



BRINKWORTH PRIMARY AND EARLY CHILDHOOD CENTRE



INVACUATION & EVACUATION POLICY & PROCEDURE

RATIONALE:

At Brinkworth Primary and Early Childhood Centre we want to ensure that everyone onsite is kept safe if there is to be a fire or unprecedented event on the site.

FIRE RATING:

We are in a CATASTROPHIC AREA. If the day is rated as CATASTROPHIC, the entire site will be closed and there is to be no one onsite. Signs will be put on the front fence if this is the case.

PROCESS:

An **INVACUATION** may be needed in the case of EXTERNAL emergencies such as

- Snake or other dangerous animal sighting
- Suspicious or threatening persons on site or threat of this
- First that makes evacuation to Shelter/ Bushfire refuge unsafe

An **EVACUATION** may be needed in the case of INTERNAL emergencies such as

- Fire inside the building
- Bomb threat
- Electrical or equipment failure
- Bushfire in local district, vicinity or impacting on site

INVACUATION	EVACUATION
<ol style="list-style-type: none"> 1. Whistle (KINDY) or Bell (SCHOOL) sounded by educators – intermittent blasts and explanation to learners 2. All children and educators onsite to go to learning spaces/roll class (gather roll book) and on to the carpeted area. Depending on nature of emergency learners/educators will sit or lie on the floor 3. All windows and doors should be shut and locked. Curtains closed if necessary. 4. Educator to collect roll book and staff sign in sheets and ensure everyone is present 5. Depending on nature of emergency, learners may be able to resume with regular indoor programming. 6. Appropriate recovery procedures to be undertaken when emergency is over. 	<ol style="list-style-type: none"> 1. Whistle (KINDY) or Bell (SCHOOL) sounded by educators – continuous blast and explanation to learners 2. All children and adults on site to gather on the oval (Kindy under shaded bark chips onsite if safe) 3. SSO/ECW to collect and bring roll books, sign in sheets and Refuge Kit 4. Principal to take rolls. Ensure everyone is present, taking action if necessary 5. Principal to ensure relevant emergency services are contacted 6. Principal to decide whether necessary to evacuate further (eg. School oval, children to be sent home or move to Bushfire Refuge – Tech Building) 7. Appropriate procedures to be undertaken when possible.

IN THE EVENT OF A BUSHFIRE:

- Radio to be left on in the front office
- Teachers cars to be parked on Main Road facing South
- All sprinklers brought up to the site and ensure they are connected
- The fire hose equipment to be brought over from the Sports Shed and be available
- Have all equipment such as water, food supplies, buckets, satellite phone for learners and educators readily available if we move into safe zone

IF FIRE IS 10KM OF SITE OR BUS ROUTE:

Buses will not run and parents must pick up children from site.

FIRE WITHIN 5KMS OF SITE OR BUS ROUTE:

- All children move to the Technology unit
- Roll call of children
- No children to be allowed out of the unit
- Pool toilet can be used
- All doors and windows shut around the school and in the technology unit

SCHOOL AND TOWN INIMMINET DANGER AS ADVISED BY CFS:

- All doors to have towels rolled at the bottom of them
- Move tables against windows
- All children to lie on the floor together
- Educators to keep calm and calm children
- When the fire has passed over the site and the CFS advise it is safe, educators will lead children out of the school to the refuge (School Oval or as advised by CFS)
- Parents to pick children up from the oval/refuge
- Educators responsible for all children until parents collect them

SITE RESPONSIBILITY TO LEARNERS AND FAMILIES:

The site will:

- Ensure the learners are safe in the event of an invacuation or evacuation
- Endeavour to contact parents where necessary when appropriate
- Practice these processes throughout the year to ensure learners know and understand the importance of following these
- Ensure all staff and volunteers are clear on their roles and responsibilities should this occur
- Be in contact with the appropriate people during and after the event and follow all procedures carefully

These guidelines have been developed from the Department of Education's Policy and the National Quality Standards which can be found on the Department's website.

DEVELOPED: September 2020

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