

*St John's Catholic School  
Richmond*

**FIRE AND  
EMERGENCY  
EVACUATION  
POLICY**



**Guidelines for the School Community**

# St. John's Catholic School

## Fire or Emergency Evacuation Policy

### **Rationale:**

- The Fire or Emergency Evacuation policy enables all children and staff of St. John's Catholic School to be prepared for and familiar with the procedures for evacuating the school should a fire or emergency occur.

### **Aims:**

- To educate all students/staff in the correct and safe procedure for evacuating the school.
- To ensure that the safety of students/staff is the first priority in all evacuation behaviours and actions.
- To reinforce that no student is involved in any attempt to control a fire.

**EVACUATION SIGNAL – CONTINUOUS SOUNDING OF SIREN (Fire) INTERMITTENT (Bomb)**

### **Implementation:**

#### **A Primary Prevention:**

- Children, staff and volunteers to be made aware of St. John's School Fire or Emergency Evacuation Policy.
- Evacuation plans to be prominently displayed in classrooms and places of staff/student access.
- Children and staff to simulate fire and emergency evacuation procedure.
- Fire and emergency evacuation drill to be implemented once a term (once a year under supervision of the Hobart Fire Department).
- Children and staff to participate in Fire Education Program conducted by the Hobart Fire Department every two years.
- Ongoing Fire Safety Education to be implemented as part of the Health Curriculum.
- Utility Officer to ensure correct storage of flammable liquid/gases
- Teachers to ensure placement of equipment or furniture does not impair access along exit routes or to installed fire-fighting equipment.

#### **B Evacuation Procedures:**

**Chief Warden (Principal) or Deputy Warden (Office Staff and Utility Officer) - Identified by a White Vest**

- The Deputy Wardens assume the role of the Chief Warden in their absence.
- Raise the alarm or check the alarm panel to check area fire is in.
- Proceed to area and check and verify area of fire.
- Ensure the Deputy Wardens are advised of the situation.

- Ring the Fire Department (DIAL '000' on land phone or mobile and ask for Fire Brigade)
- Initiate evacuation procedure.
- Notify staff and assist mobility-impaired persons.
- Check areas such as toilets/canteen building and administration building to ensure all persons are accounted for.
- Check to ensure doors are closed properly.
- Act as leaders of groups moving to nominated assembly areas.
- Operate first attack fire fighting equipment eg. Portable fire extinguishers, hose reels and fire blankets.
- Collect and check class / absentee list and visitor list at Assembly Area.

#### Children and Staff:

- Everyone stand, push in chairs and wait in SILENCE for instructions.
- Turn off lights, heaters and close windows.
- Block Warden leaves last, closing the door and any exits no longer required.
- DO NOT attempt to take anything. Teachers take class register.
- Students proceed at a BRISK WALK (do not run) and in SINGLE FILE to the **Coal River Reserve**.
- In the event of a bomb threat the school will then proceed to the Village Green in Richmond only after all children have been accounted for at the Coal River Reserve.
- Students line up silently on the Reserve in class groups in designated areas facing the road.
- Students in toilets, library, administration building or elsewhere in the school must go **straight** to the **Reserve** and line up with their class.

#### Class evacuation routes:

- Under possible circumstances classes will proceed to the Coal River Reserve in the following way.  
However, if the site of fire/emergency prevents such, teachers are to use an alternate evacuation route keeping children's safety and welfare at an optimum at all times.
  - **A BLOCK**  
**A001 (Kindergarten)**– Exit through east side exit door, proceed towards the Coal River across the front staff car park to the Coal River Reserve.
  - A003 (Prep)**– Exit through side exit door, proceed towards the Coal River across the front staff car park to the Coal River Reserve.
  - **B BLOCK**  
**B002 (1/2 Red)**– Exit through South facing exit door, proceed towards the Coal River across the front staff car park to the Coal River Reserve.
  - B004 (1/2 Blue)**– Exit through Common room then through West facing exit door, near canteen, proceed towards the Coal River across the front staff car park to the Coal River Reserve.
  - B006 (1/2 White)**– Exit through west facing exit, past canteen and proceed along past E Block (Library), then across the front staff car park to the Coal River Reserve.

