

## FIRE DRILL/EMERGENCY EVACUATION

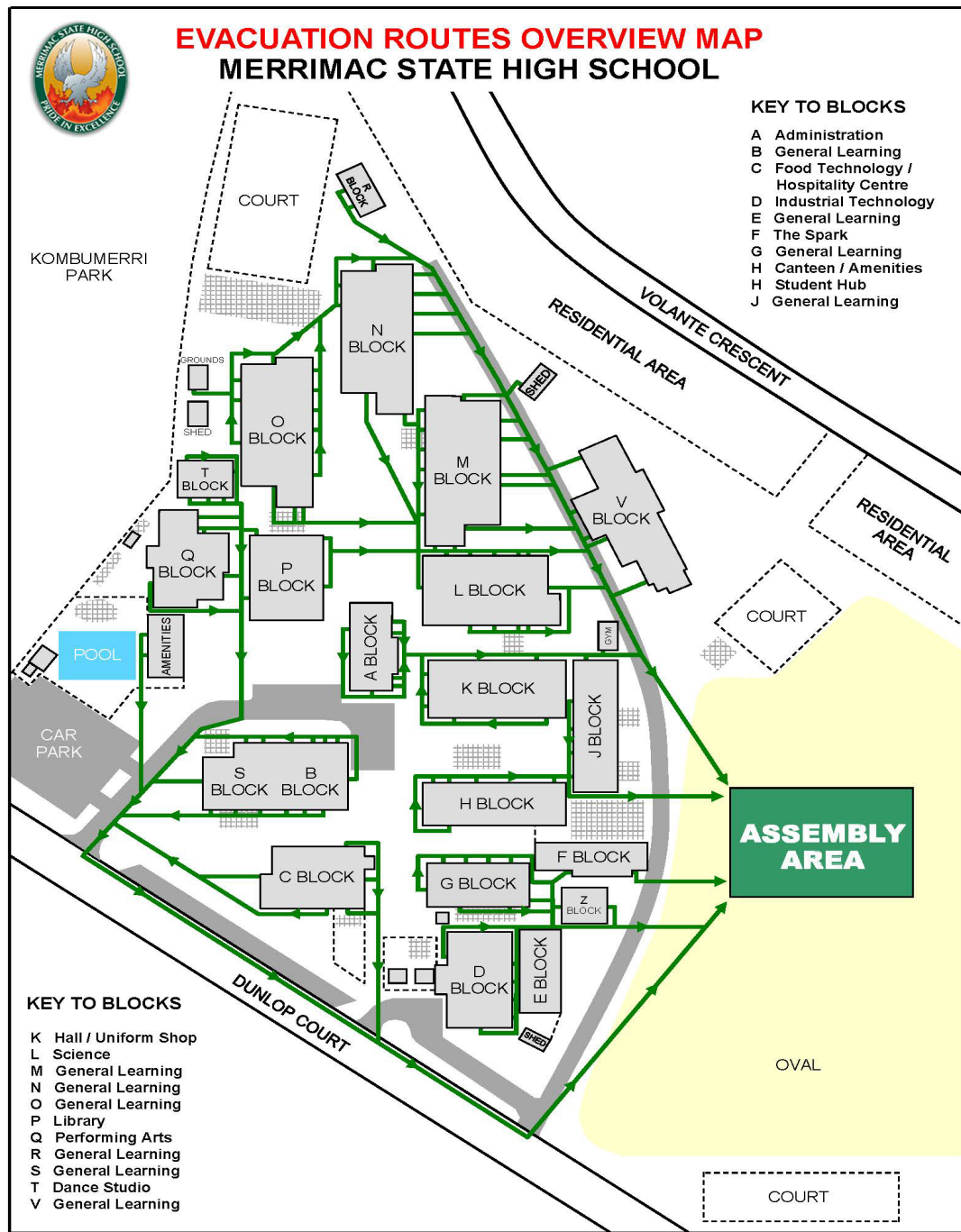
### INTENT

If the need arises for an emergency evacuation of the school, through a fire or some other cause, all school personnel must be fully aware of the correct procedures to minimise the risk of danger or injury. Teachers are required to read the detailed policy on this matter and explain in full to students the evacuation procedures for lesson and lunch times before signing the Log Book of Fire Drill and Emergency Evacuation Procedures.

