

DRURY SCHOOL: Policy 5.06 Evacuation Procedure

Rationale:

Clear understanding of evacuation procedures is required by all in case of emergency.

Purposes:

People need to be familiar with evacuation procedure especially where human life could be at risk.

Guidelines:

- 1 In case of an emergency the call through to the appropriate service will be made by the Principal/Administration block.
- 2 Regular practice of fire and other evacuation procedures will be held every term.
- 3 In the case of earthquake, children will not be evacuated unless the building is damaged and unsafe.
- 4 Children will have been previously instructed by the class teacher on how to react in case of earthquake, fire and other lock down emergencies.
- 5 One continuous ringing of the bell will indicate an evacuation.
- 6 All teachers must ensure all children are checked from toilet and cloakroom areas etc., and line children up quickly and quietly outside the classroom, and then proceed by the most direct route to the far side of the main field.
- 7 If the most direct route is deemed by the class teacher to be unsafe, he/she must take an alternative route.
- 8 The teacher must take the attendance register with him/her and immediately ascertain that all children are accounted for. A master School Roll to be taken out to the Assembly point by administration staff to cater for teachers who have been outside their classroom at the time of the evacuation.
- 9 No person shall return to the buildings until the all clear is given.
- 10 Guidelines for actions in case of an emergency (which are attached as an appendix to this Policy) are provided within the school procedures.