



Emergency Evacuation Procedures

January 2017
Updated March 2017



The Lakes College Emergency Evacuation Procedures

FOR USE IN THE EVENT OF FIRE, GAS LEAK
OR OTHER DANGEROUS OCCURRENCE
THAT REQUIRES EMERGENCY EVACUATION

In the event of an emergency:

1. Assist anyone in immediate danger.
2. Raise the alarm – Notify the office (Extension 500 or 502)
3. Restrict the danger area by closing doors
4. Evacuate all people in the building to the nominated assembly area, taking an alternative route if needing to remain clear of the danger area. The class roll is to be collected, but no personal items are to be taken by students. Emphasise the need for immediate response and quiet, orderly conduct. All building doors are to be closed.
5. The class teacher is to account for all students and report this to the PA to the Head of Primary/Secondary or her delegate.
6. Supervise students quietly at the assembly area until the all clear is given.
7. In the case of a lengthy evacuation, arrangements for toilets, shelter, food and drink will be communicated by the Principal or delegate.

Note: Fire extinguishers are placed in every room at the College. Staff are instructed in their use annually but are not required to use fire extinguishers in the case of fire unless it does not compromise the safety of everyone.

EMERGENCY EVACUATION PROCEDURES

For use in the event of fire, bomb threat, gas leak or other dangerous occurrence that requires emergency evacuation

These procedures are provided to ensure the College buildings are evacuated quickly and efficiently in the case of emergency.

Staff are required to familiarize themselves with all aspects of the evacuation procedures set out in this and attached documents. Permanent staff will be required to sign a Familiarisation Agreement, acknowledging receipt and understanding of their roles in the event of an emergency.

Implications for absences:

All staff should be familiar with the duties outlined in Attachment A, and be proactive in ensuring staff and student safety in the event of an emergency.

Relief Teaching Staff taking a class in the absence of the class teacher must assume the responsibility and roles of the class teacher.

Staff covering the absence of Teacher Aides should assume the evacuation duties of that Aide – both with class and as per Attachment B.

A copy of the College Evacuation Diagram will be placed in every classroom.

GENERAL GUIDELINES

1. The first priority is to assist persons in immediate danger and in need.
2. Should the danger occur in your area or you become aware of the danger, you must immediately contact Reception on 500 or 502 and the alarm will be raised.
3. The alarm will be sounded by the continuous ringing of the bells or the ringing of a hand bell in a power failure. Panic Station switches are located in the Primary Main Reception, Primary Office (A Block), Secondary Reception (CIS Block) and College Care Office (B Block). Hand Bells are located in A Block, E Block, F Block, CC Office and Administration Block. Reception Staff or College Care Staff (out of hours) will activate the bells by pressing the RED Panic Station Button.
4. The Receptionist will phone Emergency Services and evacuate with First Aid Kit and necessary student medications.
5. Classes should leave their rooms according to the evacuation route displayed on the wall closest to each room exit.
6. If forced to take an alternative route due to fire or blocked walkway, it is the teacher's responsibility to decide on that alternative route.
7. Teachers should be the last to leave their classrooms.

