



EVACUATION PROCEDURE

KALBARRI DISTRICT HIGH SCHOOL

(As at February 2015)

Teachers should be prepared for any emergency that may arise, however it is not possible to plan for every contingency. In the event of an emergency occurring, teachers are to act responsibly and calmly to ensure the safety of the students. In the event of having to evacuate the classrooms, the following procedure must be followed (see the school plan below for the muster point location). An evacuation would be necessary in the event of an emergency such as a fire (on school grounds or in nearby bush or buildings), presence of dangerous gases, bomb scare etc. Each teacher is responsible for his or her own class. Teachers are to use their discretion to find the safest and most appropriate path to the muster point. This location has been chosen as it allows easy access for students to be evacuated further from the school should the need arise (in this case, staff and students will walk down Ruston Street to the grassed foreshore area next to Sally's Tree).

IMPORTANT - Absentees must be entered into SIS at the start of each school day, as the admin will print out a list of students at school
PROCEDURE

On the continuous blasting of the siren &/or a whistle, by the closest available person (e.g. Deputy, Principal, Registrar, etc.);

1. Move students in an orderly fashion from the teaching area via the most appropriate exit and proceed to the muster point.
2. Any staff with part of a class or individual students (i.e. Special Needs EA's) must take that student/group to the muster area and meet up with their class and teacher.
3. Line students up in class groups (Yr levels for secondary) and check roll. Teachers to stand between the school and their students.
4. ***Immediately alert a member of the administration of any missing students.***
5. All staff and students are to remain at the muster point until directed otherwise by one of the administration.
6. If evacuation is during recess or lunch break then Yard Duty teachers to direct students to muster point.

STAFF RESPONSIBILITIES

- Principal:** Chief Marshall (collate all attendance information); contact relevant emergency service/s and Midwest DO ring groups off-site to warn not to return to school (i.e. if on excursion, activity etc.). Supervise Muster
- Registrar:** Check administration block and staff office; take first aid kit, school phone book & backup USB. Print evacuation list, take evacuation folder. Take Student & Visitor Sign in/out sheets.
- Primary Deputy:** Take school mobile; collate primary attendance information. Check Junior Primary classrooms to Year 3 and Primary student toilet blocks (3). Check library, gym, TA 7 and Jnr Primary Block. Check off staff list at muster point
- Secondary Deputy:** Check secondary teaching areas/toilets and Year 7; Check emergency switches are shut off in Science, D&T and Home Ec. Collate secondary attendance information.
- School Officers:** Check Kindy & Pre-Primary buildings and staff room. Check Primary Yr 4/5/6 classrooms and toilets, Staff office and toilets
- Canteen Manager:** Turn off ovens and gas etc. in canteen. Check undercover area
- Specialist teachers:** Science, Home Ec and D&T teachers are to press emergency cut-off buttons for gas and power as they leave their rooms.
- Non-contact teachers:** Staff not responsible for students will be directed to the North and South entrances of the school to prevent further entry to the site.