



IMMACULATE HEART COLLEGE

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

John 14:6

CATASTROPHIC WEATHER POLICY

October 2017

This Policy will be reviewed by September 2018

Catastrophic Weather

In the case of catastrophic weather, such as cyclones, floods or earthquakes, Immaculate Heart College has the following procedures in place:

Cyclone/Flood

Immaculate Heart College has established links with the local State Emergency Services (SES – Bullsbrook Volunteer Fire Service: **9571 2099; 0427 471 577**, corner Chittering Road and Maroubra Avenue, Bullsbrook) and is familiar with the various actions required under each ‘Alert Stage’.

- If flooding is imminent, the Principal or his/her delegate will make contact with the local SES as soon as possible.
- If the College is still occupied, students and staff will evacuate classrooms as per the *Bushfire Policy - Evacuation Procedure* (See ‘Evacuation Procedure for Teaching Staff and Students’ below) and will proceed to the highest sheltered areas (indoor balcony of Assembly Hall).
- Where possible, the College will ensure that high value equipment and records are relocated away from impending floodwaters.
- The College will ensure that potential electrical hazards have been eliminated; for example, isolate power supply, IF SAFE TO DO SO.
- All staff and students will remain at the safe location (indoor balcony of Assembly Hall) while it continues to offer protection.
- No one will be allowed to enter the floodwaters.

Evacuation Procedure for Teaching Staff and Students – Cyclone/Flood

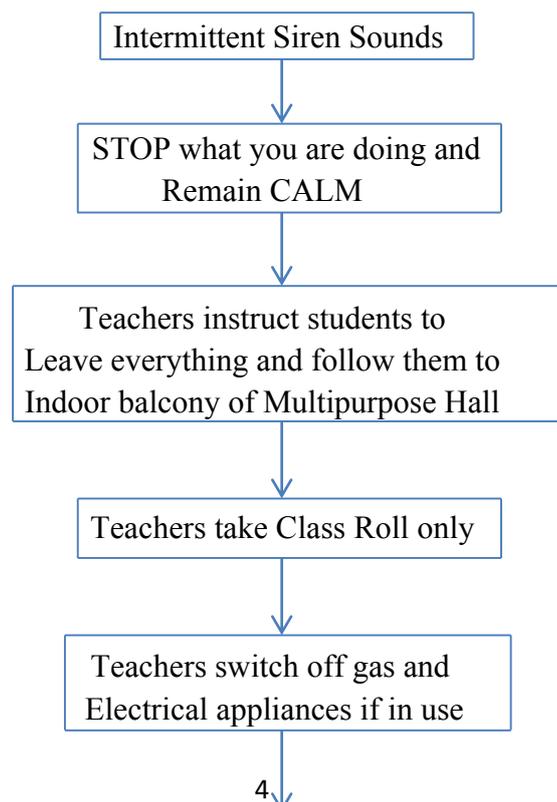
In the event of a cyclone/flood, a series of short, intermittent siren sounds will be heard. These will be audible through the College’s PA system. The following *Evacuation Procedure must then be adhered to strictly*:

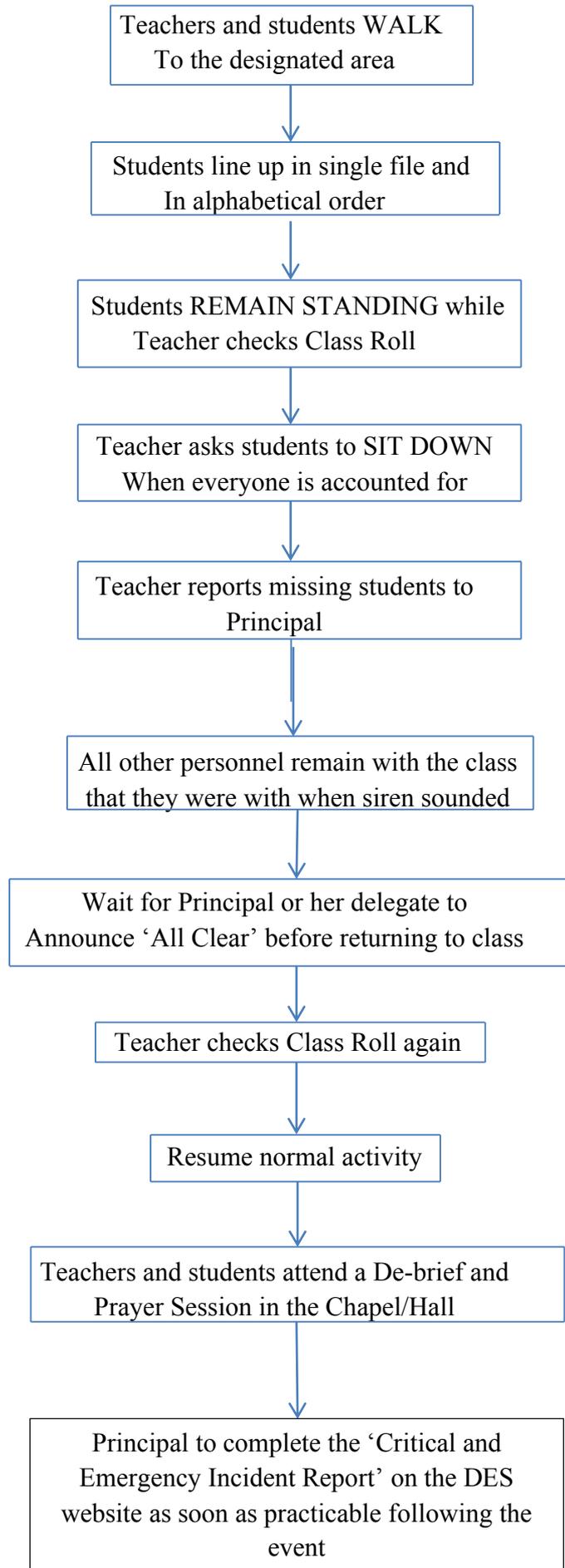
1. Upon hearing the short bursts of repeated siren sounds, teachers will ask students to STOP what they are doing and to remain calm. They will explain to them that they will now follow the Evacuation Procedure.