- a. Direct students to quietly and sensibly evacuate to the assembly area.
 - b. Whilst leaving classrooms ensure that electrical equipment, including lights and air conditioning units are turned off and that windows and doors are closed and locked. **Please leave this if you need to evacuate quickly. The safety of students and staff is paramount.**
 - c. Teachers take their class rolls and proceed with their students to the assembly area on the oval.
 - d. Teachers are asked to keep their rolls in their relief folder so that this can be accessed easily by the teacher-in-charge at the time of the emergency. **Should classes be absent from their home room, teachers should not return to the classroom for the roll.** A class list will be held with Registrar and this can be used as a 'substitute roll' should teachers be outside their classroom or in transit, and hence without their roll.
8. All other staff and visitors not attached to a class should evacuate immediately to the assembly area and report to the Fees & Payroll Administrator.
 9. The Facilities Manager (Maintenance Supervisor) is to meet Emergency Services at the front entrance of the College with mobile phone.
 10. The Administration Receptionist is to take the Emergency Evacuation Folder and mobile phone to the assembly area.
 11. If evacuation is necessary at lunchtime or recess:
 - All students and staff should proceed immediately to the assembly area on the oval.
 - Neither students nor teachers should enter classrooms for rolls, or enter any building once the alarm is raised.
 - Staff on playground duty should check play areas and toilets and direct all students to the assembly area.
 12. The Administration Receptionist will provide copies of rolls to the PAs to Heads of Primary/Secondary. These rolls will be distributed to class teachers/pastoral care teachers as required.
 13. On arrival at assembly area, students are to move to their designated class groups (Primary) or pastoral care groups (Secondary) as identified in the Evacuation Diagram
 14. Teachers must immediately call class rolls. The PAs to the Heads of Primary/Secondary will check with each teacher that all classes, students and class teachers (Primary)/pastoral care teachers (Secondary) are accounted for. Class teachers (Primary) and pastoral care teachers (Secondary) are required to stay with their classes at all times.
 15. College staff and other personnel, students and visitors should gather at the assembly area shown on the Evacuation Diagram. The Fees & Payroll Administrator will have a list of staff and all staff (other than Primary class/Secondary pastoral care teachers) must report to her so they can be accounted for.

16. The PAs to the Heads of Primary/Secondary, the PA to the Principal and the Fees & Payroll Administrator will report any missing students, staff or visitors to the Business Manager.
17. The Business Manager will report any missing students, staff or visitors to the Principal or delegate. The Principal will ring the Facilities Manager (Maintenance Supervisor) who will relay any information to Emergency Services. It will be the responsibility of Emergency Services to look for missing students, staff or parents.
18. When Emergency Services give the all clear, the Facilities Manager (Maintenance Supervisor) will phone the Principal who will organise all students, staff and parents to return to buildings. Do not move from the assembly area without specific instruction from the Principal or delegate.

SPECIFIC RESPONSIBILITIES

It is the responsibility of all staff to be aware of their responsibilities in an evacuation.

1. Principal

- To oversee implementation of evacuation procedures.
- To be satisfied that all are accounted for and safe.
- To permit classes to return to rooms.
- To ensure water, food, shelter and toilet facilities are available in the event of prolonged evacuation.

2. Receptionist

- Telephone the relevant emergency service.

IN CASE OF FIRE
CALL THE FIRE SERVICE BY EXCHANGE TELEPHONE
DIAL "000"
ASK THE OPERATOR FOR "FIRE SERVICE"

When the fire service replies, give the call distinctly.

"Fire at The Lakes College
North Lakes, 2 College Street."

IN CASE OF BOMB THREAT OR OTHER DANGEROUS OCCURRENCE
CALL THE POLICE SERVICE BY EXCHANGE TELEPHONE
DIAL "000"
ASK THE OPERATOR FOR "POLICE SERVICE"

- Put telephone on night switch.
- Take the visitor log and student sign-in log.
- Collect the Emergency Evacuation Folder.
- Ensure that electrical equipment, including lights and air conditioning units are turned off and that windows and doors are closed in the College Office.
- To inform police and/or emergency services to appropriate positions on the College if Facilities Manager (Maintenance Supervisor) not present at the College.
- Proceed to the place of assembly.

- Report to the Business Manager.

3. Business Manager

- Proceed to assembly area.
- Complete Administrator's Checklist.
- Report to the Principal.

4. Teachers

- To ensure all children in their care at the time of the alarm are escorted quickly and efficiently to their allocated place of assembly.
- Close doors and windows and turn off lights and electrical equipment including air-conditioning. Only do this if safe to do so. Your safety and that of students is paramount.
- After carrying out roll call, provide report to PAs to Heads of Primary/Secondary when requested.

5. Teacher Aides

- To assist the teacher-in-charge.
- Proceed to the place of assembly and report to the Fees & Payroll Administrator. Prep teacher aides are to remain with their nominated class.
- To ensure that toilet areas are properly evacuated.

6. Specialist Teachers

- To ensure that students for whom you are responsible are moved quickly and efficiently to their allocated place of assembly.
- To report to Fees & Payroll Administrator then to staff assembly area.
- If not teaching at time of alarm and not allocated to special duties; proceed immediately to staff assembly area.

