

### **RATIONALE:**

Echuca College is implementing this policy to ensure that in the event that students and Staff are faced with hazards in the school grounds or outside the school, students and staff may then be evacuated for their own safety.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to evacuate.

All visitors to the school must first register at the General Office to receive a “Visitors Pass” which is to be worn and clearly displayed.

Aims:

- . To provide a safe and secure environment for our students, staff and resources.
- . To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

### **IMPLEMENTATION:**

The evacuation policy applies when students and staff need to be evacuated for their own safety. This will usually occur if there is an event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be inside the school buildings. Copies of this policy will be disseminated via the school and staff handbooks and the school website and other appropriate areas around the school.

### **On-Site Evacuation Procedure**

When it is unsafe for students, staff and visitors to remain inside the school building the Principal or Authorised person on-site will take charge and activate the Incident Management Team if necessary.

- . Call 000 and inform emergency services of the nature of the emergency.
- . Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- . Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- . Evacuate students, staff and visitors out of the building to your Designated Assembly areas (front of school or oval) as appropriate if this is the evacuation option.
- . Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- . Once at the primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- . Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- . Contact parents if required.
- . Maintain a record of actions/decisions undertaken and times.
- . Confirm with emergency service personnel that it is safe to return to normal operations.

## **Actions after On-Site Evacuation Procedure**

- . Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- . Determine whether to activate your parent re-unification process.
- . Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- . Print and issue pre-prepared parent letters and give these to students to take home.
- . Ensure any students, staff or visitors with medical or other needs are supported.
- . Contact the SSSO Network Coordinator if required.
- . Ensure all staff are made aware of Employee Assistance Program contact details.
- . Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- . Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
- . Complete the Post Emergency Record

## **Off-Site Evacuation Procedure**

If it is unsafe for students, staff and visitors to remain on the school grounds the Principal or Authorised person on-site will take charge and activate the Incident Management Team if necessary.

- . Call 000 and inform emergency services of the nature of the emergency.
- . Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- . Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- . Identify which off-site assembly Point you will evacuate staff, students and visitors to.
- . Evacuate staff, students and visitors to hall at St Mary's school across the Northern Highway as marked on the evacuation plan
- . Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- . Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- . Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- . Contact parents if required.
- . Maintain a record of actions/decisions undertaken and times.
- . Confirm with Emergency Service personnel that it is safe to return to normal operations.

## **Actions after Off-Site Evacuation Procedure**

- . Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- . Determine whether to activate the parent re-unification process.
- . Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- . Print and issue pre-prepared parent letters and give these to students to take home.
- . Ensure any students, staff or visitors with medical or other needs are supported.
- . Contact the SSSO Network Coordinator if required.

- . Ensure all staff are made aware of Employee Assistance Program contact details.
- . Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- . Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- . Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

**FOR PARENTS:**

Information about the school's evacuation procedures will be disseminated to all parents via the school's website and the SMS system. On the very rare occasion an evacuation is called, Echuca College will endeavour to carry out the policy as set. If an evacuation occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school unless requested. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles. If your child stay at school was extended beyond the regular time you will receive information about the time and place that you can pick up your child. Please be assured in the event of an evacuation that the overriding consideration for the school is the safety and well-being of your child and school personnel.

**EVALUATION AND REVIEW**

This policy will be reviewed as part of the school's four-year review cycle, and at times when our emergency management procedures are under review.

This policy was last ratified by School Council in....