

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.

Summary

Students and staff must be familiar with the following:

- 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 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.
- Phoenix classes will assemble in the area allocated to their own year level. Students in each class will sit in a single line, supervised by the Phoenix teacher.

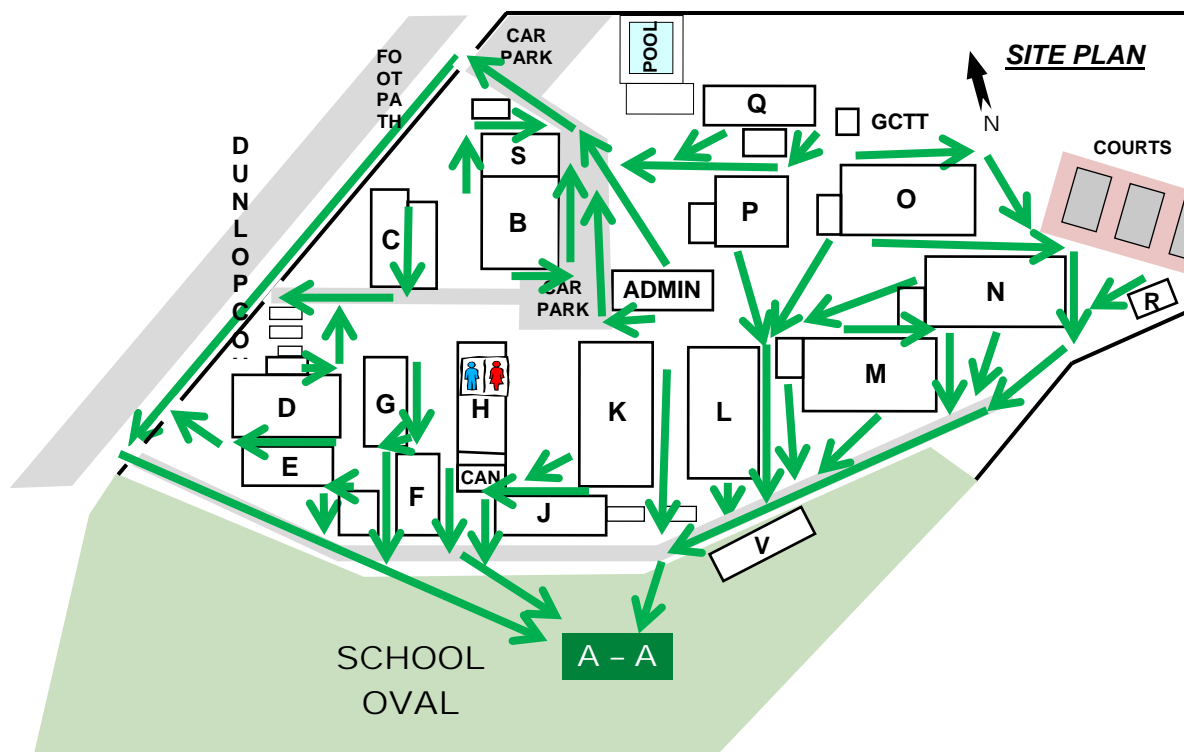
Full details of the Policy can be found on the school's website: www.merrimacshs.eq.edu.au