Full details of the Policy can be found on the school's website: [www.merrimacshs.eq.edu.au](http://www.merrimacshs.eq.edu.au)

### PROCEDURE

- Should a fire or any other emergency situation be noticed in any block, evacuate and make immediate contact with the Administration Block using the SOS button or 777 on the phone
- The signal to stop work for an emergency evacuation is a sound of the school siren that rises in pitch. (The repetitive rising pitch indicates students are to rise and evacuate)
- Classes exit rooms safely **WALK not RUN**, without bags and books, but wallets and valuables must be in pockets at all times
- Under class teacher supervision and control, students are taken to Main Oval for assembly
- Please refer to the Evacuation Map near exit door for route from classroom/block to oval
- Classes assemble in their allocated Year Level area behind a marker. Students sit in a single line, supervised by the current class teacher
- Student absences must be recorded on the roll and given to the Year Level Dean who reports to Duty Deputy Principal (in charge of Fire Drill) (Red Cap) at the front of the assembly area
- **Teachers** report to the DP located under the shade sails near the basketball courts, to have their name marked off
- **Duty Deputy Principal** directs a staff member to Principal/Chief Warden (White Cap), located at the Emergency Evacuation point on the oval, to indicate all personnel have been evacuated
- **Duty Deputy Principal** dismisses students by Year Level to return to their classrooms to either collect books left in the classroom or to continue with timetabled lessons. The **Classroom Teacher** will be responsible for the supervision of the students.



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### Overview School/Campus Map Legend

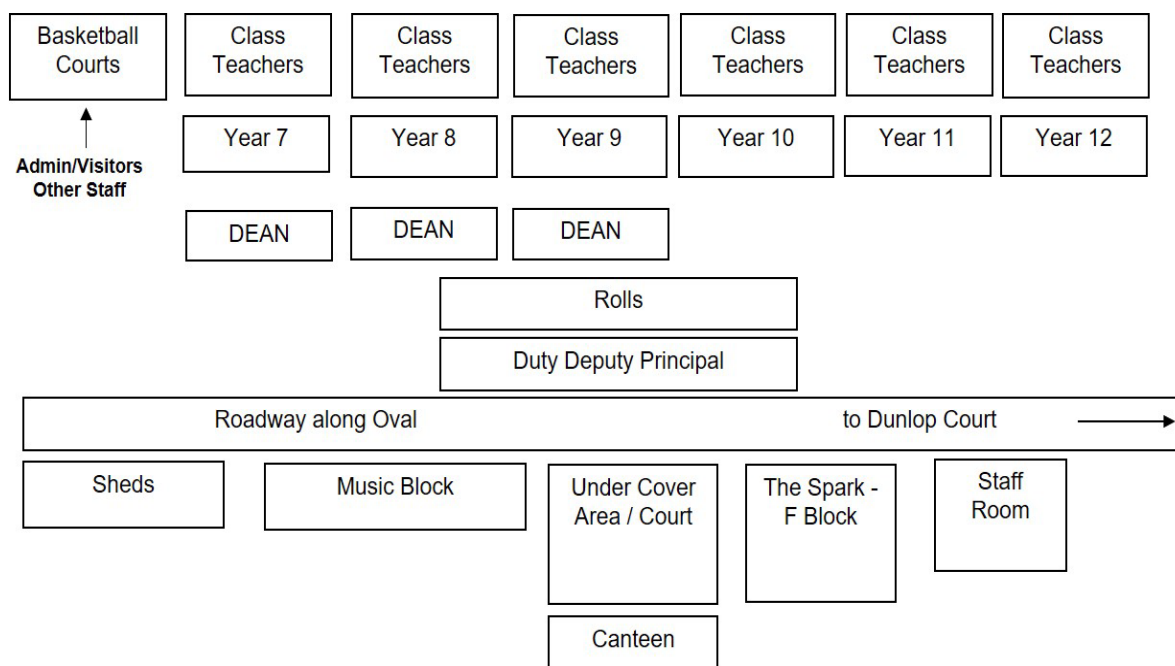
Distance to off-site assembly point: Approx time to reach off-site assembly point:		5 Minutes	
Primary assembly point	★	Emergency services access point/s	🚒
Route to Primary assembly point	→	Solar Panel installations	☀️
Off-site assembly point	★	Solar Panel Inverter Locations	⚙️
Route to off-site assembly point	→	School Gates	🚪

## EMERGENCY EVACUATION LOCATION ON MAIN OVAL

**Deputy Principal Data** – To mark off all teaching staff

**Deputy Principal Inclusion** – Backup.

**BM HR** – To mark off all other staff & visitors



### HOD SUPERVISORY DUTIES

- **HODS** are to check their buildings are completely evacuated and that the correct orderly evacuation occurs. “**BLOCK CLEAR**” should be reported to the **DUTY DEPUTY PRINCIPAL ON THE OVAL**. Doors, Windows and Computer facilities in blocks need to be secured in the process if safe to do so
- **HODs** are to nominate, prioritise and document three staff members to act in their absence to complete the block evacuation
- If HOD is teaching, adjoining classroom teacher to supervise the movement of HOD class to Main Oval
- HODs to assist DPs with straggling students to find their current timetabled Class and sit down.

