.

At the evacuation area, class teachers and/or home class teachers are responsible for supervising the class they have been teaching and for taking class rolls. Any students not accounted for should immediately be reported to the school receptionist, who will check the student's name against an up-to-date absentee list, and then report any missing students to the administration. Teachers are responsible for notifying authorities about any missing students.

The administration has the responsibility to sound the 'all clear' when the emergency is over.

OTHER RESPONSIBILITIES

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

The Principal

1. Be visible, available and supportive to all.
2. Dispel rumours by giving everyone the facts.
3. Communicate with the School 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.

Administration

1. Release follow up information as agreed upon with Principal, following the Principal'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 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 school staff and students; and offer assistance to parents, if appropriate, after the 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 Principal if the need for extra security needs to be transmitted to police.
3. Ensure that personnel are in place to prevent encroachments onto school campus.

POLICY RELEASE DETAILS

Date of Policy

October 2015

Approved by

Board

Review Date

Annually, by the WH&S Committee