Policy

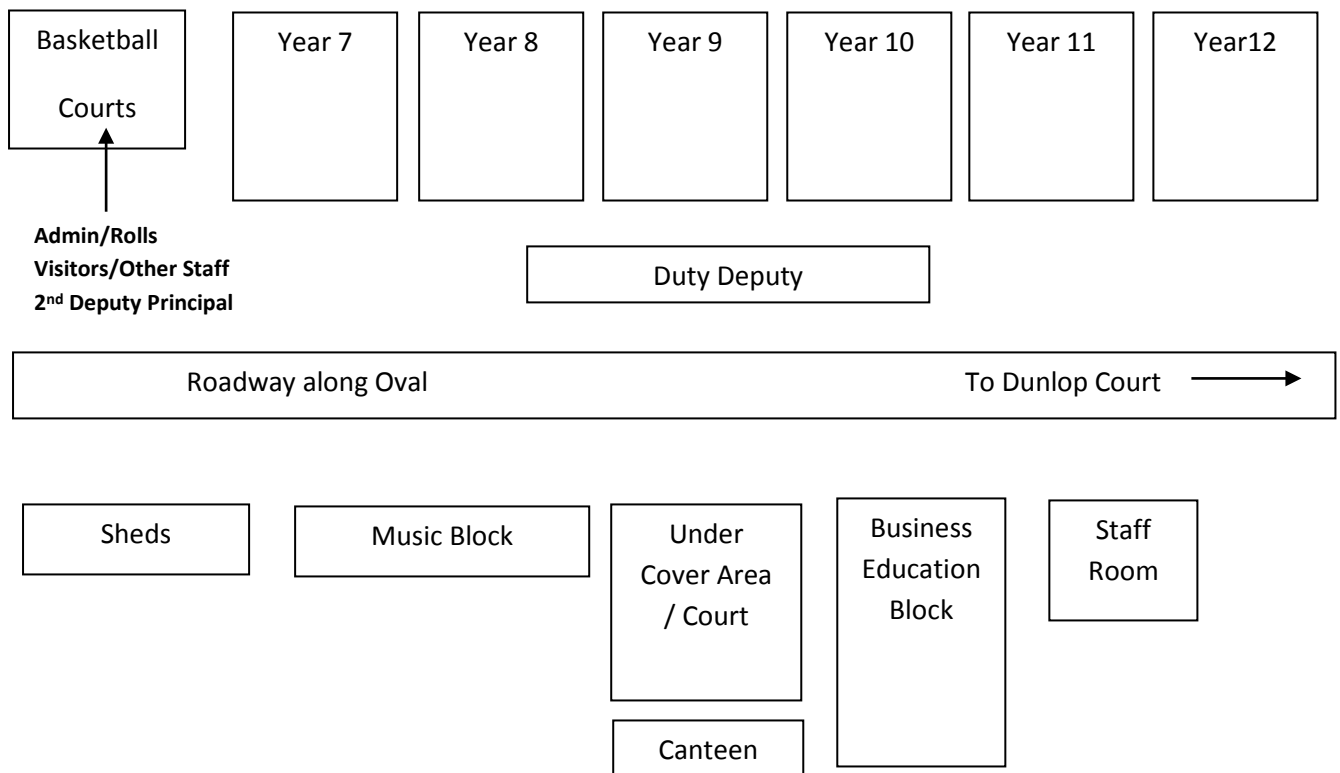
- Should a fire or any other emergency situation be noticed in any block, evacuate and make immediate contact with the Administration Block.
- The alarm will be a repetitive sounding of the school siren that rises in pitch. (The repetitive rising pitch indicates students are to rise and evacuate).
- The Administration or Office Staff will phone 000 to contact the Fire Brigade, Police or Ambulance. The appropriate service will then be directed to the location of the emergency and the entrance to use.
- The **Janitor** will unlock the door of the Main Switch Board and switch off the power. He will then **meet the Fire Brigade, Police or Ambulance at the gate and direct them.**
- The **Principal** will remain on duty at the office until all services are notified. He will then obtain reports from teachers and checkpoints that all personnel have been evacuated or otherwise and inform the Emergency Service Officers on their arrival.
- If the office is the centre of the emergency, the Canteen will become the centre point of operation.

Procedure

- As soon as the alarm sounds, all classes must **STOP WORK, STAND and EVACUATE** immediately to the Main Oval as shown on the school maps, distributed to all staff and displayed prominently in all buildings.
- Students are NOT to collect books or bags to bring with them during the evacuation. **Everyone MUST evacuate. There are NO EXCEPTIONS.**
- Students are to be moved under the strict supervision of the classroom teacher.
- Students are to **WALK not RUN**, to the Main Oval. Disabled students may need to be given special assistance at the teacher's direction.



