

Procedure

Emergency Evacuation Procedure

For all staff, in the event of a fire or other emergency, ring one of the following extensions: **120** or **123**

An Evacuation announcement will come through the OWS speakers

On hearing the announcement, staff, students and visitors shall observe the following:

1. Designated staff will assume their roles as evacuation and assembly area coordinators as outlined in the Evacuation Policy Procedure
2. DO NOT PANIC
3. Close all windows and doors, **BUT DO NOT LOCK THEM**
4. Move quickly to the bottom/small oval (Hockey Pitch) via the nearest exit
HMIEC move to the top oval via the nearest exit
Assist others as necessary, particularly those who may be in wheelchairs
Assemble in House Groups with the House Group teacher in lines where House Group cones are located
5. **Liaise with First Aid Personnel or Evacuation Coordinators where necessary if injured persons are found during the evacuation**
6. DO NOT RE-ENTER THE BUILDING or allow others to, until the 'all clear' is given by the Evacuation Coordinator or the Principal
7. Remain in the assembly area for a head count until given the 'all clear' by the Evacuation Coordinator or the Principal

Evacuation Policy Procedures

Evacuation Checks

The first priority of all personnel is the safety of all students for whom they are responsible
Designated staff are to check that the areas listed below have been evacuated and then

Report this fact directly to the Evacuation Coordinator

Building Monitors

TEACHING FLOOR

C Area	AP Curriculum / HASS & Cross Disciplinary Leader
N Area	AP Operations / Literacy Leader
East wing - Ground Floor	HMIEC Teachers
East wing - First Floor	Wellbeing SSO / Science Leader
West wing – Ground Floor	Wellbeing Leader / Laboratory Manager
West wing - First Floor	Maths Leader / Maths Teacher
STEM wing - First Floor	STEM Leader / Head of House

