



Fire and Emergency Evacuation Plan 2022

GUARDIAN ANGELS PRIMARY SCHOOL

Fire and Emergency Evacuation Plan

Building Information	
Building Name:	Guardian Angels Primary School
Building Address:	Edmund Rice Drive, Ashmore
Building Owner:	Brisbane Catholic Education
Owner Address:	2A Burke Street, Woolloongabba QLD 4102
Owner Phone Number:	07 3033 7000
Email:	reception@bne.catholic.edu.au
Building Occupier:	Guardian Angels School
Occupier Address:	Edmund Rice Drive, Ashmore
Occupier Phone Number:	07 5510 0055
Email:	pashmore@bne.catholic.edu.au
Building Classification:	9B
Building Construction:	Brick external walls, gyprock internal walls, timber doors, concrete floors.
Floor Area:	Multiple Buildings

Persons responsible for administering the Building's Fire and Evacuation Plan	
Danielle Carter	
Bernard Kearney	

Fire Safety Adviser	
Name:	Michelle Grayland
Phone Number:	0448779081
Email:	mgrayland@bne.catholic.edu.au
Brief description of qualification held:	Emergency Management
Registered training organisation that issued the above qualification:	Australian Training Institute
Date qualification issued:	02 January 2022

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Dates for Instruction
Name:	Paola Diaz	
Phone Number:	07 5510 0055	
Email:	pdiazcontador@bne.catholic.edu.au	

Evacuation Coordinator	
Commencement Date:	2021
Name:	Danielle Carter
Phone Number:	07 5510 0055
Email:	Dcarter@bne.catholic.edu.au

Persons responsible for carrying out the Evacuation Coordination procedures			
In Brisbane Catholic Education schools and Colleges all supervising staff are responsible for carrying out the evacuation of the students under their supervision.			
Individual roles of responsibility for evacuation coordination procedures may be assigned to specific staff: (e.g. communication officer, first aid etc)			
Name:	Phone Number:	Email:	Commencement Date:
Danielle Carter	07 5510 0055	dcarter@bne.catholic.edu.au	2021
Bernard Kearney	07 5510 0055	bkearney@bne.catholic.edu.au	2015

Fire and Emergency Evacuation Plan

Fire & Evacuation Plan annual review		
Reviewed By	Date of Review	Changes made?
Paola Diaz	April 2022	Fire Safety Advisor details

Evacuation Coordination Procedures	
Commencement Date:	February 2022
Procedure for using communication devices:	In the event of a fire or other emergency Chief Warden will put a message over the public address system advising people to evacuate through the nearest exit.
Procedure for contacting fire service:	Using the phone dial 000 and ask for the fire service. Provide details of the fire or other emergency and the building address: EDMUND RICE DRIVE, AHSMORE
Persons with special needs:	Wardens and teachers are to assist persons with special needs to evacuate.
Checking that all persons have been evacuated:	Danielle Carter / Bernard Kearney to take a copy of the daily staff roster to the assembly area. Meet the fire service on arrival; provide as much information as possible.

Colouring used throughout the rest of this plan

Emergency	Colour Code
Fire, Smoke, Explosion	RED
Evacuation	Orange
Medical Emergency	Blue
Bomb Threat, Letter Threat	Purple
Internal Emergency	Yellow
Personal Threat	Black

The procedures for giving General Fire and evacuation instructions to persons working in the building and ensuring the instructions are given:

General Evacuation instructions workers - within 2 days of a new worker working in a building and repeated annually

- All new staff are will have an induction within 2 days of working in a building. They will be given a copy of the school's existing emergency procedures and evacuation diagrams. Records of this instruction are kept on file.
- The emergency procedures and evacuation diagrams are shown to each contractor when they sign in. Records of this instruction are kept on file.
- All staff are annually emailed a copy of the emergency procedures and evacuation diagrams for review. A Presentation is given at the beginning of the school year and any new staff are inducted and signed off.

The procedures for giving 'first-response evacuation instructions' to persons working in the building and ensuring the instructions are given:

First Response evacuation instructions must be given to staff within 1 month of a person commencing work in the building and annually

All staff complete online Fire Safety Course on the correct and safe operation of firefighting equipment through iLearn.