**B009 (3/4 White)**– Exit through south facing exit, turn right and proceed along past E Block (Library) then across the front staff car park to the Coal River Reserve.

**B012 (3/4 Red)**– Exit through West side exit, turn left and proceed along behind B Block, past E Block (Library) then across the front staff car park to the Coal River Reserve.

**B014 (3/4 Blue)**– Exit through South facing exit door, turn right, proceed along past E Block (Library), then across the front staff car park to the Coal River Reserve.

- **C BLOCK**

**C2 (TV Room)** – Move out through Staffroom Exit door, turn right, proceed towards the Coal River across the visitor car park to the Coal River Reserve.

**C4-7 (Admin)** – Move out through front door, proceed towards the Coal River across the car park to the Coal River Reserve.

**C8 (Staffroom)** – Move out through side exit door proceed towards the Coal River across the front staff car park to the Coal River Reserve.

**C101-108 (Upstairs)** – Proceed downstairs, through the back door, proceed towards the Coal River across the front staff car park to the Coal River Reserve.

- **E BLOCK**

**Library**– Move out of library door and proceed directly to the assembly area on the Coal River Reserve via the visitor car park.

- **F BLOCK**

**F2 (Music room)**– Move out, turn left, go behind library then proceed directly to the assembly area on the Coal River Reserve via the visitor car park.

- **G BLOCK**

**G1 (5/6 Red)**– Move out side exit (in front of library), turn left, proceed directly to the assembly area on the Coal River Reserve via the visitor car park.

**G4 (5/6 Blue)**– Move out side exit (in front of library), turn left, proceed directly to the assembly area on the Coal River Reserve via the visitor car park.

**G7 (Comoradh) /Outside School Hours Care** – Move out of hall exit door, proceed directly to the assembly area on the Coal River Reserve via the visitor car park.

- **I BLOCK**

**I1 (5/6 White)**– Move out and proceed towards the Coal River, go behind library then proceed directly to the assembly area on the Coal River Reserve via the visitor car park.

- Each Area Warden is to check their block in empty and doors shut.

- Office staff to collect absentee folders, family phone number folders, sign in book and a mobile phone then close windows and doors after ensuring C Block had been vacated.
- Office staff to hand out absentee folders to class teachers at the Coal River Reserve.
  
- Teachers check students in their class group then hand back absentee folder so the Deputy Warden knows all students are accounted for. Teachers are to report any student unaccounted for to the Deputy Warden who will then report to the Chief Warden. Await instructions from Chief Warden, or person in charge.
- Students in special work rooms to be accompanied by the Teacher or attending adult to their class group.
- Teachers, staff, visitors and parent help who are not teaching at the time of evacuation should move to the assembly area, via the nearest exit.
- Canteen workers are to turn off electrical appliances, close windows, doors and move to the assembly area on the Coal River Reserve.

**During Recess/Lunch time:**

Upon hearing fire alarm, children on:

- **Oval** – walk to the visitor car park at the front of the school and proceed to the Coal River Reserve with a duty teacher.
- **Passive area** – Walk to the front visitor car park and proceed to the Coal River Reserve with a duty teacher.
- **Infant area** – go to the top fence and walk with the duty teacher to the Coal River Reserve.

**Duty teachers in these areas act as Wardens and supervise students lining up and proceeding to the assembly point.**

- Teachers are to proceed to Coal River Reserve as quickly as possible.

