

Section 11.3

Emergency Evacuation Plan

Emergency Evacuation Point

The primary emergency evacuation point is **Boys' Town Oval** commonly referred to as the **Field**.

Students gather in Pastoral Class groups in the four Houses groups and under the care and supervision of the Pastoral Teacher.

Evacuation Procedure

1. If there is an emergency that requires the school to be evacuated then **the alarm bell will be sounded for an extended period** and if possible an announcement made over the PA system.
2. Students are to vacate the classrooms and buildings under the direction of the supervising teacher.
 - o All bags and equipment should be left in the classroom.
 - o Electricity and gas is to be turned off in the classrooms.
 - o Windows and doors should be closed – **not locked**.
3. Upon direction from their teacher, students are to walk calmly and quietly to the field in **single file** and assemble in the designated area in **Pastoral Groups** in their respective **House groups**.
4. All staff and visitors should vacate buildings and move to the field.

Movement From The Buildings:

Science Block

S1 – S5

- o Exit down the stairs leading to the field.

Ciantar Block

C1 – C6

Visual Arts

V1 – V5

- o Exit through the main gate at the front of the College
- o Turn left into Banksia Ave. and move to assembly area on the field.

Laws Block (Waratah Rd)

L1 – L4

L11 – L14

Hall Block

H1 – H5

- o Exit through Hall car park
- o Turn left, walk along Waratah Rd, left into Banksia Ave and then on to field

Library

A1

Computer Rooms

A2, A3, A4

Laws Block (Banksia Ave)

L5 – L8 L15 – L18

- o Exit down Library ramp and through upper car park
- o Turn left into Banksia Ave and walk to field

TAS Block

T1 – T6

Music Block

M3

- o Exit from lower (Yr 10) playground
- o Walk through the side gate and lower car park
- o Exit via lower car park gate
- o Turn left into Banksia Ave and walk to the field

Theatrette

- o Exit down Theatrette ramp and through lower car park
- o Exit via lower car park gate
- o Turn left into Banksia Ave and walk to the field

**Music Block
M1 – M2**

Where one of the designated exits is deemed to be unsafe a senior staff member will redirect students to another exit.

Special Staff Responsibilities:

House Responsibilities

- o Each of the four College Houses is under the leadership and direction of a Year Co-ordinator (Years 8 – 11). The House Leaders are appointed on an annual basis.
- o During the evacuation, the House Leader takes responsibility for the staff and students in the House for which they are responsible.
- o The Year 12 and Year 7 Coordinators are spare and will assist with other year groups and substitute in case of absence.

Student and Staff Information

Including Student Rolls, Green Slips, Late Book, Staff List, and Sign Out Book

- o College Secretary.
- o This information is to be given to Learning & Curriculum Co-ordinator or the Administration Co-ordinator at the field.

First Aid Kit/ Mobile Phone / Radio Microphone

- o College Student Receptionist

Phoning / waiting for Emergency Services

- o College General Receptionist (unless there is imminent danger)

House Flags / Megaphone

- o Finance and Office Staff

Checking of staff list

- o Principal's Secretary and Finance Staff

Search Responsibilities:

Administration Building, Staff Room, Library, Computer Rooms

- o Business Manager

Laws Block, Special Education, Hall / Function Centre

- o Learning Support Co-ordinator and Teacher Aides

Canteen, Main Toilets, Prep Rooms, Science Block

- o Learning & Curriculum Coordinator

C Block, Undercroft Area, Change Rooms/Toilets

- o Administration Coordinator

TAS Block, Music Rooms, Theatrette

- o Religious Education Coordinator

Visual Arts Block, Toilets

- o Pastoral Care Coordinator

Assembly Areas

Students assemble in **House** groups on the oval opposite the side gate. **Chisholm** then **Dunlea** on the Boys' Town side of the gate entrance and directly alongside **MacKillop** then **Savio** further up towards Banksia Ave.

Students must sit with their House, with all House classes arranged from 1 – 8, eg. Savio 1, next to Savio 2 alongside Savio 3, etc.

Refer to map on the following page.

Roll Check

The following procedures apply with respect to checking the student roll and the staff list:

1. The House Leaders collect the student rolls from the Administration Co-ordinator and /or the Learning & Curriculum Co-ordinator.
2. The House Leaders distribute the rolls to each of the Pastoral Teachers in their House.
3. The Pastoral Teachers mark the rolls and return them to the House Leader.
4. The Pastoral Teacher is to immediately report to the House Leader any student who is unaccounted for.
5. The House Leaders notify the Assistant Principal immediately that they become aware that a student is unaccounted for.
6. The Assistant Principal will co-ordinate a search for any student who is unaccounted for.
7. The House Leaders assist the Administration Co-ordinator and the Learning & Curriculum Co-ordinator to cross check the rolls with the absentee lists, green slips, sign-in/sign-out books, etc.
8. The Administration Co-ordinator or the Learning & Curriculum Co-ordinator is to report the status of the cross checking of the rolls to the Assistant Principal.
9. The staff list is checked by the College Secretary and the Finance Staff. The name of any staff member who is absence or unaccounted for is to be immediately reported to the Assistant Principal.
10. The Assistant Principal will keep the Principal and the Emergency Services Officers informed at all times as to the progress of the checking and cross checking of the student roll and the staff list.

Once all staff and students have been accounted for and the all clear has been given by the Principal or Assistant Principal, students are to move back to the school in an orderly manner under the direction of staff.

Assembly Area Plan

Boys' Town Oval

