



# Holbrook Public School Evacuation Procedures

**3 long bells and notify over loud speaker**

**Purpose:** To ensure a rapid orderly response to a threat to life and property using a pre-determined plan.

**Aims:**

- To secure structure in a possible chaotic situation.
- To reduce possible harmful effects.
- To provide staff with definite roles and thus reduce confusion for staff and students as well as to increase efficiency.

**NO SITUATION IS EVER TO BE ASSUMED AS BEING ONLY A DRILL**

**Implementation: In the event of a need to evacuate the school buildings**

- The Principal/delegate, on being notified of an emergency, will ring 3 long bells and notify over the loud speaker. This will be repeated several times.
- Teachers will turn off all gas heaters (red handle) and/or all air conditioners.
- Classes (escorted by a teacher) will leave the buildings in an orderly manner, in the direction of the oval, following directions on the map, unless otherwise directed by the Principal. Classes are to line up at the colour marker on the cricket net fence as per the following: **Kindergarten – blue, Year 1 – purple, Year 2 – green, Year 3 – orange, Year 4 – yellow and Year 5/6 – pink**. At recess/lunch breaks, students are to be escorted from play areas by rostered staff. All other staff and voluntary workers are also to proceed to the oval.
- Student toilets to be checked by the nearest classroom teacher.
- Supervising teachers will take the class roll and that day's absent list. No other possessions are to be taken. The roll is to be re-marked at the oval and the Assistant Principals are to be notified immediately of any unaccounted students or adults. They are to report this information to the Principal.
- The Assistant Principals are to ensure calm and orderliness prevails, assist in marshalling, and instigate a search for any missing students.
- The School Administrative Manager will contact emergency services (000), check sickbay and bring: the first-aid kit, visitors' sign on book, visiting clergy book (on scripture day), the asbestos register, student medication and copies of class lists to the evacuation area. *(An evacuation plan will be displayed on the office noticeboard near these documents to enhance speedy evacuation.)*
- The Principal/delegate will ensure all staff and students have been evacuated from all extra rooms e.g. both toilets, library, canteen, General Assistant's room, sports room, storerooms, art room, Year 1 withdrawal room, clothing pool, dance studio, hall toilets, hall, library, School Counsellor's office and staffroom.
- Should the evacuation area in proximity to the oval be deemed unsafe, evacuees are to proceed to the safest area away from the risk, under direction of the Principal/delegate – **Submarine Park or the Holbrook Football Ground**.
- Evacuees will remain at the evacuation area until the all clear is declared. In the event of a fire, staff will act under the direction of the authorised NSW Fire Brigade personnel.
- Upon assessment, the Principal/delegate is to decide if the event is to be classified as a serious incident. If so the **School Emergency Management Plan** is to be put into action.
- When the emergency has ceased, personnel may only return to the school buildings after the Principal and the appropriate authority in control have deemed it safe to do so.
- If students are to be sent home, parents will be contacted.

**Evaluation:**

- Ensure policy is workable, clearly understood and fully effective and modified if necessary.
- Regular drills should be held and assessed for effectiveness e.g. Timed.
- Potential emergency situations in the school must be assessed.

**Policy:**

- School Emergency Management Plan

# **SPECIFIC EVACUATION TASKS**

## **Principal**

- Orders evacuation
- Checks Administration area with School Assistants
- Ensures school records are secured.
- Coordinates all emergency procedures and liaises with personnel

## **Classroom Teachers**

- Principal checks Admin area including staff toilets
- K Teacher checks classroom and primary toilets
- Yr1 Teacher checks classroom and infant toilets
- Yr2 Teacher checks classroom, and library
- Yr3 Teacher checks classroom, staffroom and art room
- Yr4 Teacher checks classroom, canteen, hall and sports shed
- Yr5/6 Teacher checks classroom, dance studio
- Proceed to evacuation area and mark class roll
- Assist Principal with coordination of procedures

## **School Administration Staff**

- Responsible for ringing 3 long bells and notify over the loud speaker. This will be repeated several times.
- Make necessary phone calls as directed by Principal
- Direct emergency personnel to appropriate area (e.g. fire)
- Collect sign on books for all staff and visitors, emergency contacts, class rolls, school emergency management plan, asset management folder (including maps and asbestos register).
- Proceed to evacuation area with the first-aid kit, visitors' sign on book, visiting clergy book (on scripture day), the asbestos register, student medication and copies of class lists
- Check the GA's shed

## **Teacher in the Library**

- Close windows, internal doors
- Check toilets
- Proceed to evacuation area with class
- Assist with supervision

## **Teachers on RFF**

- Proceed immediately to evacuation area with class
- Assist with supervision

## **SLSO Teachers**

- Proceed to evacuation area with class
- Assist with supervision

## **SPECIFIC EMERGENCIES**

### **Bomb Threat – by telephone**

- Ascertain the exact time of the call, voice characteristics, estimations of the approximate age, boy or girl, man or woman.
- Assess background noises, music, traffic, laughter or other persons present.
- Endeavour to find out where the bomb is located.
- Question the caller as to his knowledge of the premises
- Ascertain why the call has been made – what reason caused the caller to make the threat or place a bomb on the school premises.

### **Bomb Threat – by written note**

- Retain note.
- Handle note as little as possible.
- Give to police.

#### **Procedures**

- Inform police.
- Alert members of staff.
- In no way touch, tilt or tamper with any suspect, device or parcel.
- Evacuate building according to prescribed plan if thought necessary or if directed by appropriate authorities.

### **Internal Fire**

- Report outbreak immediately to Principal who will alert fire brigade 000 giving:
  - Name and address of school;
  - Location and nature of fire.
- Initiate evacuation procedures if deemed necessary.
- Attempt to control the fire using fire appliances PROVIDED THAT personal safety is not endangered.

### **External Fire**

- Report fire to local brigade 000
- Ensure that all doors, windows are closed
- Assemble in building away from that part of the building which could be initially exposed to fire.
- Evacuate only under the direction of the appropriate authorities.

### **Transport or Industrial Accident**

- Ensure that windows and doors are closed.
- Assemble inside building away from that part most likely to be affected.
- Evacuate if and when directed by the appropriate authority.

### **Severe Windstorm**

- Remain indoors. Stand against interior walls or hallways on ground floor. Keep away from windows.
- Close doors, windows and blinds on windward side of buildings.
- Evacuate outdoor areas and covered shelter areas. Proceed to normal classrooms.
- Secure loose objects outdoors (where possible).
- Close down power supply – principal responsible.
- Controller to ensure that all personnel are indoors.
- If a break in power supply occurs, inform electricity faults (Ph. 132 080).
- Evacuate buildings as per evacuation plan only when directed to do so by an appropriate authority.
- Resume normal operations when emergency has passed.

### **Terrorist Activities**

- Principal, or substitute to notify police if possible.
- Instruct staff and students to remain calm, move slowly and obey any demands.
- Avoid provoking the terrorist(s).

### **Kidnapping**

- Obey the demands of the kidnapper(s).
- If possible inform police and/or leave information indicating what has happened.

# HOLBROOK PUBLIC SCHOOL MAP