7. First Aid Nurse

- Take the Emergency First Aid Kit, and Emergency student medications.
- To undertake a check of first aid room and amenities in their designated area of responsibility.
- Proceed to the place of assembly and report to the Fees & Payroll Administrator.

8. Science Lab Technician

- To identify source of alarm and use fire prevention devices, where appropriate and if safe to do so.
- Turn off Lab Gas mains in each Lab.
- Ensure Chemical cupboard is locked.
- Take Science SDS folder complete with Chemical Manifest.
- Ensure Lab Prep room is locked.
- Proceed to the place of assembly and report to the Fees & Payroll Administrator.

9. Facilities Manager

- To identify source of alarm and use fire prevention devices, where appropriate and if safe to do so.
- To ensure access to fire hydrants is clear in the event of fire.
- To establish that emergency service road access within the grounds is clear.
- Proceed to the main entrance to meet Emergency Services.

10. Groundsmen

- To ensure access to front and rear car parks are secured.

11. Fire Warden

- To undertake a check of storerooms, amenities, void areas, offices in their designated area of responsibility.

12. CC – Outside College Hours

- CC Director/Assistant Director to raise the alarm by pressing the RED button on the Panic Station located in the CC Office or by ringing the hand bells continuously.
- Ring emergency services if necessary.
- Collect roll and move children quickly and efficiently to the place of assembly. Check room and toilets.
- To advise the Principal (0400 851 961) or Ext 502 and the Facilities Manager (0452 640 135)
- CC Director/Assistant Director to account for all staff and students.
- CC Director/Assistant Director to direct member of staff to guide emergency services.
- Remain at assembly area until all clear given by CC Director/Assistant Director/Emergency Services.

13. Volunteer Workers and Visitors

- Proceed to the place of assembly and report to the Fees & Payroll Administrator or delegate.

14. Extra curricular Activities – After College Hours (8:00am – 4:00pm)

- If inside, ring Reception (ext 500 or 502)/CC Director (512) who will raise the alarm.
- If evacuation bells ring, proceed to the place of assembly and account for all students.
- Wait for all clear from emergency services or Facilities Manager/Principal/CC Director or delegate.

MANUAL BELL RINGING PROCEDURE IN THE EVENT OF A POWER OUTAGE

Handbells are positioned in the Main Administration, Primary Administration (A Block), Secondary Administration (CIS Block), College Care Office (B Block) and Science (F Block Lower).

In the event of a fire, the handbell must be rung loudly and continuously until the building has been safely evacuated.

It is the responsibility of the Principal or delegate to collect and ring the closest handbell while moving along the following route:

Handbell located in Primary Administration (Head of Primary)

- Collect bell from Primary Administration Office
- Alert A Block
- Proceed along B Block, then past along the deck of Administration, C Block, D Block, E Block to F Block down stairs and then to assembly area on oval.

Handbell located in Secondary Administration (CIS Building)

- Collect bell from Secondary Administration Office in CIS
- Alert CIS Block
- Proceed along CIS Block directly to the assembly area on oval.

Handbell located in College Care Office (B Block)

- Collect bell from B Block
- Alert B Block and proceed to alert other blocks as above.
- To assembly area on the oval.

Handbell located in Administration Building

- Collect bell from Administration Building
- Business Manager to phone Facilities Manager (Maintenance Supervisor) to open gate
- Alert blocks as above
- To assembly area on the oval.

Handbell located in Science Rooms (F Block Lower)

- Collect bell from Teacher Office
- Alert underneath of E Block, F Block and I Block and proceed to alert upper F and I block.
- To assembly area on the oval.

Proceed to the point of assembly and report to the Fees & Payroll Administrator.

