

EVACUATION POLICY



1. RATIONALE

As part of the Safety Requirements of the ONE⁺ Campus (Gleeson College, Pedare Christian College, Golden Grove High School (GGHS) and shared ONE⁺ facilities) and Gleeson College, it is important that all persons on the campus can be safe and can be accounted for during an emergency. An evacuation or lock in of Gleeson College and the campus as a whole will be practiced each term (4 per year).

It is important to note that in the event of one school initiating an evacuation, all three schools would evacuate. This is in response to the shared nature of the campus, the fact that students study with the other providers on campus and that students and staff use the shared ONE⁺ facilities, which are out of the area of their home school. This is referred to as the “One out, all out” rule.

All three schools have agreed to schedule Evacuation Familiarisation Sirens that will take place each term prior to the drill. One siren will be sounded each day during Care Group to give teachers an opportunity to talk through the siren and associated action required. There will be one siren sounded over three mornings followed by all three sirens being activated consecutively on the fourth morning.

Gleeson College has an Emergency Phone (0409 740 295) that is available for staff to call during any type of emergency situation where they require assistance from an Education Support Officer or member of Leadership Team. The Emergency Phone resides in Reception and is managed by the Safety, Risk & Compliance Officer and Front Office staff. Staff are provided with the emergency number during their workplace induction and is also displayed on the College Emergency Procedure (A3 poster) located in all classrooms and staff office spaces.

2. AIMS

- 2.1. To ensure all persons on site are aware of how to safely and rapidly lock-in and evacuate Gleeson College and One⁺ shared facilities.
- 2.2. To provide for the safe movement of students, staff, visitors and contractors away from an unsafe environment, in the event of an emergency.
- 2.3. To enable a check of all students, staff, visitors and contractors on the Gleeson College and One⁺ Campus premises and thereby provide a means of accounting for all persons on campus.
- 2.4. To enable Gleeson College and the One⁺ Campus to be secured and appropriate measures put in place to manage an emergency.

3. PROCEDURE

Refer to the Gleeson College Emergency Procedure (A3 poster) and One⁺ Campus Emergency Procedures as part of this policy.

- 3.1. The process for an **EVACUATION** is as follows:

- 3.1.1. The need for an evacuation is conveyed to the Principal, Deputy Principal or delegate.

3.1.2. The decision is made to evacuate. The decision to evacuate will be sounded by the appropriate warning:
 To the oval – CONTINUOUS WHOOPING/SWEEPING SOUND
 To the DRMC (Dame Roma Mitchell Centre) – CONTINUOUS INTERMITTENT SOUND

3.1.3. The front office staff or Chief Warden (or Deputy Warden) are informed and will sound the alarm and immediately inform the other schools' switch board operators, GGHS (8282 6400) and Pedare (8251 2600).

3.1.4. **Students** will move immediately to the designated assembly areas in their own school, where they will be met by their Care Group teachers. The process for this stage of the evacuation requires the students:

- to leave their books and equipment on their desks
- move to the appropriate space via the route on the map displayed in their room

Students who are attending a lesson at either Golden Grove High School or Pedare Christian College will evacuate with their subject teacher to that teacher's home school and will report directly to the Evacuation controller or school Deputy Principal. Once student attendance has been taken, students who are absent from the evacuation attendance roll will be immediately flagged with the College Safety, Risk & Compliance Officer or a member of the College Leadership Team. The College Deputy Principal is then required to call the other two site contacts (per the One+ Emergency Contact card) to check if the student has evacuated to their assembly point. Once confirmed, this shall be recorded on the class attendance register. If unconfirmed, emergency services personnel must be notified (e.g. fire, ambulance).

Gleeson College classes outside the College grounds will move to the nearest Campus Assembly Point.

The **subject teacher** will check that the area is void of students and will lock the door.

Care Group Teachers:

- will be issued with a class list for them to check student attendance and
- will report to their House Leader once students are accounted for.

The **House Coordinator** will:

- report attendance to the Deputy Principal or delegate, flagging students who are unaccounted for.

Staff who do not have a Care Group, **Support Staff, Relief Staff, Visitors** and **Contractors** assemble on the oval, separate to the care groups, or in the rear downstairs foyer of the DRMC and will be checked off by the Safety, Risk & Compliance Officer.

3.2. The process for a **LOCK IN FOLLOWED BY EVACUATION** is as follows:

3.2.1. The decision to 'Lock-In' will be sounded by the CONTINUOUS ALTERNATING HIGH/LOW SOUND.

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LT	Evaluation Group	Evaluated	2022
3 years	Evaluation Frequency	Next Evaluation	2025

3.2.2. Any persons in outside areas are to move quickly and enter the nearest safe building (denoted by a safe building sticker on the front door) or if already in a building do not leave the room.

3.2.3. Here teachers are to:

- Lock all doors and windows
- Close blinds and windows if possible
- Turn off lights
- Keep students well hidden, away from doors and windows.

3.2.4. A change of siren to:

CONTINUOUS WHOOPING/SWEEPING SOUND – move to the oval

CONTINUOUS INTERMITTENT SOUND – move to DRMC.

A lock-in will always be followed by an evacuation to the oval or DRMC (weather dependent) for a roll call.

'ALL CLEAR' - 1 LONG BLAST OF SIREN to be managed by Emergency Services/Chief (or Deputy) Warden or a member of the Leadership Team.

3.3. At the conclusion of the evacuation, the staff, students, visitors and contractors will be dismissed by the **Principal** (or delegate) and students will be allowed to return to their classrooms to collect their belongings or continue with the lesson.

4. BASIS OF DISCRETION

4.1. It is at the discretion of the Principal (or delegate) as to the need for an evacuation.

4.2. Once an evacuation has been initiated, the above procedure will be followed in full.

5. EVALUATION

The Leadership Team is responsible for the evaluation of this policy which will take place every 3 years. The Leadership Team may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed  Principal or delegate

Dated 22/04/2022

Signed  Chairperson of Board or delegate

Dated: 4/05/2022

This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012.