- Administration will look after the evacuation of students in sickbay/office area and visitors to the Main Oval.
- As shown on the plan, once students have been moved away from the buildings, the supervising teachers will take their class as a group to the Main Oval to assemble in Phoenix class groups.



SUPERVISORY DUTIES

- The Heads of Department are to check their buildings are completely evacuated and that the correct orderly evacuation occurs. **"BLOCK CLEAR"** should be reported to the **DEPUTY PRINCIPAL ON THE OVAL**. Computer facilities in these blocks need to be secured in that process.
- HOD's are to nominate, prioritise and document 3 staff members to act in their absence to complete the block evacuation.
- Teachers on preparation and correction or in adjoining classroom are to take responsibility for supervising the movement of the class of one of the above HODs to the Main Oval whilst HOD completes the building supervisory duties.
- Upon arrival at the Main Oval the above HOD's or their nominees are to report the block evacuation to the Duty Deputy Principal.
- Deans are to support the organisational process of their YEAR LEVEL.
- An Administration assistant will be responsible for bringing form rolls to the Main Oval and distributing them to the respective year level Phoenix teachers for marking
- HODs or their nominees will be responsible for ensuring that rolls for classes of STAFF who are absent from their staffroom on that day are marked.
- If a student is absent from the evacuation this must be recorded on the roll which is given to the relevant Year level Deans who then report to Duty Deputy Principal (In charge of Fire Drill) at the front of the assembly area.
- Laboratory Attendants 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.
- Office Staff, Teacher Aides, other Ancillary Staff and registered visitors report to the Registrar down on the oval next to the 2nd Deputy Principal
- An Administration assistant will be responsible for bringing form rolls to the Main Oval and distributing them to the respective form teachers for marking.
- PLEASE NOTE: *The drill will not be declared complete until all Year Level Deans have reported to the Duty Deputy Principal.*
- The 3rd Deputy Principal will direct a staff member to the Principal, located in Administration, to indicate that all personnel have been evacuated.
- Rolls are to be returned to the Administrative Assistant before assembly is dismissed.
- At the completion of the drill, students will be dismissed, under the direction of the Duty Deputy Principal, 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.

EMERGENCY EVACUATION DURING RECESS & LUNCH

- The emphasis will be on moving students away from the buildings onto the Main Oval as quickly as possible, using the shortest and safest routes possible. Whilst this is being done, all buildings are to be checked by HOD/MARSHALL to ensure that no students are left behind. All teachers are requested to assist by checking all classrooms in their building. Staff located in K Block are to ensure that all students have been cleared from the Amenities in H Block

- Once on the Main Oval, students are to assemble as normally as expected for the evacuation: **ALL MUST BE SEATED ON GRASS AND REMAIN IN Phoenix 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.

IN SUMMARY – FIRE DRILL

The rolls are in boxes designated per year level and will be taken to respective year level areas.

- **Phoenix teacher/supply teacher** marks the roll **and** reports the results to their **Deans**.
- **Deans** inform **Duty Deputy** of the roll check with either, **all accounted for or missing details**.
- **Block HOD's** check and close the block. **Block All Clear** is then notified to the **Duty Deputy**.
- All Rolls are returned to the year level box by Phoenix teacher. Teachers are to stay with their class.
- **Duty Deputy** will notify the assembly when the Emergency is contained and students may return to class.
- Staff return to classroom just prior to students – Admin to hold student assembly during this time.

In Summary – Fire Drill Responsibilities

- **Phoenix teacher/supply teacher** responsible for respective class
- **HOD or nominee** responsible for respective physical buildings and classes of **STAFF** absent on that day
- **Dean** responsible for students of respective cohort
- **DUTY DEPUTY ON OVAL** responsible for student cohort
- **2nd DEPUTY PRINCIPAL/BUSINESS SERVICES MANAGER** responsible for staff
- **3rd DEPUTY PRINCIPAL** responsible for ensuring **PRINCIPAL** is aware of completion of drill
- **PRINCIPAL** responsible for co-ordinating with emergency services