



St Patrick's Catholic School and Child Care Centre

Emergency Evacuation Plan



Date	2012
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Responsible Person	Rodney Linhart
Approved By	Rodney Linhart
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Related Documents	



Emergency evacuation plan

This plan provides guidance and information for the occupants of St Patrick's School and the Emergency Control Organisation (ECO).

An emergency incident may necessitate the need for building occupants to be evacuated from the St Patrick's School. These procedures are designed to assist in the orderly and safe evacuation in the event of a fire or potential fire.

During emergencies, instructions given by ECO personnel shall overrule normal management structure.

Building Overview

This is an emergency evacuation plan for St Patrick's Catholic School and Child Care Centre, 55 Bradshaw Street, Latrobe. The School and Child Care Centre comprises school buildings divisible into three sections: South (Child Care Centre and Mini Minors in unattached terrapin), North (Administration, staffroom, canteen, three classrooms, toilets, cleaning facilities and open area / library), and East (comprising three classrooms and a terrapin block of two classrooms); a school hall which houses an after school facility from 3.00pm – 6.30pm school days and vacation care in school holidays 7.00am – 6.30pm; north of the North section.

School opening hours: 8.30am – 3.30pm.

Child Care Centre opening hours: 6.30am – 6.30pm.

This plan sets out to establish an emergency evacuation plan for St Patrick's Catholic School and Child Care Centre, and the school hall.

The emergency control organisation will consist of a chief warden who shall be the principal of St Patrick's Catholic School, a deputy chief warden who shall be the assistant principal and two area wardens, one being the child care director/senior carer and the other being the after school hours coordinator. In case of the principal's and assistant principal's absence the religious education coordinator will be chief warden.



EVACUATION PLAN

The plan is to be made available to all new and existing permanent and temporary staff and should be located in strategic areas throughout the school such as Staff Rooms and Administration Offices to ensure it is accessible to all exit doors.

EMERGENCY ACTION GUIDE

An Emergency action guide (copy attached) details general information for all school occupants about the actions visitors and others need to take in the case of an emergency. It is to be placed in all public areas such as foyers, main corridors and on notice boards.

NUMBER OF WARDENS

The Chief Warden shall appoint staff to the ECO .

The ECO will consist of a Chief Warden, Deputy Chief Warden, Area Warden, Wardens and After Hours Wardens (if required). These personnel will be delegated to take control of particular areas within the school and the remaining staff will then be delegated further responsibilities in those areas as required.

PLAN APPROVAL

This Evacuation Plan is to be submitted to the Chief Officer of the Tasmania Fire Service for formal approval. Information is provided later in this document about maintaining the plan.

PLAN IMPLEMENTATION

The Chief Warden (Principal) shall:

- Possess a thorough knowledge of the school layout and fire safety equipment, and have undergone appropriate training relative to the role and responsibilities detailed in the Evacuation Plan.
- Ensure all staff are familiar with their own roles and responsibilities within the plan.
- Ensure that all new staff members are adequately informed about the plan, shown the location of fire safety equipment and the means of egress.
- Develop a strategy to cater for mobility-impaired persons and identify safe holding areas.



- Ensure that the “Out of Hours Event Warden” (where appointed) is made fully aware of their roles and responsibilities within the plan.
- Ensure that all members of the Emergency Control Organisation receive adequate, ongoing training relevant to their roles and responsibilities.
- Conduct a practice evacuation each term. *General Fire Regulations 2010* require a formal practice evacuation be conducted annually therefore one of these practices must be declared the annual practice. The Chief Officer must be advised in writing 7 days prior to the annual evacuation, and if the Chief Warden requires Tasmania Fire Service attendance, 21 days clear notice is required.
- Ensure that training for all ECO personal is conducted prior to a practice evacuation.
- Ensure that evacuation (exit) paths remain clear at all times.
- Ensure that all exit doors and exit door furniture is operating correctly at all times.

BRIGADE NOTIFICATION

The fire brigade is to be called to all incidents of fire or suspicion of fire such as visible flame or signs of smoke. There should be no criticism of any person who uses initiative in this respect nor should such action need another person's permission.

UPON ACTIVATION OF THE ALARM

Telephone operator

When a report is received, the operator should immediately:

- Telephone the required emergency service and inform them of situation.
- Summon the chief warden and warden if not doing the above role.

