

# EVACUATION POLICY



## PURPOSE

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 AIIC campus.

## SCOPE

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

## RESPONSIBILITY

Principal

## POINT OF CONTACT

WH&S Officer

**Approved By:** College Board

**Status:** Approved

**Contact:** WH&S Officer

Updated | March 2021

**Date Approved:** May 2020

**Next Review Due:** April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

## 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 poses 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 AIIIC 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 Principal, 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 form class 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 Workplace Health and Safety Committee for making such decisions.

If the decision is made to evacuate:

- A bell will be sounded followed by an announcement "Evacuate! Evacuate! Evacuate!"
- The school has a public address system which will be activated, and the following announcement will be given by the Administration Officer.

***Activate evacuation procedures immediately.***

***All students, staff, and visitors to the campus please proceed to the evacuation area. Staff should collect class rolls, secure your rooms and supervise students.***

***REPEAT: Activate evacuation procedures immediately. All students, staff, and visitors please proceed to the nearest evacuation area.***

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

Should the need for evacuation occur during a time when students are not in the classroom, the bell will be sounded followed by the announcement. 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 form teachers are responsible for getting students to **form teachers** & taking roll and supervising the students. 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 Principal/Coordinator. The Principal/Coordinator is responsible for notifying authorities about any missing students.

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

**FIRE EMERGENCY EVACUATION STATEMENT:**

These Fire and Emergency Evacuation Procedures provide for:

- Fire and hazard prevention;
- Safe and orderly evacuation of people from the building in an emergency;
- Early control of the fire or emergency; and
- Speedy resumption of duties once the emergency is brought under control.

Evacuation from buildings may be necessary as the result of fire, explosion, chemical leak, structural fault, equipment failure or bomb threat. These procedures have been prepared principally for fire emergencies, but they are suitable for use in other emergencies.

Specific instructions based on these procedures should be prepared for each College building. The features of a particular building, its occupants or fire alarm system may require modification of these procedures. Enquiries in relation to these procedures should be made to the Occupational Health and Safety Unit.

**EMERGENCY ORGANISATION:**

The roles for coordination for Emergency Evacuation Procedures are outlined below:

- The chief Warden (for the College site).
- A Building Warden (for each building).
- Floor or Area Wardens.

**Emergency Team (Evacuation Wardens) Details****WARDENS MUST WEAR HIGH VIS VESTS AND BE EASILY IDENTIFIABLE****DURACK CAMPUS**

Location	Contact No.
Christine Harman (Principal)	3372 1400 / 400
<b><u>ADMIN</u></b>	
<ul style="list-style-type: none"> <li>• Ahmed Azhari (Chief Warden)</li> <li>• Mahmood Azhari (First Floor/ Toilets)</li> <li>• Farook Kuthup/Kaniz Fatema (Ground Floor/ Toilets)</li> </ul>	3372 1400 / 407 420 408/500
<b><u>C BLOCK</u></b>	
<ul style="list-style-type: none"> <li>• Nouha Nachabe (Warden, Ground Floor Toilets and 1<sup>st</sup> floor)</li> <li>• Fatema Johra (Ground Floor Warden/Toilets)</li> </ul>	3372 1400 3372 1400
<b><u>D BLOCK</u></b>	
<ul style="list-style-type: none"> <li>• Sofia Ali (Warden &amp; Toilets 1<sup>st</sup> Floor)</li> <li>• Shama Dean (Warden &amp; Toilets/ Staff Toilets Ground Floor)</li> </ul>	450 437
<b><u>E BLOCK</u></b>	
<ul style="list-style-type: none"> <li>• Kimia Kokabzedeh (Warden &amp; Toilets 1<sup>st</sup> Floor)</li> <li>• Vidya Vidya ( Warden &amp; Toilets/ Staff Toilets Ground Floor)</li> </ul>	425 413
<b><u>PRIMARY VILLAGE</u></b>	
<ul style="list-style-type: none"> <li>• Samar Zahran</li> <li>• Fatna Hamimoune</li> </ul>	489
<b><u>F BLOCK</u></b>	
<ul style="list-style-type: none"> <li>• Fatema Nasrin/Reshma Shuaib (Ground Floor Warden/Toilets)</li> <li>• Zeenat Hearsey/Shuhaili Crane (First Floor Warden/Toilets)</li> </ul>	425/426 493
<b><u>MULTIPURPOSE HALL</u></b>	
<ul style="list-style-type: none"> <li>• Kimmi Naidoo (Warden of Multi Purpose Hall Basement)</li> <li>• Tanu Jayaswal/Jehaan Gourley(Wardens of Multi Purpose Hall)</li> </ul>	461 413/462
<b><u>STEM BLOCK</u></b>	
<ul style="list-style-type: none"> <li>• Megan Tilden (Warden &amp; Ground Floor Toilets)</li> <li>• Mohammed Sayeed Khursheed (1<sup>st</sup> Floor Warden &amp; Ground Floor Toilets )</li> </ul>	497 498

<b><u>KINDY</u></b> • Cheryl Pulsford	422
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**Assembly Area – Evacuation:** Front Oval

### CARRARA CAMPUS

Location	Contact No.
<b><u>ADMIN/STAFFROOM</u></b> Fatima Yap (Warden)	101 07 5596 6565
<b><u>PREP/1/2/ ROOMS</u></b> Imam Muhammad Boda (Warden)	113
<b><u>GRADE 3/4 ROOMS AND SCIENCE ROOM</u></b> Robyn Frost	113
<b><u>GRADE 5/6 ROOMS AND DMC</u></b> Armin Celahmetovic (Warden)	07 5596 6565
<b><u>MULTIPURPOSE HALL/SECONDARY CLASSROOMS/LIBRARY</u></b> Imam Imraan Husain (Warden)	125
<b><u>LIBRARY/TOILET BLOCK/ LAUNDRY/ TUCKSHOP</u></b> Dzenan Celahmetovic (Warden)	113
Merima Celahmetovic (Chief Warden)	121

