



Bateman Primary School

EVACUATION POLICY AND PROCEDURES

UPDATED FEBRUARY 2016

The following procedure is to be used in the event that the school buildings need to be evacuated. This is not to be used for earthquake or a lockdown situation which will also be covered in this policy.

WARNING SIGNALS

Depending upon the emergency, the following signals to staff will be used –

- PA notice
- 3 extended blasts of the siren
- Continuous ringing of the hand bell
- Continuous blasts of a whistle

TEACHER DUTIES

Upon hearing one or more of the evacuation signals, teachers and assistants will –

- Organize their students in a calm manner and proceed by the safest route to the school oval (for ECE this may mean moving onto the Dean Rd footpath)
- Specialist teachers will take classes they are teaching to the oval and will meet the classroom teacher there.
- Teachers with specific duties in the evacuation process will hand responsibility for their class to the neighbouring teacher and then move to the oval when their duties have been completed.
- Staff and student possessions should not be taken to the oval.

SPECIFIC TEACHER DUTIES

- Teachers in Rooms 3 & 9 will be responsible for checking the toilets and rooms in their block before moving to the oval.

PRINCIPAL'S DUTIES

- Contact the appropriate emergency service.
- Check that Admin block is vacated including the Sick Bay/Medical Room.
- Check that the library & P&C Room has been vacated.
- Move to oval and assume responsibility for managing staff and students.
- Liaise with emergency workers upon their arrival.
- Take mobile phone

DEPUTY PRINCIPAL'S DUTIES

- Check the Science & Music rooms.
- Take control of classes on oval until Principal arrives at oval.
- Check with each teacher that all students have arrived at the oval.
- Take mobile phone

REGISTRAR'S DUTIES

- Print Evacuation Report (Absences must be entered by 9.15 for day)
- Collect a first aid kit & Epipen
- Take Evacuation File with class lists & emergency contact numbers.
- Take visitor sign in & out book and check visitors are on oval.
- Distribute rolls to teachers on the oval.
- Take mobile phone

ASSISTANT'S DUTIES

- Special Needs assistants are to remain with their assigned student/s throughout the process and assist them as needed.
- Education Assistants are to assist teachers with the management of their students.
- The Education Assistant in each ECE room will check the toilets in the ECE block before continuing to the oval and meeting up with their teacher/ students.

RECESS AND LUNCHTIME

- If an evacuation situation occurs during a recess or lunch break, the teachers on duty will move the children to the oval in an orderly manner.
- All teachers and assistants will move straight to the oval and assume responsibility for their classes except for those with additional responsibilities mentioned previously. If these teachers are on duty, and so on the oval, their "partner" teacher will assume the responsibility of checking areas.
- The Principal, Deputy and Registrar will assume their normal roles in the evacuation procedure.

EARTHQUAKE PROCEDURE

In the event of an earthquake the following procedures should be followed –

- Do not leave the building until instructed.
- Have children and yourself take shelter under furniture which may provide protection.
- After the tremor has stopped check for injuries and apply whatever assistance you are able.
- Check for any internal damage within your room.
- Do not evacuate the building unless told to by the Principal or Deputy unless you are able to assess immediate danger exists if you remain.
- Assemble on the oval when told to leave the classroom.