CHIEF WARDEN

- Assess the situation and determine whether or not a general alarm will need to be given in the building,
- Contact the wardens as appropriate and arrange for evacuation to the extent judged to be necessary,
- Collect all relevant files that will be required for evacuation



AREA WARDENS

- Advise the chief warden of any emergency within the area and any action taken or proposed,
- Ensure that evacuation from the area is undertaken in an orderly manner,
- Ensure that assistance is provided to mobility-impaired persons,
- Advise the chief warden when the evacuation is complete,

EMERGENCY CONTROL ORGANIZATION (ECO)

ROLES AND RESPONSIBILITIES

Each member of the ECO shall have clearly defined duties and responsibilities relevant to the building, structure or workplace. The following schedule of duties and responsibilities can be varied to suit your specific situation/s.

Chief Warden – Principal (Mr Rodney Linhart) – Identified by a white vest.

On hearing an alarm or on becoming aware of an emergency, the Chief Warden shall take the following actions:

- Ascertain the nature of the emergency and determine appropriate action (Where an alarm has activated automatically, proceed to the Fire Alarm Panel to determine the location of the incident).
- Ensure that the appropriate emergency service has been notified.
- Ensure that Floor or Area Wardens are advised of the situation.
- If necessary, initiate evacuation and control entry to the affected areas.
- Ensure the progress of the evacuation and any action taken is recorded in an incident log.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the Senior Fire Officer's instructions.

Deputy Chief Warden – Assistant Principal (Mrs Melissa Marshall) – Identified by a white vest.

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.



Area Wardens – Child Care Director (Mrs Sharon Hughes), After School Hours Coordinator (Mrs Sharon Hughes)– Identified by a yellow vest

On hearing an alarm or on becoming aware of an emergency, the Area Wardens shall take the following actions:

- Implement the emergency procedures for their floor or area.
- Ensure that the appropriate emergency service has been notified.
- Direct wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrants this.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and action taken.
- Co-opt persons as required to assist a Warden during an emergency.
- Confirm that the activities of Wardens have been completed and report this to the Chief Warden.

Wardens (Teachers and Qualified Child Carers) – Teachers identified by a yellow vest and Child Carers identified by a red/orange vest.

Persons selected as Wardens may be required to carry out a number of activities, including the following:

- Act as Floor or Area Wardens.
- Ensure that the appropriate emergency service has been notified.
- Operate the intercommunication system.
- Check to ensure fire doors and smoke doors are properly closed (Where installed).
- Search your area to ensure all persons have evacuated (Where safe to do so, close all doors and windows in the case of fire).
- Ensure orderly flow of persons into protected areas.
- Assist persons with disabilities.
- Act as leader of groups moving to nominated assembly areas.
- Report to the Floor or Area Warden on completion of required activities.

**Out of hours Event Warden (where appointed) shall:**

- Carry out the responsibilities of the Chief Warden (as detailed above).
- Be familiar with the exit paths and fire safety equipment in their relevant area.
- Be familiar with the location of the fire indicator panel and any break glass alarms.
- Call on other persons to assist as required.
- Ensure all areas are searched and all persons have evacuated (Where safe to do so, close all doors and windows in the case of fire).
- Ensure persons with disabilities are assisted in an evacuation.

FIRE EVACUATION PROCEDURE AND ASSEMBLY POINTS

The centre has automatic alarm system that is monitored regularly. It is connected directly to the Tasmanian Fire Service. Staff and children practise evacuating the centre regularly. The Tasmanian Fire Service checks extinguishers and fire hoses on a six monthly basis. Fire drill and exit procedures are clearly displayed throughout the school and centre.

- Child care centre
On sounding of either a fire alarm or whistle, all staff, children and visitors are to vacate the building in an orderly fashion through the south-facing double doors, and assemble on the southeast corner of the Church yard. No one should re-enter the building until the all clear has been given. The area warden (child care) will check that all child care staff, children and visitors have been accounted for. The chief warden will ensure that lines of communication with the school are open and that the school, child care centre and hall are evacuated. The chief warden, after consultation with fire service or emergency personnel, will declare the school, child care centre and hall safe and order a return to the premises.
- School
On sounding of either a fire alarm or whistle, all staff, children and visitors are to vacate the building in an orderly fashion through the nearest marked exit. All classrooms, have direct external exits. All school staff, children and visitors assemble on the northern playground. The area warden will check that all staff, students and visitors have been accounted for. The chief warden will ensure that lines of communication with the school are open and that the school, child care centre and hall are evacuated. The chief warden, after consultation with fire service or emergency personnel, will declare the school, child care centre and hall safe and order a return to the premises.
- Hall and After School Care
On sounding of either a fire alarm or whistle, all staff, children and visitors are to vacate the building in an orderly fashion through the nearest marked exit. There are two exits. All school staff, children and visitors are to leave by the closest exit and assemble on the northern playground. The area warden will