The method of operation of Fire Extinguishers in the building:

Alert occupants of the building, activate the fire alarm and call the fire service, if appropriate.

1. Identify a safe escape route before approaching the fire.
2. Do not allow the fire to come between you and your escape route
3. Select the appropriate type of fire extinguisher
4. Discharge the extinguisher within its effective range using the P.A.S.S technique:

P - pull the pin and test the extinguisher

A - aim at edge of fire

S - squeeze the handle

S - sweep the fire

5. Back away from an extinguished fire in case it reignites.
6. Exit building immediately if the extinguisher is empty and the fire is not out.
7. Evacuate immediately if the fire intensifies.

The method of operation of manually operated fire alarms in the building:

The school evacuation tone can be activated by the controls at the front office administration desk.

The method of operation of a Fire Hose Reel in the building:

Fire hose Reels are all very similar to operate. The following is a generic procedure:

- Ensure the nozzle or jet is in the closed position
- Turn on the main valve (some will not let the nozzle out until this is done)
- Pull the hose off the drum to the location of the fire
- Open the nozzle and direct the stream of water at the fire (most nozzles can be adjusted to a water spray pattern).

Do not spray electrical equipment!

Method of Operating Fire-Fighting Equipment

Type of Extinguisher	Colour of band	Suitable for (class of fire)	Comments
Water	All Red	A	Not safe on other classes of fire.
Foam	Blue	BA	Not safe on other classes of fire.
Powder	White	B, (E)	'AB(E)' type powder is also suitable on Class A fires
Carbon dioxide	Black	(E), B	Beware of discharge pressure. Has a noisy and cold discharge.
Vaporising liquid	Yellow	(E), A, B	Older types (BCF) have been withdrawn from general use
Wet chemical	Oatmeal	F, (A)	Older types (BCF) have been withdrawn from general use.

Types of Fire

Class	Description
A	Class A fires – are those which involve carbonaceous solids. A carbonaceous solid is one which contains the chemical element carbon as the basic fuel. This is probably the most common type of fire encountered by firefighters. Examples: Wood, paper, cloth, rubber, plastics, grass, coal.
B	Class B fires – involve flammable and combustible liquids. Examples: Petrol, kerosene, oil, tar, paint, wax.
C	Class C fires – involve combustible gases. Examples: LPG – liquefied petroleum gas, butane, propane; LNG – liquefied natural gas, acetylene.
D	Class D fires – involve combustible metals. Examples: Sodium, potassium, magnesium and aluminium shavings.
E	Electrical Fires – there is no 'official' Class E fire. Electricity is not a fuel; it does not burn like a fuel. However, it is a dangerous complication at a fire, because it is a source of heat and potential electric shock.
F	Class F fires – involve cooking oils and fats. Examples: Lard, vegetable oils

Fire and Emergency Evacuation Plan

CHIEF FIRE WARDEN	Danielle Carter	BACK UP CHIEF FIRE WARDEN	Bernard Kearney
FIRE WARDEN	Bernard Kearney	BACK UP	Helen Mills
FIRE WARDEN	Shandel Flynn	BACK UP	Rachel Hendry

EVACUATION ROLES AND RESPONSIBILITIES

Principal

- Contact Emergency Services with updates if required
- Meet the fire service on arrival; provide as much information as possible.
- Contact Brisbane Catholic Education officials as stated by the Critical Incident Protocol (copy found on staff portal).
- Evacuate to **Senior Oval**.
- Collect ROLL CALL and account for all areas
- Communicate to Fire Wardens the ALL-CLEAR announcement.

Front Office Staff

- Sound the evacuation siren and contact Emergency Services.
- Notify the Pool about the emergency
- Lock main entry doors (if drill put sign on door)
- Collect relief staff book.
- Have a current staff list available at any time (Print two copies, one for each assembly point)
- Stay (One person) outside of the school's front door to direct Emergency Services and stop visitors from entering the school.
- Take any children from First Aid Room
- Evacuate to **Senior Oval**.

