



KATHERINE HIGH SCHOOL

EMERGENCY EVACUATIONS POLICY AND PROCEDURES

Rationale

The safe evacuation of all persons from all buildings in the event of a fire and/or bomb emergency is a priority.

Policy Statement

Immediately the emergency siren sounds all staff members are to ensure that an evacuation of staff, students and any visitors as per the **Evacuation Procedures** chart (provided in each classroom) is undertaken. The Katherine High School evacuation **Muster Point is the covered basketball court** next to the school oval.

Evacuation procedures are to be practised at least once a term.

Responsibilities of Staff Members

For the purposes of emergency evacuations:

- **Muster Coordinator** is the Senior Teacher Administration
- **Safety Officer** is the Sports Coordinator
- **Front Office Liaison** is the Business Manager

The following personnel are the **Safety Wardens** for the designated area/s:

Assistant Principal Curriculum -	Administration Building
PE Teacher -	Gymnasium and Canteen
Librarian -	Library & Conference Room
Technology Senior Teacher -	N Block
SOSE Senior Teacher -	W Block
Mathematics Senior Teacher -	P Block Upper
Lab Assistant -	P & Q Block Lower & gas off
English Senior Teacher -	Q Block Upper & lift
VET Senior Teacher -	Q Block Lower
Art Teacher	R Block Lower
Home Econ Teacher	R Block Upper
Science Senior Teacher -	Staff Car Park
Janitor -	Gymnasium Car Park

Responsibilities of Students

All students are to follow all instructions given by staff members in any evacuation situation and to proceed (with bags) immediately to the Muster Point as directed.

Evacuation Procedures

If an emergency evacuation is required **during class time** all visitors, students and staff members are to follow the routes indicated on the *Emergency Evacuation Routes* poster (provided in each classroom) to the Muster Point. Staff members with special duties must then proceed to their designated areas and/or duties. Drill procedures will be conducted at the Muster Point as per the *Evacuation Procedures* chart.

If an emergency evacuation is required **during recess, lunch or during lesson changeover** all visitors, students and staff members, except for those with special duties, must proceed to the Muster Point via the most direct route available to them. Staff with special duties must proceed to their designated areas and/or duties. Drill procedures will be conducted at the Muster Point as per the *Evacuation Procedures* chart.

In any evacuation **bags are always to be taken.**

The names of students/teachers not accounted for at the Muster Point must be given to the Safety Officer via the Muster Coordinator. These names will be checked against the Sign Out Books before any search is instigated.

• Fire Emergencies

On the sounding of a fire alarm in any building the Katherine Fire Brigade will automatically respond.

THE ALL CLEAR MAY ONLY BE AUTHORISED BY THE FIRE BRIGADE

• Bomb Threat Emergencies

On receipt of a bomb threat **the person receiving the call should:**

1. indicate to another office staff member the nature of the call and request a line trace
2. locate the distinctive bomb threat card kept near the receptionist's telephone and note any relevant details provided such as:
 - the identity of the caller or the organization s/he claims to represent
 - voice type of the caller(male/female, adult/child, accent)
 - any information on where the bomb is located
 - any information on the type of bomb
 - any information on the time the bomb is set to detonate
3. DO NOT HANG UP EVEN IF THE CALLER HANGS UP – wait for police to arrive and ensure that a trace has been completed

The person receiving the request for a line trace should:

1. immediately telephone Telstra on the Principal's telephone line using the emergency number (1800 2400 53) and provide relevant switchboard number on which the line trace is required
2. inform Katherine Police (8973 8000) of the bomb threat
3. advise the Safety Officer and the Principal of the situation

THE ALL CLEAR MAY ONLY BE AUTHORISED BY THE POLICE

Evacuation Procedures – Responsibilities of Staff Members

Alarm
school bell followed by siren

Classroom Teachers

- Take rolls and bags, close windows and doors
- Evacuate through nearest unobstructed exit, crawl if smoke present
- Take class to oval via evacuation route
- If you have a job, eg. Warden, link class with another teacher
- Sit students on oval in Home Groups

Teachers without Classes

- proceed to oval via evacuation route
- mark Home Group roll and stay with your Home Group
- If no Home Group standby Muster Coordinator ready to assist

Home Group Teacher

- ensure your Home Group is familiar with Evacuation procedures
- sit Home Group in line at designated position
- Year Coordinator will bring your roll to mark, report any discrepancies to Coordinator
- do not leave your Home Group, keep them seated and quiet

Visitors

- proceed to oval via evacuation route
- Report to Front Office Staff

Year Coordinators

- collect Home Group rolls from SAMS Office Staff and issue to Home Group teachers
- Check any discrepancies with sign out books (Front Office Staff)
- If student is missing, review when student was last seen
- Report to Muster Coordinator

SAMS Office Staff

- carry out Home Group rolls and hand to Muster Coordinator

Crowd Controller
Standby Muster Coordinator and instruct using loud hailer as necessary

Front Office Staff

- carry out Home Group rolls, distribute them to coordinators
- standby Muster Coordinator in case books need reference
- Mark Staff roll for Administration Staff

Business Manager

- Remain in office area if practical

Building Wardens

- Evacuate class and link the class to another teacher
- Check to ensure evacuation has taken place including lift & gas off
- Ensure all windows and internal doors are closed
- Move to oval via evacuation route and report to Muster Coordinator
- if cause of alarm detected, immediately notify Safety Officer and Muster Coordinator

Car Park Wardens

- Evacuate class and link them with another teacher
- Check car park report to Safety Officer and remain there to prevent movement via car park

School Safety Officer

- Evacuate class and link them with another teacher
- Collect walkie talkie from Administration building
- Check attendance of Car Park Wardens and report to Muster Coordinator
- Liaise with Muster Coordinator and emergency services

Ancillary Staff

- proceed to oval via evacuation route
- Nurse to take first aid kit
- Report to the following: English Aide staff to English Snr, ILU staff to ILU Teacher, and, Administration Staff to Front Office Staff.
- Stay with students you were assisting

Staff Roll Markers
Collect relevant Staff rolls from Muster Coordinator
Mark Staff Roll and report back to Muster Coordinator

Muster Coordinator

- Evacuate class and link them with another teacher
- Collect evacuation folder, loud hailer, Home Group Marker rope and Walkie talkie from Administration Building
- Lay out Home Group marker rope
- Distribute Staff Rolls
- Receive reports from Building Wardens, Safety Officer, Staff roll markers and Year Coordinators
- advise Safety Officer of any discrepancies
- wait for all Clear from Safety Officer

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

2007