Clancy Catholic College

Emergency Evacuation Procedures

Definition of an Emergency

The College shall characterise as an emergency any situation which fulfils one or a combination of situations involving fire, a bomb threat, armed hold-up or hostage taking, a natural disaster or any other situation believed to be an emergency by the Principal or Assistant Principal.

Aim of the Protocol

The aim of this protocol is to effect evacuation of the school buildings in a manner which:

• prevents harm to staff and students of Clancy Catholic College,
• minimises damage and loss to school property,
• minimises destruction to students’ property,
• minimises panic, fright and trauma to staff and students,
• is safe, quick and efficient.

Emergency Evacuation Protocol

The Assembly Area in any evacuation is the College Oval as the preferred area for assembling and the Main Yard as the alternate area for assembling.

NOTE: If a phone call is received relating to a bomb threat, or similar, do NOT hang up the phone, as the call can be traced.

1. Evacuation procedure can be considered as a four phase process:
   • Evacuation of school by staff and students.
   • Assembly to check absentees.
   • Rescue and fire fighting activities by staff directed by the Principal.
   • Control of the situation until handed over to the Emergency Services.
2. Responsibilities:

Staff

The prime responsibility of staff is to ensure their students evacuate the building safely. In summary, there are two stages to the evacuation, and these are listed below:

Stage 1:
Subject Teachers on class when the evacuation alarm rings will move the class they are with to the Oval – see “Classroom Procedure for Students and Staff” below. Wardens not with a class when the alarm rings will immediately move to the stairs at the top of the covered walkway to retrieve keys and their vest from the Assistant Principal, then check their areas, and then report to the Assistant Principal on the Oval. Wardens with a class need to evacuate their class from the classroom and meet the relieving teacher (assigned by the Assistant Principal) at the top of the stair to the Covered Walkway Area between the Theatre and the Chapel. Once the students are in the supervision of the relieving teacher, the area Warden is to check designated area immediately.

Teachers not timetabled on class at the time of the evacuation are to report to the Assistant Principal, at the top of the stairs leading to the covered walkway for instructions on relieving Area Wardens from their classes.

Stage 2:
Once on the Oval, students are to be seated on the grass in their Pastoral Classes. Year 7 are to line up closest to Carmichael Drive (east side) through to Year 12 furthest from Carmichael Drive (west side). Pastoral Teachers meet their Pastoral Class, mark the roll, report missing students to the relevant Year Coordinator, remain with their class the whole time, ensuring all students in the class remain together. Non-Pastoral Teachers report to the Assistant Principal.

Should a student require first aid or if they are feeling unwell or appear to be anxious about the situation, Pastoral Teachers are to inform the Year Co-ordinator. The Year Co-ordinator will take charge of the student and call for the Bursar to attend to him or her.

Principal
1) Wait for Emergency Services.
2) Give the Chemical Manifest to the Emergency Services.
3) Report missing staff and students (and their possible locations) to the Emergency Services.
4) Liaise with the Emergency Services.

Assistant Principal
1) Direct teachers not on class to relieve Wardens from their classes and take students to the Oval.
2) Receive notice from Wardens that designated areas have been checked.
3) Control the school assembly – distribute Assembly Procedure for Students and Staff (copies in folder).
4) Report missing staff and students to Principal.

**Curriculum Coordinator**

1) Take appropriate keys to the Oval.
2) Seat students in their Pastoral Classes.
3) Begin Stage 2 of Evacuation: Assembly for checking of absentees, distribute Assembly Procedure for Students and Staff (copies in folder).
4) Keep control of Evacuation Assembly until Assistant Principal arrives on Oval.

**Business Manager**

1) Take keys and vests to the top of the covered walkway to hand over to the Assistant Principal, then move to the oval.
2) Mark Staff Roll.
3) Report to Assistant Principal on oval.

**Pastoral Teachers**

1) Check Pastoral Classes for missing students immediately upon reaching the Oval.
2) Report any absentees to the relevant Year Co-ordinator.
3) Maintain control of their class until requested by the Principal to fulfil another duty.

**Year Coordinators**

1) Oversee the checking of rolls by Pastoral Teachers.
2) Ensure the students remain seated and calm.
3) Inform Assistant Principal of any absent students.
4) Take charge of any students who are needing first aid, are unwell, or are showing signs of anxiety.

**Wardens**

1) Check areas – specified below. If anyone is left behind, escort them to Carmichael Drive or Demountables Precinct. Direct them to the Oval. Return to finish checking designated area.
2) Report to the Assistant Principal on the Oval.

**Teachers not on class at the time**

1) Report to the Assistant Principal at the top of the stairs to the covered walkway.
2) Follow directions given by the Assistant Principal.
3) Assist with roll marking at Oval, or other duties assigned by the Assistant Principal.

