



# IMMACULATE HEART COLLEGE

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

## BUSHFIRE POLICY – EVACUATION PROCEDURE

## **General Background**

Immaculate Heart College is situated at Maryville Downs Estate in Lower Chittering where the incidence of bushfires in summer is common.

The Department of Fire and Emergency Services (DFES) has provided the College with a map of the site, indicating that the area on the East side of the site is a 'HIGH Fire Risk Area', the middle section of the site is 'MEDIUM Fire Risk Area', and the section of the site where the College is situated is a '**LOW Fire Risk Area**' for bushfires.

In the event of a bushfire in the area, the Association of Independent Schools of Western Australia (AISWA) will contact the College via text message (SMS) to the Principal's mobile phone, email, and/or by phone call if there is a very high risk of danger. One of the Directors of the College is also included in this communication. Furthermore, the DFES will post current information on its website for schools to check. The College will then act on the advice provided by AISWA and that of the DFES site.

The students and staff of the College will be evacuated in accordance with the procedures outlined in this document. They will remain in the designated area or they will be transported by bus to another location. This will depend on the fire risk and imminent danger to lives.

## **Evacuation Procedure for Teaching Staff and Students**

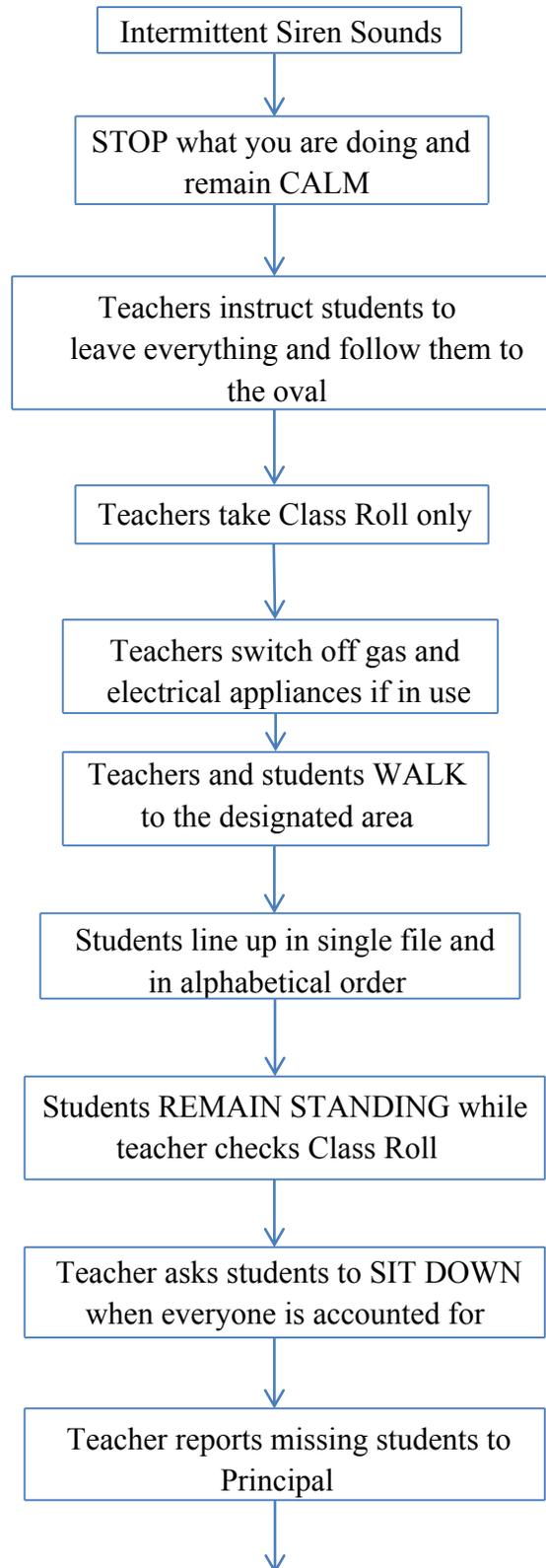
In the event of a fire, a series of short, intermittent siren sounds will be heard. These will be audible through the College's PA system. The following *Evacuation Procedure must then be adhered to strictly*:

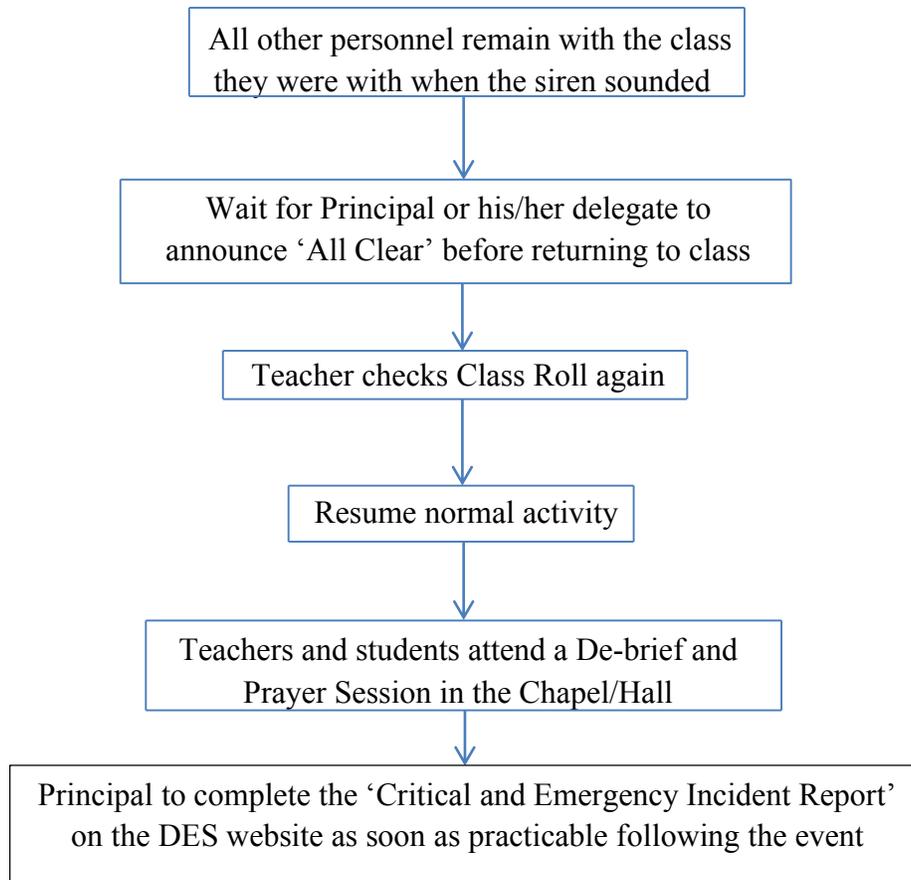
1. Upon hearing the short bursts of repeated siren sounds, teachers will ask students to STOP what they are doing and to remain CALM. They will explain to them that they will now follow the Evacuation Procedure.
2. Teachers will refer to the Evacuation Procedure Flow Chart (See below) and marked Floor Plan that exists in each classroom and they will inform students of the path that they are to take to go to the oval.

3. Staff and students must not take anything to the oval except the Class Roll if this is accessible.
4. Before leaving the classroom, teachers must turn off all gas and electrical appliances if in use.
5. Teachers will lead their students to the oval by WALKING smartly and promptly.
6. When staff and students have reached the oval, teachers are to instruct their students to line up, SINGLE FILE and preferably in alphabetical order (assisting them to do so where necessary).
7. Students are to remain STANDING to be counted or be accounted for according to the Class Roll.
8. If the teacher has the Class Roll, then he/she must check to see who is present. If the teacher is without the Class Roll due to not being in the classroom (i.e., Chapel or other area) when the siren sounded, then the teacher must count the students in his/her class to ascertain presence.
9. Education Assistants and other staff members, visitors, parent helpers, etc., must stay with the class that they were with when the siren sounded.
10. Once students have been counted or accounted for according to the Class Roll, and teachers are satisfied that everyone is present, they must then ask the students to SIT DOWN. This will indicate that all is well with that particular class.
11. If a student or staff member is not accounted for, inform the Principal who will be checking the field for any anomalies or for missing students or staff.
12. Teachers and Education Assistants, visitors, parent helpers, etc., must remain with their class unless otherwise instructed by the Principal or his/her delegate.
13. When the Principal is satisfied that there is no longer a risk to lives or property, teachers and students will be asked to move back to their classrooms in an orderly fashion.

14. Staff and students will return to their normal classroom so that the Class Roll can be checked by those who could not bring it to the oval. Students will then be instructed to return to their normal lessons.
15. A De-briefing and Prayer Session will be held in the Chapel/Hall for all staff and students as soon as possible. Prayers of thanksgiving will be offered to God for the safety of the College Community.
16. The Principal will complete the ***Critical and Emergency Incident Report*** - Department of Education Services' website - as soon as practicable, following the event.
17. Staff will assess the Evacuation Procedure and its effectiveness at the subsequent Staff Meeting and make appropriate changes to the Policy as needed.

