



Winmalee High School

EMERGENCY EVACUATION POLICY

Report an existing or potential emergency to the Principal/Deputy Principals immediately.	All staff
Should the Principal decide that the situation is such that the evacuation should take place, the school PA SYSTEM WILL SOUND THE EVACUATION SIGNAL by pressing the red button beside the data board in the front office.	Principal or delegate
MOVE TO THE ASSEMBLY POINT- <i>A high pitched Whoop Whoop should be heard for 3 minutes. This system has a backup battery so the sounds will be heard regardless of power being available to the site. (If necessary, PA announcement will be made indicating the need to evacuate to the bottom oval. ("This is an evacuation. This is not a drill, please remain calm and move immediately to the bottom oval. Follow the instructions located on the back of the door in your room. Students look for your Roll Teacher holding up their roll call folder on the bottom oval".))</i>	
Assist with movement of students via evacuation routes.	Teachers off class
<ul style="list-style-type: none"> Instruct their class to cease work at once, pack their bags to take with them. If possible turn off all gas, machinery and electricity, and close all windows. Teachers accompany their class, walking quickly but in an orderly manner by the route shown on the Evacuation Plan (See EMERGENCY EVACUATION MAP on back of the door) to the ASSEMBLY POINT on the Bottom Oval. If for any reason the route is impracticable or dangerous, then use the safest practical route to the Assembly Point. If circumstances are such that the Bottom Oval is an unsuitable Assembly Point, the Top Oval is the alternative Assembly Point. 	Teachers on class
Before leaving a room, ensure no person remains and the door is closed and unlocked, external doors to the building also need to be closed but unlocked. Safety vests are not required, only staff with key roles will wear vests.	All staff
Ensure that every room in allocated areas have been evacuated by all persons and to check, where practicable, that gas, electrical points and machinery are turned off and all windows and doors are shut (not locked). Absent Head Teacher duties become the responsibility of the 2IC, if HT and 2IC are absent it becomes the responsibility of each and every faculty member.	DPs, HTs, 2ICs
Deputy Principals	Administration Block - Office, Sickbay
HT Science (Second in-charge)	Science Block - Labs, Prep Rms
HT TAS (Second in-charge)	Applied Tech Block – Design Rms, Kitchens, Laundry
HT Wellbeing (Second in-charge)	Rooms 1 to 4, Photo Lab
HT English (Second in-charge)	Upper Eastern Block - Rms 5 to 11, Common Rm
HT Maths (Second in-charge)	Upper Southern Block - Rms 17 to 24
HT HSIE (Second in-charge)	Lower Southern Block -Rms 12 to 16, Rm 25, Library
Industrial Arts Second in-charge	Industrial Arts Area - Technics Rms, Storeroom, Tec 1, Tec 2 & SC1
Visual Arts Second in-charge	Visual Arts Area – Art Rms 1 to 4 and Rm 26
HT CAPA (Second in-charge)	Music Area – Music 1 & 2, Practice Rm, Storeroom, Tec 3
HT PD/Health/PE (Second in-charge)	Hall, PAC, Change Rms, Canteen Area & TLS