**Bursar (MJT)**

1) Take the first aid kit to the Oval.
2) Ensure that all of the following people have been evacuated:
   - all staff in Administration building.
   - students in Sick Bay and Student Reception.
   - visitors in Public Reception.
   - all visitors and staff in Board Room and Meeting Rooms

**Reception (JBR)**

1) Inform Principal and Assistant Principal of emergency.
2) Contact the necessary Emergency Services.

3) Give the Chemical Manifest to the Principal.

4) Wait for them and direct them to the problem.

<table>
<thead>
<tr>
<th>Receptionists (JGR/MRA)</th>
<th>1) On receiving the call for the need to evacuate, notify the Principal’s Secretary immediately.</th>
</tr>
</thead>
</table>

2) Arrange:
- Student absentee list for the day (to Assistant Principal).
- Late Arrival/Early Leave book, pens (to Assistant Principal).
- Staff “In/Out” Book (to Assistant Principal).
- Visitors’ Book (to Assistant Principal).
- Administration Rolls (to Pastoral Teachers).
- Excursion Rolls for the day.
- Sick Bay Register.

3) Care for students notifying of the emergency.

<table>
<thead>
<tr>
<th>Principal’s Secretary</th>
<th>1) Send a teacher who is not a warden to relieve the Assistant Principal from class if he is on class.</th>
</tr>
</thead>
</table>

2) Complete Warden’s duties, collect megaphone and report to Assistant Principal on Oval.

3) Assist in checking of missing students against:
- Student absentee list for the day
- Late Arrival/Early Leave book
- Staff “In/Out” Book
- Visitors’ Book
- Administration Rolls
- Excursion Rolls for the day
- Sick Bay Register

<table>
<thead>
<tr>
<th>Aspect</th>
<th>1) Head of Aspect to inform Assistant Principal of any missing personnel</th>
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<table>
<thead>
<tr>
<th>Canteen</th>
<th>1) Head of Canteen to inform Assistant Principal of any missing personnel</th>
</tr>
</thead>
</table>

**Area Wardens**

Wardens not with a class when the alarm rings will immediately move to the stairs at the top of the covered walkway to retrieve keys and their vest from the Assistant Principal, then check their areas and then report to the Assistant Principal on the Oval. Wardens with a class need to evacuate their class from the classroom and meet relieving teacher (assigned by the Assistant Principal) at the top of the stairs leading to the covered walkway. Once the students are in the supervision of the relieving teacher, the Wardens to check designated areas.

<table>
<thead>
<tr>
<th>Building</th>
<th>Area</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Block</td>
<td>First Floor</td>
<td>A7, A8, Prep Room, A9, A10, A11, A12</td>
</tr>
</tbody>
</table>
### Notification of Outbreak

On locating an outbreak of fire, students should immediately tell the nearest teacher.

The teacher first locating the fire should immediately ensure that the School Secretary, and any member of the School Administration Team, is informed. **Ring Receptionist on Extension 100.** Send two students to inform the Office. **These two students are to remain under the supervision of the Administration Staff and are not to return to the classroom.** They will be evacuated with other people in the Administration Block and return to their classes on the Oval.

### Evacuation Alarm
The continuous sounding of the evacuation alarm, the hand bell, or an announcement over the PA by the Principal or Assistant Principal.

Classroom Procedure for Students and Staff

The following activities will take place under teacher direction.

1. On recognition of the alarm students should stop work, and consult Emergency Evacuation Plan.
2. The Subject Teacher ensures all water, gas and electricity is turned off in laboratories, etc.
3. The teacher will post him/herself at the doorway to check that the passage is clear.
4. On instruction from the teacher the students will file out promptly in an orderly and controlled manner, but never run. Bags and books should be left in the room.
5. Students will proceed as indicated in Evacuation Procedure (see classroom notice and map in each classroom located near the phone).
6. If safe to do so:
   a. close all windows,
   b. turn off lights, fans, heaters, etc,
   c. secure hazardous substances.
7. After the last student has left, the teacher must shut but not lock the door and escort the students to the Oval (assembly area) or Main Yard (alternate assembly area) via the designated emergency stairs or the most direct route to the Oval or Main Yard in the opposite direction of the cause of the emergency evacuation.
8. On reaching the Oval the students will line up in Pastoral Classes and teachers will carry out procedures, as indicated in the Assembly Procedure (see classroom map and notice in each classroom located near the phone). Year 7 are to line up closest to Carmichael Drive (east side) through to Year 12 furthest from Carmichael Drive (west side).