FRONT OFFICE – Business Leader / Office-Finance Manager

ADMINISTRATION LEVEL – Principal / Data and Student Services Manager

HOME ECONOMICS – Home Economics teachers

ART – Creative Lifestyles Leader / Art teacher

TECHNOLOGY STUDIES – Design and Technology teacher

RESOURCE CENTRE – Library Support Officer or ICT Manager

TOILETS behind HALL Boys/Girls – Angas/Barker House Leader

TOILETS in BREEZEWAY Boys/Girls/All Access – Hindmarsh/School House Leader

CANTEEN – Canteen Manager

MUSIC/DRAMA– Music/Drama Teachers

GYMNASIUM – Healthy Lifestyle Leader / Health and PE Teacher

MODULARS – Language or Middle Years Engagement Program Teacher

TRADE TRAINING CENTRE – Teaching staff on the day

AGRICULTURE – Agriculture teacher

GREEN SHED – Grounds staff

HMIEC MODULAR - SL Inclusion/HMIEC Teachers

STAFF ROLES & RESPONSIBILITIES

1. **Evacuation Coordinator is the Deputy Principal:**

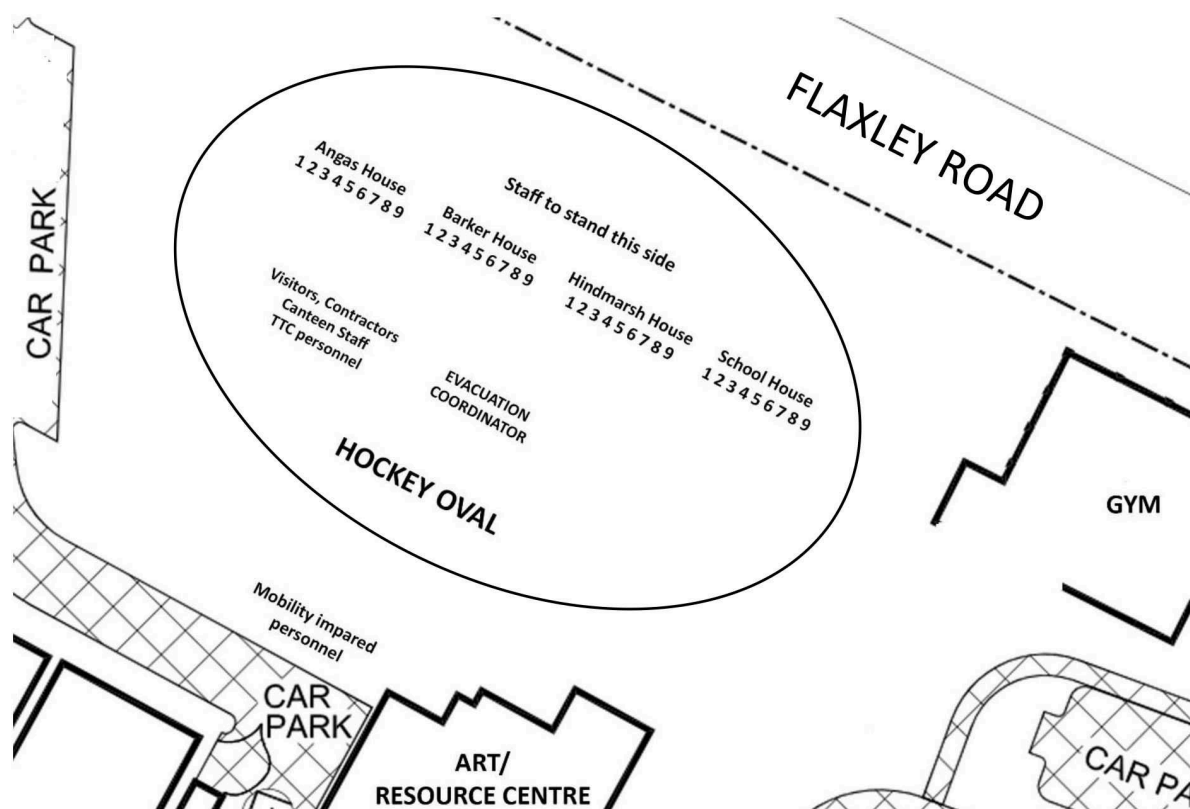
The Evacuation Coordinator or Principal will sound the emergency signal and contact Emergency Services if required.

EMERGENCY 000

2. **Business Leader (or Office-Finance Manager)** to take Emergency BAP Procedures Folder and give to Evacuation Coordinator. Hand class lists to House Leaders and assemble with the Evacuation Coordinator.
3. **Executive team** to take their mobile phones to the evacuation point.
4. **Resource Centre staff** collect ground markers and mobile public address (PA) system, move directly to the small/bottom oval (hockey pitch) and place markers on the oval according to the assembly plan.
5. **IT Manager / Technician:** Print out DayMap Evacuation Report, hand to House Leaders then assemble with House Group.
6. **IT Manager / Technician** to set up the PA system and assemble with the Evacuation Coordinator.
7. **Grounds Staff (or Laboratory Assistant)** Shut off gas, isolate electricity in the fire affected areas, and then proceed to the evacuation area.
8. The **AP Curriculum** will direct fire units to the emergency and liaise with Emergency Services.
9. The **Principal (or delegated by Deputy)** is required to check that teaching staff and mentors are in attendance - mark a staff roll and report findings to the Evacuation Coordinator.