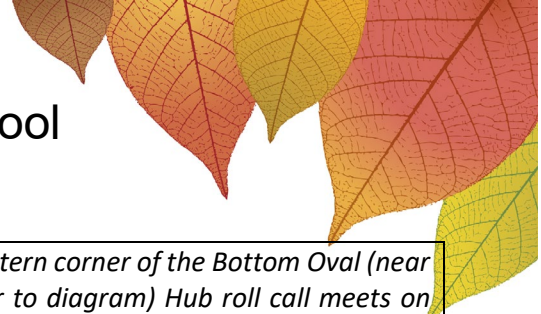


Winmalee High School

<p>Lock away essential records Direct SASS staff to convey rolls to the Assembly Point on the bottom oval. Convey family and staff contact details to the Assembly Point on the bottom oval.</p>	SAM
<ul style="list-style-type: none"> • Convey First Aid Kit and 2 megaphones to Assembly Point • Take any sick students with them to the Assembly Point • Convey Sick Bay Book to the Assembly Point • Check the Sick Bay to ensure it is empty and close the door • Check nearby toilets and the meeting room, then close the doors. 	SASS- Print room staff/ 2IC
<ul style="list-style-type: none"> • Check Roll Call Folders have a pen (masking taped) and a paper roll. Load Emergency Roll Call Folders into trolleys and convey to the bottom oval, closing office doors on departure • Relevant SASS staff are to bring the following: <ol style="list-style-type: none"> a) Late Arrivals Book b) Early Leavers Book c) Sick Bay Book d) Daily Absentee Sheet e) Daily Notices folder f) Student Contact Book (Sentral Contact Summary) x2 g) Visitor sign on book h) Staff sign out book i) Casual sign on book j) Staff sign on book k) Weekly VTR sheet l) Excursion folder m) Senior sign in/out sheets n) Absence emails sent folder o) Roll call marked checklist p) Music tutor sign in book q) 7 vests and 7 UHF radios with sufficient AAA batteries (1 spare of each) • SASS staff pairs collect their trolley and convey rolls to Station 1 in middle of bottom oval and distribute rolls as staff arrive. • Other SASS staff and SLSOs to assemble a few metres behind Station 1 and await tasking by the SAM 	SASS staff
<p>Convey the student sign-on book for the Hub and other programs and give to SAM on arrival at assembly point on the bottom oval.</p>	Special programs staff
<ul style="list-style-type: none"> • Convey mobile phone and fire extinguisher (if available) to Assembly Point, don a vest, takes a UHF radio (install AAA batteries and set to Ch9) from the SASS staff at Station 1 • Then proceeds to Station 2 with a school plan showing emergency access points, school utilities locations, copy of chemical register to provide emergency services upon arrival, Year Group clipboards, Release of students sheets and slips and Student Contact Book (Sentral Contact Summary) x2 • Turn off power or gas if deemed necessary and required for safety • Liaise with DP1, DP2 and Principal via Ch9 on UHF radio • Ensure that the entrances to the school grounds are kept clear and direct emergency vehicles where necessary. 	GA



Winmalee High School



AT THE ASSEMBLY POINT- Roll Groups are to start lining up from the south western corner of the Bottom Oval (near the bush end) in the following order: Roll 2 to 27 then specialist rooms (Refer to diagram) Hub roll call meets on corner of driveway and retaining wall.

Proceed to the Assembly Point, don a vest, take a UHF radio (install AAA batteries and set to Ch9) and the first on scene to use the megaphone to direct students and staff. Once assembly process is complete, Principal (takes a megaphone) and DP2 move to Stations 2 and 3 (gates). DP1 assumes control of oval area. All communicate using Ch9 on UHF radio	Principal, DP1 and DP2
<ul style="list-style-type: none"> Arrives, dons a vest, takes a UHF radio (install AAA batteries and set to Ch9) SAM remains at Station 1 at all times, to oversight and coordinate SASS and SLSO staff for student attendance check against rolls and sign outs Delegate a SASS member to check presence of all other staff and people on site who are not teachers i.e. SASS, Canteen and Uniform Shop staff, SLSOs, volunteers, tutors and contractors on site. SAM reports findings to DP1 Delegate a SASS member to read names of missing students directly from Rolls Allocate group of SASS staff to check rolls and absentee sheet. Student services staff will check to eliminate school business discrepancies. SAM will establish a list of any missing students and advise the HT Admin and DP1 Delegate a SASS member to provide DP1 with the following, for staff roll check: <ol style="list-style-type: none"> Staff sign on book Casual sign on book Staff sign out book. 	SAM
<ul style="list-style-type: none"> Arrives, dons a vest, takes a UHF radio (install AAA batteries and set to Ch9) Checks with SASS staff regarding Rolls not collected and tasks Non-Roll Call Teaching Staff to mark these rolls. Ensures Casual teachers have collected their Roll (marked during Roll Call that day) if necessary HT Admin remains at Station 1 at all times using Ch9 UHF radio to communicate with Station 2 and 3 Checks Casual teachers are present at Assembly Point and reports findings to DP1. 	HT Admin
<ul style="list-style-type: none"> On arrival at Assembly Point (bottom oval) collect their Roll Call Folder from SASS staff at Station 1 (Refer to diagram) This must be done quickly to assist with a calm and orderly Assembly Point When they reach their Roll Group location they are to hold their Roll Call Folder above their head with the number/location displayed toward the buildings for all students to see Check that they are in sequence by looking at the roll call numbers either side of them. If necessary, they will move to ensure they are in the correct Roll Group sequence. Sit students down in a line in year order. 	Roll teachers
<ul style="list-style-type: none"> Assigns SLSOs to students and sends the remainder to Station 1 to report to SAM, to assist where necessary If the site is to be evacuated LAST coordinates evacuation of High Needs students. 	LAST (High Needs Coordinator)
When students arrive, they are to look for their roll call number/location, move to and sit in their roll group, in year order.	Students