Evacuation Procedure for Students and Staff

2. Move quickly in close single file without straggling.
3. Never go to a bag or tub.
4. Never go up a stairway or re-enter a building.
5. Go to the College Oval or Main Yard as directed by your teacher, Principal or Assistant Principal.
6. Leave by the nearest safe exit route as directed by teachers.
7. Remain on the Oval or Main Yard until otherwise directed by the Principal or Assistant Principal.

Assembly Procedure for Students and Staff

1. Move into assembly lines based on Pastoral Classes on the Oval.

2. Students line up and then sit in alphabetical order in single file in Pastoral Classes. Year 7 are to line up closest to Carmichael Drive (east side) through to Year 12 furthest from Carmichael Drive (west side).

3. Pastoral Teachers are to collect Pastoral Roll from J. Grima or M. Raco.

4. Pastoral Teachers will check the classes and report the names of missing students to the respective Year Co-ordinators who, in turn, will report missing students to the Assistant Principal.

5. The Assistant Principal, with the assistance of the Bursar, Receptionists and Secretary will check the names of missing students and staff with Absentee Rolls of the day, Late Arrival/Early Leave Book, Staff “In/Out” Book, Visitors’ Book, Administration Rolls, Excursion Rolls for the day, and Sick Bay Register.

6. Non-Pastoral Teachers will report to the Assistant Principal for other tasks.

7. The Assistant Principal will report the names of missing staff and students to the Principal.

8. Students are to remain in these lines until directed otherwise by the Assistant Principal.

Evacuation Routes

For classes in the A Block - Ground Floor

<table>
<thead>
<tr>
<th>Preferred Route</th>
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<tbody>
<tr>
<td>Evacuate classrooms and walk across Main Yard or Verandas to the Front Gates of the school. Walk straight down Carmichael Drive to the Oval.</td>
</tr>
</tbody>
</table>

For classes in the A Block - First Floor

<table>
<thead>
<tr>
<th>Preferred Route</th>
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</thead>
<tbody>
<tr>
<td>Evacuate classrooms and move in single file via Verandas using the ramp near A7 or the stairs near A11. Walk across Main Yard or Undercroft area through the Front Gates of the school. Walk straight down Carmichael Drive to the Oval. If the cause of the fire is on the Main Yard or in the Undercroft area, evacuate via the Staff Car Park.</td>
</tr>
</tbody>
</table>
**For classes in the B Block**

<table>
<thead>
<tr>
<th>Preferred Route</th>
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</thead>
<tbody>
<tr>
<td>Evacuate classrooms and walk in single file via Veranda at the B4 end of the building. Walk directly down the Pathway/Toilets area, past the Demountables Precinct along the pathway to the Oval. If the cause of the evacuation is at the B4 end of the building, evacuate using the Alternative Route.</td>
</tr>
</tbody>
</table>

**For staff/students in the Administration Block**

<table>
<thead>
<tr>
<th>Route</th>
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</thead>
<tbody>
<tr>
<td>Evacuate building either from Student Reception or Public Reception depending on the safest route of evacuation. Either walk straight down Carmichael Drive to Oval or walk past the B Block, Demountables Precinct to the Oval, depending on the safest route of evacuation.</td>
</tr>
</tbody>
</table>

**For D Block (English/HSIE Block) – First Floor**

<table>
<thead>
<tr>
<th>Preferred Route</th>
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</thead>
<tbody>
<tr>
<td>Classes from D10 to D13 should walk towards the chapel and down the stairs towards the main yard. Those in D10 should use the walkway and not enter the open spaces of D10 and D11. Students should use the stairs at the end of the corridor to access the main yard, then walk across the main yard and down to the oval. Classes in D7 to D9 should move towards the E Block and down the stairs (Do not use the stairs from the E Block). Students should move across from the front of the D Block towards the canteen front and down to the oval.</td>
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</table>

**For D Block – Ground Floor**

<table>
<thead>
<tr>
<th>Preferred Route</th>
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<tbody>
<tr>
<td>All rooms from D3 to D6 should move towards the chapel. Move across the main yard and down towards the oval. Classes from D2 and D1 should move across the front of the D Block and down in front of the canteen towards the B Block and then towards the oval.</td>
</tr>
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**For classes in the E Block - Ground Floor**

<table>
<thead>
<tr>
<th>Preferred Route</th>
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<tbody>
<tr>
<td>Evacuate classrooms from the emergency doorway closest to the G Block, except in the case of E5. Classes in E5 should exit through the nearest emergency doorway which leads to the front of the E Block.</td>
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</table>

**For classes in the E Block - First Floor**

<table>
<thead>
<tr>
<th>Preferred Route</th>
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<tbody>
<tr>
<td>Evacuate classrooms from either the northern fire escape and stairwell, southern fire escape and stairwell or main middle stairwell and entry doors depending on what is closest and safest. Walk back towards the centre of the school. Walk down the Covered Walkway to the Oval.</td>
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</table>
For staff/students in the Chapel

