

Policy Name	Emergency Evacuation Policy
Related Policies and Legislation	Lockdown Policy Emergency and Critical Incident Management Plan;
Policy Category	Student Wellbeing & Safety Staff Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	31 August 2010 29 October 2015 18 February 2016
Date Set for Review	February 2017
Person/s Responsible for Review	Treetops Administration

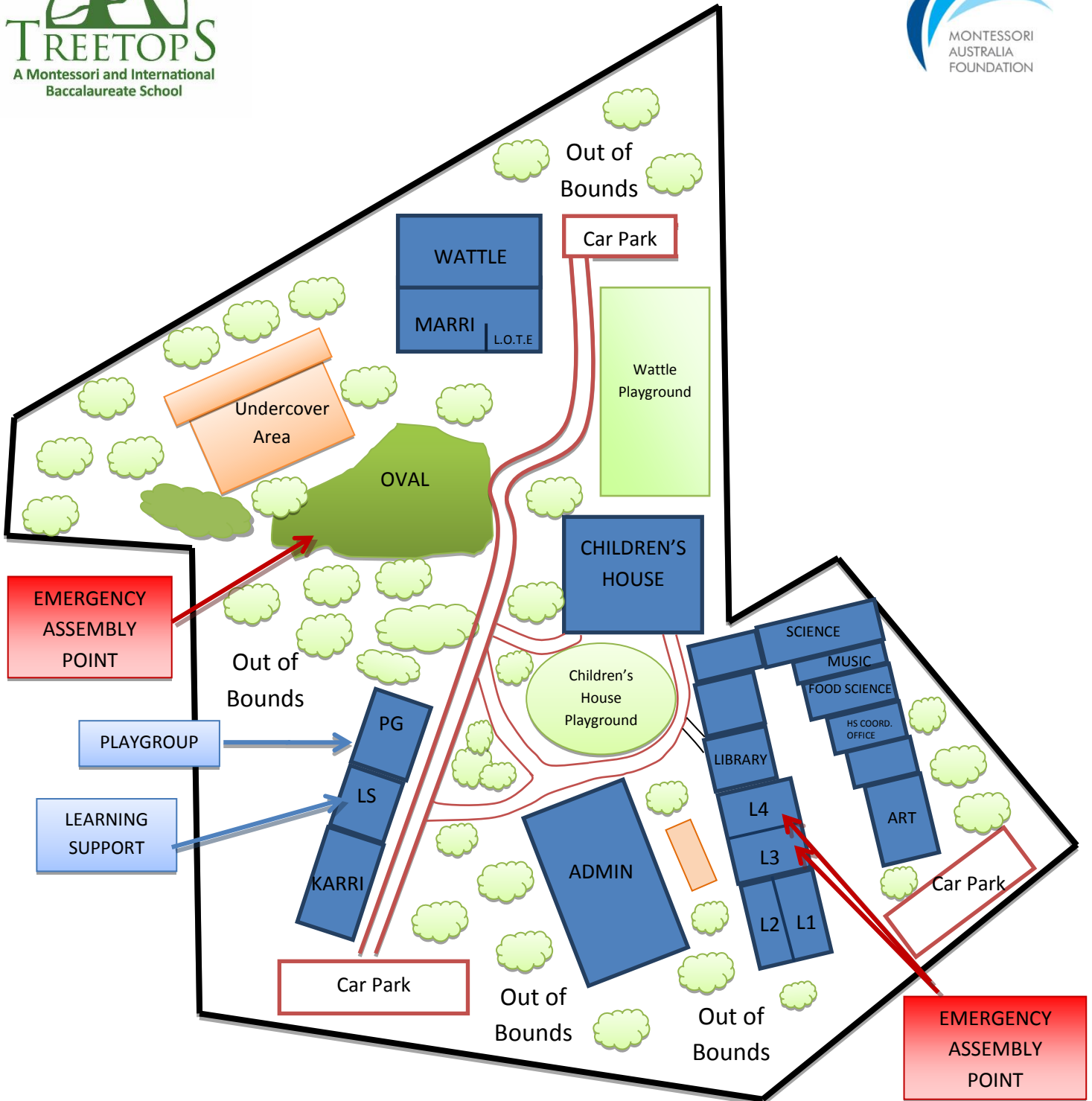
Emergency Evacuation Policy

The purpose of this policy is to ensure that all members of the school community are aware of Emergency Procedures and are able to carry them out effectively.