Location	Fire Warden	Cover Due to Absence
A Block	Sharyn Speedy	Anna Barwick
B Block	Kathryn McHugh	Andrea Hughes
Administration	Leanne Wheeler	Kylie Frauenfelder
D Block/ G Block	Danae Weatherley	Leanne Wheeler
Junior Amenities /Upper E Block/Upper F Block	Anna Barwick	Tracey Williamson
Home Ec	Rachel S/Lanie Malherbe	Renay Betts
Art/Industrial Arts	Suzi Baker	Greg Doyle
CIS	Hellen Crane	Peggy van Beusekom
Resource Centre	Robyn Newell	Heather Quick/Virginie Levier
Hall/Amenities	Kristel Johns	Renay Betts
SS1 Lower/Senior Amenities	William Hickson	Liam Curtis
SS1 Upper	Rachel Tilbury/Lisa Woodward	Heather Quick/Virginie Levier

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Café	Joel McCulla	Marjorie Tocknell
Music Studios (lower F Block/Lower E Block)	Lindie Joubert	Rachel Tilbury/Lisa Woodward
Science Labs (lower F Block)	Karen Ball	Catherine de Freitas Pessoa

Attachment A

**EVACUATION PROCEDURE
SUMMARY**

Duty	Responsibility	Cover Due to Absence
Ringing of hand bell in the need for emergency evacuation	Simon Armstrong	Leanne Wheeler or Lisa Hanna
Completion of Administrator's Checklist	Barbara Manning or Kylie Frauenfelder	Leanne Wheeler or Lisa Hanna
Collection of First Aid Kit	Michelle Parsons	Tracey Williams
Check A Block Store Rooms, Offices, Preparation	Sharyn Speedy	Anna Barwick
Check B Block Store Rooms, Offices and Preparation Room and toilets	Kathryn McHugh	Andrea Hughes
Check Toilets between A Block and Upper E Block	Anna Barwick	Tracey Williamson
Check Library, Seminar Room and Learning Enrichment Room	Robyn Newell	Heather Quick/Virginie Levier
Check H Block toilets, change rooms and locker room	Kristel Johns	Renay Betts
Check I Block Kitchen, pantry, Sewing Room & storage area, toilet	Rachel Siegfried/Lannie Malherbe	Renay Betts
Check Lower SS1 Block Rooms, toilets, change rooms and locker room	William Hick	Liam Curtis
Check Upper SS1 Block Rooms, lift and stairs.	Lisa Woodward/Rachel Tilbury	Suzi Baker
Café	Joel McCulla	Marjorie Tocknell
Music Studios (Lower F Block)/Lower E Block	Lindie Joubert	Lisa Woodward/Rachel Tilbury
Art/Industrial Arts	Suzi Baker	Greg Doyle
Contact Emergency Services, telephone on night switch, close windows and doors in Reception	Kerri Nelson	Julie Parianos
Turn off power	Paul Russell	Michael O'Leary
Secure Front Car Park	Michael O'Leary	Greg Doyle
Secure Rear Car Park	Greg Doyle	Michael O'Leary
Locate source of emergency and use fire prevention equipment if suitable. Meet emergency services; provide clear route and guidance for vehicles. Be accessible by mobile phone for Principal.	Paul Russell	Michael O'Leary

Proceed to the point of assembly and report to the Fees & Payroll Administrator.

On arrival at Assembly Area

- Class teacher completes roll call.
- Prep Teachers send Aide to Fees & Payroll Administrator to report whether all are accounted for.
- Specialist Staff/other Teacher Aides to support classroom teachers without a designated teacher aide by reporting to PAs to the Head of Primary/Secondary whether all are accounted for. Then report to staff assembly area.
- In the event of specialist staff not being available, classroom teachers without a designated teacher aide will send a responsible student to PAs to the Head of Primary/Secondary to report whether all are accounted for.
- Staff supervises class until Principal or delegate gives the all clear.

- Fees & Payroll Administrator, Business Manager and Administration Receptionist will be wearing a safety vest for easy identification.
- First Aid Nurse will wear identification for First Aid

Please note in the absence of Principal, another staff member will need to assume overall responsibility. This could be Sharon Lollback, Leanne Wheeler, Shane Bowden, Lisa Hanna or John Richardson. Staff will be advised of this responsibility by the Fees & Payroll Administrator or Business Manager.

POLICY RELEASE DETAILS

Date of Policy

September 2008
January 2017
Updated March 2017

Approved by

The Lakes College Board
Chairman
Date

Review Date:

Annually or as necessary.

Related Policies and Documents:

Emergency Lockdown Procedures