Fire & Evacuation Procedures

It is a requirement of Education Queensland that all staff and students within a school be aware of and practise various evacuation procedures to areas of safety in case of fire or bomb threats.

Displayed in each classroom is a colour-coded map showing evacuation routes to the two safe areas; **Area A - Upper Oval; Area B - Lower Oval**

- The alarm is raised by the prolonged sounding of hand sirens in various parts of the school.
- All persons within the grounds at the sounding of the alarm **must** proceed promptly to one of the two safe areas and remain there until the “all clear” is given.

**The total responsibility of teachers is to:**

- Get the children out of the building to the designated **Safe Place** (either Area A or B) as quickly as possible.
- Maintain **supervision**.
- Avoid **panic** at all cost.
- Where one or more exits are unavailable follow the plan using nearest usable routes.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Principal</td>
<td>• Collect evacuation pack, megaphone and mobile phone.</td>
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<td></td>
<td>• Receive reports from class runners on class status.</td>
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<td></td>
<td>• Follow map to the top oval.</td>
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<td>• Supply copies of rolls where needed.</td>
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<td>• Receive reports from class runners on class status.</td>
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<td>• Liaise with Schools Officer.</td>
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<td>• Communicate with Deputy Principal and BSM via mobile phone.</td>
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<td>• Provide ‘all clear’ once communication is received from emergency services.</td>
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<td>• Address recommendations following drill and make required amendments</td>
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<tr>
<td>Deputy Principal</td>
<td>• Collect evacuation pack, megaphone and mobile phone.</td>
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<tr>
<td></td>
<td>• Follow map to the lower oval.</td>
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<tr>
<td></td>
<td>• Supply copies of rolls where needed.</td>
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<td></td>
<td>• Receive reports from class runners on class status.</td>
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<tr>
<td></td>
<td>• Communicate with Principal and BSM via mobile phone.</td>
</tr>
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| **Business Services Manager** |  • Collect evacuation pack, megaphone and mobile phone.  
• Collect visitor, supply teacher sign in, diary with absences, specialist teacher timetable, teacher aide rosters and teacher list & contractor sign in books.  
• Follow map to the lower oval.  
• Record the response of specialist teachers on NCT, tuckshop and P&C shop personnel, maintenance personnel and contractors. Communicate with Teacher Librarian on the top oval.  
• Supply copies of rolls where needed.  
• Communicate with Principal and Deputy Principal via mobile phone.  
• Time the exercise for the report on the fire drill. |
| **Schools Officer**       |  • Ensure all vehicle gates are unlocked and await the fire brigade.  
• Communicate with Principal via mobile phone. |
| **Administration Officers** |  • Inform the fire brigade using details located at all office phones.  
• Officer 1    - take any children from sick room and a first aid kit to lower oval.  
• Officer 2    - take a first aid kit to top oval. |
| **HOTLs**                 |  • Communicate to Principal and BSM regarding any other adults, teacher aides assembled.  
• Check Senior School boys/girls amenities blocks. |
| **Library Aide**          |  • Check Junior and Early Years boys/girls amenities blocks. |
| **Teachers**              |  • Familiarise classes with evacuation procedures.  
• Collect fire drill roll located at the door.  
• Wear High Visibility Vests.  
• If noted on classroom plan – check withdrawal rooms/storerooms and Prep toilets  
Ensure volunteers and other personnel assisting class learning accompany class to the designated safe area.  
• Ensure that students walk in **single file** (briskly and quietly) following the evacuation route (map) to the safe areas (ovals).  
• Call the roll immediately class is settled on the oval.  
• Send a runner to notify Principal/ Deputy Principal of class status.  
• If class is at a specialist lesson (ie NCT) join class on oval with fire drill roll (if appropriate). |
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| Specialist Teachers         | • Escort class in your care to the safe area (either Upper or Lower Oval)  
• Obtain a copy of the class roll from the Principal/ Deputy.  
• Call the roll immediately class is settled on the oval.  
• Send a runner to notify Principal/ Deputy Principal of class status. |
| Teacher’s Aides             | • If you are working with a group, join class or see the group to safe area.  
• If you are not working with a group, move to the closest safe area.  
• Notify Principal/ Deputy Principal of your presence. |
| Tuckshop and P&C Shop Personnel, OSHC staff | • Convenors to ensure all helpers are aware of procedures.  
• Move briskly to the lower oval.  
• OSHC staff move to upper oval (closest safe area).  
• Notify Principal / Deputy Principal of presence. |

**APPENDIX 1 - Fire During Recess**

All roles and responsibilities are as previously listed with the following exceptions.

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<tr>
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<th>Responsibilities</th>
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| Teachers / Teacher Aides on eating / play duty | • Gain students attention, direct and monitor them **walking** to the closest oval using the safest route  
• Direct students to form year level groups in the safe area.  
• Direct students to form class lines for the calling of roles.  
• Send a runner to obtain a copy of the class roll from the Principal/ Deputy  
• Send a runner to notify Principal/ Deputy Principal of class status |
| Teachers / Teacher Aides not on duty | • Go to your closest safe area at time of siren.  
• If with your class send a runner to obtain a copy of the class roll from the Principal/ Deputy.  
• If not with your class, notify Principal/ Deputy Principal of your presence.  
• Assist with other classes. |