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 designated area (indoor balcony of Assembly Hall).
3. Staff and students must not take anything to the Assembly Hall except for 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 Assembly Hall by WALKING smartly and promptly.
6. When staff and students have reached the designated area, 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 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 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 Multipurpose Hall. Students will then be instructed to return to their normal lesson.
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
FOR THE TEACHING BLOCKS
IN THE EVENT OF CYCLONE/FLOOD***





Earthquake

In the event of an earthquake, the Principal or her delegate will instruct everyone to REMAIN CALM and reassure staff, students and visitors that measures are in place to protect everyone from harm, as best as possible.

Indoors:

- The Principal or her delegate will instruct everyone, via the College's Public Announcement (PA) system, to stay indoors and seek shelter under tables, desks or strongly-constructed door frames, and to stay away from windows and other fixtures that may become unstable.
- The Principal or her delegate will check that evacuation routes, as per the *Bushfire Policy - Evacuation Procedure* (See below), are safe.
- The Principal or her delegate will instruct staff, students and visitors to evacuate in an orderly manner, as per the Evacuation Flow Chart of the *Bushfire Policy - Evacuation Procedure* (See below), and/or with further evacuation instructions.
- Assistance will be provided to people with disabilities or special needs.
- Electricity, gas, and water will be turned off ONLY WHEN IT IS SAFE TO DO SO.

Outdoors:

- Everyone is to move quickly away from buildings and power poles.
- Everyone is to evacuate to the designated Evacuation Assembly Area on the oval.
- All procedures relating to the Evacuation Flow Chart of the *Bushfire Policy - Evacuation Procedure* (See below) will apply; such as, teachers taking the Class Roll to check those who are present, etc.

Evacuation Procedure for Teaching Staff and Students – Earthquake

In the event of an earthquake, 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 above) 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 for 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 their designated area, 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 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 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 lesson.
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 for all Non-teaching Staff, Visitors, and Other Personnel

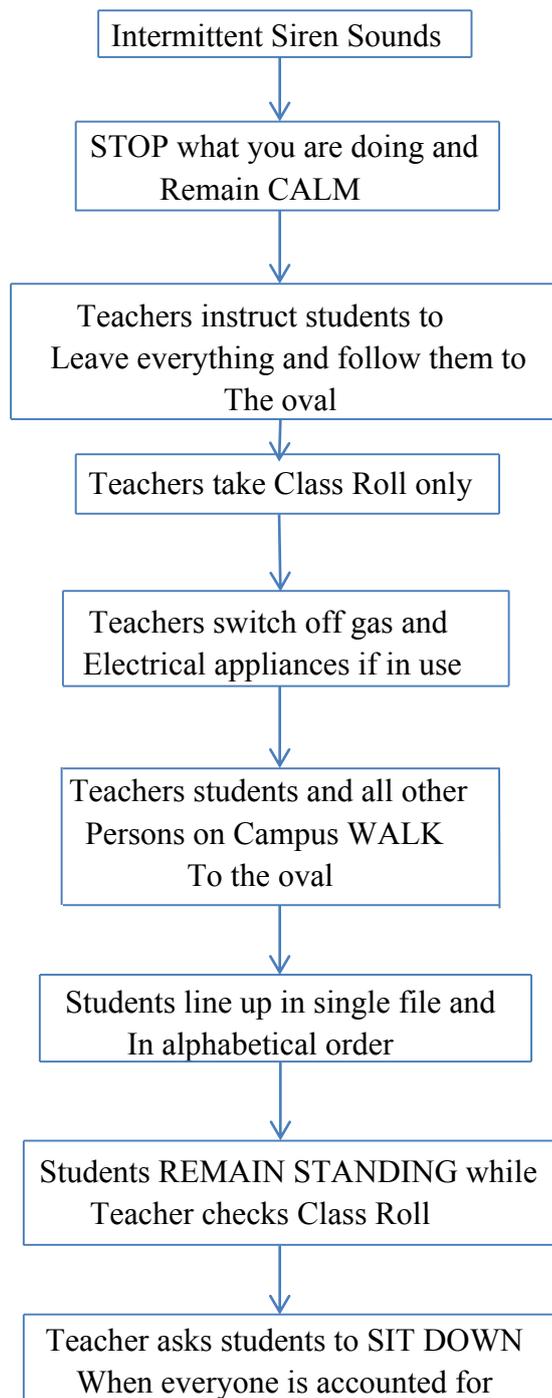
In the event of a fire, a series of short, intermittent siren sounds will be heard. These will be audible through the College's PA system. More than likely, these will be administered by the Principal or her delegate, which could be a member of the College's Administration Staff (i.e., Bursar, Administration 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:***

