

EMERGENCY EVACUATION PROCEDURE AND EMERGENCY PROCEDURE

Policy Statement

In the event of a disaster, fire etc the school needs to be able to be expeditiously evacuated of all children, staff, visitors without further endangering lives.

Purpose

An efficient drill should be organised and regularly practised for the whole school to be vacated from the school buildings.

Guidelines

1. In the event of an emergency the school bell will ring continuously to warn everyone to vacate the buildings.
2. In the event of an earthquake, pupils and teachers will seek refuge under desks until appropriate time enables buildings to be vacated.
3. Teachers, with attendance registers will lead classes to a designated assembly point using sign posted egress. A roll must be taken once at the assembly point.
4. Those with designated responsibility will check specific building areas closing all doors after them before themselves going to assembly areas for calling class roll.
5. Any absences must be reported immediately to the Principal and whereabouts, if known, listed for checking.
6. All visitors to the school must sign in at the school office. On evacuation visitors must be checked off this list. Any person in the school having disabilities will also have that noted.

Emergency Procedures Plan

Types of emergency covered in this plan are:

- Serious Injury
- Fire
- Explosion
- Earthquake
- Hazardous Substance Spill
- Intruder

Also refer to **Civil Defence Procedures** and **Emergency Evacuation Procedures**

Staff Members:

Make it your business to know the following points and how to react should an emergency arise.

1. Building or emergency exits
2. Location of the fire extinguishers
3. Location of the fire alarms
4. Nearest telephone
5. Check on how the phone system works (you may need to dial another number to obtain an outside line)
6. Where the evacuation assembly area is and who to report to.

EMERGENCY PROCEDURES:

When calling the emergency services:

Remember -

tell the operator the service you require

wait until the service answers

state exactly where you are, the nature and situation of emergency

arrange for somebody to meet the service and direct them to the emergency

inform Senior Management immediately

Note

- That some telephone systems may require you to dial another number to get a line out. ie; 1 for a line out, then 111
- 111 calls will still go through if you dial more the three 1's required. ie; if you dial 1111 and only 111 is needed it will still work OK
- 111 calls made from cell phones do not require you to dial the area code. Simply dial 111 as you would on a normal phone.

Emergency Services phone numbers (both urgent and non urgent) are listed on the first pages of your phone book. Always use 111 for fire/ambulance.

1. Serious Injury (as a result of an accident)

- Secure the accident area - to avoid further injuries
- Make victim as comfortable as possible - cover to keep warm
- Do not attempt to move the victim if he/she is unable to tell you his/her condition.
- Arrange for immediate first aid
- Dial 111 for emergency service required – follow correct procedure and advise the operator carefully.

2. Fire

- Raise the alarm
dial 111 for the emergency required
follow the correct procedure and advise operator carefully.
- Evacuate the area
check other pupils/visitors in the area are evacuated
shut any doors as you leave
- Proceed to assembly area
see the evacuation notices displayed for your assembly area
- Ensure that you tell the Principal that you are safe
- Stay in the assembly area until you are advised that you can leave
- Do not re enter the area until the all clear is given

3. Explosion

- Raise the alarm
Dial 111 for emergency service required
Follow correct procedure and advise the operator carefully
You may need all three emergency services
- Secure the explosion area
To avoid further injuries
Water, Gas and electricity supplies are likely to be ruptured.
- Make victims (if any) as comfortable as possible
Cover to keep warm
- Do not attempt to move any victims if they are unable to tell you their condition.
- Arrange for immediate first aid
- If fire follows the explosion evacuate area as set out under the Fire procedure.

4. Earthquake

Safety Measures Indoors

- Do not evacuate the area
- Take cover beneath a strong desk or table or a doorway
- Remain calm and give reassurance
- Evacuate the area ONLY when instructed to do so or if the building is obviously structurally unsafe:
 - Check others in the area are evacuated
 - Shut any doors as you leave
 - Ensure all electrical or gas supplies are turned off
- Proceed to assembly area
- Ensure that you tell the warden that you are safe
- Stay in the assembly area until you are advised that you can leave
- Do not re enter the area until the all clear is given

Safety Measures Outside

- Move clear of all buildings and potentially dangerous structures
- 20 paces is a safe distance for a single storey building
- Leave swimming pool immediately (if applicable)

5. Hazardous Substance Spill

- Raise the alarm
 - Dial 111 for emergency service required
 - Follow correct procedure and advise the operator carefully
- Evacuate the area
 - Check other workers in the area are evacuated
 - Shut any doors as you leave
- Proceed to assembly area
- Ensure that you tell the warden that you are safe
- Stay in the assembly area until you are advised that you can leave
- Leave the clean up to the emergency services
- If you are unaware of what is needed to neutralise the hazardous material phone Poisons & Hazardous chemicals phone number: 0800 764 766
- Assist in clean up ONLY if you have the full protective safety gear as recommended by the emergency services and then only if asked.
- Do not re enter the area until the all clear is given.