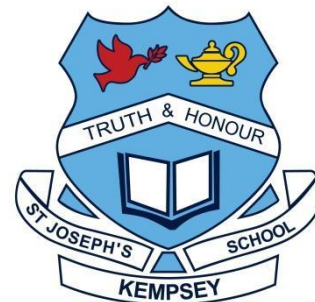


St Joseph's Primary School, Kempsey

FIRE AND EVACUATION POLICY



RATIONALE:

In the event of an emergency an easy to implement clear plan of action to quickly and safely evacuate buildings and school grounds,

AIMS:

- Efficiently remove children, staff, volunteers and visitors safely.
- To do so in a calm and uniform fashion, following a clear plan.

IMPLEMENTATION:

All personnel in rooms must exit the building or area of study at the time of the siren as quickly and as quietly as possible.

On the sounding of the siren

- Close all room windows.
- Leave room by the nearest and most appropriate exit (if exit blocked- find another exit). As per room Evacuation Plan.
- When all personnel are out of the room – Close room doors – DO NOT LOCK.
- Assemble on the centre of the oval, level with the cricket pitch. (This allows for rescue vehicle arriving to have access). If oval not safe, alternate assembly point is near the Church Hall.
- Class teachers to get paper copy of class roll from Office staff, who have printed off School Worx attendance list. Distributed each week on Mondays.
- Class, visitor and Staff rolls/sheets marked – quickly and quietly.
- Report to the Fire Controller – that all persons are present, and or accounted for. **ANY STUDENTS OR PERSONS MISSING – TELL THE FIRE CONTROLLER IMMEDIATELY.**
- Stay until the Fire Controller gives the **ALL CLEAR**.
- Office staff to bring visitor sign in book, class lists, mobile phone and first aid kit, including Epi-Pen, diabetic requirements, haemophilic requirements, special student medication that needs to be administered at a certain time and Ventolin.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

Verified by the School Leadership Team in February, 2016