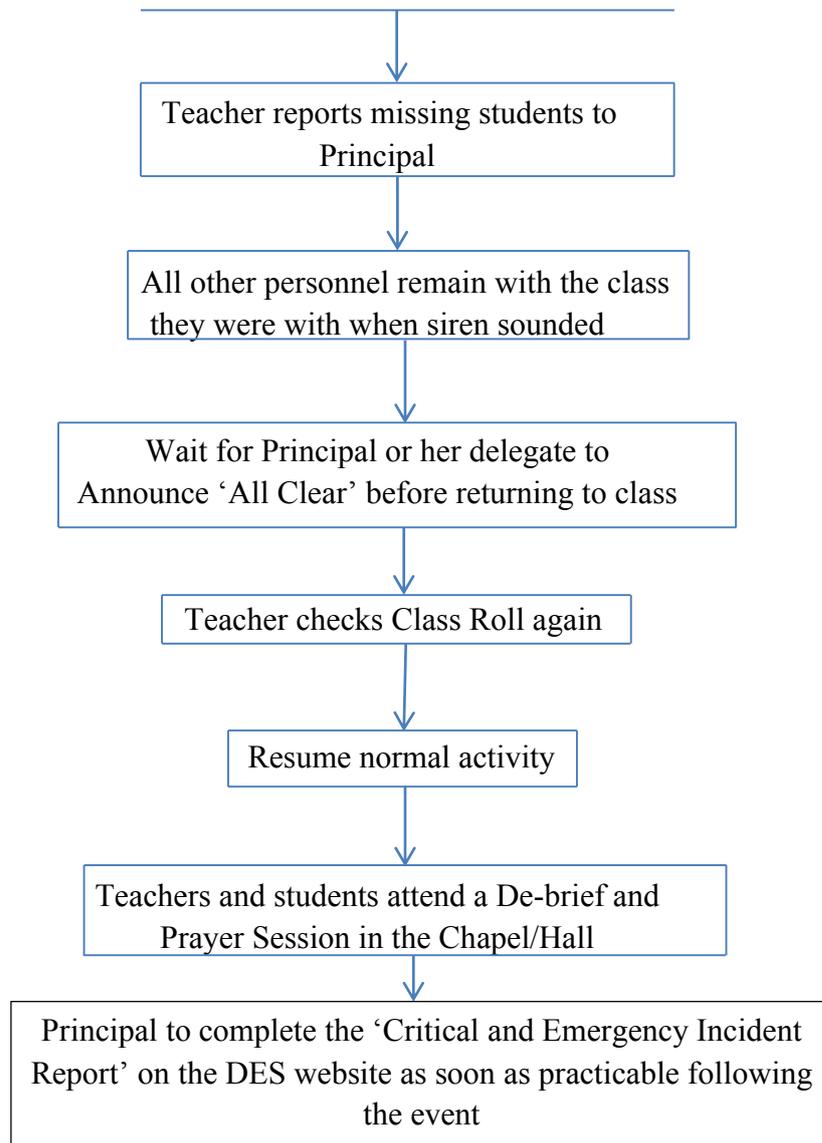
1. Upon hearing the short bursts of repeated siren sounds, all non-teaching staff members, visitors to the College, and other personnel must STOP what they are doing and remain CALM.

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
IN THE EVENT OF AN EARTHQUAKE***





After the Earthquake:

- Check attendance against Class Rolls at the oval
- The Principal or her delegate will liaise with the local emergency services.
- Staff will check for injured people. **DO NOT MOVE SERIOUSLY-INJURED PEOPLE UNLESS THEY ARE IN IMMEDIATE DANGER. WAIT FOR EMERGENCY SERVICES.**
- The Principal will survey the damage.
- The Principal or her delegate will turn off electricity, gas and water supplies **ONLY WHEN IT IS SAFE TO DO SO.**

- The Principal or her delegate will check for damage, gas leaks, power failure and any other hazards. THE PRINCIPAL WILL ENSURE THAT NO-ONE RETURNS TO ANY BUILDING UNLESS AUTHORISED TO DO SO.