



# Our Lady of Mt Carmel School Mullewa

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## EVACUATION POLICY

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Originally released: 1996  
Revised: 2004  
Due for Review: 2008  
Revised: 2009  
Due for review: 2014

An evacuation procedure is carried out each term. The procedure is to be clearly displayed in the classroom and administration area. The siren switch is located above the light switch in the Year 6/7 classroom and is not to be operated by the students. Another switch is located in the Administration Building next to the power box in the office.

These switches are labelled: **EMERGENCY EVACUATION SIREN.**

A school evacuation plan should be displayed in every room in the school.

### TEACHER'S ROLE

- Short sharp whistles - then continuous.
- Calm students and move in an orderly fashion to a safe area.
- If possible take attendance roll. Do not re-enter a building that is deemed unsafe to obtain the attendance roll.
- On arrival in safe area seat children and count heads.
- Stay with children. Children are not to be released under any circumstances.

### TEACHER ON DOTT TIME

- Check toilets, library and hall.

### ADMIN STAFF

- Ring OOO.
- Check IT Room and Admin block.
- Take First Aid Kit and Asthma Kit

### EVACUATION PROCEDURES FOR WHOLE TOWN EMERGENCY

In keeping with the Mullewa Town Plan of Emergencies, we are to follow the LEMAC (Local Emergency Management Advisory Committee) Plan so that safety procedures can be cooperative in nature with the community.

- The alarm will ring.
- Classes will be advised where to congregate, if different from the designated area.
- Students and Staff will walk to the Mullewa Recreation Centre.
- Administration Staff to bring the First Aid Kit, Asthma Kit, student contact details and a mobile phone.
- Parents will be phoned to collect their children from this area.
- In case of evacuation, Family & Children's services will assist us.

### *Fire*

- The alarm will sound.
- Classes will congregate in the designated area.
- All students and staff will walk to the Mullewa Recreation centre.
- Parents will be contacted by phone to collect their children from this area.

### ***Buses En Route To School***

- If the children are travelling to school they are not to be delivered to the school during an emergency.
- The Bus Company is notified, either on arrival or by Two Way Radio.
- Students will be taken to the Mullewa Recreation Centre, by the bus.
- Parents will be phoned to collect their children from this area.

## **EVACUATION PROCEDURES FOR WHOLE SCHOOL EMERGENCY**

When the alarm is sounded:

1. Tell the children to stand quietly and leave everything on the desk or floor.
2. Line up quickly and quietly.
3. The teacher (where possible) is to take the class attendance roll.
4. Walk the students to the nominated area. The class teacher is to make the decision as to whether Route A or B are to be followed, depending on the reason/s, site of the emergency.
5. Assemble on the lawn on the southern side of the Church for Route A and on the oval near the double gates for Route B.
6. Mark the roll.
7. Report to the Principal, or Teacher-in-Charge if the Principal is absent, when the class is settled, reporting on present and missing students.

*The teacher is to follow behind the students and walk quietly and calmly in lines.*

Everyone is to stay put until the Principal gives the all clear or further instructions.

## **EVACUATION ASSEMBLY POINT**