check that all staff, students and visitors have been accounted for. The chief warden will ensure that lines of communication with the school are open and that the school, child care centre and hall are evacuated. The chief warden, after consultation with fire service or emergency personnel, will declare the school, child care centre and hall safe and order a return to the premises.

IN THE EVENT OF A BOMB THREAT

- If any suspicious item is located following a bomb threat, do not handle it under any circumstance,
- Call police – 000
- Evacuate the building
- If able, record details of telephone call on form provided
- Await instructions from the police
- Notify Catholic Education Office
- Notify parents and guardians

BOMB THREAT CHECKLIST

- Try to keep calm
- Record the following information
- Attempt to obtain answers in sequence
- Ask all questions as this may enable you to complete other information required after the call is complete.

Time of the call.....

Exact words of the caller

.....

.....

.....

When the message is complete, ask the caller the following details

What time is the bomb set to explode.....

Where is it located.....

What does it look like.....

Why is he/she doing this.....

Time that the call finished.....

Do not hang up. Leave line open and ring Telstra on another line if you can.



ADDITIONAL INFORMATION

Mobility-impaired occupants

A mobility-impaired person is one who has either temporary or permanent physical, mental or sensory impairment and requires assistance during an evacuation.

Where practicable, an up-to-date list of the names, workplaces, and other necessary information about mobility-impaired persons, should be kept by the Chief Warden.

The procedures for helping mobility-impaired persons should be established with the individual concerned and must form part of the school's evacuation plan.

During an evacuation, mobility-impaired persons must be accompanied by a nominated person and evacuated according to the strategy developed by the Chief Warden.

SAFE HOLDING AREA

An area, isolated from fire and smoke, in which mobility-impaired persons may be temporarily held whilst awaiting evacuation under the control of the Tasmania Fire Service personnel.

EXITS

Exit signs indicate preferred exit paths. Exit lights must be operating correctly and remain visible at all times. All paths leading to exits shall remain clear and unobstructed at all times.

All preferred exit doors must only be fitted with lever or push action type hardware.

AFTER HOURS EVENTS

On occasions where school property is utilised outside of school hours, and the normal ECO is not present, the Principal shall appoint a responsible person from the user group to preform the duties of the Chief Warden and shall be known as the 'Out of hours Event Warden'.



MAINTENANCE OF FIRE PROTECTION EQUIPMENT

The principal is responsible to ensure that:

- All installed fire protection equipment is routinely maintained. All work is to be conducted by the holder of a permit issued by the Chief Officer of the Tasmania Fire Service.
- A plan or database detailing the type, location and service history of extinguishers and fire blankets is kept current.
- The nominated maintenance provider adheres to the maintenance schedules detailed below for all installed fire protection equipment (where applicable):

- Fire extinguishers	6 monthly
- Fire blankets	6 monthly
- Hose reels	6 monthly
- Fire detection and alarm system	monthly
- Fire sprinkler system	6 monthly
- Fire hydrant system	12 monthly
- Emergency & exit lighting	6 monthly

EVACUATION PLAN MAINTENANCE

General Fire Regulations require Evacuation Plans to be resubmitted for approval every 5 years or at any time where there is a change in occupancy or use of the building. This includes any building work that may render the plan less effective.

PREVENTATIVE MEASURES

Prevention of fire is as important as the development of efficient means of fighting them. Staff should therefore be encouraged to take note and bring to the attention of the Chief Warden:

- Any flammable liquids, fuels and gases that are not clearly marked or stored safely.
- Any areas of the school grounds that are not kept clean and clear of dry vegetation and flammable rubbish.
- Any rubbish not being disposed of safely. Plastic bins should be kept locked up and out of reach after hours.



- Any dumpsters that are not regularly emptied and not locked during non-school hours.
- Any equipment and furniture that may impair access to installed fire fighting equipment.

