

Long Street Primary School
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NAME OF POLICY	DISASTER POLICY
RATIONALE	This policy explains the process that will be implemented if a disaster or emergency occurs and explains the responsibilities of all involved.
PUBLICATION DATE	JULY 2017
REVIEW DATE	JULY 2022
RELATED POLICY	N/A



DISASTER POLICY

EVACUATION DRILL PRACTICE

- (a) Will be held at least 4 times per year.
- (b) The signal is continuous ringing of the siren. Phone call back up available in all classrooms
- (c) Children will **WALK OUT TOGETHER** with the teacher or leader, to the centre of the oval. All other persons and groups must also proceed immediately to the centre of the oval, and report to the Principal / Fire Warden.

IF ALARM ACTIVATED

TEACHERS MUST:

- Direct children out of room
- Scan room and call out to see if anyone else remains.
- Close door and windows (if practicable)
- Lock doors on the way out if practicable
- Designated staff check toilets and all other work spaces
- When on oval check to see that all children and visitors are present. Report to Principal / Fire warden.
- Remain with children until "ALL CLEAR" is given.
- Familiarise themselves with the operation and the location of the fire extinguishers and fire escapes in the school particularly those nearest to their room.

OTHER RESPONSIBILITIES

- Designated staff in Administration block must check all areas within the office building, collect roll books, print off visitor sheet.
- Finance Secretary must collect all the school records computer back up discs from the safe and the blue family folders from front desk (If safe to do so).
- Senior Leader or nominee to check all buildings

PRINCIPAL'S RESPONSIBILITY

- Ensure Fire Service is notified and direct someone to meet them.
- Ensure search is conducted

FIRE SAFETY PLAN

IN THE EVENT OF FIRE

REMOVE	persons from danger
ALARM	call Fire Service "000"/ notify administration
CONTAIN	close doors
EVACUATE	assemble in the centre of the oval (as above drill
EXTINGUISH	only if safe to do so

DISASTER POLICY

INVACUATION DRILL PRACTICE

- (a) Will be held at least 4 times per year.
- (b) The signal is short blasts of the siren.

IF ALARM ACTIVATED

TEACHERS MUST:

- Teachers will lock all external and internal doors and close their roller shutters.
- Direct students to sit quietly on the floor.
- Do a roll call to ensure that all students are accounted for.
- Contact a member of leadership with a text message giving them the following information:
 - *Teacher's name
 - *Teacher's room number
 - *if students are all accounted for
 - *If any students are missing
 - *If any leaders or SSOs are present in the room
 - *Extra students they have

OTHER RESPONSIBILITIES

LEADERSHIP MUST:

- Grab mobile phones and the invac checklist sheets.
- Lock themselves away in a safe office with other staff members if safe to do so. (use Principal's and Senior Leader 2's office when appropriate).
- When messages are received from other staff, use the invac checklist sheet to record information given by staff.
- Stay in a locked away office until given the 'all clear' message.

PRINCIPAL'S RESPONSIBILITY

- Ensure Emergency Services are contacted (could include fire, police, ambulance etc.) and provide them with all of the relevant details.