



EMERGENCY/EVACUATION POLICY

OUTCOME STATEMENT

- There will be a set of explicit emergency procedures. All staff will have ready access to these and be familiar with them.
- The Emergency Procedures will be reviewed annually for staff changes and changes to the physical environment.
- New staff will be trained in the school's established procedures by the Principal.
- Students and staff will be engaged in ongoing education programmes/training, including but not limited to evacuation drills.
- There will be an 'Evacuation Assistance Register'. This will form part of the 'Visitor's Register'.
- Where required, the school will liaise with and act upon any advice from any authorities including Police, Civil Defence, Army, or similar.
- Procedures will first and foremost ensure the safety of students and adults; thereafter, if appropriate, the buildings/property.
- Emergency (egress) checks, will be conducted in keeping with guidelines for schools, ensuring that any evacuation is not impeded in any way.
- The priority shall be with that of ensuring students and adults are safe.
- The school will maintain effective information for contacting parents in emergencies.

EMERGENCY EVACUATION PROCEDURES

Early in Term One each year, the Principal will organise staff training in the school's Emergency Evacuation Procedures to ensure that all staff are familiar with the procedures and responsibilities, which are common to most types of emergencies.

- The emergency folder will be prominently displayed in the staff room and in each classroom.
- The Green Emergency Evacuation Poster will be displayed in each classroom.
- All personnel will need to be familiar with the procedures in the folder.
- The administration will organise drills for each emergency throughout the year.

SENDING PUPILS HOME

Any decision to send pupils home will be made by the Principal. A text will be sent to families notifying them of the evacuation and to collect children from the assembly point.

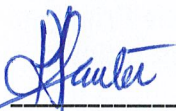
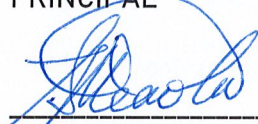
- In the event of a major disaster, pupils will be kept at school under the supervision of teachers until collected by a parent, guardian, caregiver or authorised person.
- Teachers will keep a record of which children leave with which caregiver, what time & the intended destination. The School will have a 'sign-out' book to record if students leave before dismissal time.



The school has a list of people authorised by parents or guardians to collect pupils after an emergency, which will be regularly updated, at the beginning of each school year or on notification by parents, guardians, or caregivers.

Pupil registers containing this information are part of the evacuation kit which is removed to the assembly point in cases of emergency by administration staff.

In the event of a major disaster, other support services such as Police, Fire Service, and/or Civil Defence will be involved.

 ----- PRINCIPAL	<u>29/11/2023</u> DATE
 ----- CHAIRPERSON	<u>29/11/23</u> DATE

RATIFIED BY BOARD: 29/11/2023

NEXT REVIEW DATE: Nov 2026