



## Critical Incident & Emergency Evacuation Policy

**Date created:** March 2016

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**Version:** 2

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### **Rationale**

St Joseph's Primary School, South Murwillumbah is committed to ensuring, so far as reasonably practicable, the health and safety of all individuals while on school grounds. An important component of this endeavour includes the management evacuation protocols when staff and students are required to evacuate buildings due to a threat of harm.

The following evacuation procedures should take place in the event of an emergency where students are to be evacuated outdoors or to remain outdoors and in the event of the school being placed into a lockdown situation. Staff are required to ensure that they and their students are familiar with these procedures.

### **Critical Incidents explained**

Examples of Critical Incidents may include:

- The death of a person on school property during school hours
- Students, staff or visitors being taken hostage
- Onset of inclement weather which may place lives in danger
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds

In the event of a critical incident or crisis happening that affects our school community, the following procedures are to be implemented:

- Upon receiving news of a critical incident potentially affecting the school community the Principal will contact members of the Leadership Team and other school personnel as required to form the Critical Incident Management Team.
- The Principal will verify information about the event and inform the Lismore Catholic Schools Office.
- The Critical Incident Management Team will enact contact procedures e.g. Parish Priest or appropriate agencies to provide personnel to assist the school with counselling of students, staff and families.
  - The Critical Incident Management Team will decide how and when to inform staff, students and families.
  - A Staff Meeting will be called as soon as possible. If possible and practical, all staff will be informed at the same time so that they receive the same information. Updates to staff on the current situation

during the day are essential. Debriefing at the end of the day is crucial.

- The Critical Incident Management Team will allocate tasks to staff.
- Students will be informed simultaneously in class groups. (Public announcement at convened assembly may be required.)
- Changes may need to be made to timetables and duty rosters.
- Only the Principal or his delegate will deal with any media requests.
- Other schools in the area will be notified so they too are prepared for any reactions in their schools.
- Parents and Caregivers will be informed by letter, which will be sent by the Principal advising them of the incident. Parents will be advised about signs of distress that children may display, what the school will be doing to cope with the crisis and the support channels available to them and their families.
- Staff are to follow the Procedure located in every room.
- Fire Drill and [Lock Down](#) Drill will take place at least once per semester.

### **Critical Incident – Evacuation and Assembly**

The aim of the Evacuation and Assembly Procedure is to:

- Ensure the safety of all students, staff, and visitors present at the school during the event of an Evacuation and Assembly critical incident.
- Ensure that exposure to danger and risks of harm are minimised.

### **Evacuation and Assembly**

- Signal will be an evacuation bell (electronic siren).
- *Principal/AP* (when Principal absent) to phone '000'.
- Staff are to take an electronic device phone/ipad with access to Compass.
- If a class is in another area of the school when evacuation bell rings, move students to the playground, using the nearest alternative exit.
- In case of fire blocking your usual exit, move class to nearest possible alternative exit.
- *Principal/AP* (when Principal absent) has responsibility for checking the student toilets, Assembly Room, Staffroom & back of school.
- *Supervisor 1* (Teacher in Year 3 classroom) to check Stage 2 Learning Room, Inclusion Office and Library.
- *Supervisor 2* (Teacher in Year 4 classroom) to check upstairs staff toilet and Electrical Mains Room.
- *Supervisor 3* (Teacher in Year 6 classroom) to check Stage 3 Learning Room, Server room and Teacher Learning Centre.
- *Supervisor 4* (Teacher in Kinder classroom) to check the Learning Room and Multipurpose.
- *Supervisor 5* (Teacher in Year 2 classroom) to check Learning Room.
- *Supervisor 6* (Teacher in Year 1 classroom) to check Learning Room.

- *Administration staff* collect sign-in register, check Administration block, Canteen, basement Learning Support and storerooms exit building through .
- AP's complete a final check of top and lower level areas, if safety allows.
- Students to be seated in Emergency Evacuation Area in class groups.
- Nobody to return into school building without authorisation of Fire Personnel.
- Supervisors will report to Principal regarding safety of all staff and students.
- Following Fire Drill evaluation, discussions will take place at the next staff meeting to highlight positive and any negative aspects, needs for follow up, etc.
- Specialist teacher will return students to classes in Emergency evacuation area.
- Staff complete My Safety form regarding the nature of the Emergency/Fire Drill procedure.
- Evacuation report to be completed and filed by the Principal or assigned Responsible Person through My Safety.

