

## EMERGENCIES AND EVACUATION POLICY

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### 1. Rationale

It is the policy of Mumbulla School that in the case of an emergency, the first duty of staff is the safety and welfare of students. In the event that an evacuation is necessary, students and staff must be assisted to a place of safety and subsequent supervision. This applies particularly during an emergency when those involved may be confused or disoriented.

This policy includes the procedure for evacuation.

The emergencies most likely to be encountered at Mumbulla School are:

- internal fire
- external fire

However, this policy covers evacuation due to all types of emergency including:

- severe wind, hail or rain,
- extreme electrical storm,
- toxic or explosive substances,
- fallen electrical wires
- flood
- gas leak or build up
- nuclear explosion
- bomb threats or other threat of intentional violence,
- terrorist attacks

## 2. Staff Responsibilities

- 2.1 In an emergency, all staff should follow the *Emergencies & Evacuation policy*, focusing on:
  - 2.1.1 Ensuring that all staff and students are safe from injury or harm;
  - 2.1.2 Notifying the relevant emergency services as soon as possible.
- 2.2 All Staff will attend a training day on the first Thursday of Term One to ensure the following points are known by all staff. This training will be run by the WH&S group.
- 2.3 All staff must be aware of and familiar with evacuation procedures;
- 2.4 All staff must be aware of and familiar with the colour-coded emergency codes and what they represent;
- 2.5 All teachers will be briefed on the evacuation procedure for areas other than their own classrooms in the event that they are elsewhere when an evacuation is sounded;
- 2.6 Kinder lunchtime relief will be briefed on Kinder evacuation procedure during the teachers practice run in the same week as a Fire Drill is scheduled;
- 2.7 Teachers and staff as identified by College, need to remain at school with students should the emergency persist into the night;
- 2.8 Where there is an emergency situation or pending emergency situation in the student's home or surrounding area, the student will remain at school with teacher supervision until the child's class teacher or College-designated supervisor clears the student for release to a parent or guardian;
- 2.9 All class teachers and specialists need to participate in Fire Drills and other evacuation training sessions;
- 2.10 The Educational Administrator will ensure that relevant teachers and staff have current First Aid training.

## 3. Assembly Point

- 3.1 Assembly Point #1 for all classes is the lower ball court in front of the hall/library building near the lone pine tree, although Kinder is to go to Assembly Point #2 until given the all-clear from the Head Fire Warden to join the other classes at Assembly Point #1. (See *Attachment I: Evacuation Map*).
- 3.2 If for reasons of safety, this assembly point is not safe, the alternative assembly point, Assembly Point #2, is the car park at the front of the school. (See *Attachment I: Evacuation Map*)
- 3.3 Evacuation maps showing evacuation routes will be displayed in all rooms and a copy will also be kept in each class roll.

## 4. Evacuation Procedures

### 4.1 Evacuation Signal

- 4.1.1 If the fire alarm has been activated automatically via a smoke detector the fire alarm will sound. This will signal the need for the Head Fire Warden and the front office staff to go into action.
- 4.1.2 The Head Fire Warden will check if there is a fire and where it is located.
- 4.1.3 The Head Fire Warden will then contact the front office and a telephone intercom message will be broadcast to the entire school letting the staff know the emergency code, if evacuation is required and which assembly point to go to.
- 4.1.4 If the automatic alarm has not been activated, the Fire Warden or front office staff will activate the alarm by pressing help on the alarm panel three times.
- 4.1.5 The Head Fire Warden will announce with the megaphone that evacuation is taking place and to proceed calmly and in an orderly fashion to the assembly point.

### 4.2 Classroom Evacuation

- Class teachers will pick up their class roll.
- Children will cease work immediately.
- Teachers and students will move quickly, but in an orderly manner, from the classroom by the door or nearest available safe exit.
- Children will not be allowed to leave the group to obtain clothing, schoolbags or other personal belongings.
- Classes move to the designated school's assembly point by the most direct, safest route and assemble in their class groups.
- Kinder classes will exit via the back gate, walk along Bega St to the car park and wait there until the Fire Warden acknowledges to the teachers that it is safe to rejoin all other classes at the ball court assembly point via the cul-de-sac on Parker St.

### 4.3 Office Evacuation

The front office staff will bring the following to the evacuation area:

- Computer zip drive
- Folder containing contact numbers for all parents
- First Aid Kit
- Clipboard with contact numbers for emergency and other key local support personnel.
- School's mobile phone and walkie talkies
- Staff attendance sign in book

A functioning battery powered transistor radio will be kept in the office to monitor radio broadcasts.