***EVACUATION PROCEDURE FLOW CHART  
IN THE EVENT OF A FIRE***





### **Evacuation Procedure for all Non-teaching Staff, Visitors, and Other Personnel**

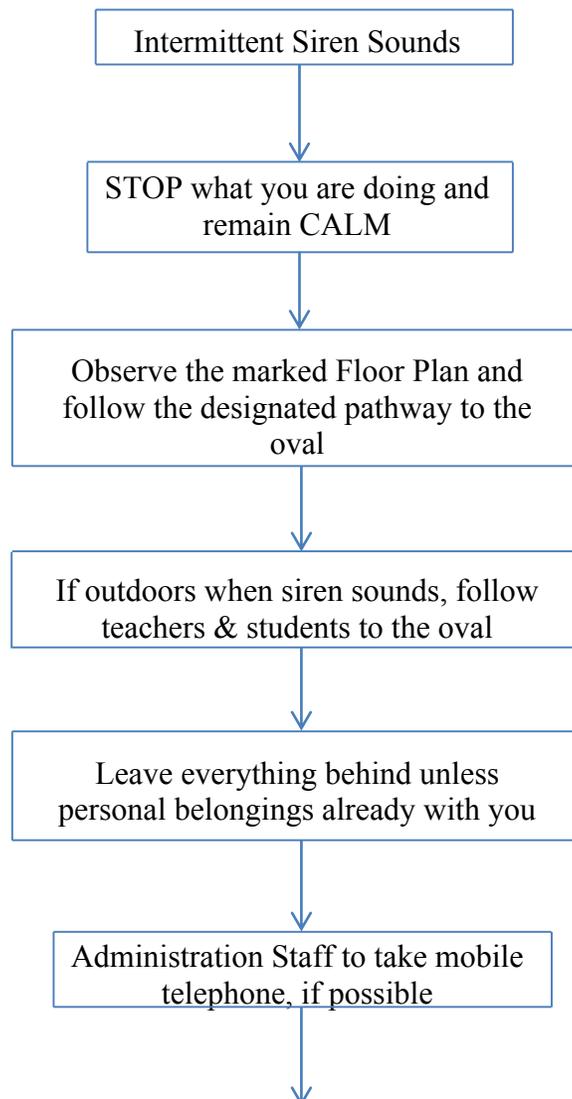
In the event of a fire, a series of short, intermittent siren sounds will be heard. These will be audible through the College's PA system. More than likely, these will be administered by the Principal or delegate, which could be a member of the College's Administration Staff (i.e., Bursar, Administration Assistant). Hence, the non-teaching staff of the College might be the first group of personnel to be informed that there is a need for evacuation of the building. This includes visitors to the College as well. Irrespective of whom the persons are the following ***Evacuation Procedure must then be adhered to strictly:***

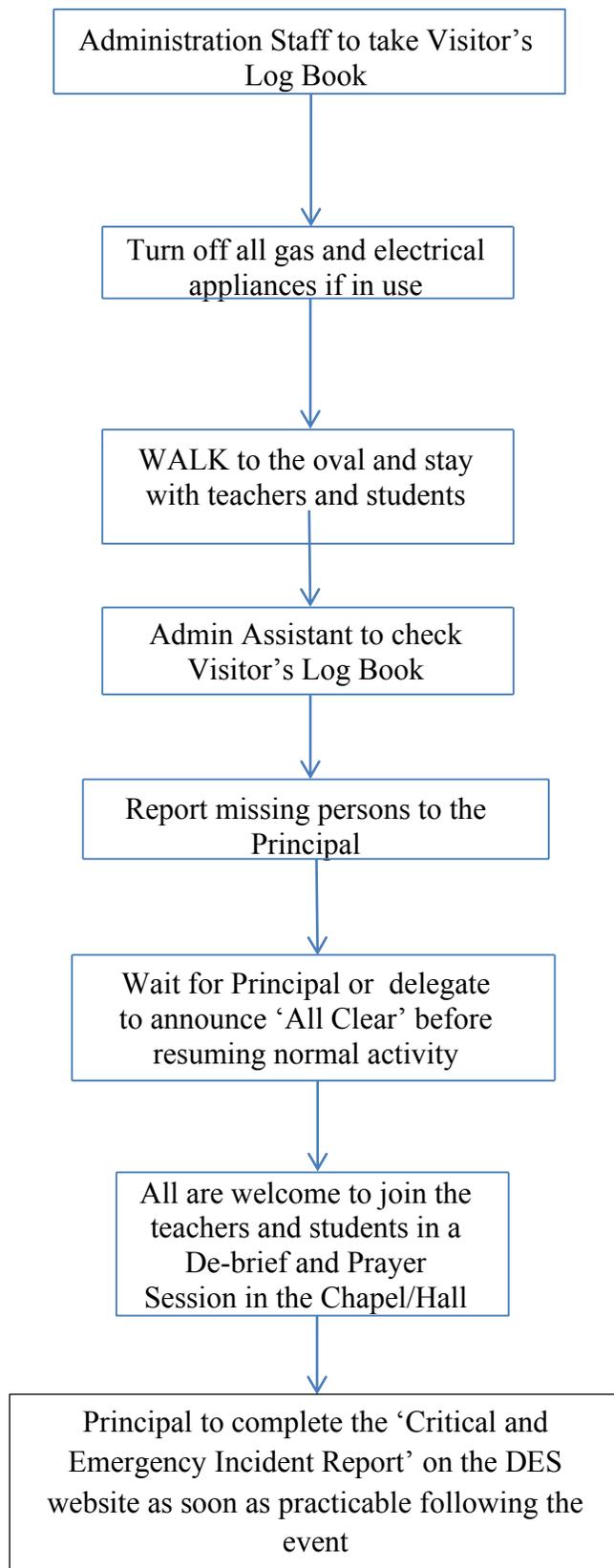
1. Upon hearing the short bursts of repeated siren sounds, all non-teaching staff members, visitors to the College, and other personnel must STOP what they are doing and remain CALM.