Finance Staff

- Collect Evacuation Folder from the front office to give to Emergency Services.
- Check staffroom and toilets.
- Contact Aquinas, OHSC and Daycare Centre to inform of emergency.
- Bring a First Aid kit
- Evacuate to (**one person to each assembly Point**) Notify Principal (Chief Fire Warden) of ALL PRESENT or MISSING PERSONS.
- Communicate to staff in the assembly points the ALL-CLEAR announcement.

Fire Wardens (AP and APRE)

- Have the visitor tab App on the phone to check visitors on site.
- Collect folders with staff lists from the front office
- Wear an emergency vest
- Check Junior and Prep Toilets
- Mark off any school officers (not in a class), maintenance staff, specialist teachers without a class
- Notify Principal (Chief Fire Warden) of ALL PRESENT or MISSING PERSONS.
- Communicate to staff in the assembly points the ALL-CLEAR announcement.

Teachers

- Instruct students to stop ALL activities.
- Evacuate to assembly area
- supervise students out of the buildings.
- At assembly point, mark CLASS ROLL
- Report to the Fire Warden ALL PRESENT or MISSING PERSONS
- Assist other teachers to supervise their class as they report to Fire Warden.

Prep Gold

- Check Prep Toilets (If you are in the classroom)

Year 2 Blue

- Bring megaphone to the assembly point.

Year 6 Blue

- Bring megaphone to the assembly point.

Year 5 White

- Check Senior Toilets. (If you are in the classroom)

Groundsman

- Check Hall and Kombumerri and Senior Toilets.

Tuckshop

Notify the music Room about emergency.

PROCEDURE

1. **Emergency Evacuation** is signalled by the continuous sounding of the evacuation siren. On hearing the evacuation siren, teachers supervise the closing of doors and windows, if times allows.
2. **ASSEMBLY POINT:** here are **TWO EVACUATION ASSEMBLY POINTS** for the school (*unless advised otherwise at the time of the Evacuation*). The Assembly Points are the **Senior Oval and Junior Oval**.

ASSEMBLY POINTS	
Junior Oval	Senior Oval
Prep–Year 2	Year 3–Year 6
Groundsman	Admin
Guidance Counsellor	Hall
Kombumerri Centre	Library
Learning Support	Music Room
Rainbow Room	Pool
Speech Pathologist	Tuckshop
	Uniform Shop
PE Classes (closest point)	
Volunteers (closest point)	

3. Supervise the withdrawal of students from the classroom in a calm, orderly fashion and make your way to your designated Evacuation Point.
4. On arrival at assembly area, teachers are to **promptly mark rolls**. Students remain silent and remain seated with their class.
5. **Prep–Year 2** and specialist classes are to report to **Bernard Kearney (back up Helen Mills)**
6. **Year 3–Year 6** classes are to report to **Shandel Flynn (back up Rachel Hendry)**
7. **School Officers** - report to finance (Helen, Rachael)
8. **Fire Wardens** are to report **Danielle Carter (Chief Fire Warden)**

LOCKDOWN

The phrase “***The Wiggles have cancelled their show***” will be repeated over the PA and Internal Phone System, three (3) times to indicate the beginning of the Lockdown Procedure.

WHERE TO GO

All Students, Staff, and/or Visitors in:

- **Classrooms, stay** where you are.
- **Outside, move to the closest classroom.**
- **Learning Support Building, Kombumerri Centre, Library and Music Room, remain** where they are.
- **PE class** on the oval, move to the **Music Room**.
- **Pool area, move to the pool toilets.** Boys to the Boys Toilets and Girls to the Girls toilets.
- **Break Time, move quickly and quietly back to their classrooms unless otherwise notified to assemble in another area.**

WHAT TO DO

Task cards that list the steps you take in the event of a lockdown are placed at each phone in each room of the school. Refer to the task cards and follow procedure:

1. Turn off lights. Close windows and blinds
2. Move to the middle of the room, away from windows and doors (under desks if available)
3. **Make contact with the front office only if you have unaccounted for students or unexpected students or visitors to your room** e.g. a student is in the toilet at the time of the lockdown signal, they come to your room as it is the closest to the toilet.
4. **Contact numbers for the office are Ext 2049 or Ext 2059**
5. **Do not leave your room** until directed to do so, this includes to go to the toilet. An **ALL CLEAR** announcement will be made to signal when the lockdown is over.

