

# Evacuation

## PEREGIAN BEACH COLLEGE

### Evacuation Policy

#### Purpose of the Policy

The purpose of this policy is to outline the procedure for evacuating the College in case of fire, flood or other emergencies which require students and staff to be moved from the Peregian Beach College campus.

#### Scope

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site.

#### Responsibility

Principal – Shane Dupuy

#### Point of Contact

Work Place Health & Safety Officer (WHSO) – TBC

#### Definitions

Generally, an emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment. It is a risk to an individual's health and safety.

Situations that might constitute emergencies include:

- fires and/or bushfires
- bomb threats
- intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- natural disasters, such as floods, cyclone, thunderstorms or earthquake.

#### Policy

The policy of Peregian Beach College is to take a proactive approach to Workplace Health and Safety by having appropriate procedures in place for evacuation of the school campus and by regularly carrying out practice drills to ensure procedures are clearly understood by all stakeholders.

Copies of this policy will be disseminated via the school and staff handbooks and via notices in each classroom, the library and other appropriate areas around the school.

The WHSO, or another member of school staff designated by the Principal, will schedule at least one practice evacuation drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

*Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Peregian Beach College or any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.*

## Procedure

In the event of an emergency, the Principal will make the decision with regard to whether the campus needs to be evacuated.

If the decision is made to evacuate:

- **A bell will be sounded in three short blasts.**

The public address system will be activated and the following announcement will be given by the WHSO or designated person:

**Activate evacuation procedures immediately.  
All students, staff and visitors to the campus please proceed to the evacuation area.  
Staff should secure your rooms and supervise students.  
Authorities have been notified and are on their way.**

REPEAT:

**Activate evacuation procedures immediately.  
All students, staff and visitors please proceed to the evacuation area.**

The Principal will notify the appropriate authorities and move to the evacuation area.

Should the need for evacuation occur during a time when students are not in the classroom, the bell will be sounded in three short blasts. Students and all staff members must move to the evacuation area immediately. Students are required to meet with their class or PC teacher who will be at a designated spot in the evacuation area (Oval) and who will check the class/PC roll.

All adults on site must move to the evacuation area and make their presence known to the person responsible for Security who will notify the Principal if any adult is unaccounted for.

### **NO ONE IS EXEMPT FROM EVACUATION PROCEDURES.**

At the evacuation area, teachers are responsible for supervising the class they have been teaching. Any students not accounted for should immediately be reported to the school receptionist, who will check the student's name against an up-to-date absentee list, and then report any missing students to the Junior, Middle and Senior School Coordinators. The Coordinators are responsible for notifying authorities about any students unaccounted for.

The WHSO has the responsibility to sound the 'all clear' when the emergency is over.

## Other Responsibilities

The Principal is responsible for communication with the media and the College Board, and also for making the decision if and when parents need to be notified. If notification is required, the WHSO will activate the communication.

### **The Principal**

1. Be visible, available and supportive to all;
2. Dispel rumours by giving everyone the facts;
3. Communicate with the College Board;
4. Where appropriate, contact families of students involved in the emergency;
5. Make a decision regarding whether other parents need to be notified of the emergency;
6. Liaise with the media; and
7. Provide updated information to all concerned.

### **Sector Coordinators**

1. Release follow up information as agreed upon with Principal, following the Principal's initial announcement;
2. Release only **necessary** details and make sure information is **factual**;
3. Include in communication information with regard to when and how students will be released to parents/caregivers, if applicable;

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4. Make general announcements via the public address system or provide notes to classes when appropriate; and
5. Undertake a review of the effectiveness of the emergency procedures following an event.

## **Medical Contact Person**

1. Be available to assist staff and students who may require medical assistance;
2. Be available to parents who may need assistance/advice or referrals to health services; and
3. Will collect all class rolls and take them to the evacuation area for teachers to mark their rolls.

## **Security**

1. Notify the Sector Coordinators if the need for extra security needs to be transmitted to police; and
2. Ensure that personnel are in place to prevent encroachments onto school campus.

## **Policy Release Details**

### ***Date of Policy***

July 2023

### ***Approved by***

College Board

### ***Review Date***

Annually, by the WHSO & Principal

## **Schedule**

### ***Sector Coordinators:***

Junior Coordinator – Alita Carpenter

Middle & Senior Coordinator -Ashleigh Morrison

Medical Contact – Kate Hansell / Alicia Blackstock

Security – Shae Watson