2. All must observe the Evacuation Procedure Flow Chart and marked Floor Plan that exists in the building where they are and follow the pathway to the oval.
3. If outdoors when the siren sounds for evacuation (i.e., Groundsperson, Caretaker, special guests, etc.), a common sense approach should ensure that children and adults follow the teaching and non-teaching staff, as well as the students of the College to the oval.
4. Non-teaching staff, visitors, and other personnel must not take anything to the oval except for their personal belongings if already on their person and a mobile telephone for Administration Staff of the College (only if already within their possession).
5. Before leaving the Administration Block/other buildings, non-teaching staff must turn off all gas and electrical appliances if in use.
6. Non-teaching staff, visitors and other personnel must WALK promptly to the oval.
7. When all known members of the non-teaching staff have reached the oval, the Admin Staff must check the Visitor's Log Book to ascertain if anyone is missing and advise the Principal accordingly. Other personnel must also report any missing persons to the Principal.
8. Visitors, parent helpers, etc., must stay with the class that they were with when the siren sounded unless instructed otherwise by the Principal or her delegate.
9. When the Principal is satisfied that there is no longer a risk to lives or property, non-teaching staff members, visitors and other personnel will be asked to move back to the area/building they were in before the siren sounded and to resume normal activity.
10. A De-briefing and Prayer Session will be held in the Chapel/Hall for all staff and students as soon as possible after the Evacuation Procedure. Prayers of thanksgiving will be offered to God for the safety of the College Community. Non-teaching staff members, visitors to the College, and other personnel are invited to attend.

11. The Principal will complete the *Critical and Emergency Incident Report* - Department of Education Services' website - as soon as practicable, following the event.
12. Staff will assess the Evacuation Procedure and its effectiveness at the subsequent Staff Meeting and make appropriate changes to the Policy as needed.

***EVACUATION PROCEDURE FLOW CHART  
FOR ALL NON-TEACHING STAFF, VISITORS,  
AND OTHER PERSONNEL***





## **Partial Evacuation**

In case of a critical incident occurring in one room in a building, that building only will be evacuated (i.e., Teaching Block, Administration Block, or Multipurpose Hall only). Adjacent buildings may need to be evacuated, depending on the situation, as assessed by the Principal. Continuous short soundings of a whistle, etc., or voice contact over the College's PA system may be used to call a partial evacuation. The building is to be cleared as per the above-stated procedures. Instructions will be issued by the Principal regarding the safe return to the premises.

## **Common Sense Ruling**

In the case where an executive directive or common sense dictates that the oval is not safe, staff, students and all other personnel will communicate with the Principal and proceed to an alternative assembly point.

## **Informing the College Community**

The Principal will inform parents/guardians in writing if the College has undergone an Evacuation Procedure. Furthermore, if the College is instructed by the authorities (AISWA and/or DFES) to remain closed due to the likelihood of serious threat to lives and/or property, parents/guardians will be informed via telephone and email as soon as possible prior to the event.

## **Informing the Minister for Education**

The Principal will inform the Minister for Education of the Evacuation Procedure as soon as practicable, following the event, through the completion of the *Critical and Emergency Incident Report* found on the website of the Department of Education Services (DES).

## **Fire Prevention Procedures**

Immaculate Heart College will ensure that all measures are taken to prevent the College from being prone to fire danger, following the guidelines stated in the *AISWA Bushfire Management Guidelines* document (January 2013).