



# St Columba's School Bayswater

Grow in Faith      Seek Wisdom      Live in Peace

## Emergency Evacuation Procedure

### VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

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Art Lombardi

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# St Columba's School Bayswater

32 Roberts Street  
BAYSWATER WA 6053

PO Box 61

BAYSWATER WA 6933

Tel: 08 9208 2700

Fax: 08 9370 3985

admin@stcolsbays.wa.edu.au

www.saintcolumbas.com.au

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## PRINCIPLE

- The evacuation of students from potentially dangerous situations is to be planned to ensure speedy and efficient operation.
- Standard procedures cannot cope with every possible event. The prime concern is for the safety, and care of lives over property.

## ORGANISATION

- **Evacuation Signal:** Evacuation siren through the P.A. system.
- **Lock Down Signal:** The playing of music through the P.A. system
- **Assembly Area:** Church Grassed Area – unless otherwise advised.
- **Roll Call:** Class lists/numbers to be checked on SEQTA by an Administration Team member at the assembly point.
- **Critical Incidents Team Response**

## LOCK DOWN PROCEDURES

### In case of EMERGENCY

1. The lock down signal (music through the School's PA system) will be activated. Children are to stop what they are doing and listen carefully to the teacher for instructions.
2. If outside, staff and students should go inside the nearest building as soon as possible, and not gather in groups. If inside, staff, students and visitors should lock all doors and windows if it is safe to do so
3. Staff, students and visitors should assemble in a group, on the mat area of the classroom and proceed as if a normal lesson is taking place. They are to remain there until an all-clear signal, or further instructions, are given by the Principal or a member of the Leadership or Administration teams.

## EVACUATION PROCEDURES

### In case of EMERGENCY

1. The evacuation siren will be activated.
2. Children are to stand and leave all equipment.
3. Teacher to take their Class Lists and swipe card/fob
4. Teacher to line students up at the class door. After exiting the classroom and ensuring all students and adults have left, shut the classroom door but do not lock it. Classroom teachers to do a head count.
5. Walk children in an orderly manner to the nominated assembly point
6. Teacher to call class register
7. Teacher to report numbers to the Principal.

Teacher to closely supervise class and await further instructions from a member of the Critical Incidents Team.

## EVACUATION ROUTES

**STAFF/STUDENTS TO BE FAMILIAR WITH THE ROUTE TO THE DESIGNATED MUSTER POINT ON THE GRASS AREA ADJACENT TO THE CHURCH**

**OR**

**ACROSS THE ROAD TO BAYSWATER OVAL**

**LIFTS MUST NOT BE USED AT ANY TIME DURING AN EMERGENCY/EVACUATION**

### **Kindergarten/Pre-Kindergarten:**

Using the exit doors, the teacher/staff and students are to walk:

- Past the Administration block and cross the Hard Courts to the Muster point on the Church Grass Area.

### **Pre-Primary:**

Using the exit doors, the teacher/staff and students are to walk:

- Past the old church/multipurpose room, across the Hard Courts to the Muster point on the Church Grass Area.

### **Year One**

Using the exit doors, the teacher and students are to walk:

- Past the Kindergarten classrooms, turn right past the Administration block and cross the Hard Courts to the Muster point on the Church Grass Area.

### **Year Two**

Using the exit doors, the teacher and students are to walk:

- Past the Library and toilets, cross the Hard Courts to the Muster point on the Church Grass Area.

### **Year Three & Four**

Using the exit doors, the teacher and students are to walk:

- Left past the OSHC/Multipurpose room, past the canteen, through the staff car park gate to Almondbury Street, turn left onto the footpath and follow around to assemble at the Muster point on the Church Grass Area.

### **Year Five**

Using the exit doors, the teacher and students to walk:

- Walk through the carpark gate to Almondbury Street, turn left onto the footpath and follow around to assemble at the Muster point on the Church Grass Area.

### **Year Six**

Using the exit doors, the teacher and students to walk down the stairs:

- Walk through the carpark gate to Almondbury Street, turn left onto the footpath and follow around to assemble at the Muster point on the Church Grass Area.

### **Social Worker's Office**

- Staff to exit to the Hard Courts. Cross over and turn right and walk to the Muster point on the Church Grass Area.

### **Old church/Multi-purpose Room/Music Room**

- Exit through the safest appropriate doorway and proceed across the Hard Courts to the Muster point on the Church Grass Area.

### **Office/Administration**

- Exit through the safest appropriate doorway and proceed past the Hard Courts to the Muster point on the Church Grass Area. OR exit through the front doorway, turn right out the front gate at Roberts Street, walking to the grassed area Muster Point.

### **Library & Seminar Room**

Using the safest appropriate exit doors, the teacher and students are to walk:

- Across the Hard Courts and turn right on to the Muster point on the Church Grass Area.

### **OSHC/Multipurpose Room & Canteen**

Using the safest appropriate exit doors, staff and students are to walk:

- Exit through the appropriate doorway, turn left, through the Staff car park to Almondbury Street turn left onto the footpath and follow it around to assemble at the Muster point on the Church Grass Area.

## **STAFF RESPONSIBILITIES**

1. Office personnel to phone the emergency services required. Office personnel to signal on the school's P.A. system.
2. Office personnel will bring office Ipad, for SEQTA and the Student and Visitor registers.
3. Nominated Year One GREEN teacher to hand class over to other year one teacher. Year one teacher to check all ECE classrooms, student and staff toilets, ECE Playground.
4. Nominated Year Two GREEN teacher to hand class over to other year two teacher outside the classroom. Year two teacher to check year two classrooms, Library, Seminar Room, Student Toilets and Disabled toilet.
5. Nominated Teacher in Year GREEN Four Classroom to hand class over to Year Three teacher outside the classroom. Teacher in Year Four Classroom to check rooms for students, staff and visitors. Rooms to be checked include Years 3-4, canteen, OSHC/multipurpose room and Parish Hall. Staff to return to the school site for checking rooms only when safe to do so.
6. Nominated Teacher in Year Six GREEN classroom to handover class to Year five teacher outside the classroom. Year six teacher to check all classrooms in block, student toilets, disabled toilet and oval.
7. Assistant Principals, Nominated Administration staff, to check Multi-purpose room, music room, Staff room, Social Workers office.
8. All staff and students to remain at muster point and await further instructions.

### **Relief Staff and Specialist Staff**

- To be informed of procedures through an information booklet and through induction process at the beginning of the year or as required.

### **Parents and Visitors**

- All Parents and Visitors, during an evacuation/lock-down drill must respond to staff instructions. All people within the school grounds come under the jurisdiction of the school personnel.
- These people would be advised by the class teacher or office staff to follow the procedures in place.
- Reminders to parents regarding their responsibilities during an evacuation will be placed in the school newsletter twice a year.

### **Further Directions at Assembly Point**

- In case of fire: The Fire Warden (normally the Principal or his or her delegate) will evaluate the situation and inform staff of the procedures to follow.

### **Lock-Down Procedures**

Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Principal. The Principal will announce the lock-down by playing music over the school PA system. Provisions for emergency evacuation should be maintained even in the event of a lock-down.