***All staff/children will be given the all clear by the Fire Brigade or Bomb Squad or relevant authority in charge of simulated drill or actual occurrence before proceeding back to classrooms or work area.***

This policy was reviewed in April 2014
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## Maintenance of Fire Protection Equipment

The Principal is responsible to ensure that:

- All installed fire protection equipment is routinely maintained. All work is to be conducted by the holder of a permit issued by the Chief Officer of the Tasmania Fire Service.
- A plan or database detailing the type, location and service history of extinguishers and fire blankets is kept current. (*The School's maintenance provider will provide this information*).
- The nominated maintenance provider adheres to the maintenance schedules detailed below for all installed fire protection equipment (where applicable):
  - Fire Extinguishers 6 monthly
  - Fire Blankets 12 monthly
  - Hose Reels 6 monthly
  - Fire Detection and Alarm System each month
  - Emergency & Exit Lighting 6 monthly

# **BOMBS AND BOMB THREATS:**

## **Rationale:**

- To ensure the optimum safety to children/staff at St. John's Catholic School.

## **Aims:**

- To familiarise staff with procedures to follow upon to instigation of a bomb threat.
- To ensure correct procedures are implemented for the safe evacuation of all students/staff of St. John's Catholic School

## **Implementation:**

### **A Primary Prevention:**

- Display information sheet Effective Immediate Action for a Bomb Threat in close proximity of all telephones and strategically throughout the school.

### **B Response procedure:**

- As soon as it is clear the caller is making a Bomb Threat, **LET HIM/HER FINISH THE MESSAGE WITHOUT INTERRUPTION** – if you are asked for a response, e.g.. “This is about probable deaths-not the inconvenience to the organization;
  - (a) Try and keep the caller on the line as long as possible;
  - (b) Attract the attention of other persons near you;
  - (c) When the caller has given the message, try to keep the caller in conversation.  
**DO NOT HANG UP.**
- **Endeavour to prolong the conversation using the following techniques:**
  - (a) Be sympathetic
  - (b) Claim a bad connection
  - (c) Ask for repeats of conversation, but do not interrupt when the caller makes a statement
- **The recipient should try and get the EXACT CONTENTS OF THE MESSAGE and listen for clues to:**
  - (a) Caller's sex and age;
  - (b) Noticeable conditions of speech, e.g. drunkenness, laughter, anger, incoherency;
  - (c) Peculiarities of speech, such as accent, mispronunciations, speech impediments, tone and pitch of voice;
  - (d) Background noises, such as music, traffic, conversations or machinery.

- **The following are key questions that should be asked if possible and the answers carefully noted:**
  - (a) **When is the bomb going to explode?**
  - (b) **Where is it right now?**
  - (c) **What does it look like?**
  - (d) **What kind of bomb is it?**
  - (e) **What will cause it to explode?**
  - (f) **Did you place the bomb?**
  - (g) **Why?**
  - (h) **What is your address?**
  - (i) **What is your name?**
  
- **Report call immediately to:**  
**RICHMOND POLICE STATION      PHONE NUMBER: 62601050**
  
- **Note down information under the following headings (using display checklist by phone as a guide)**
  - exact wording of threat
  - characteristics of caller's voice
  - threat language
  - background noise
  - description of caller
  - administrative data

**Evaluation:**

- This policy will be reviewed annually.