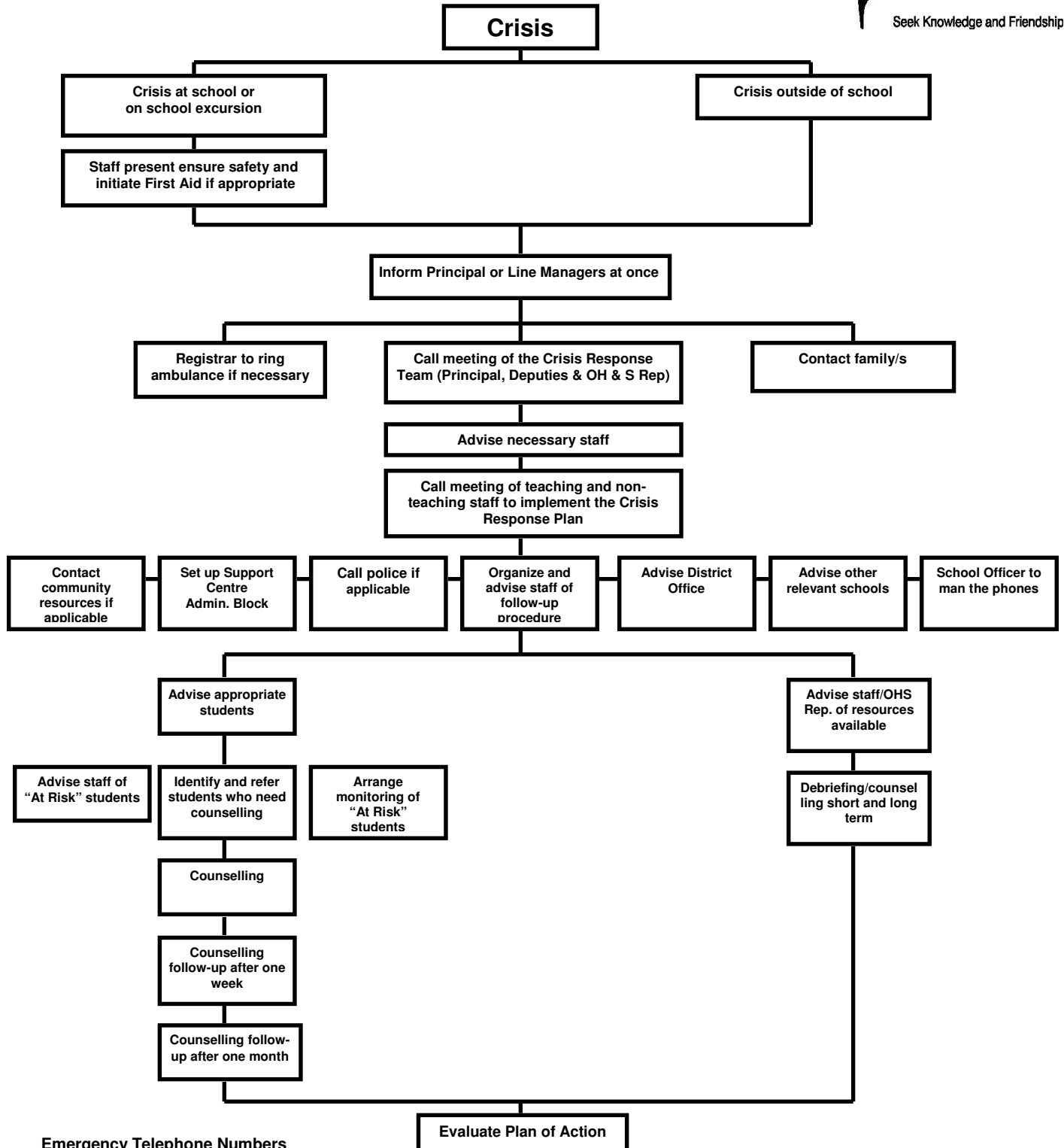
LOCKDOWN PROCEDURE

In the event of an intruder or dangerous situation within the school, a warning will be issued over the PA or through 1 long continuous blast of the siren –

- All staff and students are to remain within the classroom.
- Doors are to be locked and children and staff moved away from windows.
- If a hazard exists within your classroom efforts should be made to contact the Office by phone.
- If classes are on the oval or at the sustainable garden etc, the teacher in charge should move children to the rear of the rooms at the far end of Alison Reserve.

If confronted by an angry/armed visitor to the school you should direct them to the Office and only engage them in further conversation if it allows for students to be moved to safer locations within the school.

Bateman Primary School Crisis Response Plan



Emergency Telephone Numbers

Life Threatening Emergencies (Fire, Ambulance or Police)	000	Central Office South Metro Education Regional Office	9264 4111 9336 9563
Police: Attendance Murdoch State Emergency Service Or Melville Branch City of Melville	131 444 9313 9000 9497 4219 9332 9219 9364 0666	Regional Executive Director Sue Cuneo Co-Ordinator Regional Operations Iain Dennis A/Assistant Regional Executive Director Gary Anderson	9336 9563 0422 122 809 9336 9569 0435 656 076 9336 9563 0427 987 638
Hospitals: St John of God, Murdoch Fiona Stanley Hospital	9366 1111 6152 2222	School Security School Watch Security	9264 4771 1800 177 777
Nearby Schools:	Leeming SHS Rossmoyne SHS Brentwood PS	9310 1300 9354 2944 9364 2709	Winthrop PS Bull Creek PS Oberthur PS 9310 6100 9332 3244 9332 3212