### 4.4 Other Contingencies

4.4.1 If the evacuation signal is sounded during a specialist led activity then the specialist will evacuate the students to the assembly area and wait with their group until the class teacher arrives with the roll. This means specialists need to be up to date with evacuation procedures so must attend the training day in term 1.

4.4.2 If the evacuation signal is sounded when students are:

- playing in the playground or
- in the toilets

then the playground duty teachers are to direct students to move directly to the assembly area, and to sit and wait for the arrival of their class teacher.

4.4.3 If the evacuation signal is sounded when a class is off-campus, the front office will ring the class teacher and alert them to the emergency or evacuation. The class may need to remain off-campus until the all-clear is given.

## 5 After Evacuation

5.1 While at the Assembly Point, class teachers will

- 5.1.1 check their class rolls;
- 5.1.2 report missing students and their last known location to the Fire Warden or front office staff;
- 5.1.3 maintain supervision of their class in the Assembly area.

5.2 Teachers and other staff trained in First Aid will administer First Aid where possible and practical in the evacuation area.

5.3 The Fire Warden, front office staff or other designated staff will:

- 5.3.1 where possible, conduct a search of all areas to ensure that all pupils, support staff, canteen staff and visitors have been evacuated;
- 5.3.2 provide an updated "situation report" to the Head Fire Warden and teachers after the search;
- 5.3.3 meet Emergency Services upon their arrival to advise them of the location of the fire and the names of missing students and their possible location;
- 5.3.4 communicate with parents if possible and when necessary;
- 5.3.5 ensure that gas and electricity supplies are shut down, if possible and when necessary.

## 6 Follow Up Action

6.1 Students and staff will not be permitted to return to buildings until the Fire Warden and the teachers are satisfied that it is safe to do so. This decision will be made in consultation with the appropriate emergency service in control at the time eg. fire brigade or police.

6.2 In the event that students and staff are not permitted back into the school, the decision will be made by the College of Teachers and the Fire Warden whether to send everyone home.

6.3 Those students for whom no transport is available or whose parents are not contactable, should remain at a suitable location with appropriate adult supervision until normal school closing time.

## 7 Training, Practice and Evaluation

- 7.1 Trial emergency evacuations, including Fire Drills, will be conducted to assess the effectiveness of procedures and to ensure that children know what to do in the case of an emergency evacuation. Where necessary, modifications will be made by the Business Manager in consultation with the College of Teachers and front office staff. (See *Attachment E: Fire Drill Procedures*)
- 7.2 Once effective procedures have been established, ongoing practices will be held every six months, at the beginning of Terms 2 and 4 annually.
- 7.3 At the conclusion of each trial emergency evacuation, staff will evaluate the effectiveness of the plan to determine if further modifications are required. The evaluation will consider the following factors:
- response times
  - effectiveness of communication
  - co-operation and response of evacuees
  - suitability of exit points/evacuation assembly areas
  - suitability of roles and responsibilities

## 8 General Hazard Reduction Procedures

### 8.1 Steps and Escape Routes

All steps and escape routes from buildings will be kept free from obstruction and all step edges painted white.

### 8.2 Storage of Flammable Liquids

Flammable liquids will be kept to a minimum. These are stored in a locked at all time metal box in the shed and can be easily removed in case of an emergency.

### 8.3 Fire Extinguishers, Reels and blankets

8.3.1. All staff are to know the location, type, purpose and operation of all fire fighting equipment. This will be covered by training in term 1.

8.3.2 Fire equipment will be inspected and serviced at six monthly intervals.

### 8.4 Hazard Identification

All reports regarding the location and nature of potential hazards are to be made to the Building & Grounds coordinator via the Maintenance book. The WHS group will determine the appropriate action to be taken and the B&G coordinator will implement the maintenance.

### 8.5 Fighting Small Fires

Attempts to fight a fire should be made only if:

- Precautions for the safety of all persons have been made.
- The fire is not too severe.
- At least two teachers or staff members are available to work together.
- The type of portable extinguisher appropriate to the fire is available.