ROLL MARKING and confirmation of missing staff, students and visitors.



Winmalee High School

<ul style="list-style-type: none"> • Mark the roll accounting for those students in front of you only. CIRCLE any student who is absent or missing from the roll mark • If a student arrives after you have circled their name, cross it out to indicate they are now present, annotate for clarity if necessary • Hold your roll folder above your head to signal when it needs collecting by Year Adviser • If a student arrives after you have had your roll collected by a YA, send the student to a YA to report they have been marked absent on the roll • Actively supervise the students, keeping them seated DO NOT leave your roll group, Year Advisers will collect your roll. 	Roll teachers
<ul style="list-style-type: none"> • Move along roll lines collecting rolls from teachers and transferring them to Station 1 SASS staff as quickly as possible. • Roll teachers will send students to YA if they have arrived after they have had their roll returned to Station 1. Report the names of these students to the SAM. • Remain at the front of Roll Groups, if students are released into the care of parents/carers, YA will proceed to Station 2 to sign out students in their Year. 	Year Advisers
<p>Assemble as a group between roll groups and Station 1, and the bush side fence and Station 1. Be prepared to be allocated a task. Remain at this point unless allocated a task by DP1, DP2 or Admin HT.</p>	Non-Roll Call Teaching Staff
<ul style="list-style-type: none"> • Check presence of their own faculty staff including casuals for the day in their faculty at the assembly point • Report to DP1, where DP1 will call the names of the faculty and the HT will affirm they are present at the Assembly Point. Absent Head Teacher duties become the responsibility of the 2IC, if HT and 2IC are absent it becomes the responsibility of each and every faculty member. • Once completed move to group of Non-Roll Call Teaching Staff between roll groups and Station 1. Be prepared to be allocated a task. Remain at this point unless allocated a task by DP1, DP2 or Admin HT • If any of the Senior Executive are absent, a HT will be delegated one of their roles. 	Head Teacher/2IC
<p>Report to SAM behind Station 1, hand over canteen sign on book and remain near the SASS staff.</p>	Canteen staff
<p>Escort any customers to Station 1 at the Assembly Point on the bottom oval and introduce them to DP1, then report to SAM behind Station 1 and remain near the SASS staff.</p>	Uniform Shop Staff
<p>Mark the roll allocated for Roll Call at the start of the day and remain with the Roll Class (HT Admin will check your presence), otherwise report to HT Admin at Station 1.</p>	Casual staff
<p>As allocated by the SAM, a group of SASS staff will check rolls and absentee sheet. Student services staff will check to eliminate school business discrepancies.</p>	SASS staff
<p><i>If an evacuation occurs before an absentee sheet has been printed for that day, the priority is to confirm that buildings have been cleared of people. DP1 will confirm with HTs and 2ICs that they were the last to leave their areas of responsibility. If uncertain, further confirmation may be required after consultation with the Principal and DP2.</i></p>	