ROLES AND RESPONSIBILITIES

Principal/ APA

- Make the announcement to signal the lockdown **“The Wiggles have cancelled their show”** over the IP System
- Make the announcement ‘All Clear’ to the front Office
- Contact Brisbane Catholic Education officials as stated by the Critical Incident Protocol

Front Office Staff

- Make the announcement to signal the lockdown **“The Wiggles have cancelled their show”** x 3 over the PA.
- Take the phone calls from Teachers if contact is made. Record on the master class list any unaccounted-for students. **Notify Principal immediately of any unaccounted-for students.**
- Make the announcement ‘All Clear’ over the PA system.

Teachers

- Follow Lockdown task Card

Finance

- Secure all windows and lock Admin building.
- Notify Police/Emergency/Fire Officers/ Aquinas Collage/ OHSC./SCP Child Care
- Follow WHS System Requirements

Shelter in Place	
Priority	This procedure is to be activated for non-violent / aggressive situations (e.g. severe storm, excessive dust, air quality contamination). Teachers can continue to their lessons with students; however, no person is to leave their classroom until advised by the Chief Warden / Principal.
Reporting the emergency	<ul style="list-style-type: none"> • Contact Emergency Services immediately on Triple Zero (000) – if required. • Notify the Senior Leader – Danielle Carter
Shelter in Place	<p>Signal</p> <p>A Shelter in Place will be advised by the Chief Warden over the PA system, address the whole school.</p>
	<p>Procedure</p> <ol style="list-style-type: none"> 1. All staff and students are to remain in their building / classroom and continue their lessons / work. 2. Close all doors and windows. 3. Turn on ceiling fans / air conditioning unit. 4. Ensure people are moved away from windows / doors (e.g. storms) 5. No person is to leave the area, including for toilet use that is external to the room. Emergency lockdown bucket to be used.
Shelter in Place cancellation	<ol style="list-style-type: none"> 1. The Principal / Chief Warden will make an announcement over the PA System advising the Shelter in Place has ceased. 2. Staff to check their classroom / building for hazards created during the event (e.g. fallen trees, broken windows, flooding etc). Staff to report any concerns, including injuries, to Administration immediately. 3. If safe to do so lessons can continue.
General principles	<ul style="list-style-type: none"> • Staff to be vigilant in reporting the any damage to school property immediately to Administration.
Communications	<ul style="list-style-type: none"> • If the Shelter in Place goes for an extended time, BCE will be guided by Emergency Services and BCE Marketing and Communications regarding communication to families.
Pre-arrangements	<ul style="list-style-type: none"> • All Facilities can be locked internally without a key. • Visitor / Contractor and Volunteer sign-in registers maintained in Administration. • Emergency class lists kept by exit door. • Relief staff provided with Shelter in Place summary. • Staff and students will be made aware of this signal and its meaning and importance at regular times throughout the year. • All doors and windows are in working order and can be closed and opened.
Additional Considerations	<ul style="list-style-type: none"> • Are students / class returning to school through Bus Operators. If yes occupants are to remain on the Bus until the threat has passed. • Ensure Bus/Transport Operators contact details are on file. • Consider medical/medication requirements for identified students and staff. • Have you considered:

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	<ul style="list-style-type: none"> ○ Communications with onsite Outside School Hours Care (OSHC) and vacation care program providers, informing them of closure, evacuation or lockdown details and requirements. ○ Considerations for dealing with the safety of students and staff participating in non-routine activities e.g. off-site professional development, school camps, school excursions, off-site sports carnivals etc.
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Chemical Spill

Priority	<ol style="list-style-type: none"> 1. Safety of students, staff, parents, members of the community and/or site visitors. 2. Environmental spill
Reporting the emergency	<p>If the spillage is large and / or uncontainable. Dial “000”, advise fire services of details of the spillage, give details of the following:</p> <ul style="list-style-type: none"> ● Address ● Details of incident ● Your Name <p>Notify the Senior Leader – School Progress & Performance.</p>
Procedure	<ol style="list-style-type: none"> 1. Remove yourself and others from any immediate danger. Sound an emergency evacuation if appropriate. 2. Turn of taps that may reduce or stop the flow of chemical. 3. Check the container or relevant SDS for PPE and spill containment instructions 4. Use the absorbent pads or material to soak up or contain small spills 5. Ensure responding emergency services personnel have a clear path of access to any injured person.
General principles	Normal school routine should re-commence as soon as possible after the event.
Communications	<ul style="list-style-type: none"> ● BCE will be guided by Emergency Services and BCE Marketing and Communications for communication to families (where required).