## 9. Off Campus Emergencies

Emergencies while staff and students are on camp or excursion is dealt with in the *Excursions and Camps* policy

Date of review	Reviewed by:	Actions taken	Next review date
June/July 2013	College Exec	All sections updated. Taken to Board in August 2013	
5 <sup>th</sup> September 2013	Board	Ratified	5/9/2015

**ATTACHMENT A**  
**EMERGENCY SERVICES & CONTACT DETAILS**

<b>ORGANISATION</b>	<b>MAIN CONTACT</b>	<b>OTHER CONTACTS</b>
<b>Ambulance</b>	000	Bega Station: 131 233
<b>Police</b>	000	Bega Station: 6492 9999
<b>Fire Brigade</b>	000	Bega Station: 6492 1775
<b>State Emergency Services (SES)</b>	132 500	Bega Station: 6491 8441
<b>Community Health Service</b>	Bega: 6492 9620	Pambula: 6495 7268
<b>Family &amp; Community Services</b>	Child Protection Helpline: 132 111	Community Service Centre Bega: 6499 0500
<b>Bega Hospital</b>	6492 9111	
<b>Poisons Information Centre NSW</b>	13 11 26	
<b>Country Energy</b>	132 356	
<b>Elgas (local)</b>	131 161	
<b>ABC radio</b>	6491 6011	
<b>Power FM</b>	6492 1633	
<b>Edge FM</b>	6492 4202	
<b>2EC</b>	6492 1633	
<b>Bureau of meteorology: Weather forecast and warnings</b>	<a href="http://www.bom.gov.au">www.bom.gov.au</a>	
<b>NSW RFS: major fire updates and preparation</b>	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>	
<b>RFS Bush fire Information Line:</b>	1800 679 737.	

**ATTACHMENT B  
EMERGENCY RESPONSE CHECKLIST TO AN EMERGENCY EVACUATION**

**This checklist should be used during an emergency to ensure all steps below are covered**

- For any emergency situation the Administrative staff are the Assembly Wardens and the Business Manager is the Head Warden and will wear a Red Hard Hat.
- In the absence of the Business Manager the Head will pass to the Educational Administrator.
- In the absence of the Business Manager and the Educational Administrator the Head will pass to one of the Front office staff.

**When the alarm activates or called by front office the Head Warden will;**

- Check the location of the alarm and initially turn off the alarm
- Grab the Emergency response bag from the top office on top of the filing cabinets and run to the Front Office to check on the code of Emergency and pick up walkie talkie
- Go and check the area for assessment of action
- Contact front office to contact the required emergency service and announce Emergency code(s) and Assembly Point choice via intercom and telephone
- If the alarm needs to be activated or reactivated the Head Warden will do this - Press Help 3 times
- The Head Warden will announce on the megaphone kept in the Emergency response bag that an evacuation is taking place and to proceed calmly and orderly to the safest assembly point
- The Assembly Wardens will check with the Teachers at the Assembly point for any missing children and will communicate this to the Head Warden via walkie talkie
- Head and one other Warden will locate any missing children
- Liaise with the Emergency Service that have been called to the school
- Communicate with the Assembly Wardens the action of Emergency Services and when the assembled personal can return to their rooms

**When the alarm activates or a call is made to the Front Office the Assembly Wardens will;**

- Contact the Head Warden to go into action if the alarm has not activated
- Get Walkie Talkies ready
- Wait for Head Warden to contact with details of emergency
- Call the emergency services and contact all classrooms via intercom or phone call
  - Repeat twice:  
" This is not a drill, attention this is a code xxx and a code xxx – please follow the instructions on the emergency code poster and keep your roll book with you."
  - Accidental alarms:  
" There is **no** emergency please resume your activities"
- Gather the walkie talkies, computer zip drive from the server, absentee clipboard and parent contact book
- One Assembly Warden will go to assembly point #1 and the other to assembly point #2
- Check with Teachers if any children are missing and contact the Head Warden for instructions
- One Assembly Warden will help the Head search for any missing children (as long as there is more than two Assembly Wardens)
- Assembly Wardens will wait for contact from the Head before allowing anyone to leave the assembly area

**ATTACHMENT C****EMERGENCY RESPONSE CHECKLIST  
TO AN EMERGENCY LOCKDOWN**

This checklist should be used during an emergency to ensure all steps below are covered

- For any emergency situation the Administrative staff are the Wardens and the Business Manager is the Head Warden.
- In the absence of the Business Manager the Head will pass to the Educational Administrator.
- In the absence of the Business Manager and the Educational Administrator the Head will pass to one of the Front office staff.

**When called by front office the Head Warden will;**

- Decide if a Code BLACK is necessary – prompt to call Police
- If safe proceed to front office – if not stay in top office and communicate via phone
- Liaise with emergency services if possible.