APPROVED APRIL 2005

REVISED MAY 2007

REVISED SEPTEMBER 2010

REVISED MAY 2012

REVISED JULY 2017



EMERGENCY ACTION GUIDE

IN CASE OF

EMERGENCY

FOLLOW ADVICE FROM A TEACHER

OR

LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE EXIT

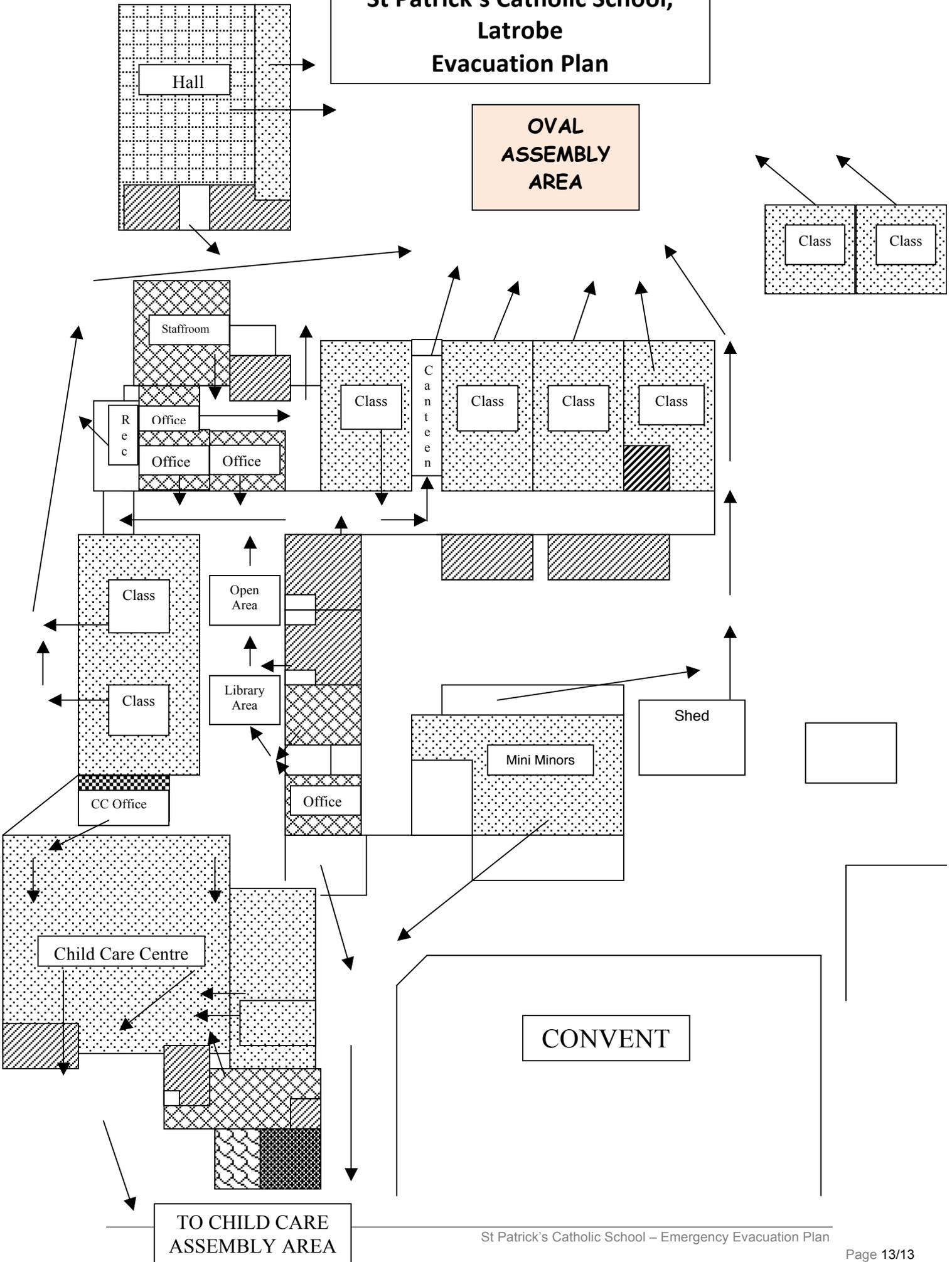


**GO TO THE ASSEMBLY AREA
LOCATED ON THE OVAL**



St Patrick's Catholic School, Latrobe Evacuation Plan

**OVAL
ASSEMBLY
AREA**



**TO CHILD CARE
ASSEMBLY AREA**