

Guardian Angels Primary School
Edmund Rice Drive
Ashmore Qld 2015

Evacuation Plan 2016-Fire Drill

CHIEF FIRE WARDEN- Principal Stephen Montgomery (Reserve Rob Fraser)

Student Welfare and Management
Qualities of Angels: Safe

Procedures:

As per Fire Department regulations and school policy, the following procedures are to be followed for practice drills and for instances of evacuation:

1. Notify Office

2. Office staff will sound alarm which is a fire bell and announce the evacuation point to be used- service road or ovals. The service road has 3 assembly points – AREA 1-Grass outside pick up area

AREA 2-Entry point to Administration car park

AREA 3-Top of the drive through pick up area

MOVEMENT

All children (teacher always in charge) move quickly (without running and unnecessary noise) to designated areas. Time permitting turn off fans, air conditioners and close door.

YOU MUST TAKE YOUR CLASS LIST WITH YOU TO MARK ON ASSEMBLY AND HAND TO SHANDEL (RESERVE HELEN MILLS).

CLASS TEACHERS KEEP HARD COPIES IN TEACHERS PLAN/DIARY. RELIEF TEACHERS SHOULD KNOW WHAT IS IN RELIEF FOLDERS –THERE ARE ALWAYS CLASS LISTS.

PLEASE BE AWARE OF YOUR SURROUNDING TEACHING STAFF AND ENSURE THAT THEY TOO HAVE HEARD THE ALARM!

ADMINISTRATION

Collect evacuation folders from front office

Front Office Staff

Front Office staff (currently **Vicki Wakefield & Maureen Magee**) to collect relief staff and visitors

Books. Finance Secretary (currently **Helen Mills-reserve Rob Fraser**) to check staffroom and staff toilets.

ALL School Officers not in class and Maintenance/Building Staff and Specialist Teachers without a class
Proceed directly to top of stairs next to the office to be checked off by school secretary (currently **Vicki Wakefield**)

Prep Gold to check Prep toilets

Prep Classes, Year 1, Year 2 and Specialist Area

Classes move to the grass area outside pick up via the ramp at pick-up area. (Assembly Point 1)

MARK ROLES PROMPTLY.

Class teachers to report to **Bernard Kearney** (reserve **Rob**

Fraser) that all children are/are not accounted for. Special Mention -MacKillop child is with us/ notwith us.

Year 2B to bring megaphone to assembly area.

When completed **Bernard Kearney** to report to **Chief Warden**.

Year 3

Move to service road via main entry stairs and walk down to the entry to Administration car park (Assembly Point 2)

Learning Support, Rainbow Room ,Speech Pathologist, Guidance Counsellor and Mackillop

Students/teachers move to the service road via the door between staff room and garden (Assembly Point 2).

Mackillop Centre school officer (currently **Janette Lingard**) to report to **Bernard Kearney** with the names of the children who have been evacuated.

Junior Library School Officer (currently **Elise Milliner**-reserve **Jodi Duvauchelle**) to check junior toilets.

Senior School: Year 4 Year 5 Year 6 and PPL , Library, Performing Arts, IT and Uniform Shop

Classes move to the service road via ramp at the back of PD room and proceed to the top of drive through (Assembly Point 3).

Year 6B teacher to bring megaphone to assembly area.

MARK ROLES PROMPTLY.

Class teacher to report to **Shandel Flynn** (reserve **Helen Mills**) that all children are/are not accounted for.

Special Mention -Mackillop Centre child is/not with us.

Library School Officer (currently **Maria Dias**- reserve **Anthea Trencher**) to check Senior toilets.

When completed **Shandel Flynn** to report to **Chief Warden**.

Physical Education, Music Room, Canteen and students using the Assembly Hall

Classes move to the service road via main entry stairs and proceed to the top of drive through (Assembly Point 3)

Kombumerri Centre

ALL Staff and Students to service road via main entry stairs and walk down to the entry to Administration car park (Assembly Point 2)

Pool Staff & any students swimming

Move to the service road via pool/staff road to top of drive through (Assembly Point 3) .

NON CONTACT TEACHERS YOU WILL NEED TO BRING YOUR ROLL UP TO MARK WHEN THE SPECIALIST TEACHERS BRING UP YOUR CLASSES.

