

## Policy: Emergency Evacuation - Fire

### Policy Statement

In the event of a fire the staff will ensure as soon as possible all buildings are cleared and that the school assembles in the correct area(s).

### Procedural Guidelines

- Staff members are responsible for the safe evacuation of their class to the designated assembly area.
- Block wardens will ensure their designated area is completely clear of staff and students. They will report to the Admin staff outside field change rooms.
- Admin staff will notify the Chief Marshall (the Principal or, in his absence, the delegated person) when all reports have been received.
- The Business Manager, or in her/his absence, the H & S Deputy Principal, will ensure the Fire Service has been notified per 111 call. She/he will liaise with the Fire Service on their arrival.
- The School will be dismissed only after the Fire Service has given the Chief Marshall (the Principal or, in his absence, the delegated person) the all clear.
- Each room will contain clear details for the safe emergency evacuation of the school.
- All detailed procedures for the emergency evacuation of the school are contained in the evacuation documents located in the Business Manager's office.
- Staff members and students are made aware of Emergency Procedures through training in Term 1 of each year.

Review schedule: November 2019

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	<b>21 June 2002</b>	Chairperson	<b>M J Bailey</b>

<b>REVIEWED</b>	Date	<b>17 September 2003</b>	Chairperson	<b>M J Bailey</b>
<b>AMENDED</b>	Date	<b>29 June 2005</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED</b>	Date	<b>30 October 2008</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date	<b>26 September 2011</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	<b>30 May 2016</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....