**Assembly Area – Evacuation:** Main oval

### BURANDA CAMPUS

Location	Contact No.
Bandhana Kumar (Chief Warden)	3391 7867
Vanessa Hunter (Warden)	

**Assembly Area – Evacuation:** Front of school

### LOGAN CAMPUS

Location	Contact No.
Ruhaida Jaffar (Chief Warden)	0412819337
Sakina Tinwala (Warden)	

**Assembly Area – Evacuation:** Front car park

### **ROLES AND RESPONSIBILITIES**

Role	Responsibilities
	<b>Fire Evacuation</b>
All Personnel	<ul style="list-style-type: none"> <li>• Ensure, by what-ever means available and practical, that the emergency alarm has been relayed</li> <li>• Check for any students who may not be under direct supervision (e.g. students in transit between classrooms, or in the play area), and take charge</li> <li>• Assist any volunteers on site (e.g. helping in classrooms)</li> </ul>
	<ul style="list-style-type: none"> <li>• Refer special and delegated roles and responsibilities</li> <li>• Evacuate to the nearest assembly area by the most direct, safe and practical route</li> <li>• Remain in the area (or assigned location as required) until the 'All Clear' is given</li> </ul>
Students	<ul style="list-style-type: none"> <li>• If not already under direct supervision, immediately report to the nearest known and trusted adult (e.g. teacher, teacher aide)</li> <li>• Promptly follow the directions given by teachers and other school personnel</li> </ul>
	<ul style="list-style-type: none"> <li>• Move smartly and in an orderly manner, without undue conversation, to the nearest assembly area by the most practical route</li> <li>• While in the assembly area, remain silent, seated and listen for directions</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Support coordination of emergency procedures</li> <li>• Liaise with emergency services on arrival</li> <li>• Public relations</li> </ul>
	<ul style="list-style-type: none"> <li>• Contact Assembly Area</li> <li>• Liaise between assembly areas and with key personnel</li> <li>• Declare 'all clear'</li> </ul>
Wardens	<ul style="list-style-type: none"> <li>• Coordinate classes into seated groups</li> <li>• Be highly visible (hi vis vests)</li> <li>• Take note of any students or staff not accounted for</li> <li>• Report to Chief Warden</li> </ul>
Chief Warden	<ul style="list-style-type: none"> <li>• Manage drill events</li> <li>• Induction of new personnel</li> <li>• Coordinate and manage internal emergency response</li> <li>• Report 'All Clear' to Principal</li> </ul>

	<ul style="list-style-type: none"> <li>• Debrief &amp; reporting processes</li> <li>• Contact Assembly Area</li> <li>• Liaise between assembly areas and with key personnel</li> <li>• Contact appropriate emergency services</li> <li>• Support coordination of emergency procedures</li> <li>• Ensure procedures and map are prominently on display in the administration/staffroom areas</li> <li>• Routinely ensure fire extinguishers and fire blankets are located as required, and are serviceable</li> </ul>
Admin Officers	<ul style="list-style-type: none"> <li>• Supervise students visiting the office, including children in the sick bay</li> <li>• Accompany them to an assembly area</li> <li>• Take registers from the office: Staffing, Volunteers; Sign In/Out; Visitors</li> </ul>
Class Teachers & Special Personnel	<ul style="list-style-type: none"> <li>• Ensure all children are aware of emergency procedures, and expectations for their response</li> <li>• Ensure whistle, copy of procedures and map are prominently on display in the room</li> <li>• Ensure emergency activation is relayed</li> <li>• Supervise orderly evacuation/lock-down of class.</li> <li>• Be alert to any students who may be unsupervised, and take charge of them.</li> <li>• Report the names of these children to the Chief Warden at the earliest opportunity</li> <li>• Take Manual Class Roll, and check all class members accounted for</li> </ul>
Teacher Aides, Cleaners & Other Personnel	<ul style="list-style-type: none"> <li>• Ensure whistle, copy of procedures and map are prominently on display in respective work areas</li> <li>• Ensure emergency activation is relayed</li> <li>• All personnel without a delegated emergency response role, and not directly supervising students, should assist checking playground areas and areas such as toilets etc.</li> <li>• Supervise any students or visitors, and ensure they are accounted for</li> </ul>
P & C / Tuck-shop Personnel	<ul style="list-style-type: none"> <li>• Be aware of policy &amp; procedures</li> <li>• Ensure emergency activation is relayed</li> <li>• Assist school personnel by checking for any students who may not be under direct supervision (e.g. students in transit between classrooms, or in the play area), and take charge</li> <li>• Assist any volunteers on site (e.g. helping in classrooms)</li> </ul>

### Other Responsibilities

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

### The Principal

1. Be visible, available and supportive to all.
2. Dispel rumors by giving everyone the facts.

3. Communicate with the School Board.
4. Where appropriate, contact families of students involved in the emergency
5. Liaise with the media.
6. Provide updated information to all concerned.
7. Release only **necessary** details and make sure information is **factual**.
8. Include in communication information with regard to when and how students will be released to parents/caregivers, if applicable.
9. Make general announcements via the public address system or provide notes to classes when appropriate.
10. Undertake a review of the effectiveness of the emergency procedures following an event

### **Head of Student Engagement**

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.