Personal Threat– Armed Intrusion / Hold Up

Personal Threat may take the form of an armed or unarmed confrontation. Unarmed confrontations may arise where there is a threat to others by a person confronting them in a violent / threatening manner.

Basic Principles:

- Remove as many people away from the situation as possible and prevent others from getting into danger.
- Always carry out the demands of the offender exactly, nothing more, nothing less.
- If property is demanded, it should be supplied. Do not attempt heroics.
- Observe any characteristics of the intruder, which may assist in their detainment. This could include weapons involved, speech, mannerisms, clothing, scars/ tattoos, names or nationality.
- When able to, contact the Police by dialling “000”. Ensure that by doing so, you do not endanger yourself or anyone else.

For those not directly involved in a threat by an intruder:

1. Contact the Police by dialling “000” and asking for Police.
2. Follow directions of the authorised person in charge.
3. Try to remove as many people from the situation as possible without drawing attention to yourself and prevent others from getting into danger. Do not attempt heroics.

If you are confronted by an armed intruder:

1. Obey instructions.
2. Try to remain calm.
3. Do not take any action to excite the intruder.
4. Hand over cash / valuables on request.
5. Try to make mental note of the description, clothing, speech, scars or other markings.

When the intruder departs:

6. Contact the Police by dialling “000”.
7. Provide details of robbery

Personal Threat– Life Threatening Call

1. The person answering the call:
 - Records the time of the call.
 - Writes down what is said.
 - Attempts to keep the caller talking for as long as possible.
 - Asks questions to determine the exact location of the threatening device.
 - Note any background noise\ noises.
 - ***Do not place the phone’s receiver down when the caller has hung up!***
 - Immediately ask another staff member to notify the Principal
 - Use another line to contact Police:
2. The Principal will call for a whole of College evacuation as per the Emergency Evacuation Procedures and will contact Brisbane Catholic Education office (in accordance with the Critical Incident Response Policy).
3. All staff are to immediately go to the emergency gathering area and not do a campus search.

Personal Threat— Armed attack

In the event of an attack, what you do matters

Although Australia is a safe country, we are still at risk from terrorist attacks.

In the unlikely event you are facing an attacker armed with a gun, knife or similar weapon, it is important to be prepared to react quickly.

You need to remember three words: ESCAPE. HIDE. TELL

- ESCAPE – move quickly and quietly away from danger, but only if it is safe to do so.
- HIDE – stay out of sight and silence your mobile phone.
- TELL – call the police by dialling Triple Zero (000) when it is safe.

All situations are different. You will need to make quick decisions during an attack and be prepared to change your plan. Remembering the ESCAPE. HIDE. TELL principles will help in deciding what to do.

For instance, you may have to hide before you have the opportunity to escape. In some situations you may still need to hide once you have escaped the immediate area.



Be aware of your surroundings. If you see a commotion, hear screams, gunfire or loud noises, try to identify where it is coming from. If you think it is dangerous, consider what you can do to stay safe.

If you see a safe route, ESCAPE and leave the area immediately.

Take your mobile phone with you if you can, but do not go back to get it if it puts you in danger.

Leave your other belongings behind.

Encourage others to go with you, but do not let their hesitation slow you down.

Try to stop others from entering the area, but only if it does not put you in any danger.



If you are unable to escape, or are unsure if it is safe to do so, HIDE.

Silence your mobile phone and other devices and turn off vibrate.

Secure your environment by locking doors and windows and barricading entries.

Move away from doors and be as quiet and still as possible so you do not give away your hiding place.

Be aware of your exits.

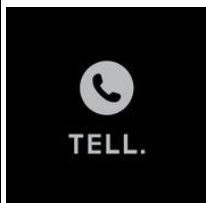
A safe hiding spot in an armed offender situation is one that puts a sturdy physical barrier between yourself and the offender.