### DEANS SUPERVISORY DUTIES

- DEANS are to support the organisational process of their YEAR LEVEL groups.
- DEANS will collect Year Level Boxes from Duty Deputy Principal and wear the high-vis vest that is in the box. Class teacher on the day will collect rolls from the Year Level Dean for marking.
- *The drill will not be declared complete until all DEANS have reported to the Duty Deputy Principal*

### *NON-TEACHING SUPERVISORY DUTIES*

- Hub Staff to take students in sickbay to the main oval to join their current timetabled class
- Administration Officers will be responsible to bring Rolls, Visitors Sign On and megaphones to the main oval. If the Fire/Emergency is in the Administration building, printing of rolls will take place in the Library
- Scientific Officers are to report to the Science Head of Department after ensuring:
  - Laboratory Preparation Room is secure.
  - Gas tanks have been turned off at main cylinders.
- Facilities Officer goes to the front gates of the school and directs emergency services to the Principal at Emergency Evacuation point on oval. Facilities Officer checks with emergency services if the power can be switched off at the electrical switchboard. If yes, Facility Officer proceeds to Main Switchboard and turns off the power. If no, Facilities Officer proceeds to the main oval. If Facilities Officer not present, Facilities Manager undertakes this duty
- After completing supervisory duties, all Non-teaching Staff and registered visitors report to the BM HR (Red Fire Warden Hat) under the shade sails near the basketball courts, to have their name marked off
- Administrative Officers take Year Level Roll boxes back to the Administration Office when assembly is dismissed.

### *EMERGENCY EVACUATION DURING RECESS & LUNCH*

- **Teaching Staff** move students away from buildings to the Main Oval as quickly as possible, using the shortest and safest routes possible
- **HODs** check all buildings to ensure that no students are left behind
- All **teachers** are requested to assist by checking all classrooms in their building. Staff located in Area 4 for PGD are to ensure that all students have been cleared from K Block and the Amenities in H Block
- Last timetabled classes assemble in their allocated Year Level area. Students sit in a single line, supervised by the class teacher from their last timetabled class.

### *IN CONCLUSION*

To ensure the safety of all students, the priority of any emergency evacuation drill must be to make sure that:

- all students and staff are evacuated quickly and safely,
- all buildings are checked to make sure that no students are left behind,
- The total school community assembles on the Main Oval as quickly as possible as indicated in the instructions above,
- Security, particularly to computer equipment, needs to be undertaken – HODs/ADMIN to attend to this.
- Whilst closing windows/doors may retard the fire/emergency – It is not always possible to carry out on exiting a building.