Winmalee High School

<ul style="list-style-type: none"> Using list of missing students produced by the SAM, HT Admin makes announcements on megaphone for missing students to report to Station 1. HT Admin can also send individuals from the Non-Roll Call Teaching Staff to check roll groups for missing students if necessary. Any students who cannot be confirmed present, are to be reported to the Principal at Station 2 using a staff runner. Missing student names are not to be reported over UHF. 	HT Admin
<ul style="list-style-type: none"> Allocate a HT to assist with Staff Roll Check. Mark off permanent teaching staff in attendance as reported by HTs and note missing staff. HTs will also report casual teachers teaching in their faculty HT-Admin will report attendance of casual staff, note missing staff. Advise Principal of any missing staff if required. Missing staff names are not to be reported over UHF. Maintain radio contact with Principal and DP2 , updating progress at assembly point and any issues that DP2 can assist with. 	DP1
<ul style="list-style-type: none"> Remain at Station 2 with GA Monitor Ch9 on UHF radio and update others when necessary Prevent individuals from entering the site Liaise with emergency agencies advising of the situation Advise School Director, Safety & Security, Police, Fire & Rescue, WHS and Media Unit Report any missing students or staff to emergency services In consultation with the appropriate authority in control at the time, decide when it is safe to re-enter the buildings or to evacuate the site. 	Principal
<ul style="list-style-type: none"> Remain at Station 3 (Gate adjacent to Administration Block and School Car Park) to prevent individuals entering the site. Redirect to Station 2. Monitor UHF and update others when necessary If the decision is made to release students into the care of parents/carers, or if DP1 or Principal is absent, or if circumstances necessitate, DP2 will move to Station 1 or 2 and be replaced by a delegated HT. 	DP2 or delegated HT
<p>Release of Students into the Care of Parents/Carers will be initiated by the principal. The roll check must be completed, and all accounted for before this process can be initiated. This will require the assistance of DP2, GA, YA, HTs and any other Non-Roll Call Teaching Staff tasked.</p>	
<p>Preparation for the release of students into the care of Parents/Carers</p>	
<ul style="list-style-type: none"> Parents/carers are to remain in the Bus Bay, until their identity is verified by the Principal, DP2 or delegates The Principal will inform DP1 that the Release of students can commence DP1 will send YAs to Station 2 where they will collect their Year roll clipboard and Release of Students sheets. DP1 will inform SRC Roll teachers to move their Roll Group to the driveway 5m behind the YA and remain there to coordinate and supervise students SRC students will be given a piece of fluorescent tape to tie around their arm, this is to signify they have permission to move around the Assembly Point YAs will form a row across the driveway approximately 10m from the gate (if resources are available, desks and chairs will be conveyed to this location) 	Principal, DP2, YAs, SRC Roll Teachers and any other Non-Roll Call Teaching Staff tasked



Winmalee High School



Process for the release of students into the care of Parents/Carers

<ul style="list-style-type: none"> Principal and DP2 or delegates will position themselves at the bus bay gates and admit only those who can be verified as Parents/Carers. Student Contact Book (Sentral Contact Summary) is to be used and ID is to be shown, unless individual is known to the Principal or DP2 Persons acting as agents of the Parent/Carer not listed on Sentral Contact book must have documented authority from the Parent/Carer by text message, email or paper note to collect named students. Once identity is confirmed the Parent/Carer will be issued with an initialled slip that they will take to the appropriate YA The YA will fill out the student's Name and Roll Group and call for an SRC runner to take the slip to the Announcer (DP1 or HT admin, whoever has the megaphone) where they will call for the student Once the student reports to the announcer they will be escorted by the SRC runner back to the YA, to then leave with the Parent/Carer While the SRC runner is away the YA will have the Parent/Carer fill out the Release of Students sheet that includes the following details: Student Name, Year Group, parent/carer name, relationship, signature and departure time. 	<p>Principal, DP2, YAs, SRC Roll Teachers and any other Non-Roll Call Teaching Staff tasked</p>
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LOCATION OF ROLL GROUPS ON THE BOTTOM OVAL