# **Emergency Action Guide**

**IN CASE OF**

# **EMERGENCY**

**FOLLOW ADVICE FROM A TEACHER**

**OR**

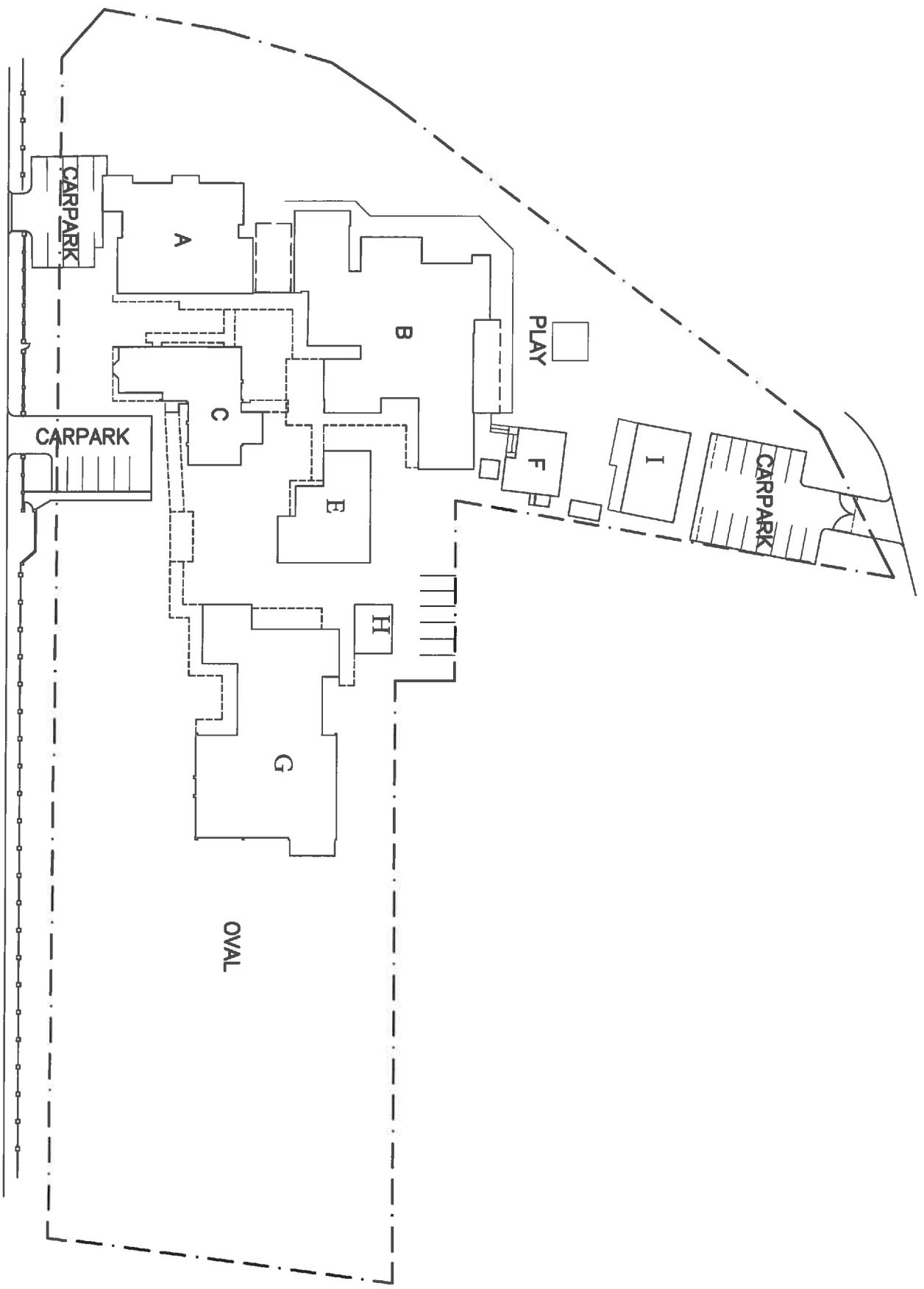
**LEAVE IMMEDIATELY THROUGH THE  
NEAREST SAFE**

A green rectangular sign with the word "EXIT" written in white, bold, serif capital letters.