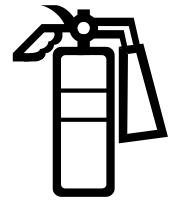
The Principal will make an informed choice to trigger an off-site or on-site evacuation.

The school evacuation arrangements will allow for:

- The school site plan (with clearly marked evacuation routes) being strategically displayed around the school. Details of this plan are shown in Appendix 1;
- A document detailing procedures in the event of Emergency Evacuation being hung beside the door in each area and a whistle kept beside it. Details of this procedure are shown in Appendix 2 and Appendix 3.
- All staff being briefed on evacuation procedures upon commencement of employment and routinely at staff meetings.
- The movement of people from both buildings and grounds;
- Evacuation to two alternative designated assembly areas
- In the event of a bushfire, notifying FESA Communication Centre to seek advice as to whether an off-site evacuation is safe. Also, on their recommendation of a preferred site;
- Evacuation to an off-site assembly area;
- People with special needs or disabilities;
- Class lists to be taken;
- Regular evacuation drills; and
- Review, at least annually.



Treetops Montessori and International Baccalaureate School

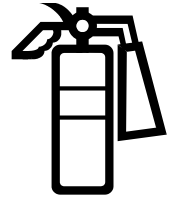


In The Event Of An Internal Fire:

- Teacher will immediately blow three short, sharp bursts on the **fire whistle** hanging by the **most convenient exit**.
- Teacher will call **000** if the fire is of uncontrollable size and then **notify the office**.
- Students and any visitors present will move quickly and quietly to the door where the teacher will mark them off as per the **Class Roll** and **Visitors Sign-in Sheet**.
- Open windows will be closed, air-conditioners turned off and the door locked once the classroom is cleared.
- Once all students and any visitors are accounted for, all teachers will proceed with the students and visitors to the designated **safe area**. Teachers will take their Classroom Binder, Mobile Phone and Class Roll.
- The designated safe area is **THE OVAL** (unless otherwise advised).
- Once all students are in the **safe area**, teachers will check class rolls again and report to Principal who will **report to the office**.

In The Event Of An External Fire:

- **Teachers will be informed** by phone and/or by continuous sounding of klaxon.
- Teachers will immediately blow three short, sharp bursts on the **fire whistle** hanging by the **most convenient exit**.
- Students and visitors will move quickly and quietly to the door where the teacher will mark them off as per the **Class Roll** and **Visitor Sign-in Sheet**
- Open windows will be closed, air-conditioners turned off and the door locked once the classroom is cleared.
- Once all students and visitors are accounted for, all teachers will proceed with the students and visitors to the designated **safe area**. Teachers will take their Classroom Binder, Mobile Phone and Class Roll.
- The designated safe area is Learning Area 3 & 4 classroom in High School (unless otherwise advised).
- On arrival at the safe area students and visitors will once more be **checked** off against class rolls.
- Teachers will **report** class roll results to the Principal who will report to the office.
- Either an **all clear** will be notified or **evacuation procedures** by fire service personnel will occur.



In The Event Of An Internal Fire:

- The classroom with the fire will call 000 and notify the office. The below procedures will apply.
- The designated safe area in the event of an internal fire is **THE OVAL** (unless otherwise advised).

In The Event Of An External Fire:

- When notified by fire service that fire is approaching, follow their instructions.
- If smoke or flames are seen in the immediate vicinity dial 000 to notify the Fire Department, otherwise call DFES (13 3337) for emergency information.
- If danger is confirmed, sound Klaxon and phone all teachers (internal phones or by their mobile – list is in Emergency Blue binder) to evacuate to safe area Learning Area 3 & 4 classroom in High School, unless otherwise advised). **Phone: Children's House, Wattle, Karri, Marri, Jarrah, Tuart, Library, LOTE, Science, Art, Music, Learning Support, Playgroup, Phys. Ed, Maintenance.**
- Ensure that any visitors to the school are aware of the danger and report to safe area.
- Turn off air conditioner, shut windows. Take: master keys, Emergency Contact file, Emergency Blue binder, Staff and Visitor sign-in books, printed list of the day's known absences, Evacuation Kit, mobile phone and computer back up to safe area.
- If computers are working
- In the event of evacuation, give teachers Parent Contact Lists and ensure that they have mobile phones with them. Change the answer message on the phone in the office.
- Check that all staff members are present (list in Emergency Blue binder) and report to Principal.