<table>
<thead>
<tr>
<th>Preferred Route</th>
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</thead>
<tbody>
<tr>
<td>Evacuate Chapel and move directly to the Front Gates of the school. Walk straight down Carmichael Drive to the Oval.</td>
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For staff/students in the Canteen

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<tr>
<th>Preferred Route</th>
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<tbody>
<tr>
<td>Evacuate Canteen and move directly to the Oval via the pathway along the southern side of the Staff Facilities. Walk through the Covered Walkway to the Oval past the Demountables Precinct to the Oval.</td>
</tr>
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</table>

For staff/students in the Library and associated rooms

<table>
<thead>
<tr>
<th>Preferred Route</th>
<th>Alternative Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuate Library, C1, C2, C3, C4, Counsellor’s Room, Special Needs Room, Year Co-ord’s Office, Work Room and Librarian’s Office, and move directly to the Front Gates of the school. Walk down Main Entry Stairs. Walk across Main Yard or Undercroft area through the Front Gates of the school. Walk straight down Carmichael Drive to the Oval. If the cause of the fire is on the Main Yard or in the Undercroft area, evacuate via the Staff Car Park.</td>
<td>Evacuate Library, C1, C2, C3, C4, Counsellor’s Room, Special Needs Room, Year Co-ord’s Office, Work Room and Librarian’s Office, and move directly to the Front Gates of the school. Walk down wester Fire Escape Stairs. Walk through the Covered Walkway to the Oval past the Demountables Precinct to the Oval.</td>
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For staff/students in the Staff Facilities

<table>
<thead>
<tr>
<th>Preferred Route</th>
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</thead>
<tbody>
<tr>
<td>Evacuate Staff Study, Staff Common Room, All Offices, Staff Toilets, Telephone Room and Student Entry, and move directly to the Front Gates of the school. Walk through Student Entry Doors. Walk across Main Yard or Undercroft area through the Front Gates of the school. Walk straight down Carmichael Drive to the Oval. If the cause of the fire is on the Main Yard or in the Undercroft area, evacuate via the Staff Car Park.</td>
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</table>

For staff/students in the Demountable Classrooms and Uniform Shop

<table>
<thead>
<tr>
<th>Route</th>
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<tbody>
<tr>
<td>Evacuate Classrooms and Uniform Shop and move directly to the Oval using the pathway on the eastern side of the Demountables Precinct. If the cause of the evacuation is at the eastern entry of the Demountables Precinct, evacuate from the western side and walk straight to the Oval from the southern side of the Demountables Precinct.</td>
</tr>
</tbody>
</table>

For G Block (RE Classrooms)
Preferred Route
All classes move towards the theatre and B Block and then turn towards the oval. Except G5 and G6 who should exit through the Stairwell closest to E Block and walk in front of the G Block and down towards the oval.

For classes in the Theatre

Preferred Route
Evacuate Theatre through the Eastern Double Doors and move directly to the Oval.
NB: If there is a large gathering in the Theatre evacuate using both the Eastern Double Doors and the Western Double Doors.

Emergency Evacuation when not in class

Should there be a reason to evacuate the College before school, after school, recess or lunch, the following will need to take place.

- Year 7 Pastoral Teachers will assist evacuating all students on the Main Yard. This will be done via Carmichael Drive as the preferred route. The alternative route is straight through the centre of the school past the Demountables Precinct.
- Year 8 Pastoral Teachers will assist evacuating all students in the Grass areas. If Alternative Assembly Area is needed, students are to be directed to the Main Yard via the Covered Walkway and stairs in front of the Chapel. The alternative route is via Carmichael Drive.
- Year 9 Pastoral Teachers will assist supervising all students on the Oval and begin to get them into their Pastoral Classes.
- Year 10 Pastoral Teachers will assist evacuating all students in the Covered Walkway Area. This will be done via the Covered Walkway to the Oval as the preferred route or the Main Yard as the alternative Assembly Area.
- Year 11 Pastoral Teachers will assist evacuating all students in the Library and associated areas. Published evacuation routes are to be followed.
- Year 12 Pastoral Teachers will assist in evacuating the canteen area
- Non-Pastoral Teachers will meet the Assistant Principal outside Student Reception and follow directions.

Emergency Evacuation Drill

The aim of the Emergency Evacuation Drill is to practise the above protocol to ensure that both staff and students know the procedure and can follow it safely and correctly in the minimum amount of time prior to an actual emergency.

Consequently the drill consists of three phases:
1. The evacuation of the building.
2. The assembly of students and staff for roll call.
3. Evaluation of the process.

Emergency Evacuation Drill will occur once each term.