Staff to assist students to follow the following:

**F** - follow your teacher's instructions

**I** - in the event of emergency / fire drill

**R** - remember not to panic

**E** - exit to playground as you have practised

### Evacuation Map Key

#### KEY

**E** - Stairway EXIT

 - Fire hose

 - Fire extinguisher

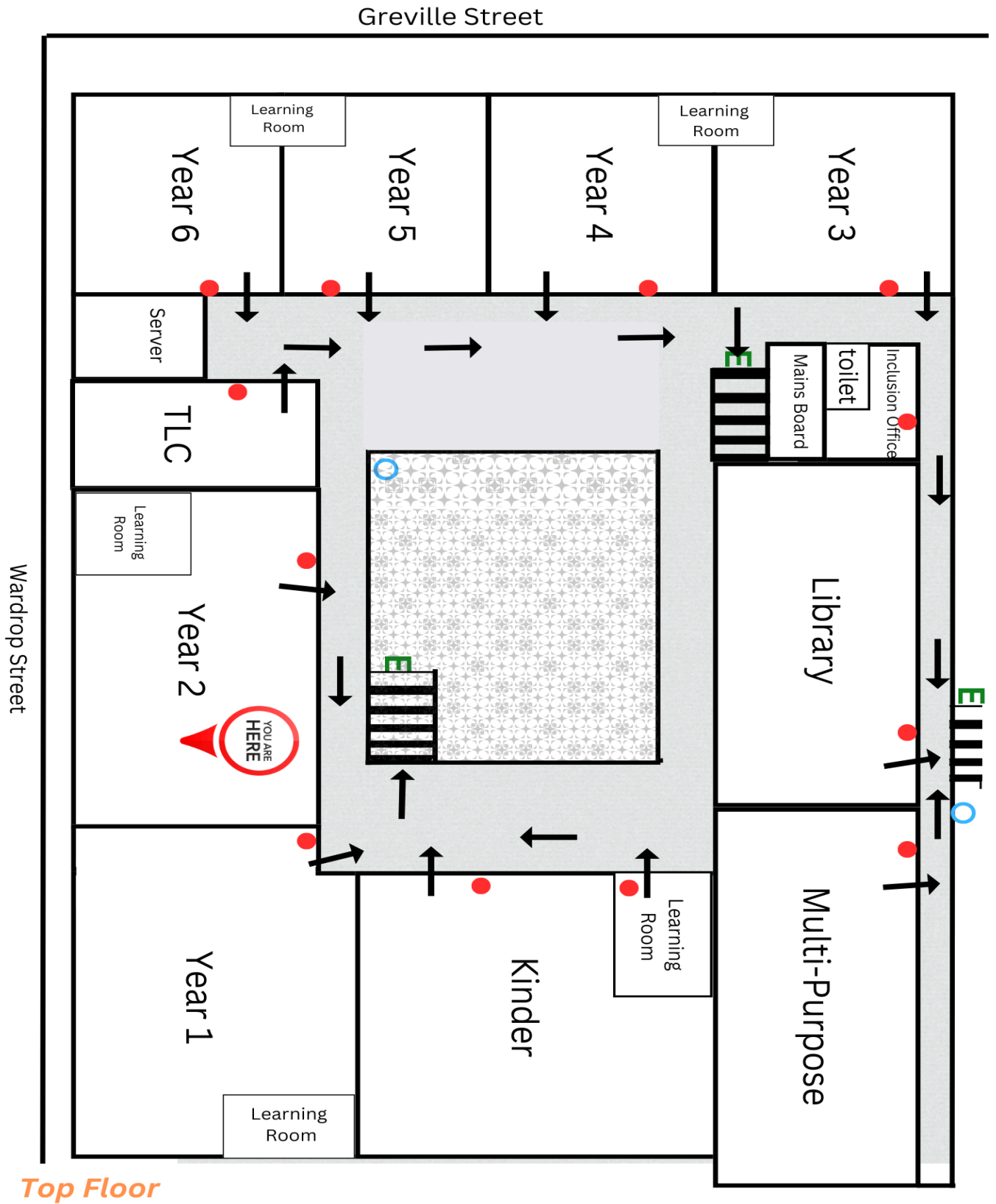
 - Stairs

 - Movement arrows

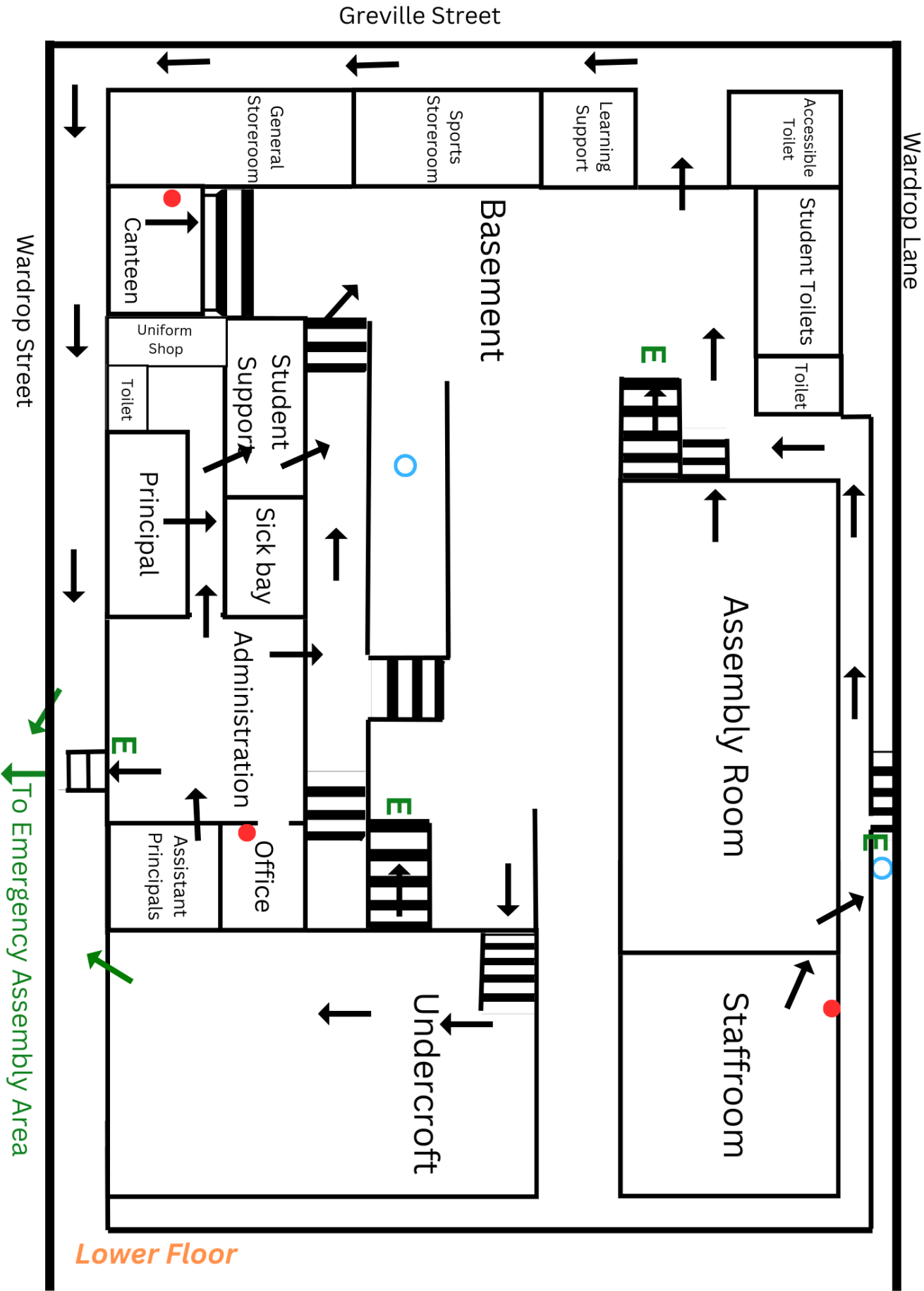
 - Evacuation Assembly Area location

 - Void

Map of St. Joseph's School Showing  
Fire Evacuation Plan Top Floor



Fire Evacuation Plan Lower Floor



# Evacuation Report

Principal to complete report (AP in absence of Principal). Sign and scan into report folder - [link](#).

Tick appropriate boxes:

All classes present: Students & Teachers

Kinder ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐

☐ Teachers have checked roll for their class. All children have been accounted for.

☐ Office sign-in register has been checked. All visitors/parent helpers accounted for.

☐ Missing persons have been reported to Principal.

Names: \_\_\_\_\_

All areas have been checked by allocated staff.

☐ Admin - Administration block, Canteen, basement Learning Support and storerooms

☐ *Principal* - student toilets, Assembly Room, Staffroom & back of school

☐ Supervisor 1 - Stage 2 Learning Room, Inclusion Office and Library

☐ Supervisor 2 - upstairs staff toilet and Electrical Mains Room

☐ Supervisor 3 - Stage 3 Learning Room, Server room and Teacher Learning Centre

☐ Supervisor 4 - Learning Room and Multipurpose

☐ Supervisor 5 - Year 2 Learning Room

☐ Supervisor 6 - Year 1 Learning Room

Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_