

Evacuation Procedure

(Requiring the co-ordination of parents to collect students)

DEFINITION:

This Evacuation procedure refers to an evacuation requiring the co-ordination of parents to collect students, when the School needs to close such as on the advice from AISWA or DFES of a Catastrophic Fire Warning, and school has already commenced.

It does not refer to evacuation off school premises that results from walking students to the Darlington Oval, nor to an evacuation coordinated by Emergency Services, which may result after assembly at the school's Safe Refuge (*See Bushfire Management Policy*).

PROCEDURE:

Should the need to evacuate students from the school occur as a result of a Catastrophic Fire Warning or some other emergency or critical event, the following procedure will be followed:

1. Students will be kept inside their classrooms. All outdoor activities shall immediately cease.
2. The School Office will send an email to the people on the 'Emergency' parent e-mail group requesting an urgent reply informing about the planned school closure and the need for students to be removed, requesting clear instructions about who can collect students on parents' behalf if not themselves.
3. The School Office will generate a report from SEQTA indicating the day's attendance record by class.
4. Email replies will be checked against the day's attendance record.
5. Anyone who has not replied within one hour will be contacted by phone.
6. The School Office will then ensure that a list of attending students plus any changes to collecting person, are then sent to each classroom to tick off collections.
7. Teachers will mark off which students have been collected and by whom.
8. The Principal and Deputy Principal will continually review how many students remain in the school. Staff will be sent home at the time that there are no students in their classrooms. When student numbers are significantly reduced, a judgement call by the Principal / Deputy Principal to move the remaining students down to the School Office will be made. Depending upon time of day, and status of communication with the parents of remaining students, decisions on where to locate the students will be made – the parent will be contacted by text and email to advise any change in location.