**When a call is made to the front office the Wardens will;**

- Ask the following questions:
  1. Describe the threat?
  2. Who are they?
  3. Where are they?
  4. What are they wearing?
  5. Is there a threat for your life or anyone else's life?
  6. If the perpetrator has left have they said they are returning?
  7. Has someone called the emergency services?
- Advise the caller to go into LOCKDOWN of the room if question 5 is yes

**If a BLACK CARD is handed in to the Front Office you will start from this point**

- Call Head Warden for decision to go CODE BLACK
- Call the appropriate emergency services and contact all classrooms via intercom or phone call

Repeat twice:

“ This is not a drill, attention this is a code BLACK go into LOCKDOWN procedures.”

- Wait in the Office for the Head Warden to contact you.

**Mobile Phone numbers for areas that have no school phone**

Playgroup	Eve	0415 165 600	Danya	0428 846 640
Strings	Jarka	0405 661300		

**Lockdown Procedure in Classes:**

**ATTACHMENT D****EMERGENCY RESPONSE CHECKLIST  
TO A MEDICAL EMERGENCY**

This checklist should be used during an emergency to ensure all steps below are covered

- For any emergency situation the Administrative staff are the Wardens and the Business Manager is the Head Warden.
- In the absence of the Business Manager the Head will pass to the Educational Administrator.
- In the absence of the Business Manager and the Educational Administrator the Head will pass to one of the Front office staff.

**When called by front office the Head Warden will;**

- Go to Front Office pick up walkie talkie
- Proceed to location of incident and assess the needs of the situation
- Contact Front Office to send notice to all classes
- Liaise with emergency services.

**When a call is made to the front office or a blue card is handed to Front Office, Wardens will;**

Note: If you receive a Blue Card from a child this means that the adult(s) present cannot call as they maybe assisting the patient.

- If notified by phone – ask “what is the situation”
- Call the Head Warden, give location of the medical emergency
- Call an ambulance – describe situation if possible
- Get Walkie Talkies ready
- Wait for Head Warden to contact before announcing to the rest of the school via a note to each class carried by a person

The College of Teachers will set up and Emergency buddying system to assist in a code Blue



**ATTACHMENT E**  
**EMERGENCY RESPONSE CHECKLIST**  
**PROPERTY DAMAGE**

**PROCEDURE**

In the event of significant damage to school property caused by flood, fire, break in, theft, or other cause, the Business Manager and the B&G coordinator should be called in. They will implement and observe the following measures:

- Before any clean-up work is undertaken, the area needs to be assessed for danger and photographs taken as evidence for insurance. This is a priority.
- **If there is a possibility that there is over \$10,000 worth of damage, an assessor must be called through the school's insurance broker – AON: (02) 6257 5745.**
- Clean-up operations should take into account the need to prevent the hindering of any insurance claims, and should involve minimum movement of damaged materials. If an area needs to be cleaned up to allow for the continuation of classes or the operation of the school, then pictorial evidence of all damaged areas and materials must be gathered.
- Decisions about clean-up should take safety into account, eg. heavy lifting should not be done by staff or parents. An early decision needs to be made about whether professional help is required.
- A daily short meeting at the beginning of the day, for the duration of the emergency, shall be called by the Business Manager and attended by College, Admin and B&G to work out which decisions need to be made on that day and who will make them. Actions that need to be taken on that day will be allocated at that meeting.
- It is the school's responsibility to provide alternate accommodation for classes should it be required. The Business Manager will advise College and Board of options before making any decisions involving alternate accommodation or the cancellation of school on any day.
- If, as a result of an emergency, any major decisions need to be made involving long term changes to classrooms or other areas of the school, information from the Business Manager must be presented to College and Board as soon as possible before a decision is made required, especially if there is a substantial capital cost.
- Notification of the situation. Initially, the Business Manager is notified. The Business Manager will then notify (or delegate a member of staff to notify) the following (not in any particular order):
  - B&G coordinator
  - Class teacher
  - Board, especially B&G Director
  - College members
  - Parent volunteers (if help is required)
  - School community via bulletin.

## **ATTACHMENT F**

### **FIRE DRILL PROCEDURE**

The rationale behind regular, all-school Fire Drills is to familiarize children and staff with the procedure to follow in the event of an emergency situation.

The Fire Drill should follow the procedures as set down in *Section 4: Evacuation Procedures* of this policy. There is no difference in procedure between a Fire Drill and a real evacuation situation with regard to the procedure followed.