10. **House Leaders** are required to move amongst students and teaching staff in the evacuation assembly area to assist with the organisation of groups. Collect class rolls from the Principal's PA and IT Technician and distribute to House Teachers.
11. **Student Services Officers** to take First Aid kits, Daily Relief Teacher printout, Student Excursion Lists, TTC Attendance Sheets, assemble with the Evacuation Coordinator.
12. **Receptionist (or Finance Officer)** to take Sign-In iPad to the evacuation point, assemble with the Evacuation Coordinator.
13. **Business Leader (or AP: School Operations)** is responsible for checking on the attendance of canteen staff, contractors, visitors, and liaising with the Principal for SSO attendance. Report missing people to the Evacuation Coordinator.
14. **Canteen Manager** is responsible for evacuating and accompanying canteen staff to the evacuation area. Report to the Business Manager. Assemble with the Evacuation Coordinator.
15. **Teachers** are to instruct students to move to the small/bottom oval (hockey pitch) via the safest path, as per evacuation maps in all rooms. HMIEC teachers to move to the top oval.
Avoid the emergency area. This may require a change to the normal route. Keep students calm
 - **Hearing Impaired students** are to be buddied up with another student in the class and assisted to the small/bottom oval (hockey pitch).
 - **Students needing support** are to be given clear instructions to remain with the group – preferably if possible, close at hand to the teacher.
 - **Mobility Impaired students** to be accompanied to the evacuation area by support personnel.
16. **Teacher (delegated by the Principal)** is to assemble at the chairs and table near the cricket net (hockey pitch) and supervise mobility impaired students/personnel.
17. **Teachers** are to close all windows and doors (do not lock), turn off lights and air conditioners, and accompany students to the small/bottom oval (hockey pitch). Science teachers activate gas isolation valve upon leaving science laboratory. **DO NOT RETURN TO THE BUILDING.**
18. **Building Monitors** are to patrol their designated area, clear the building, and then proceed to the hockey pitch.
Report to Evacuation Coordinator at the Evacuation Area that all buildings are 'all clear'
19. **House Leaders** - are to **collect House Group rolls** from the **ICT Manager** or **ICT Technician** and distribute to appropriate House Group staff – this may be a TRT teacher.
They are to then assemble on the small/bottom oval (hockey pitch) with students and staff.
All are to be facing the Evacuation Coordinator on the mound, standing behind their House marker.
The order in which students are to assemble is shown below:

Location	Reporting Staff
Angas House - next to the cricket nets	Angas House Leader
Barker House - next to Angas	Barker House Leader
Hindmarsh - next to Barker	Hindmarsh House Leader
School - next to Hindmarsh	School House Leader
All HMIEC classes - top oval	HMIEC Senior Leader
TTC staff & students - assemble with Business Manager	Business Manager
Visitors, Contractors, Canteen staff - assemble with Business Mgr	Business Manager



20. **House Group teachers** are responsible for the marking of student House rolls. **House group teacher and mentor** to stand at the **rear** of their classes once they are lined up on the oval. **All students** are to line up in a straight line from their House Group marker in ALPHABETICAL ORDER. **House Group teachers** are to report missing students to the **House Leader**. Once the roll has been marked, please **ask all students to stay in their house group and to sit down.** **House Group teacher** is to hold one arm above their head to indicate they have completed the process. **Students are not to leave their house group and wander around.**
21. **Teachers/Staff at Ag Farm** are to call the **Evacuation Coordinator** using either the mobile phone stored in the shearing shed, or any other phone they have available, and advise the **Evacuation Coordinator** of who is at the farm. They are then to proceed with their class(s) to the hockey oval to assemble with the House groups.
22. **Harold Mitchell Inclusive Education Centre (HMIEC 1, 2, 3 & 4)** to assemble on **top oval**. Once students and staff have been accounted for, nominate SSO to report information to the **Evacuation Coordinator** on Hockey Pitch and remain there until the 'all clear' is given. They will then relay information back to the HMIEC assembled on **top oval**.
23. **Relief teachers in HMIEC** to hand students over to HMIEC class teacher then move to **Hockey Pitch**.
24. **House Leaders** are to report **missing students** to the **Evacuation Coordinator** and return to the assembly area to assist house group staff and ensure that students do not leave their house group.
25. **Principal** to report to **Evacuation Coordinator** teachers who are missing.
26. **Leadership**, who are able to assist, are at the direction of the Principal or **Evacuation Coordinator** to implement search proceedings for missing students, TRTs, teachers, SSOs, Canteen staff, contractors and visitors. Emergency personnel will also be incorporated into this procedure.
27. Once all personnel have been accounted for and the area is safe, the **Evacuation Coordinator** will signal the 'all clear'. If this cannot be established, the evacuation will continue with staff ensuring calm and orderly behaviour.

