



# Ashburton Drive

PRIMARY SCHOOL



## Emergency Evacuation Procedures

# ADPS EMERGENCY EVACUATION PROCEDURES 2024

## CLASS TIME EVACUATION

### EMERGENCY NUMBERS

POLICE: 131 444

POLICE/FIRE: 000 GOSNELLS POLICE STATION: 9398 0000

EDUCATION SECURITY 1800 177 777

### ESTABLISH THE FACTS

- Principal/Administration informed of emergency immediately.
- Principal/Administration confirms available facts if possible.
- Principal/Administration makes decision to evacuate partially or totally
- Principal/Administration directs Manager Corporate Services to make contact with Emergency Services and District Office

### SIGNAL

- Several loud, sharp bursts of siren to prepare for possible evacuation – long enough for all areas in school to hear.
- Message over PA and/or continuous ringing of school siren or bell.

### ACTIONS

#### A) Classroom teacher to these items with you:

- Wear a reflective safety vest.
- Emergency evacuation folder – near classroom external exit door
- If a relief teacher in classroom for the day, they need to bring green absence slip if not already sent to office yet
- Student Attendance Checklist – Print one each time there is a change of students in the room
- Turn off electrical equipment eg air conditioner – if possible
- Leave as soon as possible – no need to lock doors

#### B) Ensure all students are with teacher:

Toilets are to be checked by:

- ECE – Unit 2 Teacher (Units 1 & 3 teachers to assemble Units 1, 2 & 3 ready for evacuation)
- Green – Administration
- Strickland – Room 6 teacher (Room 7 teacher to assemble Rooms 6 & 7 ready for evacuation)
- Draffen – Room 18 teacher (Room 17 teacher to assemble Rooms 17 & 18 ready for evacuation.)

#### C) Special Rooms, Mezzanine, and practical areas are to be checked by:

- ECE Block – Unit 2 teacher to check the block (Unit 1 & 3 teachers to assemble Unit 1, 2 and 3 students ready for evacuation)
- Green Block – Administration (Deputy Principal)
- Strickland Block) – Room 11 teacher (Room 10 teacher to assemble Rooms 10, 11 & 12 ready for evacuation)
- Draffen Block– Room 18 teacher (Room 17 teacher to assemble Rooms 17 & 18 ready for evacuation)

#### D) Evacuate all as per school site plan – see map.

- If parents/visitors are seen direct them to accompany you
- If readily available, students to wear sunhats
- No student bags to be taken

#### E) At Evacuation Point

- Assemble students K to 6 classes in room number order on the wetlands side of the school oval
- Complete attendance check list – not outside classrooms but at evacuation point
- Report any missing students to Deputy Principal
- Report any students requiring medical attention to Deputy Principal
- No person to re-enter classrooms until 'ALL CLEAR' signal is given by Principal or delegate

- No mobile telephones to be used until 'ALL CLEAR' signal given
- If teacher is on DOTT, move to evacuation point as per the school plan
- Collect student checklist from manager corporate service when on the oval
- Relieve DOTT teacher and confirm attendance using the student checklist

#### F) Specialist Teachers & Ancillary Staff

Music, Science, Physical Education, LOTE

- Specialist teachers accompany their current timetabled class as per school site plan to evacuation meeting point on school oval.
- Classroom teacher to meet class at emergency evacuation meeting point and assume duty of care of the class.
- At evacuation point report to the School Officer and then the Deputy Principal assisting the Principal
- Please do not return to class.

#### G) Outdoor Lessons

Playground, Undercover Area, Oval, Pond

- Class/group to move via the most direct and safest route and proceed to evacuation point.
- Please do not return to class.

#### H) All Other Personnel – Including teachers on DOTT

- Accompany students with which they are currently working via the route as per school site plan to the evacuation point on school oval.
- When not working with students proceed as per school site plan and to evacuation meeting point on school oval and
- Teachers take control of their class
- Education assistants stay with timetabled class/students and all other persons must be directed to manager corporate services when on the oval
- Library officer checks storeroom and proceeds via the route as per school site plan to evacuation meeting point and report to School Officer

# ADPS EMERGENCY EVACUATION PROCEDURES 2024

## CLASS TIME EVACUATION

### PRINCIPAL

- Wear a reflective safety vest
- Press 'Fire' button on INTEGRIS and print MORNING attendance report. This is to be used to confirm teacher queries at evacuation point
- Proceed via the route as per school site plan to evacuation assembly point on school oval with Manager Corporate Services and School Officer
- Cross check teacher attendance

#### Collect:

- mobile telephone and emergency evacuation folder

#### At evacuation point oversee:

- Student safety and accountability
- Site safety
- Coordinate with emergency services and District Office and parent contacts
- Determine if the second emergency meeting point on the campus of Southern River College is required
- Issue all clear and procedure for return to class