**GO TO THE ASSEMBLY AREA LOCATED  
AT**

**COAL RIVER RESERVE**

**(on the river bank)**



**X** EMERGENCY ASSEMBLY POINT

ST JOHN'S CIRCLE

# CLASSROOM DISPLAY

**FIRE ....continuous horn**

**BOMB...intermittent for 3 mins then continuous**

## **EVACUATION PROCEDURE**

- 1. Teacher will give direction “This is a fire drill”**
- 2. Everyone stand. Push chairs in and stand silently and still.  
Close windows/doors (for Fire Alarm only)**
- 3. Students MUST NOT attempt to collect any articles.**
- 4. Students proceed at a BRISK WALK and in a SINGLE FILE to the assembly using the route outlined on evacuation map or alternative safe route.**
- 5. Students not directly supervised proceed to safety area.**
- 6. Safety area for all persons is the Coal River Reserve. (Then proceeding to the Village Green in the event of a bomb threat).**
- 7. No one must attempt to re-enter buildings.**
- 8. SILENCE must be maintained throughout the evacuation.**
- 9. At safety area, students stand silently in line while teacher calls names and marks register.**
- 10. Should the teacher have to leave, students remain still and wait the return of the teacher. Students and staff only move off at the signal of the Chief /Deputy Warden.**

## **ST JOHN'S SCHOOL ROOM NUMBERS**

**- 2014**

### **A BLOCK**

A000 – General Building  
A001 – Kindergarten  
A002 – Kindergarten toilet block  
A003 – Prep  
A004 – Prep Red Store room  
A005 – Prep Blue Store room

### **B BLOCK**

B000 – General Building  
B001 – Grade 1/2 Entry /Withdrawal room  
B002 – Grade 1/2 Red  
B003 – Grade 1/2 Red Store room  
B004 – Grade 1/2 Blue  
B005 – Grade 1/2 Blue Store room  
B006 – Grade 1/2 White  
B007 – Wet area/ Common room  
B008 – Canteen  
B009 – Grade 3/4 White  
B010 – Grade 4/5 Store room  
B011 – P&F Store room  
B012 – Grade 3/4 Red  
B013 – Grade 3/4 Red Store room  
B014 – Grade 3/4 Blue  
B015 – Grade 3/4 Blue Store room  
B016 – Girl's Toilet Airlock  
B017 – Girls Toilet  
B018 – Cleaners Room  
B019 – Boy's Toilet Airlock  
B020 – Boys Toilet  
B021 – Disabled Toilet  
B022 – Male Staff Toilet  
B023 – Female Staff Toilet

### **C BLOCK**

Level 1

C000 – General Building  
C001 – Staffroom Entry  
C002 – TV room  
C003 – Foyer  
C004 – Corridor  
C005 – Stairs/Corridor  
C006 – Principals Office  
C007 – Office  
C008 – Staffroom  
C009 – Finance Office

Level 2

C101 – Upper Stairs  
C102 – Upper Corridor  
C103 – Female Toilet  
C104 – Male Toilet  
C105 – AP Office

### **C BLOCK** –Continued

C106 – Uniform Shop  
C107 – Staff Office  
C108 – Uniform Store

### **E BLOCK**

E000 – General Building  
E001 – Foyer  
E002 – Sick Room  
E003 – Librarian's work area  
E004 – Store Room  
E005 – Reading Area  
E006 – Seminar Area  
E007 – Special Ed Office

### **F BLOCK**

F000 – General Building  
F001 – Entry  
F002 – Room  
F003 – Toilet

### **G BLOCK**

G000 – General Building  
G001 – Grade 5/6 Red  
G002 – Grade 5/6 wet area  
G003 – Store  
G004 – Grade 5/6 Blue  
G005 – Grade 5/6 Computer Room  
G006 – Covered Area  
G007 – Comoradh  
G008 – Sports Store  
G009 – IT Store  
G010 – Store Room  
G011 – Kitchen  
G012 – Comoradh Office  
G013 – Entry hall  
G014 – Disabled Toilet  
G015 – Cleaners Store  
G016 – Boy's Toilet  
G017 – Girl's Toilet

### **H BLOCK**

H000 – General Building  
H001 – Maintenance Shed  
H002 – Small Maintenance Shed

### **I BLOCK**

I000 – General Building  
I001 – Grade 5/6 White  
I002 – Toilet  
I003 – Covered Area