

# St Cecilia's Catholic Primary School



## Evacuation Procedure for a Fire/Emergency

*St Cecilia's Primary School  
Vision Statement*

*St Cecilia's Catholic Primary School is a multi-cultural Catholic School where staff, parents and students strive to provide a secure environment concerned with the spiritual, moral, social, emotional and intellectual development of each person. We endeavour to create an atmosphere of openness, mutual respect and loyalty within the school community.*

## SIGNAL

- A series of blasts on the siren and/or whistle.
- The switch for the siren is located on the switchboard in the Copy Room, in the main Administration Building. It is a red button with a plastic protection cover.

## PROCEDURE (during class time)

1. The students line up at their classroom quickly and quietly.
2. Students leave ALL personal belongings behind.
3. The teacher takes the class roll, first aid bag and turns off the air conditioners, computers and lights if time permits. The door is to be shut but not locked.
4. The teacher leads the students to the allocated muster point (oval beside tank) as indicated on the accompanying map and students assemble in class lines in rows of two. When class is with a specialist Teacher, the classroom teacher is to join their class with a class list.
5. Names are to be checked as soon as possible.
6. When names have been checked the teacher reports to the Co-ordinator. (This is usually the Assistant Principal. If absent it will be the person acting, in lieu on that day.)
7. The Coordinator will then report to the Principal.
8. Classes will remain there until directed by the Co-ordinator to move.
9. Staff to wear reflective vest.

## PROCEDURE (during recess/lunch)

1. Students to walk quickly and in an orderly to the muster point.
2. Staff on duty to direct students to muster point (oval beside tank) and ensure the playground is cleared.
3. Duty teacher is responsible at the muster point until Co-ordinator arrives.
4. Teachers to assemble in front of their class, sitting in rows of two.
5. Names are to be checked as soon as possible.
6. When names have been checked the teacher reports to the Co-ordinator. (This is usually the Assistant Principal. If absent it will be the person acting, in lieu on that day.)
7. The Co-ordinator will then report to the Principal.
8. Students will remain there until directed by the Co-ordinator to move.

## OTHER POINTS

- Teachers should check any reports of smoke in classrooms.
- The 'red card' (located on classroom doors and in 'bum bags') is to be used in any emergency situation where only one teacher is present. A student quickly takes this to the Secretary/Administration Officer.
- The Secretary must be informed of any emergency. If the office is empty then another administration staff member should ring the siren.
- This information will be placed in the Staff Handbook and will form part of the education of all new and existing staff.

## SPECIAL NOTES

There will be four Fire Wardens :

### Principal

- Responsible for sounding siren

### Assistant Principal/Evacuation Coordinator

- Responsible for report directly to muster point
- Collect class rolls from all Teachers
- Check off all visitors are accounted for
- Report to Principal

### Secretary -

- Responsible for calling "000"
- Check of Staff Room, Staff Toilets, Copy Room, Support Teachers Office, Sick Bay
- Take Volunteer sign in/out file
- Take Class list & contacts file
- Take any Students from sick bay and Front Office
- Place the notice on front door "Emergency Evacuation in Progress..."
- Check Junior Male and Female Toilets
- Check Year 1 Foyer and close the doors
- Check gate from kindergarten play area to oval area is closed
- Go to the Muster Point on oval

### Administrative Officer

- Responsible for final check of the Year 2 - 7 buildings
- Check Multipurpose Room
- Check Library
- Check Canteen
- Check Upper Male and Female Toilets
- Go to the Muster Point on oval