Constantly review the situation and your options based on your surroundings.

If you come across any injured people while hiding, providing first aid may help save their lives. But only help if it does not put yourself and others at risk.

Do not move closer to see what is happening—this may put you at risk.

Consider looking for something you can use to defend yourself as a last resort if you are found by the offender.



When it is safe to do so, TELL.

Call the police by dialling Triple Zero (000). But never at the risk of your own safety or the safety of others.

The more information you can give about your location, surroundings, the attackers and the events that have occurred, the better.

You may be asked to stay on the line and provide further information that the operator requests or if the situation changes.

If it is safe to do so, think about obtaining the following information:

- exact location of the incident
- description of the offender/s and whether they are moving in any particular direction
- details of any weapons being used
- number of people in the area and any that have been injured
- the motive or intent of the offender/s (if known or apparent)

Fire and Emergency Evacuation Plan

Medical Emergency	
Assess the Scene	<p>Check the area for danger</p> <p style="text-align: center;">YOUR PRIORITY IS ENSURING YOUR OWN SAFETY</p>
Assist	<p>Comfort the injured person, if safe to do so do not leave the injured person alone Do not move the patient unless exposed to a life threatening situation</p>
Get Help	<p>If critical injury phone 000</p> <p>Phone first aid officer Bernard Kearney</p> <p>Ring Injury Assist 1300 404 924 for staff injuries</p> <p>Nearest Defibrillator is located: Front office First Aid Room</p>
Support	<p>Assist the First Aid Officer as requested</p>
First Aid Officer	<ul style="list-style-type: none"> • Render assistance in line with training • Liaise with Injury Assist to ensure best treatment for staff injuries • Provide information to emergency services as requested • Ensure site is decontaminated after incident Provide details to assist in completion of WSS incident report

Medical Emergency

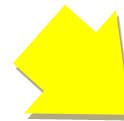
DANGER

Look around and remove any source of danger e.g. power cables,
Ensure that you do not become a casualty

RESPONSE

Check the casualty(s) for signs of a response

Can you hear me? Open your eyes? What's your name? Squeeze my hand?



NO RESPONSE

SEND for Help

Call **000**, if you can, get someone to call for you so you do not have to leave the casualty.

Send someone to get the Defibrillator

AIRWAY

Look inside the mouth for foreign material, check the airway is clear

BREATHING

Look and listen for signs of breathing

CPR

If the casualty is not breathing normally and not responsive, commence CPR

30 compressions, 2 breaths

DEFIBRILLATION

Follow the defib instructions

Response

BREATHING

Look and listen for signs of difficulty in breathing. Call **000** in the case of any breathing difficulties
Follow no Response if they stop responding.

CIRCULATION

Check for signs of bleeding or burns. Treat as needed. Call **000** in the case of a large or uncontrollable bleed.

DISABILITIES

Check for signs of possible breaks or fractures. Immobilise if needed.

EVACUATION

If further treatment required?
Consider the best method for secondary help. If in doubt call **000**

Bomb Threat or Suspicious package

Suspicious packages may exhibit the following traits:

- Often have unusual postmarks from an unknown source
- Labelled with restrictive markings, misspelling of common words, or poor handwriting/typing
- Unusual size, shape, weight, feel or smell

Excessive tape or postage, discoloured, and sometimes with stains or powdery deposits

On advice of a bomb threat:

1. Cease all communication via mobile phones
2. Follow instructions of supervisor and emergency services.
3. Commence evacuation if so directed.
4. Complete the Bomb Threat Checklist to capture as much detail for the emergency services

A suspicious object can be anything. It may be something that should not be there, cannot be accounted for, is out of place or similar to the original threat description (if given). It could be anything – a box, a chair, a pot plant, a fire extinguisher, a book, even a packet of cigarette – anything.

If a suspicious object is found:

1. Make sure the object is not touched or moved.
2. Advise your supervisor of location of the device.
3. Immediately evacuate the danger area.

**H
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Is the item:

Hidden?

Obviously a bomb?

Typical of its environment?

Has there been:

Unauthorized access?

Perimeter breach?