



# CANNING VALE

## PRIMARY SCHOOL

# Evacuation Plan

The evacuation of people from dangerous or potentially dangerous areas should be planned to ensure an efficient and speedy operation. Students and staff should be familiar with the evacuation plan.

The school oval is to be the evacuation assembly point.

### **Essential Contacts:**

SE Metropolitan Regional Office	-	9336 9510
Fire	-	000
Police	-	9456 9555 – Canning Vale 9451 0000 - Cannington
Ambulance	-	000

Amendment date – September 2015

## **EVACUATION PLAN**

Principal will make the decision to order an evacuation of the campus in consultation with an Occupational Health and Safety Representative. Should either or both be unavailable, the management line for decision making will be:

Deputy Principal  
Level 3 teacher

This policy should be read in conjunction with the School Emergency Management Plan.

## **PROCEDURES**

### **Method of Alarm**

The signal to evacuate the classes will be three 5 second siren blasts (if electricity is available) and saying, "all classes need to evacuate" over the PA system.

If there is no power, there will be the continuous ringing of a hand bell (located in the library). The hand held megaphone (located in the Deputy Principal's office) will replace the PA. This may be repeated at intervals as required.

### **Evacuation Response Team Personnel**

Principal, Canning Vale Primary School

Principal, Canning Vale Education Support Centre

Two primary school Deputy Principals

Occupational Health and Safety Representatives

Business Manager (CVPS) and Registrar (CVESC).

### **Incidents that may require an evacuation**

Fire	Bomb threat
Threatening person /s	Gas leak
Falling object (flight path implications)	

In case of an earthquake, children and staff are to move under desks and await instructions.

## **Evacuation**

When the Principal has been informed of an incident that requires the school to evacuate, he/she will order the signal to evacuate.

At the sound of the warning, teachers in charge of classes will:

- collect the pink or red attendance folder,
- marshal the children (if possible with water bottles and a hat),
- evacuate the rooms via the outside door and make their way to the oval by the safest route using the closest/safest gate of the fence that surrounds the school.

At the oval teachers will:

- assemble the class in year order (see map on page 11) and in rows of two to enable quick counting of students in front of football change rooms.
- call the roll to identify which children are present,
- inform the Deputy Principal of the total number of children present and those that are unaccounted for,
- maintain the good order of the children,
- await permission to remove children from the area.

## **Roles and Responsibilities**

### **CVPS Principal**

- Take mobile phone.
- Make the decision to evacuate.
- Request Business Manager contact appropriate Emergency Service upon arrival at the oval.
- Order the signal to evacuate.
- Communicate with Principal of the Education Support Centre and Deputy Principals.
- Instruct School Officer to shadow him/her and record significant times and actions relating to the incident.
- Move to the oval and meet with School Occupational Health and Safety Representatives on verandah of sports pavilion.
- Contact Regional Executive Director.
- Receive and brief Emergency Services.
- Make note of classes as they arrive.

### **Deputy Principal 1**

- Take the megaphone.
- Check Blackwood, Avon, Harding and De Grey toilets have been evacuated.
- Together with School Occupational Health and Safety Representatives (Principal of ESC if Reps are teaching), meet with Principal at oval to assess and implement plan of evacuation. If appropriate, dispatch personnel to parent pick up points around the school.
- If responsible for a class pass group to the nearest class teacher.
- School Evacuation File – Located just inside the external door to the DP's office, it will contain a current set of "Home Room and Form List" sheets plus biros for staff use, should an emergency be called during recess or lunch.
- Check off staff
- Ensure all are present

### **Deputy Principal 2**

- Check Murchison and Vasse toilets have been evacuated.
- If not responsible for a class, move safely to the oval and stand on the veranda of the football clubrooms.
- Teachers are to report numbers and unaccounted student names to Deputy Principal located in front of the football clubrooms.
- Report to Principal, numbers of students and names of those students and staff unaccounted for.
- If responsible for a class, pass group to the nearest class teacher.
- Collect list of relief teachers and absent teachers.
- Initiate search for those people unaccounted for.
- Take list of teachers and Education Assistants.

### **School Officer L1**

- Collect CVPS Relief Staff, Student Visitor and Sign-Out books
- Liaise with Deputy Principal 2 as to the whereabouts of signed-out children when at the oval.
- Shadow Principal and record significant times and actions arising from the incident.

### **School Officer L2**

- Send out whole school SMS tp parents outlining situation (if safe to do so)
- Collect Health Care Plans, Asthma kit, spare Epi Pens, First Aid pack and Claratyne

### **Business Manager**

- Lock Office
- Take mobile phone.
- On instruction from Principal / OSH Representatives, contact Emergency Services.
- Collect most recent back-up tapes.
- Move safely to the oval.
- Visitors must come to be checked off.
- Inform via PA system- Parents, Volunteers, workmen and any other non teaching staff on campus.