CHECKLIST - BUILDINGS

	YES	NO
TEACHING FLOOR N Area HASS/Cross Disciplinary Leader/ HASS Teacher C Area Literacy Leader or English Teacher East wing - Ground Floor HMC Leader / HMC Teacher East wing - First Floor Wellbeing SSO / Student Wellbeing Coach West wing – Ground Floor AP Curriculum / Laboratory Manager West wing - First Floor AP School Operations / Maths Leader STEM wing - First Floor STEM Leader / STEM teacher		
ADMINISTRATION FLOOR Principal		
HOME ECONOMICS Home Economics teachers		
ART Creative Lifestyles Leader/Teacher		
TECH STUDIES STEM Leader/ Tech Teacher		
RESOURCE CENTRE Teacher/Librarian		
BOYS and GIRLS TOILETS → near HALL Angas/Barker House Leader → BREEZEWAY + disabled Hindmarsh/School House Leader		
MUSIC / DRAMA Creative Lifestyle Teachers		
GYMNASIUM Healthy Lifestyles Leader/Teachers		
TRADE TRAINING CENTRE/ O/Ed TRANSPORTABLE Trainers/Teachers CANTEEN Canteen Manager		
AGRICULTURE Agricultural Science Teacher		
MAINTENANCE SHED Grounds staff		

On your arrival at the Evacuation Area,
report to the EVACUATION COORDINATOR.
Inform them that your area is clear of students and staff.
Then proceed to your next level of responsibility.

CHECKLIST - STUDENTS

<p>ANGAS</p> <p>STUDENTS are accounted for</p> <p>Yes</p> <p>Angas House Leader</p>	<p>Students not accounted for</p> <p>AH1</p> <p>AH2</p> <p>AH3</p> <p>AH4</p> <p>AH5</p> <p>AH6</p> <p>AH7</p> <p>AH8</p> <p>AH9</p> <p>AH10</p> <p>AH11</p>
<p>BARKER</p> <p>STUDENTS are accounted for</p> <p>Yes</p> <p>Barker House Leader</p>	<p>Students not accounted for</p> <p>BH1</p> <p>BH2</p> <p>BH3</p> <p>BH4</p> <p>BH5</p> <p>BH6</p> <p>BH7</p> <p>BH8</p> <p>BH9</p> <p>BH10</p> <p>BH11</p>
<p>HINDMARSH</p> <p>STUDENTS are accounted for</p> <p>Yes</p> <p>Hindmarsh House Leader</p>	<p>Students not accounted for</p> <p>HH1</p> <p>HH2</p> <p>HH3</p> <p>HH4</p> <p>HH5</p> <p>HH6</p> <p>HH7</p> <p>HH8</p> <p>HH9</p> <p>HH10</p> <p>HH11</p>
<p>SCHOOL</p> <p>STUDENTS are accounted for</p> <p>Yes</p> <p>School House Leader</p>	<p>Students not accounted for</p> <p>SH1</p> <p>SH2</p> <p>SH3</p> <p>SH4</p> <p>SH5</p> <p>SH6</p> <p>SH7</p> <p>SH8</p> <p>SH9</p>

	SH10 SH11
HAROLD MITCHELL INCLUSIVE EDUCATION CENTRE STUDENTS are accounted for Yes HMIEC Leader	Students not accounted for HMIEC 1 HMIEC 3 HMIEC 4

CHECKLIST - STAFF & VISITORS

TEACHING STAFF are accounted for Yes PRINCIPAL Ag Mobile phone 0422 004 684	Staff and visitors not accounted for
TRT'S are accounted for Yes PRINCIPAL or AP SCHOOL OPERATIONS	TRT's not accounted for
SSO'S are accounted for Yes PRINCIPAL	SSO's not accounted for
CANTEEN STAFF are accounted for Yes BUSINESS LEADER	Canteen staff not accounted for
TTC STAFF & STUDENTS are accounted for Yes BUSINESS LEADER	TTC staff and students not accounted for

VISITORS/CONTRACTORS are accounted for Yes BUSINESS LEADER	Visitors/Contractors not accounted for
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