# FIRST AID KIT LOCATIONS



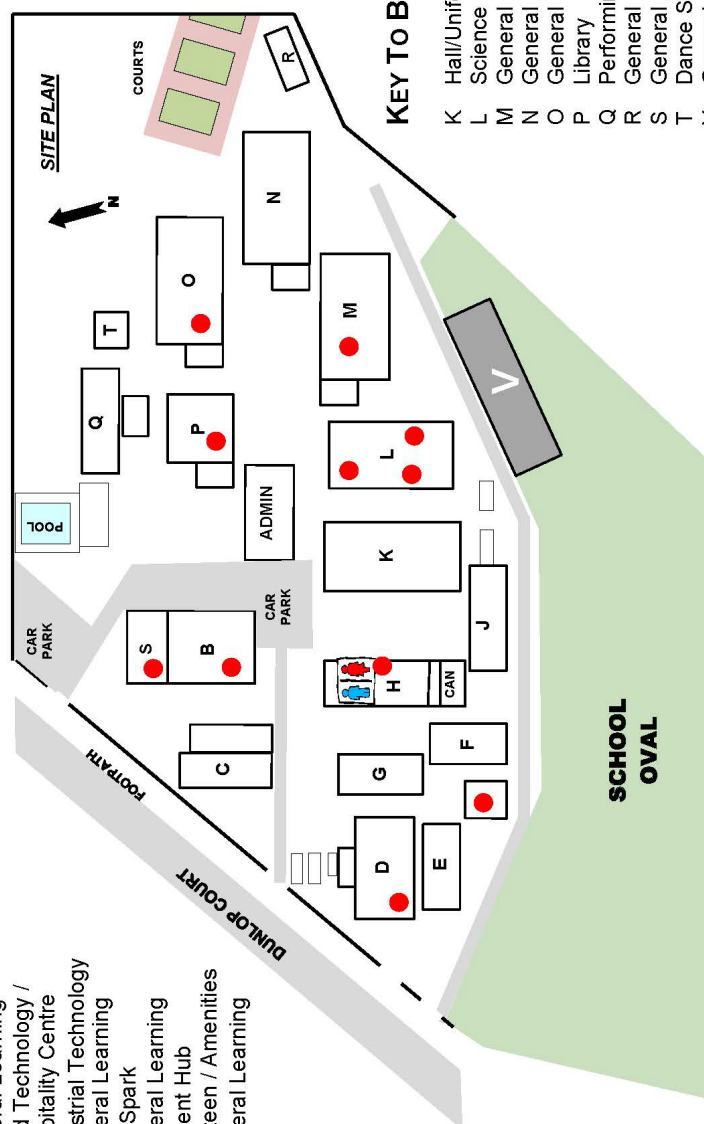
## FIRST AID KIT LOCATIONS

### KEY TO BLOCKS

- A Administration
- B General Learning
- C Food Technology / Hospitality Centre
- D Industrial Technology
- E General Learning
- F The Spark
- G General Learning
- H Student Hub
- I Canteen / Amenities
- J General Learning

### KEY TO BLOCKS

- K Hall/Uniform Shop
- L Science
- M General Learning
- N General Learning
- O General Learning
- P Library
- Q Performing Arts
- R General Learning
- S General Learning
- T Dance Studio
- V General Learning



● First aid kits are located within staff rooms of the identified blocks. These boxes contain an Epi Pen, Asthma puffer, spacers to suit and a resuscitation mask. All other medical requirements are issued through the designated First Aid area in H block.

# LOCKDOWN OF SCHOOL



## PROCEDURES

- If there is a potential threat of harm or injury to staff, students, visitors or contractors, it is imperative that all persons are secure within a building on the school campus until the threat has passed. Threats may come from a dangerous person, a toxic spill (chemical truck accident in vicinity of school), livestock running loose or severe weather
- **Administration staff** activate the lockdown alarm (alarm is a continuous emergency services siren, similar to ambulance; help is on the way, stay where you are). All personnel will remain in a secure place out of sight until the emergency has passed
- In the event of a drill, **Student Hub** will send an SMS to parents advising that a lockdown drill is in progress
- **Administration staff** will immediately contact Police/Emergency Services providing information regarding: Time of incident, Nature of incident, Details of offender, and whether the person is armed, Type of weapon
- **Students, staff, visitors and contractors** will be kept in a safe place out of sight until Police/Emergency Services have dealt with the emergency and have declared the school safe for the return to normal activities.

## STAFF ACTION (FOR LESSON TIME)

- Teaching staff are to take control of their students ensuring all windows and doors are locked. Students and teachers must keep a low profile and remain out of sight of the windows - e.g. under desks, until the *all clear* is given. *Mobile phones are to be switched off.*
- Teaching staff and students who are outside must return to their respective classrooms in a calm and orderly manner
- Staff and students on oval, proceed to nearest building and participate in the containment procedure for that building
- Students or staff in the toilet, are to remain there, sitting on the toilet with feet up and the door locked
- Staff and students engaged in an activity in another area e.g. library, pool, gymnasium, are to participate in the containment procedure for that building.
- Staff are expected to scan for students who are out of class and not being actively supervised by a teacher, e.g. photography or returning from the lake. These students should be included in the containment procedure for the nearest building
- All other Staff Members must secure themselves inside, out of sight with doors and windows locked
- Staff members are required to include and take charge of any visitors/contractors who are in their vicinity at the time of the alarm activation.

## STAFF ACTION (FOR NON-LESSON TIME)

- If there is a potential threat of harm or injury to staff, students, visitors or contractors during non-lesson time, **staff or staff on playground duty** are to notify the Administration that a containment procedure is required
- **Administration staff** activate the lockdown alarm (alarm is a continuous emergency services siren, similar to ambulance; help is on the way, stay where you are). All personnel will remain in a secure place out of sight until the emergency has passed

- **Students** who are inside using the Library, Music, Performing Arts and Computer Rooms will remain where they are, under the supervision of **HODs and staff** and follow normal containment procedures
- **Teachers** on Playground Duty will be responsible for directing students to the nearest building in their area. Students will assemble, in the nearest building, staff/student are to secure all windows/doors and go to a low-profile position under teacher direction. Normal containment is then to be followed.

### *ARRIVAL OF EMERGENCY SERVICES AND ALL CLEAR*

Police/Emergency Services are to be directed to the Principal to establish an emergency response room. Administration staff are to provide a brief of the situation and relinquish control of the critical incident to Police/Emergency Service Personnel.

When the threat is over, the Principal or a Senior Staff member acting on behalf of the Principal (known by staff) will announce the *ALL CLEAR* by walking around the school wearing a 'High Visibility Vest' and calling out *All Clear*.

*Normal activity will resume once the all clear has been given.*