### MANAGER CORPORATE SERVICES

- Wear a reflective safety vest.
- Exit with Principal as per school site plan to evacuation meeting point on school oval

#### Collect:

- electrical cabinet keys
- tap handle for isolating valves
- student contact and medical details information to Principal
- critical incident box

#### At evacuation point:

- Provide copies of student checklists to teachers when or if required. Two copies should be available – one for admin use and one for class teacher use.
- Assist Principal

### SCHOOL OFFICER

- Wear a reflective safety vest.
- Check all rooms with Admin before exiting
- Evacuate students in sickbay and visitors where there is no teacher present.
- Collect list (sign out book) of students exited through the office but not yet entered into SIS.
- Exit with Principal as per school plan to evacuation meeting point on school oval.

#### Collect:

- Office iPad – Passtab app used for locating visitors and relief staff (bring back up manual register if Passtab iPad system is down)
- Collect green relief teacher absence sheets

#### At evacuation point:

- Ensure that all visitors are accounted for and report information to Deputy Principal
- Assist Principal or Deputy Principal if needed.
- Collect green absence forms (that have not yet been sent to the office for processing) from relief teachers and hand to Principal or Deputy assisting Principal

### GARDENER

- Proceeds to evacuation meeting point on school oval and reports to Deputy Principal.
- If Southern River College is to be utilised as an emergency evacuation point, school gardener proceeds to Southern River Road crossing to assist staff in the movement of all personnel across Southern River Road.

### DEPUTY PRINCIPAL #1

- Wear a reflective safety vest

#### Collect:

- First aid kit including ice pack and stinggoes
- Epi pens
- Asthma kit from sick bay.

#### At evacuation point:

- Provide Principal with the medical checklist.
- If second emergency assembly point at Southern River College is to be utilised, supervise staff and students crossing Southern River Road.
- Assume coordination of medical issues upon arrival at evacuation point.
- Health Advice line – 1800 022 222

### DEPUTY PRINCIPAL #2

- Wear a reflective safety vest.
- Check Green Block Mezzanine, Staff Toilets and Green Block toilets.
- Refer any parents to the oval via the safest route.
- Initially assist and directing PP and K students through gates directly on to oval.

#### At evacuation point:

- Informs Principal as to the follow up and clearance form issues on behalf of the Principal and contacts any teacher on an excursion
- Assists Principal with cross checking with classroom teachers that all students present are accounted for

## EMERGENCY NUMBERS

POLICE: 131 444

POLICE/FIRE: 000 GOSNELLS POLICE STATION: 9398 0000

EDUCATION SECURITY 1800 177 777

# ADPS EMERGENCY EVACUATION PROCEDURES 2024

## BREAK TIMES EVACUATION

### ESTABLISH THE FACTS

- Principal/Administration informed of emergency immediately
- Principal/Administration confirms available facts if possible
- Principal/Administration makes decision to evacuate partially or totally
- Principal/Administration directs Manager Corporate Services to make contact with Emergency Services and District Office

### SIGNAL

- Several 3 second bursts of siren to signal the evacuation.
- Message over PA and/or continuous ringing of school siren or bell.

### ACTIONS

- Students meet staff at playground meeting points represented by red stars located on the ADPS emergency site plan map for break times
- Non-duty staff assist in evacuating students via the most direct and safest route and proceed to meeting points represented by red stars on ADPS emergency site plan
- Deputy Principal check student toilets and blocks
- Staff to assist with student movement from playground meeting points to evacuation point on school oval
- Please do not return to class
- There are four assembly points on the map represented by red stars. Students hearing the siren rung in several short and sharp bursts should assemble at the red star near their play area.

Staff to follow map to the following meeting points as indicated by the red stars on the map:

- K/P teachers to K/P playground - Unit 2 Kindy teacher to unlock exit gate.
- Green Block teachers to basketball courts.
- Strickland Block teachers to fitness track gathering point
- Draffen Block teachers to evacuation point on oval.

### DUTY TEACHERS

- Duty teachers to evacuate students via the most direct and safest route and proceed to evacuation points represented by a red star on the map
- Organise students into lines at evacuation point and supervise movement to the main assembly point on the oval via the normal evacuation route

### OTHER STAFF

- Make your way to the oval assembly point via the route as directed by the map.
- Class teachers to collect an attendance register from the principal, locate your class students on oval, and complete the normal actions in the process from class time evacuation role
- Specialist teachers may need to help organising students into class groups
- Principal, Deputy Principals, Manager Corporate Services, School Officer, Gardener to follow normal procedures as per class time evacuation
- Deputy Principals 1 & 2 follow normal procedure plus check Green, Strickland and Draffen toilets directing any remaining students to the main oval assembly point