## Teachers

If signal goes during class time, staff in class should:

- ask the children to assemble leaving all bags and equipment;
- collect lesson attendance folder;
- marshal children and direct them to leave the room via the safest route; Count number of children and identify any missing children.
- close doors upon exit if time permits;
- escort children via the safest route to the assembly point on the school oval;
- form classes up in two lines with the other classes within the same year group (see map on page9);
- call the roll and identify those children and staff normally allocated to the class that are not present;
- report absent students to Deputy Principal (Trish) in front of the football clubrooms on the oval;
- account for your EA(s); and
- children integrated from ESC and vice versa are to remain with the host class. An appointed staff member from the ESC will check the integration register.
- Take out own mobile phones
- count number of children and identify missing children.
- if there is a relief teacher in the room next door- assist them with the evacuation.

## Teaching Staff Not in Class

If the signal goes during class time, staff **not in class** should:

- hang up telephones immediately;
- do not attempt to fight fires;
- take the most appropriate route to the assembly area on the oval; and
- go to form group (if they are with a specialist teacher) with lesson attendance folder.
- Support staff with groups of children e.g. EALD teacher take children to the oval and hand over to class teacher.

### **Principal Education Support Centre**

- Collect mobile telephone, student absentee folder.
- Take ESC Teacher Relief Register.
- Take the Integration Register from the office.
- Check administration block has been evacuated.
- Move safely to the school oval.
- Assume role of Occupational Health and Safety Representative if Reps are not available.
- ESC Principal report to PS Principal

### **Teacher ESC – H3 & H4 & B1**

- Check therapy room, multi-purpose wet area and resource rooms.
- H4 DOTT teacher and toilets.
- Check all students on register are present.
- Move safely to oval.

### **Registrar Education Support Centre**

- Collect Student Visitor and Sign-Out books **plus** the Relief ESC Education Assistants Book and liaise with ESC Principal as to the whereabouts of signed-out children when at the oval.
- Move safely to the school oval.
- Check all non-teaching staff/visitors/volunteers are present and report absences to ESC Principal on the oval.

### **Education Assistants**

- Remain with the class they are assisting.
- Move safely to the school oval.
- If teaching a small group, take children to oval and hand over to class teacher.

### **Education Assistants ESC**

- Check disabled toilet adjacent to ESC classrooms in Harding and Blackwood are empty.
- Move safely to the school oval.
- Report to ESC Principal on the oval.
- If with children out of class move to the oval and hand children over to the class teacher.

### **Library Officer**

- Check female and male staff toilets have been evacuated.
- Move safely to the school oval.
- Report to Business Manager on the oval.

### **Specialist teachers**

- Take class to assembly point and wait for classroom teacher.
- If not teaching, move to oval and assist Admin team.

### **Gardener**

- Secure all flammable items (only if possible without endangering self).
- Move safely to assembly point on the oval.
- Report to Business Manager on the oval.

### **Cleaners**

#### During school hours

- Move to oval directly
- Head cleaner to account for all cleaning staff. Report to Deputy Principal out of school hours
- Move to oval and contact Principal

#### Out of school hours

- Move to oval and contact Principal
- Contact Emergency Services



### **Library Staff (Except Library Officer)**

- Assist teachers in library with the movement of children.
- Move safely to the oval.
- Report to Business Manager on the oval.

### **Canteen Staff**

- Turn off all non-essential equipment.
- Lock till.
- Move safely to the oval.
- Report to Business Manager on the oval.

### **Visitors / Volunteers / Others**

- All visitors / parent volunteers and others must sign in when arriving at school
- Move safely to the oval.
- Report to Business Manager on the oval.

### **O.H.S. Representative Role**

- Check specialist staff are present
- Replace any admin staff who may be absent and assume their role.
- Report to Principal to assist

## **EVACUATION DURING NON-CLASS TIME**

**Responsibilities for each member remain the same.**

### **Duty teachers**

- Direct students to the nearest school perimeter using safe accesses away from the danger area taking boundary fence gates into account.
- Move to school oval and direct students to sit.

### **Non-Duty Teachers**

- Staff members are to immediately depart area they are in and close doors if practicable.
- Teachers should direct children to the oval.
- Check school perimeter for any children that may try to leave the school grounds.
- Move to the school oval and assist in the supervision of students to class groups.
- Continue responsibilities as per evacuation during class time.

### **Evacuation in the case of a school lockdown**

If there is a threat from outside the school (such as an escaped prisoner) or a situation that compromises the safety of a child or children inside the school (such as a child running away) the Executive team to lock all gates; the safety of all children and staff is paramount;

Notices to be posted on the front and rear gates instructing visitors and trades men to contact the office (telephone number given) and if safe a gate would be temporarily opened to allow entry; this to continue until the threat or other circumstance ceased.

If there is the need to evacuate the Executive team to meet and discuss safe exit from the school;

This information to be passed onto teachers in each block;

If safe, the normal evacuation process to occur. Teachers to use their key to unlocks the gates.

## ***INSTRUCTIONS FOR ASSEMBLY OF CHILDREN***

Children are to be seated in class rows (boys and girls) **facing the football club Rooms.**

