

**Guardian Angels Primary School**  
**Edmund Rice Drive**  
**Ashmore Qld 4214**

## **Evacuation Plan 2018-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-(1) service road or (2) ovals.

### **Evacuation Point 1**

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

### **Evacuation Point 2**

**Junior School** – Bottom Oval

**Senior School** – Top Oval

### **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) or BERNARD (RESERVE ROB FRASER)**  
**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-reserve Maureen Magee**)

**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. (AREA 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 (AREA 2)

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

Students/teachers move to the service road via the door between staffroom and garden (AREA 2). Mackillop Centre teacher (Currently Vanessa Williamson – reserve Ana Meuli) to report to **Bernard Kearney** with the names of the children who have been evacuated.

Junior Library School Officer (currently **Elise Milliner**-reserve **Peta Buckley**) 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 (AREA 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 Teacher (currently **Anthea Trencher**- reserve **Maria Dias/Kim Dell**) 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 (AREA 3)

**Kombumerri Centre**

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

**Pool Staff & any students swimming**

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

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