A Fire Drill can be very unsettling for children, especially the younger school children, therefore care needs to be exercised to help all children feel comfortable during a Fire Drill. The subject of Fire Drill must have been discussed within classes before any Fire Drill is commenced.

All teachers will familiarise themselves and the children through a practice session in the same week as the Fire Drill, going through the evacuation procedure of all areas of the school, especially the Kindergarten procedure, in case they are elsewhere when an emergency evacuation is needed.

A week's notice must be given to all parents via the weekly Bulletin of the date and time of the intended Fire Drill.

The Business Manager is the Head Fire Warden. If not on premises at the time of the Fire Drill, then the Head Fire Warden position will be passed to the Educational Administrator, then to the front office staff. During a Fire Drill, the Fire Warden will ring OnWatch (the security company) to warn them before setting the alarm off, once only.

## ATTACHMENT G

### FIRE DRILL INFORMATION TO ALL STAFF

#### **Fire Wardens**

All administrative staff are the Fire Wardens with the Business Manager as Head Fire Warden. Fire Wardens will:

- call the fire brigade
- find lost children and assist teachers

The Head Fire Warden will:

- wear a red hat and give directions

The code for the Fire Alarm is different from the regular school security alarm: 7777

#### **Pre- Fire Drill**

- All classes to have a verbal run through with children so they don't get anxious
- Note in Bulletin at least one week prior to inform parents

#### **Fire Drill**

Assembly area (depending on location of fire):

1. The ball court on emergency access
2. Car park at front of school

#### **Classes**

- Teachers to gather up children, roll books and First Aid kit and assemble at the designated Assembly Point;
- Kinder to walk out the back gate, along Bega St, and assemble at the carpark to wait for the all-clear from the Fire Warden before rejoining the rest of the school at the designated Assembly Point;
- All classes to go to the designated Assembly Point with shoes but not bags (don't have to put shoes on);
- Teachers to stay with children at all times and use Fire Warden and front office staff to find missing children;
- Specialist teachers are to stay with children and assist the teachers.

#### **Office**

- Front office staff to remain in office and wait for direction from the Head Fire Warden;
- Once the Head Fire Warden has identified the affected area and the potential hazard and informed front office staff, front office staff will then inform all classes via the All Stationpage (ring direct to lower school and Kinder) of the action required;
- The Head Fire Warden will inform Onwatch of fire drill, set the alarm off and collect the fire kit from the top office;
- Front office staff will bring staff attendance register and the daily absentee list.
- Fire Wardens to liaise with teachers re: missing children ready to report to Head Fire Warden or Fire Brigade.

#### **Maintenance**

Each school holidays, Front office staff to check:

- Batteries in megaphone and Radio
- First Aid kits

**ATTACHMENT H  
IN THE EVENT OF A BUSH FIRE:**

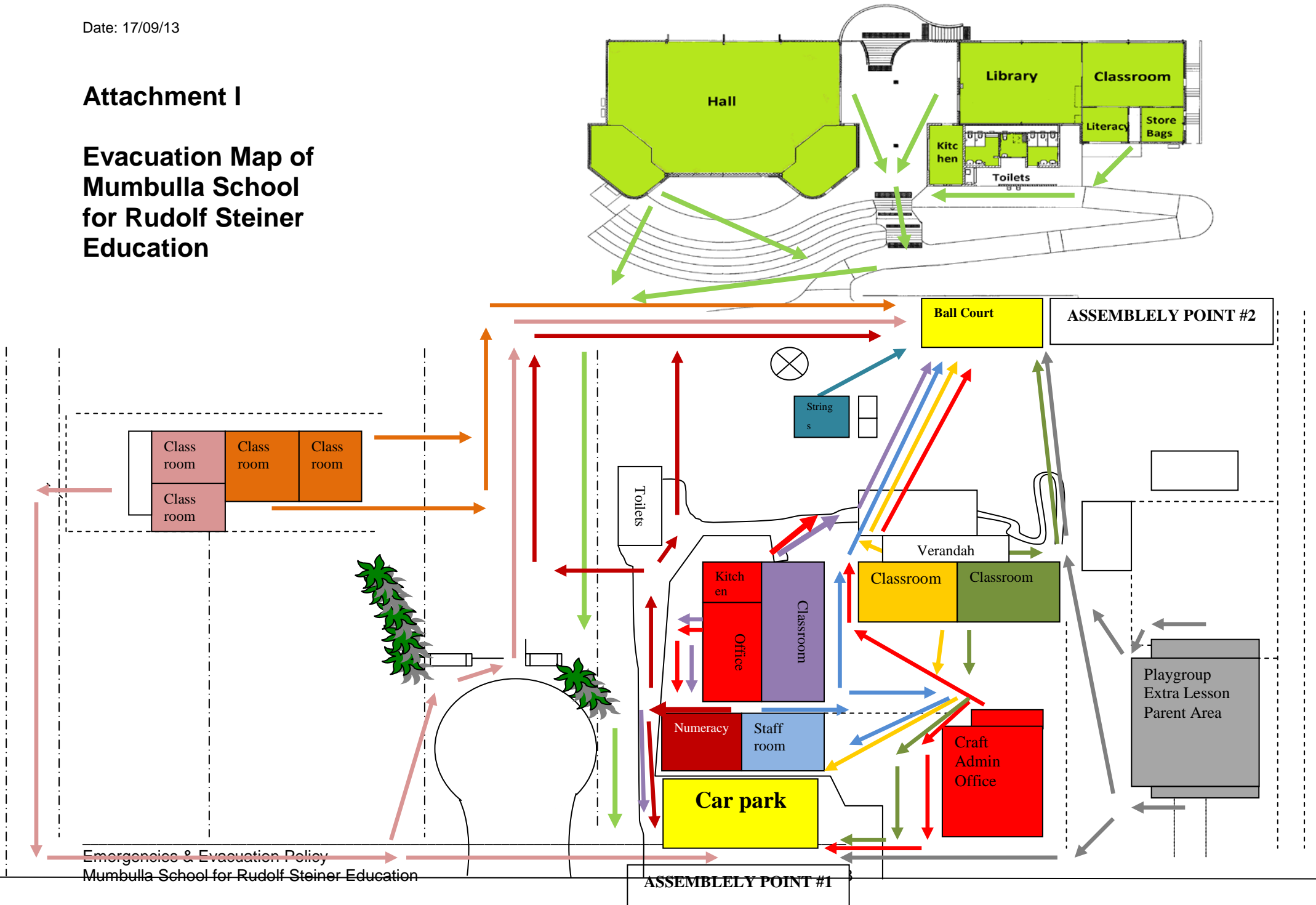
- The Business Manager or a member of admin will contact local fire authority and/or police station to discuss implications and possible requirements for the school.
- If there is a pre-emptive decision to close the school in the event of a bush fire the State Emergency Operations Center on 1300 677 677 (24 hours) will be informed.
- If there is current fire activity, the front office will monitor local media and regularly check updates on the NSW RFS website;
- The Directors, through the Business Manager and the B&G group, will take responsibility for the school's preparedness and safety during a bush fire.
- The Directors, through the Business Manager and the B&G group, will seek to improve the resilience of school infrastructure particularly buildings that may serve as evacuation points or refuge areas during bush fire emergencies.
- Fire Danger Rating of Severe or above - fires are likely to be uncontrollable
- If a Severe (or above) Fire Danger Rating is advised and/or a Total Fire ban declared, staff need to take warnings seriously and be prepared to act.

Important contacts and numbers:

- Weather Forecast and Warnings: Bureau of Meteorology at [www.bom.gov.au](http://www.bom.gov.au)
- Major Fire Updates and Preparation: NSW Rural Fire Service at [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)
- NSW RFS Bush fire Information Line: 1800 679 737.

# Attachment I

## Evacuation Map of Mumbulla School for Rudolf Steiner Education



**Attachment J****Emergency Codes**

<b>Code</b>	<b>Emergency</b>	<b>Action</b>
<b>BLUE</b>	<b>Medical Emergency</b>	Don't leave the patient, call front office (Dial 9) and administer first aid or CPR
<b>RED</b>	<b>Fire or Smoke related Emergency</b>	R.A.C.E – poster next to this one
<b>YELLOW</b>	<b>Internal Emergency</b>	Remove persons from immediate danger –set off alarm & call front office
<b>ORANGE</b>	<b>Evacuation</b>	When instructed evacuate to allocated area this will be area 1 or 2
<b>BROWN</b>	<b>External Emergency</b>	Record all information – set off alarm and call front office (Dial 9)
<b>PURPLE</b>	<b>Bomb Threat</b>	Record exact information – set off alarm and call front office (Dial 9)
<b>BLACK</b>	<b>Personal or Armed Threat</b>	Obey orders via school page or phone call – <b>NO HEROICS - LOCKDOWN</b>